

**APPLICATION FOR SHED, OVERSIZED SHED, GAZEBO, SCREEN ROOM
(DETACHED)**

(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

_____SUBMIT ELEVATION DRAWING, PHOTO, OR BROCHURE

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

_____SUBMIT A PLOT PLAN OR DRAWING OF PLACEMENT OF PROPOSED SHED/GAZEBO AND OTHER STRUCTURES ON THE PROPERTY AND THEIR SIZES

_____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 OF PROPERTY FOR FINAL INSPECTION.

_____SUBMIT APPLICATION FOR APPROVAL

_____POST 911 ADDRESS ON LOT AS PER ACCOMACK COUNTY BUILDING CODE

AFTER APPROVAL:

_____PROVIDE TRAILS END WITH A COPY OF ACCOMACK COUNTY BUILDING PERMIT (FOR OVERSIZED SHEDS)

_____POST ALL PERMITS ON LOT VISIBLE FROM STREET (LEAVE PERMITS IN PLACE UNTIL FINAL INSPECTION BY ACCOMACK COUNTY AND THE TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE)

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

_____SUBMIT A COPY OF THE ACCOMACK COUNTY CERTIFICATE OF OCCUPANCY-- FOR OVERSIZED SHEDS (AT NO TIME IS THE DWELLING PERMITTED TO BE OCCUPIED UNTIL FINAL INSPECTION BY THE COUNTY OF ACCOMACK, IF APPLICABLE)

_____REQUEST A FINAL INSPECTION BY CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC. ENVIRONMENTAL COMMITTEE FROM THE ASSOCIATION OFFICE.

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

Chincoteague Bay Trails End Association, Inc.

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

OFFICE USE ONLY

Approved by: _____
Environmental Committee Member

Environmental Committee Member

Date _____

911 Address _____

CHINCOTEAGUE BAY TRAILS END ASSOCIATION, INC.

APPLICATION FOR SHED, OVERSIZED SHED, GAZEBO, UNATTACHED SCREEN ROOM

PROPERTY OWNER NAME(S): _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBERS: _____
HOME CELL

EMAIL: _____

TRAILS END ADDRESS: _____
UNIT / SHEET / LOT 911 STREET

- TYPE OF CONSTRUCTION: SHED OVERSIZED SHED UNATTACHED GAZEBO
DECK UNATTACHED SCREEN ROOM UNATTACHED DECK

(OVERSIZED SHED IS OVER 200 SQUARE FEET AS PER CBTEA EC R&R SECTION 2E)(SHEDS EXCEEDING 200 SF MUST BE LOCATED 5 FEET FROM THE REAR PROPERTY LINE; SHEDS 200 SF OR LESS MAY BE 1 FOOT FROM THE REAR PROPERTY LINE. ALL CONSTRUCTION OR PLACEMENT MUST BE 5 FEET OR MORE FROM SIDE PROPERTY LINES.)

- EXTERIOR DIMENTIONS: LENGTH _____ X WIDTH _____ = SQUARE FEET _____

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

- TYPE OF FOUNDATION (DESCRIBE): _____

FOUNDATION MUST BE EITHER SOLID CONCRETE BLOCK OR ATTACHED EXTERIOR GRADE SKID PLATE (SECTION 2E CBTEA R&R

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- **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):** _____

MINIMUM 20-YEAR METAL ROOFING ON ALL STRUCTURES (SECTION 1A4 CBTEA R&R) IF USING METAL ROOFING

- **SIZE OF EAVE (OVERHANG):** _____

MAXIMUM EAVE IS 1' ON ANY SIDE FOR SHEDS (SECTION 2E), MAXIMUM EAVE FOR GAZEBOS IS 24" (SECTION 2D CBTEA R&R)

- **HEIGHT FLOOR TO PEAK AND PITCH:** _____

MAXIMUM HEIGHT FOR OVERSIZED SHED IS 14', MAXIMUM SIZE FOR STANDARD SHED IS 12' "OVERSIZED SHED IS DEFINED AS OVER 200 SQUARE FEET (SECTION 2E CBTEA R&R)

SCREEN ROOM/GAZEBO HEIGHT IS MAXIMUM 10' FROM TOP OF FLOOR TO TOP PLATE PLUS 4/12-8/12 ROOF (SECTION 2D CBTEA R&R)

NO MORE THAN 8/12 ROOF PITCH—NO LESS THAN 4/12 ROOF PITCH PERMITTED (SECTION 2D) (SECTION 2E) CBTEA R&R

- **ATTACH ELEVATIONS (DRAWINGS)**
- **ATTACH PLAT WITH STRUCTURE PLACEMENT SHOWING FRONT AND REAR SETBACKS (UTILITY EASEMENTS) MINIMUM OF 5 FEET ON SIDES AND 15 FEET FRONT AND REAR.**

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

SUBMITTED BY

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 _____

Drawing