

# WHITE HORSE PARK E.C.C. APPLICATION

**Under new guidelines for Worcester County, ALL improvements must be reviewed by County Permits & Planning to see if a permit is needed.**

**NOTE: Prior to sending this Application to the WHP Office, please contact Worcester County Permits & Planning department - (410) 632-1200.**

**If a permit is not needed, please note the date, time, name and title of the person(s) that you spoke to.**

**If a permit is needed you can obtain one from their office or pick one up in the WHP office.**

**You MUST submit approved permit with this application or the name of the county agent that declared one is not needed.**

**This application will then be submitted to the ECC Committee for review.**

Owner's Name: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ WHP Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Contractor Name/Address: \_\_\_\_\_

Lot Size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

Brief description of proposed work to be completed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials to be used: \_\_\_\_\_

Dimensions: Width: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_ Color: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Existing Unit – Year: \_\_\_\_\_ Manufacturer/Model: \_\_\_\_\_ Color: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

START DATE \_\_\_\_\_

**PLEASE INCLUDE A DRAWING OF PROPOSED IMPROVEMENTS**

**Please refer to the WHP ECC Guidelines and Rules & Regulations before filling this application out.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

Bonnie Stevens \_\_\_\_\_ Leroy Weinreich \_\_\_\_\_

Date Owner Notified: \_\_\_\_\_

Susan Waskey \_\_\_\_\_ Craig Small \_\_\_\_\_

US Mail: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

County Permit \_\_\_\_\_

Office \_\_\_\_\_

WHP Waiver \_\_\_\_\_

Date Rcv'd \_\_\_\_\_

Date Entered \_\_\_\_\_

Date to ECC \_\_\_\_\_

Date Sent \_\_\_\_\_

**To ensure a complete and effective response within 30 days,** please include the following information with your ECC application:

1. Worcester County planning and permits information regarding the need of a permit.
2. A plot plan for your lot including existing structures and your proposed improvements. Please include accurate measurements of all structures and setback measurements to the property line.
3. A detailed plan and drawing to include overall dimensions, elevation heights, dimensional lumber sizes and type, footer or slab plans, placement of windows and doors, colors (existing and proposed).
4. If using manufactured components, i.e. Silver top Sunroom, manufacturer roof-over system, etc., please include plans provided by the manufacturer showing overall construction and “finished look” of improvement
5. ECC Waiver is required for concrete and decking that will cover electrical lines and plumbing areas.

By signing below, I understand that approval of my proposed improvement by WHP on any ECC form does not mean that my improvements meet the requirements of Worcester County Code. It only means that my improvement meets the ECC Guidelines for WHP. I understand that I, the property owner, am solely responsible for contacting the County to obtain any zoning approval and/or building permit that may be required for my improvement. I also understand that if my project requires a permit from Worcester County, a copy of the required permit must be submitted with the ECC Application before it can be filed. Applicant certifies that improvement will not violate any setbacks, laws, ordinances or statutes, nor encroach upon any easements or right-of-way whatsoever. All information provided on this form is deemed to be accurate. **Upon ECC approval you will be notified as to the status of your application. Both the Approved ECC Application & Approved Permit (if needed) must be displayed on a front window while the improvements are being completed. Construction must start within one year of application approval date. Once construction begins, it must be completed within 30 days of the start date. Upon written request, an extension may be granted on a case-by-case basis. See electrical acknowledgement.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

- DRAWING WITH MEASUREMENTS MUST ACCOMPANY APPLICATION FOR ALL CONSTRUCTION.
- WHEN REQUESTING TO PAINT YOUR UNIT OR SHED, A COLOR MUST BE STATED ON FORM.
- WHEN ROOFING, STATE COLOR OF SHINGLES TO BE USED.
- A WAIVER MUST ACCOMPANY APPLICATIONS FOR CONCRETE DRIVEWAYS, WALKWAYS AND FOR ALL GROUND LEVEL DECKS.

### **ACKNOWLEDGEMENT OF LIMITATION OF ELECTRICAL SERVICE**

This is to acknowledge that I/we understand there is a limitation on the electrical service available on service available on my/our lot# \_\_\_\_\_. The current maximum electrical service on my/our lot at this time is 50-amp service. Lot owners are responsible for any damage caused to the pedestal due to overloading of the circuits.

### **APPEAL PROCESS**

An applicant shall have the right to appeal any decision to the Board of Directors within 30 days of the date of the denial of the improvement. The decision of the Board of Directors is final.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE