

## **Instructions for Approval of Construction and Landscaping Projects by Homeowners at Laurel Park**

1. If you plan to do exterior renovations or improvements on your cottage you must obtain permission from the HALP Property Committee, which will examine your project to ensure it complies with the park's by-laws; and the requirements of the City of Northampton Building Department. The HALP Property Committee will review the same application you (or your contractor) will submit to the City of Northampton. This application form is available from the City or on-line at <http://www.northamptonma.gov/gsuniverse/httpRoot/building/>). Landscaping projects require only approval from the HALP Property Committee.
2. The material that you will need to submit consists of the following items:
  - a. A line drawing of the outline of the footprint of your property (if you need a copy they are available from the Property Committee).
  - b. A sketch or drawing of your proposed project. The committee will not be determining whether your project complies with the city's building codes. The building committee will be concerned with assuring that your project remains within the existing cottage footprint and meets other by-laws requirements.
  - c. If your project will require the placement of large equipment items in the park (e.g. heavy machinery, dumpsters) or building materials, you must attach a letter indicating where and how long you intend to have the items on the grounds.
  - d. In addition, if your project includes plans to excavate any ground, you must first ensure there are no water lines or septic systems in the area you intend to excavate.
  - e. A copy of the city's APPLICATION form. (The city application form is not required for landscaping projects.)
3. For HALP Property Committee review you must complete Sections 1, 2, 5, 7, 8, and 11 (if applicable) of the city's application form.

The committee will review your proposed project at a regularly scheduled meeting. You will be notified of the date and time your project will be reviewed. The committee may contact you if there are any questions or concerns. When approved, the committee will provide you with a letter expressing its approval of your project. You will need to attach a copy of that approval letter to your application that you send to the city's building department. If a project is disapproved you will be notified in writing as to the reasons for the disapproval and what corrective action may be taken to obtain approval.

Once you have received a building permit from the city's building department you must submit a copy of that permit to the Property Committee before any construction may begin.

Members of the committee wish to assure you that we will do all we can to assist you in obtaining approval of your project, while ensuring that the project complies with the park rules and does not unreasonably interfere with other park resident's quiet enjoyment of their homes.