

## BUILDING/CONSTRUCTION CHECKLIST

MEMBER NAME: \_\_\_\_\_ PHONE #'S: \_\_\_\_\_  
BLDG/CONST. ADDRESS: \_\_\_\_\_  
CONTRACTOR'S NAME: \_\_\_\_\_  
ADDRESS AND CONTACT NUMBER: \_\_\_\_\_  
PERMISSION FOR SITE VISIT: \_\_\_\_\_ DATE: \_\_\_\_\_  
(MEMBER SIGNATURE)

\_\_\_\_\_ **New Home Construction**

\_\_\_\_\_ Additions & Attached Garages

\_\_\_\_\_ Decks, Alterations & Demolition

\_\_\_\_\_ Sheds

\_\_\_\_\_ Fences

\_\_\_\_\_ Other

|                                                                                |      |
|--------------------------------------------------------------------------------|------|
| 1 <sup>st</sup> Approval / Date _____ / _____                                  |      |
| 2 <sup>nd</sup> Approval / Date _____ / _____                                  |      |
| _____ / _____                                                                  |      |
| Member Approval Signature                                                      | Date |
| (Your Signature and Date confirm you have reviewed and received all paperwork) |      |

\_\_\_\_\_ **PFT Building Permit/Weather card—Approved by the township**

\_\_\_\_\_ **PFT Zoning Permit—Approved by the township**

\_\_\_\_\_ **Complete copy of property Long Deed showing all setbacks and covenants (available at Court House)**

\_\_\_\_\_ **Plot plan showing setbacks**

\_\_\_\_\_ **Current dated "Certificate of Liability Insurance" from contractor with General and Auto Liabilities**

\_\_\_\_\_ Project needs drainage pipe under driveway (written requirements for installation furnished to member)

\_\_\_\_\_ Project does NOT require drainage pipe

\_\_\_\_\_ **Complete set of blueprints **IN PDF FORMAT****

\_\_\_\_\_ **Property corners located and marked (Homeowners or Surveyors responsibility. If not marked, no inspection will be conducted)**

\_\_\_\_\_ **Proposed excavation or shed location marked**

\_\_\_\_\_ **Tree Permit** \_\_\_\_\_ **Driveway Permit**

**MAKE CHECKS PAYABLE TO—B C L C A**

\_\_\_\_\_ **\$200.00 New Home Construction**

\_\_\_\_\_ **\$100.00 Additions & Attached Garages**

\_\_\_\_\_ **\$50.00 Decks, Alterations & Demolition**

\_\_\_\_\_ **\$25.00 Sheds** \_\_\_\_\_ **\$25.00 Fence**

\_\_\_\_\_ **\$2500.00 Financial Security Deposit to secure completion of addition or garage**

\_\_\_\_\_ **\$7500.00 Financial Security Deposit to secure completion of new dwelling**



# **BEAR CREEK LAKES**

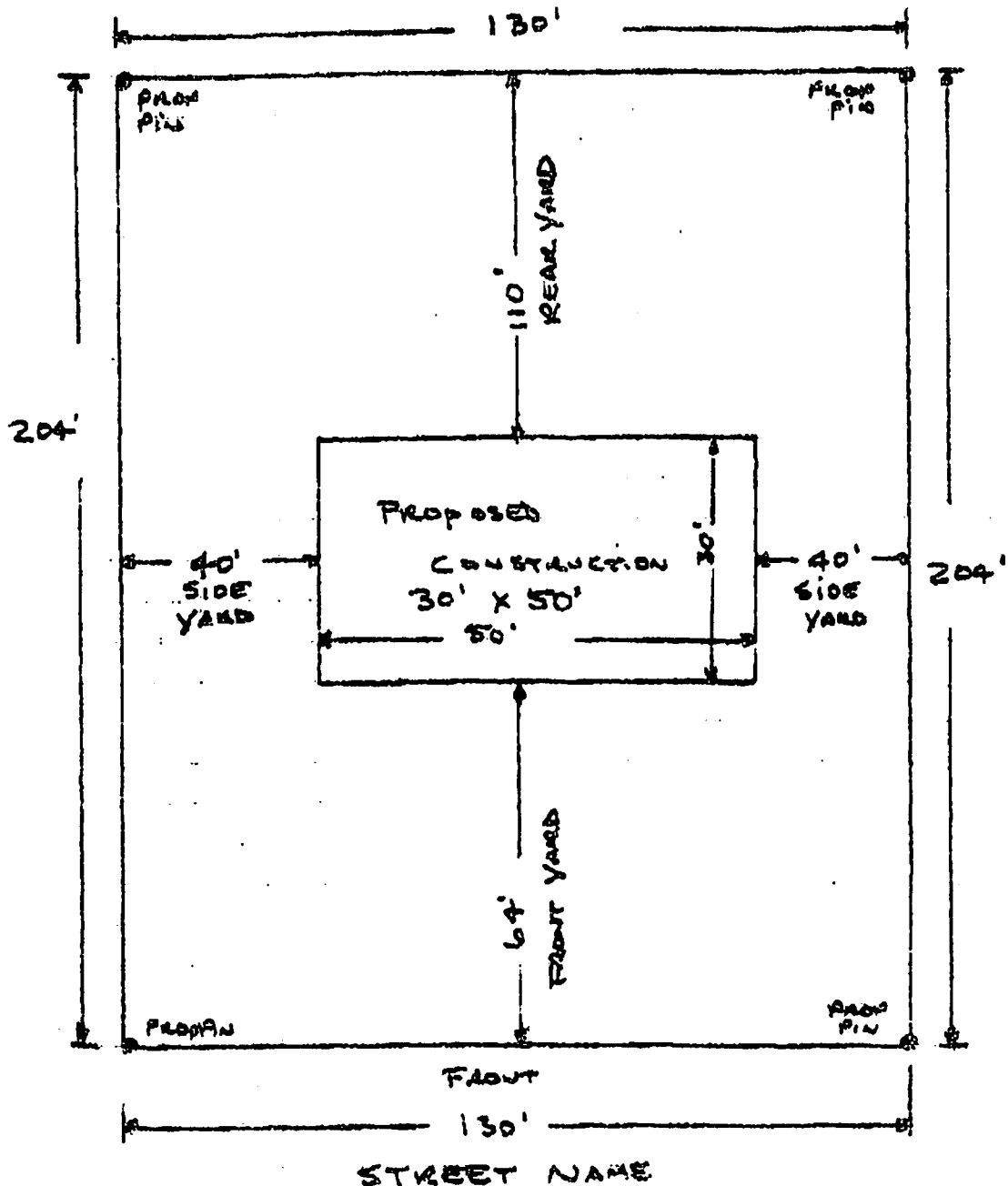
**CIVIC ASSOCIATION**

57 Pool Drive, Jim Thorpe, Pennsylvania 18229  
(570) 325-3334

## **DETAILED PLAN FOR PREPARING AND MAINTAINING CONSTRUCTION SITE DURING THE PERIOD OF CONSTRUCTION**

1. During any new construction, a porta-potty must be maintained on the site.
2. Homeowners are responsible for ensuring that any damage to BCL roads is repaired/reconstructed according to BCLCA specifications.
3. Rock Entrance for new construction as per BCL SPECIFICATIONS.
4. All construction sites must maintain an erosion and sediment control barrier until the construction is complete. \*INSTALLATION INSTRUCTIONS ARE INCLUDED
5. All homeowners and contractors shall be required to maintain a clean site during construction. All lumber piles are to be neat and orderly at the end of the work day. All construction debris is to be removed and be placed in a dumpster, suitable container or construction vehicle. No construction debris is to be left visible on the construction site at the end of the working day. The covering of debris with tarps is not acceptable.
6. All contractors who perform work within the boundaries of Bear Creek Lakes must be registered with the Civic Association. Contractor work includes but is not limited to, building, grading/landscaping, home improvements such as additions, roofing, siding, decks, the drilling of wells and the installation of septic systems.
  - A CURRENT CERTIFICATE OF INSURANCE FOR 1 MILLION DOLLARS IS REQUIRED
7. Building contractor and lawn care/landscaping signs are permissible only during the period the work is in progress. No contractor sign may be larger than (9) square feet. Building contractor signs must be removed within (9) months of the issuance of the building permit or at the time an Occupancy Permit is received, whichever occurs first. Property owners are responsible for ensuring that contractors comply.
8. There shall be no construction by outside contractors prior to 7:00 a.m. or after 8:00 p.m. Monday through Friday and prior to 9:00 a.m. or after 7:00 p.m. on Saturday and Sunday. No construction at all is allowed on Memorial Day, Independence Day or Labor Day.
9. All external components of a home construction or addition construction must be completed in 9 months from the date of permit issuance.
10. All Building Permits to be posted and visible from the street.

SAMPLE  
SITE PLAN (PLOT PLAN) BCLCA



SAMPLE

MEASUREMENTS NEEDED  
FRONT YARD, REAR YARD, SIDE YARDS AND PROPERTY  
MEASUREMENTS

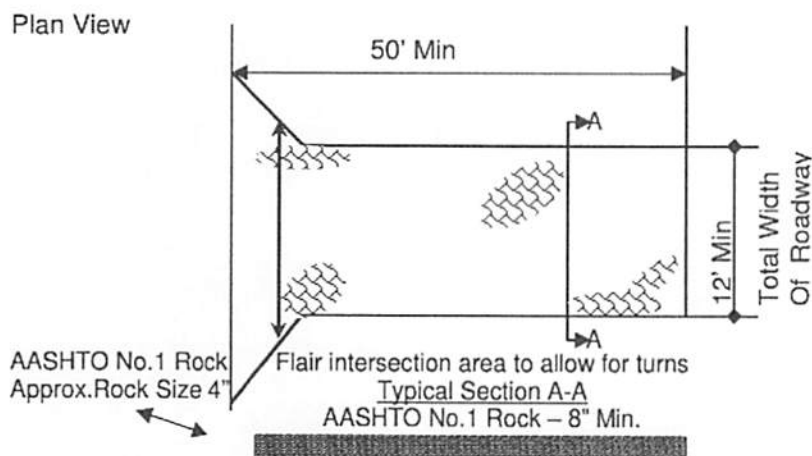


# BEAR CREEK LAKES

## CIVIC ASSOCIATION

57 Pool Drive, Jim Thorpe, Pennsylvania 18229  
(570) 325-3334

### ROCK CONSTRUCTION DRIVEWAY ENTRANCE DETAILS



Sketch shows the size of driveway that needs to be prepared by the contractor before construction

Rock Construction Entrances are used at the entering and exiting points to B.C.L.C.A. paved roads from your construction site.

At the end of each construction day all sediment deposited on public roadways will be removed and returned to the construction site by the contractor. It is not recommended to wash the roadway with water. Failure to remove sediment will necessitate the use of BCLCA maintenance to clean the area and bill the contractor.

Stabilized construction entrances should be installed before any earth moving activity to provide a controlled entrance to and exit from your construction site.

Drainage pipes must be installed where needed at entrances and exits. Size and location of pipes to be determined by B.C.L.C.A.

Contractor is responsible for constantly maintaining the structure's thickness to the specified dimension and to add rock where necessary. Failure to repair any damage to the roads will result in a fine for the homeowners.

No loading or unloading of construction equipment on B.C.L.C.A. roads with the exception of rubber tire equipment. Contractors are responsible for repairing or reconstructing any damage to B.C.L.C.A. roads during the period of construction. A written plan for repairing any damage will be determined at the end of construction by the Chairman of the Road Committee.

## **CHAPTER 102 – EROSION CONTROL REGULATIONS**

The reason for Chapter 102 "Erosion Control Regulations" is to implement the intent of the Clean Streams Law of Pennsylvania. The Clean Streams Law prohibits the discharge of any nuisance-creating substance into natural waters of the Commonwealth. Sediment, with its number one rating by volume as a pollutant to Pennsylvania's waters, is listed as a nuisance. In addition, the protection of the adjacent landowner from sedimentation is a very important consideration of an Erosion and Sedimentation Control Plan.

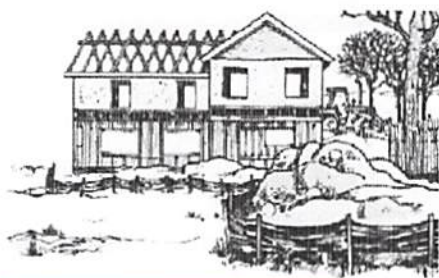
The regulations provide controls to alleviate a sediment pollution problem. Regardless of the size of the project, anyone who disturbs vegetation or exposes the earth's surface to the forces of erosion is subject to these regulations. The primary focus of Chapter 102 is the Erosion and Sediment Control Plan and its implementation.

**THE EROSION AND SEDIMENT CONTROL PLAN IS REQUIRED TO INCLUDE INFORMATION ON:**

- 1. Site Characteristics**
  - a. Topography
  - b. Type vegetative cover
  - c. Soil characteristics
  - d. Description of disturbance to any waterway (if applicable)
- 2. Proposed Alterations**
  - a. Size of disturbance (acreage)
  - b. Topography changes (cut & fill)
  - c. Drainage way and vegetative alterations
- 3. Methods of controlling Erosion & Sediment during project duration**
  - a. Silt fence
  - b. Hay bales
  - c. Vegetative (mulch & seeding)
  - d. Filter strips
  - e. Stabilized stone construction entrances

The regulations require that the landowner obtain an Erosion and Sedimentation Control Plan prior to the start of construction. This plan must be available on site during the construction of your project. It is recommended that a copy be given to your contractor.

Local municipalities, the Department of Environmental Protection, and other various permitting bureaus may require an erosion and sediment control plan to be submitted for review by the Conservation District prior to construction. Local municipalities may have rules and regulations that are more stringent than Chapter 102.



# Erosion Control for Home Builders

**By controlling erosion, home builders help keep our lakes and streams clean.**

**E**roding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



## **Taxes**

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

## **Lower property values**

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

## **Poor fishing**

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

## **Nuisance growth of weeds and algae**

Sediment carries fertilizers that fuel algae and weed growth.

## **Dredging**

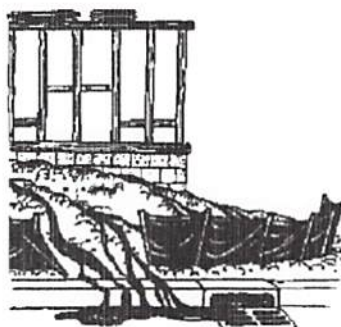
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre. If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

## **Controlling Erosion is Easy**

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



**A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).**

## WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

## Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

## Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

## Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

## Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

## Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

## Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

## Preserving Existing Vegetation

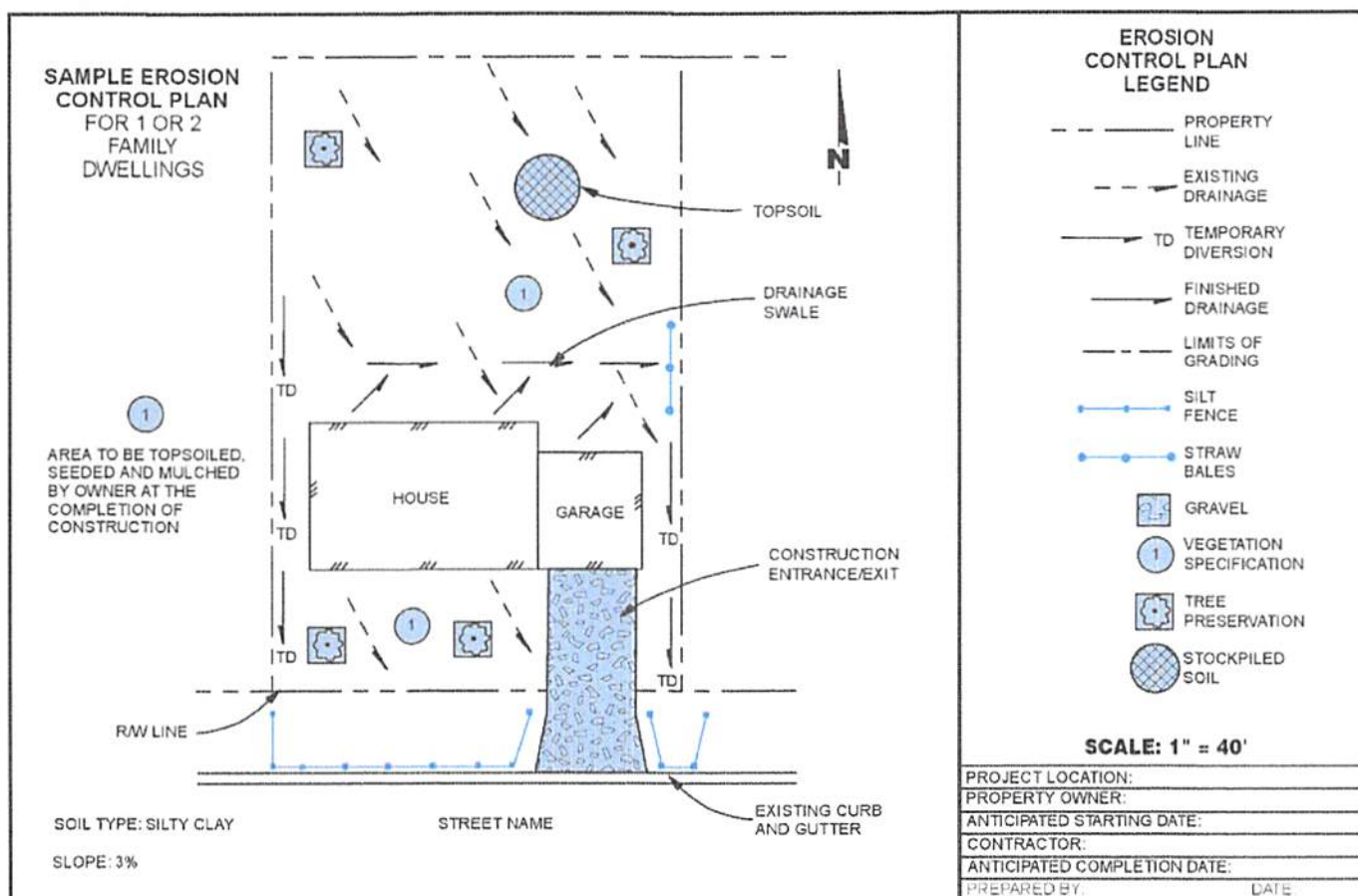
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

## Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

## Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



### Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

### Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

### De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

### Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

### Typical Lawn Seed Mixtures

| Grass              | Percent by Weight |            |
|--------------------|-------------------|------------|
|                    | Sunny Site        | Shady Site |
| Kentucky bluegrass | 65%               | 15%        |
| Fine fescue        | 20%               | 70%        |
| Perennial ryegrass | 15%               | 15%        |

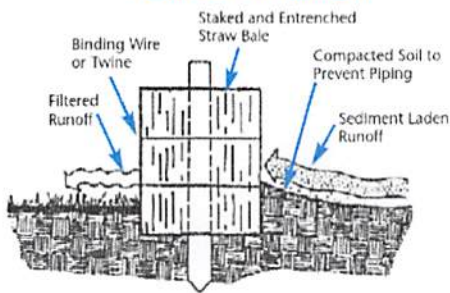
Seeding rate 3-4 4-5  
 (lb./1000 sq. ft.)

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

## COMMONLY USED EROSION CONTROLS

### Straw Bale Fences

#### Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

#### How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



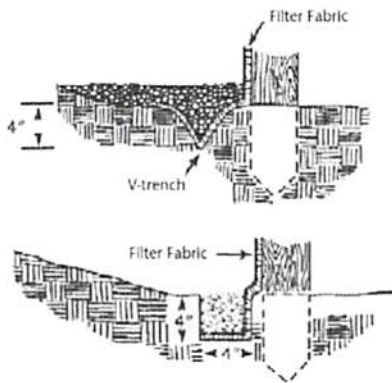
3. Anchor bales using two steel rebars or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

### Silt Fences

#### Cross Sections of Trenches for Silt Fences

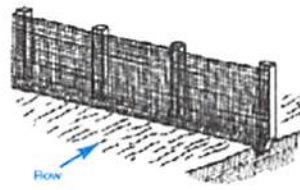


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

#### How to Install a Silt Fence



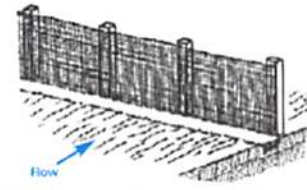
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



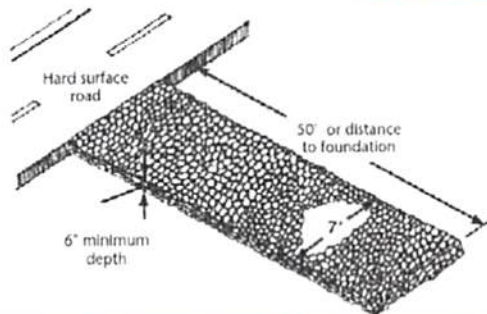
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

### Access Drive

#### How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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