

WILDWOOD PROPERTY OWNERS ASSOCIATION
APPLICATION FOR APPROVAL - NEW BUILDINGS/STRUCTURES/ALTERATIONS

Approval must be obtained from the Wildwood Building Review Committee, prior to submitting an application to the Town of Tolland for approval and permitting. This includes, but is not limited to, tree cutting, perc testing, well drilling, excavation, septic repair or replacement, building construction, shed construction or other activity altering the natural state of the land. The Building Review Committee exists to assist you in conforming to the WPOA rules and regulations (see Page 2). The following steps should be followed:

- A. Submit your preliminary plans to the Building Review Committee for conditional approval. The committee will respond to you as soon as possible.
- B. Upon conditional approval from the Building Review Committee, obtain all necessary permits, variances and conservation commission approvals from the Town of Tolland.
- C. Submit your final plans with all Town of Tolland approvals, executed Indemnity Agreement, and the "wear and tear" fee, to the Wildwood office, attention, Building Review Committee, for final approval.
- D. By submitting this application, you agree with proper notice to allow the Board of Directors, WPOA Staff and the Building Review Committee to enter your property if necessary for purposes of inspecting this project.

NAME _____ TELEPHONE _____ DATE _____

ADDRESS /LOT # _____

TENTATIVE START DATE _____ PROJECT IS EXPECTED TO TAKE _____

_____ (weeks / months) subject to weather and other mitigating factors.

BUILDER/CONTRACTOR* _____ *Copy of Liability Insurance Required

** ROAD "WEAR AND TEAR" FEE \$ 500.00

*All contractors are required to submit a copy of their liability insurance prior to commencement of work.

** The road "wear and tear" fee is a deposit for repair of damages to WPOA roads. After the completion of work and assessment by Staff, the fee shall be returned to the property owner in whole or in part based on the Staff's determination of the cost to repair damages. Before commencement of project, WPOA requires photos of the road, and any other common property adjacent to the project, be taken. WPOA Staff will take these photos at commencement and at completion of the project. Should damages incurred exceed the deposit amount, additional funds shall be required to be paid by the property owner.

PLEASE INCLUDE THE FOLLOWING ITEMS, IF APPLICABLE:

New Construction:

- _____ Is this a modular, kit, or prefabricated home?
- _____ Registered Engineer's Sewage Disposal System
- _____ Plot Plan showing Driveway Location, well and septic
- _____ Blueprints (will be returned)
- _____ Road "Wear and Tear" Fee

- _____ Town Building Permit (copy)
- _____ Town Planning Board Approval
- _____ Conservation Commission Approval

Alterations/Floats/Docks/Misc.:

- _____ Plot Plan, showing well and septic
- _____ Blueprints (will be returned)
- _____ Road "Wear and Tear" Fee
- _____ Town Building Permit (copy)
- _____ Town Planning Board Approval
- _____ Conservation Commission Approval

Tree Work, Driveways/Culverts,

Repair, Maintenance

- _____ Work that requires logging truck or big machinery
- _____ Driveway Culvert or Roadside Drainage.

OWNER REMARKS: _____

WPOA SITE INSPECTION: (site locations must be staked and marked)

House _____ Driveway _____ Well _____ Septic _____

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

BUILDING REVIEW COMMITTEE - COMMENTS/RECOMMENDATIONS: _____

WPOA BUILDING REVIEW COMMITTEE: _____ DATE: _____

Owner/Applicants are reminded that mud season in Wildwood begins March 15 and ends on approximately May 15, During this time no large trucks or heavy machinery with a gross weight of 10,000 pounds or more are allowed on Wildwood roads. All projects requiring heavy machinery must end by or be suspended during this time.

Town of Tolland: Building Inspector, Planning Board, Conservation Commission: (413) 258-4794
WPOA Office: (413) 258-4900

Please read and understand the WPOA Rules and Regulations paragraphs 1-10 regarding building practices.

1. BUILDING ACTIVITY NOTIFICATION AND CONFORMANCE

It is the responsibility of Wildwood property owners to notify and consult with the WPOA Building Review Committee, through the office of the WPOA, prior to commencing any building activity. This activity includes, but is not limited to, exterior alterations to existing structures, septic repair and replacement. The Committee requires a copy of the building and site plans, the building permit and, in the case of a shed of less than 120 square feet, the planning board site plan approval. For septic repair or replacement, a copy of the Health Department approval is required. Driveway construction or repair, such culverts, requires approval, as does all work which may change the flow of any drainage.

Once the above conditions are met, approval will be given to commence the activity.
All work will conform to the following:

- Federal requirements
- Massachusetts State Building Code
- Town of Tolland By-laws and Zoning laws.
- Title 5 (Septic System Regulations) Environmental Code
- Board of Health Regulations and other applicable Tolland and State and Federal requirements.
- Massachusetts DEP Wetlands Regulations.

In accordance with the Water Management Procedure approved by the Board of Directors in March, 2013, which is on file and may be amended from time to time.

2. REQUIRED SUBMISSION OF PLANS FOR APPROVAL

No building or structure should be erected, placed or altered on Lot until the building plans, specifications and a Lot plan showing the location of said structures shall have been approved in writing by the Town of Tolland.

The Building Review Committee will review the plans and will then advise regarding fitness and harmony of exterior design with the natural environment of Wildwood.

3. HOUSES AND ACCESSORY BUILDINGS

Homes and accessory buildings erected on lots should conform to all Federal, State and Town requirements with regards to construction and use.

- Owners are encouraged to design dwellings and accessory buildings which conform in nature to our wooded and natural environment.
- Owners are encouraged to finish any accessory building from the same material, painted the same color and be compatible in appearance with the house to ensure that the proposed building activity is in keeping with the natural beauty of Wildwood and our mutual interest in maintaining our property values.
- The accessory building should be in compliance with all setback requirements. Owners are encouraged to place it behind the rear plane of the dwelling if at all possible.

4. EXTERIOR BUILDING CONSTRUCTION RESTRICTIONS

The exterior of any building erected on any Lot should be completed within twelve (12) months from the date of commencement of construction. No rolled siding, tar paper or other similar material should ever be used for permanent external finish material on any such building.

5. SETBACKS

All buildings and structures should meet or exceed the requirements of the Zoning Regulations of the Town of Tolland when they are built, installed, repaired or otherwise placed on property within Wildwood.

6. SANITARY WASTE DISPOSAL SYSTEMS

Sanitary waste disposal systems and gray water systems should meet or exceed the requirements of the granting authority at the time of installation and/or repair. All septic tanks and drainage fields should meet requirements of applicable law. The design and location shall be subject to the written approval of the Tolland Health Department. No septic system or drain field should cross a lot boundary onto property owned by another person, or by the WPOA, without a variance approved by the Board of Health and a properly filed agreement.

7. FENCES, HEDGES, WALLS AND BARRIERS

No fences, hedges, walls or barriers should be erected and maintained on any Lot. Any lot owner seeking to install a fence, wall, hedge or barrier for extenuating circumstances should contact the WPOA Building Review Committee with his/her plan in order to review impact on Wildwood roads and common property and compliance with Tolland code.

8. EXCAVATION AND TREE REMOVAL

Brush cleared from private property should be removed within a reasonable time from Wildwood or must be chipped on such property.

No excavation for stone, gravel or other deposits should be made on any Lot except as is incidental to the use of a Lot for residential purposes and the construction of residential buildings thereon.

A permit is required to be obtained from the Tolland Conservation Commission for removal of trees and vegetation and any work that might occur within 100 feet of the Ponds, streams and wetlands.

9. PROPERTY LINE EASEMENT RESTRICTION

Nothing should be done to impede or interfere with the easement five (5) feet in width along both sidelines of any Lot. This easement is reserved for purposes of surface drainage and installation of public utility lines.

10. DRIVEWAYS AND WALKWAYS

Hard-paved driveways and walkways should not be installed on any lot because paved driveways and surfaces can cause run-off of pollutants into our streams and ponds. Any lot owner seeking to install a paved driveway for extenuating circumstances shall contact the WPOA Building Review Committee with his/her plan to review the impact on Wildwood roads and common property.

WATER MANAGEMENT PROCEDURE

Covering Culverts, Ditches and Swales

Pursuant to Rules and Regulations #39

Approved March 2013

To be given to any owner giving notice of work to be done.

Any wildwood property owner planning any project that will involve any aspect of driveway cuts, culverts, ditches and/or swales to direct, re-direct or manage water, must consult with and have plans approved by the WPOA Operations Manager or designee for all phases – before, during and after – the project.

The staff will specify what materials must be used, the method of installation, and the finishing procedures, before approving the project.

Culverts, ditches and swales must be pre-approved prior to installation. The installation must be inspected by WPOA staff prior to being backfilled.

The property owner is responsible for all expenses (design, materials, labor, and liability) associated with the project.

Any work requiring the use of heavy equipment and trucks requires notice to, and approval of, the Building Review Committee, and may require a refundable road-wear-and-tear deposit to cover any potential damage to WPOA roads.

If there are applicable regulatory requirements from, but not limited to, the town of Tolland and/or the Massachusetts Department of Environmental Protection, they must be met. Any costs are the responsibility of the property owner.

This procedure is intended to be binding on the Wildwood property owner as well as his/her contractor.

INDEMNITY AGREEMENT

This Indemnity Agreement dated this _____ by _____ (Owner/Applicant) and Wildwood Property Owners Association, Inc. (WPOA), a non-profit association duly incorporated under the laws of the Commonwealth of Massachusetts and having a usual place of business located at 254 Beetle Road, Tolland, Massachusetts 01034.

Background

A. Wildwood is a planned community on 740 acres of land, which consists of 572 individually owned lots and certain common elements and facilities including ponds, beaches, parking areas, and a system of light duty roadways which provide access to the individual lots and access to the various recreational facilities.

B. The Owner/Applicant owns a home/property in Wildwood located at _____ (Address) in Tolland, Massachusetts.

C. The Owner/Applicant is planning a project that will involve (check all that apply):

- _____ House Construction
- _____ An Addition
- _____ Tree Cutting and/or Landscaping
- _____ Septic Repair and/or Installation
- _____ Other (specify) _____

D. Due to the fragility of the road beds in Wildwood, the WPOA requires a "Wear and Tear" fee in the amount of _____ \$500 _____ per project to be held by the WPOA against possible road damage.

E. In exchange for the WPOA's permission to allow the _____ Project, the Owner /Applicant agrees to indemnify and hold WPOA harmless from and against any and all damage, costs, and/or liability, to WPOA's roads caused by the construction project. The "Wear and Tear" fee is refundable on completion of the project, provided no damage has occurred, as determined by WPOA in their reasonable discretion. In the event of damage to the roads, as determined by WPOA Maintenance Staff, any portion of the Wear and Tear Fee that exceeds the cost of repairs shall be returned to Owner/Applicant within 10 days of completion of the repairs. CONVERSELY, should it be determined that damages exceed \$500, the Owner/Applicant shall be responsible to reimburse the WPOA for those costs in excess necessary to repair the roads to their original condition. These additional funds are to be paid in full to the WPOA within seven (7) days of receipt of a request for their payment to the WPOA.

F. Owner/Applicant shall require all contractors to provide the WPOA with a copy of their Certificate of Liability Insurance naming WPOA as an additional insured. Should the construction work run past the expiration date of the Certificate of Liability, the contractor must supply the WPOA with a new current Certificate.

G. Before commencement of project, WPOA requires photos of the road, and any other common property adjacent to the project, be taken. WPOA Staff will take these photos at commencement and at completion of the project.

H. The start date of the project shall be _____. The work is expected to take _____ (weeks, months).

I. Owner/Applicants are reminded that mud season in Wildwood begins March 15 and ends approximately May 15. During this time no large trucks or heavy machinery with a gross weight of 10,000 pounds or more are allowed on Wildwood roads. All projects requiring heavy machinery must end by or be suspended during this time.

J. This Agreement contains the entire understanding between the parties and supersedes all previous oral and written agreements. This Agreement is binding on and enforceable by and against the parties, their successors, heirs, legal representatives, and assigns and shall be construed in accordance with and governed by the laws of the Commonwealth of Massachusetts.

K. No party shall be deemed to have waived any of their rights hereunder unless such waiver is in writing and signed by them. No delay or omission on the part of any party in exercising any right shall operate as a waiver of such right or any other right. A waiver on one occasion shall not be construed as a bar to or a waiver of any right or remedy on any future occasion.

L. In the event any clause or provision of this Agreement shall be deemed to be invalid or void for any reason, such invalid or void clause or provision shall not affect the remainder of such Agreement, which shall remain in full force and effect.

President
Wildwood Property
Owners Association, Inc.

Date

Owner/Applicant

Date

Owner/Applicant

Date