



APPLICATION FOR APPROVAL of PROPERTY IMPROVEMENT

Date: _____

Owners Name: _____

Community: _____ Lot# _____ Phone: _____

Pot-Nets Address: _____ Email: _____

- Type of Project:
- Deck or Patio
 - Sunroom
 - Carport
 - Garage
 - Addition
 - Shed or Gazebo
 - Fence
 - Satellite / Antenna
 - Boat Slip Improvement
 - Other _____

Description of Proposed Work: Describe all proposed improvements, alterations, or changes to your lot or home. *Attach additional sheets if necessary.*

Contractor: _____ Phone: _____

APPLICATION REQUIREMENTS: All the items below must be submitted with application

*Your Estimated Start Date _____ Estimated Completion Date _____

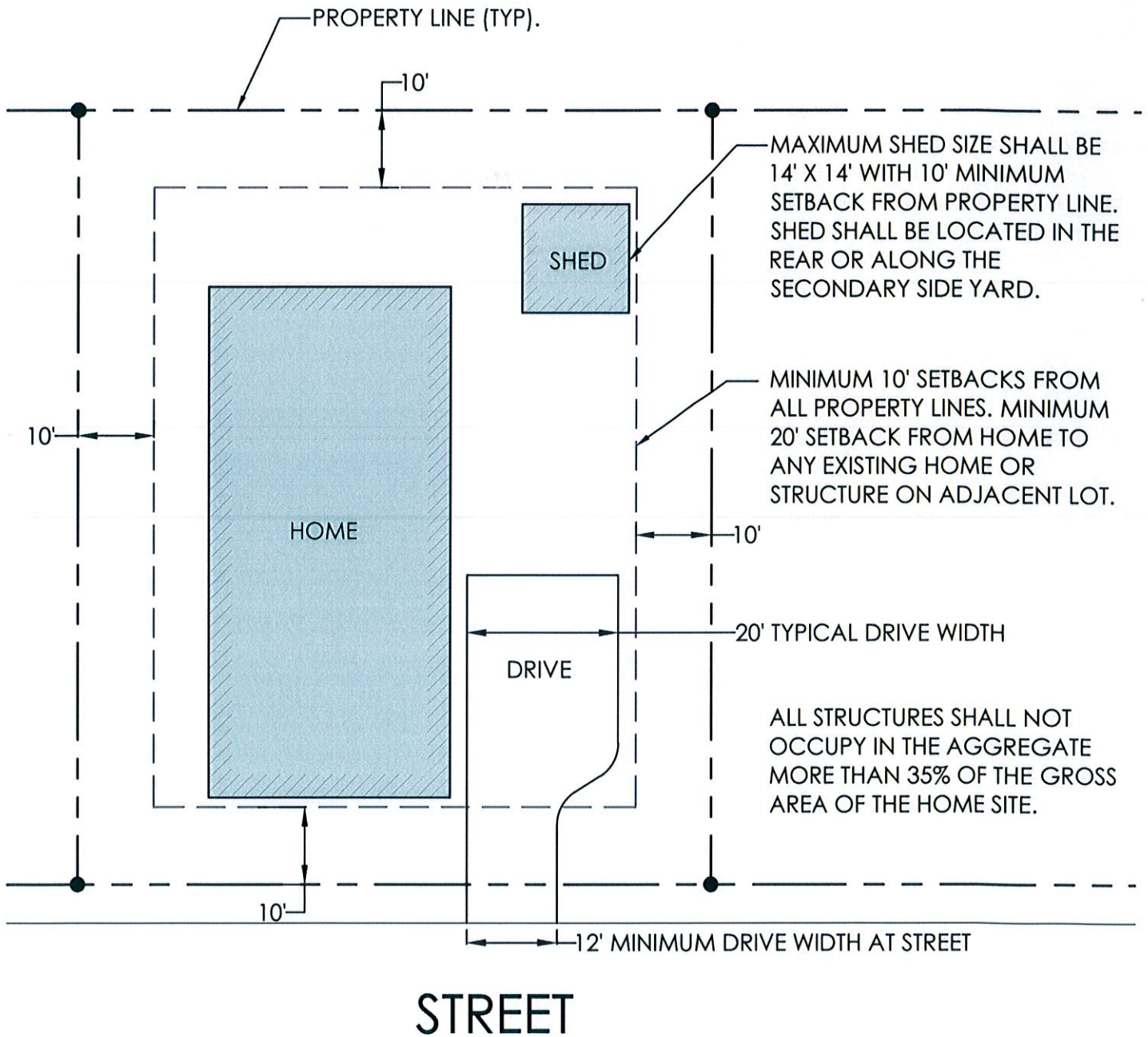
- **Please allow 2 to 3 weeks from the time of your submission to receiving an answer. This allows for time to receive and process the application, perform field inspections, review against site plans and records, and to process the decision. Thank you for being patient.**
- Site plan indicating the improvements as well as the property line, existing building footprint, existing and proposed contours, and all easements, setbacks and right of ways.
- Building plans, elevations, sections and details that describe the improvements.
- Specifications outlining all materials and finishes for the improvements.
- Any work not performed by the homeowner must be done by a licensed and insured contractor.
- Quality of all documents must clearly describe and depict the work to be done.
- Sussex County building permits: For questions call (302) 855-7720
- **If this is a request for tree removal, pruning, trimming or any other tree maintenance, you MUST fill out a tree form. Any request for tree work on this form will be DENIED. You may obtain a tree form at the main office 7 days a week from 8:30a.m.-5:00p.m.**
- Owner Signature: _____ Date: _____

OFFICE USE ONLY

Approved	Approved with Conditions	Not Approved
NOTES: _____		
Date Permit Issued _____		Date Permit Expires: _____

Owners Name: John & Jane Smith
Community: Pot-Nets Bayside
Homesite #: 9999
911 Address: 54321 Main Street

THIS IS A SAMPLE PLAN. Be sure to show all property boundaries, setbacks, existing building footprint and all proposed improvements.



C. HOMES AND ADDITIONS.

Homes and home placement require approval by community management prior to delivery. Home additions, whether attached or detached, need approval by community management and Sussex County before beginning construction. Any unauthorized improvements or alterations will not be allowed to remain on the homesite. The home and any additions shall be in compliance with the following setback requirements:

- 1) From adjacent property lines:
 - Home and attached additions and detached garages..... 10 ft.
 - Sheds or other site-built structures..... 10 ft.
- 2) From neighboring homes and/or structures..... 20 ft.
- 3) From any body of water..... 10 ft.
- 4) From the road right-of-way (as determined by community management):

POT-NETS BAYSIDE

POT-NETS SEASIDE

POT-NETS DOCKSIDE

POT-NETS BAYSIDE (HOMESITES E-1 to E-699)..... 10 ft.

POT-NETS CREEKSIDE

POT-NETS COVESIDE..... 20 ft.

POT-NETS LAKESIDE

POT-NETS BAYSIDE (HOMESITES E-700 to E-1007)... 20 ft.