

**APPLICATION FOR NEW CONSTRUCTION, COTTAGE, ADDITION, ROOM ENCLOSURE, TRAILER PORT, PARK MODEL**

**(OWNER: PLEASE KEEP THIS CHECKLIST AND MARK EACH ITEM AS IT IS COMPLETED)**

**CHECKLIST**

\_\_\_\_\_OBTAIN AND READ A COPY OF THE MOST RECENT CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE RULES AND REGULATIONS

\_\_\_\_\_OBTAIN AND SUBMIT A SURVEY OR RECORDED PLAT SHOWING ALL STRUCTURES CURRENTLY ON THE SITE, THE FRONT, REAR AND SIDE SETBACKS, AND THE PROPOSED STRUCTURE

\_\_\_\_\_SUBMIT ELEVATIONS AND FLOOR PLANS (PLANS OR DRAWINGS TO SCALE AND NOTE THE SCALE)

\_\_\_\_\_FILL OUT EACH PAGE AND SIGN WHERE REQUIRED. (DO NOT LEAVE ANY SPACES BLANK. WRITE N/A IF NOT APPLICABLE)

\_\_\_\_\_STRING OUT PERIMETER OF LOT AND PERIMETER OF PROPOSED STRUCTURE UNTIL INITIAL INSPECTION AND APPROVAL. LEAVE PROPERTY CORNER MARKERS UP THROUGHOUT CONSTRUCTION AND RESTRING PERIMETER FOR FINAL INSPECTION.

CAMPER OR RV MUST BE ON SITE AT ALL TIMES FOR ROOM ENCLOSURE. TENTS, SHEDS, COTTAGES DO NOT QUALIFY AS A SUBSTITUTE FOR A CAMPER OR RV. (AMENDED DECLARATION OF COVENANTS OF CBTEA, INC. SECTION 1.o.)

\_\_\_\_\_AGE OF PARK MODEL AND ATTACH INSPECTION REPORT FROM A LICENSED HOME INSPECTOR IF OVER 5 YEARS OLD.

CBTEA ENVIRONMENTAL COMMITTEE RULES AND REGULATIONS SECTION 2.C.

\_\_\_\_\_SUBMIT APPLICATION FOR APPROVAL

\_\_\_\_\_POST 911 ADDRESS USING REFLECTIVE NUMBERS VISIBLE FROM ROAD

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**AFTER APPROVAL:**

\_\_\_\_\_PROVIDE TRAILS END WITH A COPY OF ACCOMACK COUNTY BUILDING PERMIT

\_\_\_\_\_ POST ALL PERMITS ON LOT VISIBLE FROM STREET (LEAVE PERMITS UNTIL FINAL INSPECTION BY ACCOMACK COUNTY AND THE CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE)

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**WHEN CONSTRUCTION IS FINISHED OR UPON EXPIRATION OF CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. PERMIT:**

\_\_\_\_\_ REQUEST EXTENTION OF PERMIT, IF NECESSARY

(SIX MONTH EXTENTION IS AVAILABLE AT THE DISCRETION OF THE CBTEA ENVIRONMENTAL COMMITTEE—CBTEA EC RULES AND REGULATIONS SECTION 1D)

\_\_\_\_\_ SUBMIT A COPY OF THE ACCOMACK COUNTY CERTIFICATE OF OCCUPANCY. (AT NO TIME IS THE DWELLING PERMITTED TO BE OCCUPIED UNTIL FINAL INSPECTION BY THE COUNTY OF ACCOMACK)

\_\_\_\_\_ REQUEST A FINAL INSPECTION BY CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE.

**CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC.**

**STATEMENT OF PROPERTY OWNERS**

**I, the undersigned Property Owner hereby state that I have received, read, and fully understand the Environmental Committee Rules and Regulations pertaining to the Application for permit approval, intended Construction, and/or Improvements to be placed upon my lot. If I, or my Contractor, deviate from the allowable construction as applied for on this attached application, whether purposely or by mistake, agree to correct any and all violations per notification from the Environmental Committee. I agree that the Placement of said Improvement within my legal property boundary and set-backs is solely the responsibility of the property owner(s).**

**I also understand that if the Board of Directors must pursue legal action, all court costs and legal fees will be charged against the Property and All Property Owners whose names are listed on the Deed of Record, no matter what the outcome of the law suit.**

**Whoever signs this contract is acting as the agent for ALL OWNERS listed on the Deed of Record. It is understood if these costs are assessed, the OWNER(S) will be MEMBER(S) NOT IN GOOD STANDING until all matters pertaining to the violation are corrected and/or paid.**

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Signature of Witness                      Date**  
**(Office Staff Only)**

\_\_\_\_\_  
**Printed Name of Property Owner**

\_\_\_\_\_  
**Printed Name of Witness**

Drawing

PO Box 240 Horntown, Virginia, 23395

Office: 757-824-3428 Fax: 757-824-0262 Email: propmgr@trailsendassoc.com

The Environmental Committee has prepared the attached guidelines and drawings to assist you in preparing plans to be submitted with your request for a permit to construct or place a structure on your lot. You should keep in mind that the completed structure **MUST CONFORM** to the specifications contained in the plans submitted with your request for a permit. If you want to change the design or location of an approved structure before or after it has been erected or placed, it is necessary to obtain written approval of the change from the Environmental Committee or its designated representative(s). The completed structure will be inspected by our staff to assure that it has been constructed in accordance with the approved plans and in a manner which meets standard construction guidelines for safety and durability. **No structure may be used as a principal and primary residence except as defined in the Amended Declaration of Covenants Section II Land Use. (November 20, 2002).** Neither Chincoteague Bay Trails End Association, Inc., nor the Environmental Committee is responsible for placement within property lines. The property owner is solely responsible for the placement of any improvements within the property boundaries and setbacks.

Your cooperation in following the Construction Requirements and the attached construction guidelines will be appreciated and will help the Environmental Committee to process requests for construction permits with few delays.

Chairman

Environmental Committee

**ENVIRONMENTAL COMMITTEE STATEMENT OF INTENT**

The undersigned hereby agrees that they have read and understood the Environmental Committee Rules and Regulations and that they will construct the \_\_\_\_\_ according to the plans (measurements, materials, location, etc.) approved by the Environmental Committee; PERMIT NO. \_\_\_\_\_ DATED \_\_\_\_\_. Furthermore, they agree to obtain written approval for any deviation from the approved plan. It is understood that the Environmental Committee has the right to inspect the construction at any point and has the right to take action (legal or otherwise) in the event the structure is not in accordance with the approved plans or exhibits unsafe or substandard building materials or techniques.

Unit \_\_\_\_\_ Sheet \_\_\_\_\_ Lot \_\_\_\_\_ Street \_\_\_\_\_

Date \_\_\_\_\_ Name of Contractor (if any) \_\_\_\_\_

\_\_\_\_\_  
Property Owner Name (Print)

\_\_\_\_\_  
Property Owner Signature

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**OFFICE USE ONLY**

Approved by: \_\_\_\_\_

\_\_\_\_\_

ENVIRONMENTAL MEMBER

ENVIRONMENTAL

DATE \_\_\_\_\_

911 ADDRESS \_\_\_\_\_

Re-inspection Fee?

**CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC.**

**APPLICATION FOR COTTAGE, TRAILER PORT, ADDITION, ROOM ENCLOSURE, PARK MODEL**

PROPERTY OWNER NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET CITY STATE ZIP

TELEPHONE NUMBERS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TRAILS END ADDRESS: \_\_\_\_\_

UNIT / SHEET / LOT # 911 STREET

- TYPE OF CONSTRUCTION: COTTAGE ROOM ENCLOSURE TRAILER PORT PARK MODEL
- ADDITION MODULAR HOME PORCH

(ATTACHED DECKS AND SCREEN ROOMS ARE ADDITIONS)

- EXTERIOR DIMENTIONS: LENGTH \_\_\_\_\_ X WIDTH \_\_\_\_\_ = SQUARE FEET \_\_\_\_\_

NO MORE THAN 1300 SQUARE FEET UNDER ROOF INCLUDING ALL STRUCTURES EXCEPT 160 SF FOR SHED AND 256 SF FOR DECK. (SECTION 2A CBTEA R&R)

PARK MODELS MAXIMUM SIZE IS 12' X 40' (SECTION 2C CBTEA R&R)

- TYPE OF FOUNDATION AND HEIGHT (DESCRIBE): \_\_\_\_\_

FOUNDATION CANNOT EXCEED 32" FROM GROUND UNLESS COUNTY REQUIRES MORE (SECTION 2A CBTEA R&R)

- TYPE OF SIDING AND COLOR (DESCRIBE): \_\_\_\_\_

METAL SIDING PROHIBITED EXCEPT FOR PORTS (SECTION 2A & SECTION 2B CBTEA R&R)

- TYPE OF ROOFING AND COLOR (DESCRIBE): \_\_\_\_\_

NO BARN STYLE ROOF PERMITTED (SECTION 2A; 2B CBTEA R&R)      MINIMUM 20-YEAR METAL ROOFING ON ALL STRUCTURES (CBTEA R&R SECTION 1A4) IF USING METAL ROOFING)

- SIZE OF EAVE (ROOF OVERHANG) \_\_\_\_\_

(MINIMUM EAVE OF 6" TO A MAXIMUM OF 24" PERMITTED CBTEA R&R SECTION 1A2)

- HEIGHT AND PITCH:

COTTAGE, MODULAR OR ADDITION (FROM TOP OF SUBFLOOR TO ROOF PEAK): \_\_\_\_\_

TRAILER PORT (FROM GROUND TO PEAK): \_\_\_\_\_

ROOM ENCLOSURE (FROM TOP OF SUBFLOOR TO ROOF PEAK) \_\_\_\_\_

AS PER SECTION 2A; SECTION 2B; SECTION 2G; CBTEA R&R

- ATTACH ELEVATIONS DRAWN TO SCALE AND NOTE SCALE USED
- ATTACH SURVEY OR RECORDED PLAT WITH STRUCTURE PLACEMENT SHOWING FRONT, REAR, AND SIDE SETBACKS (UTILITY EASEMENTS) MINIMUM OF 5 FEET ON SIDES AND 15 FEET FRONT AND REAR.
- ATTACH INSPECTION REPORT FROM LICENSED HOME INSPECTOR FOR PARK MODELS OVER 5 YEARS OLD.

\* "CBTEA R&R" REFERS TO CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE RULES AND REGULATIONS.

\_\_\_\_\_  
SUBMITTED BY (PROPERTY OWNER)

\_\_\_\_\_  
DATE

**CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC.**

**ENVIRONMENTAL COMMITTEE**

**FINAL INSPECTION REQUEST**

PROPERTY OWNER NAME: \_\_\_\_\_

UNIT \_\_\_\_\_ SHEET \_\_\_\_\_ LOT \_\_\_\_\_ STREET \_\_\_\_\_

STRUCTURE TYPE \_\_\_\_\_

**It is the responsibility of the property owner that upon placement of any STRUCTURE OR CAMPING UNIT approved by the CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE, to return this form to Chincoteague Bay Trails End Association, Inc. Office for final re-inspection.**

**This is to confirm that the location and size of the Camping Unit or Structure meet the original Environmental Committee application request.**

**Environmental Committee members must sign this form to confirm that all rules and regulations have been met.**

SETBACKS: \_\_\_\_\_

SIZE OF STRUCTURE(S) \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_

Environmental Committee Member

\_\_\_\_\_

Environmental Committee Member

DATE \_\_\_\_\_