

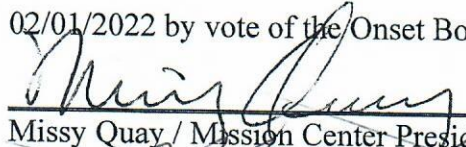
Community of Christ Onset Campgrounds

POLICY: Construction Requests / Building Permits

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 02/01/2022 by vote of the Onset Board of Trustees

APPROVED:


Missy Quay / Mission Center President


Kristin Carter Smith / Onset Board of Trustees Chair

This policy supersedes the 3/24/2018 Building Permits Policy.

PURPOSE:

To ensure that the Board of Trustees will act in a consistent, responsible, and efficient manner in considering requests from lease holders to undertake new construction, repairs, or remodels/upgrades to structures on their leased lots for which municipal permits are required. This policy also helps leaseholders understand when Board approval is required for construction, repairs or upgrades, and the process for requesting approval.

Such municipal permits are described as the following:

All permits required by the legally constituted municipality, as adherent to the rules, regulations, codes, and by-laws of its inspections department. This includes demolition permits, building permits, gas permits, plumbing permits, electrical permits, and any other permits currently established or which may be established by the Town in the future. It is the responsibility of the lease holder to determine whether the work proposed requires a permit(s). The Town of Wareham Website and the Town's Inspectional Services Department are the resource for this information.

DEFINITIONS:

New Construction -- Any construction that replaces or creates a new structure(s) on the lot. This includes dwellings, additions, decks, sheds, garages, patios, porches, ramps, seawalls, arbors, trellises, gazebos, etc., as well as interior spaces that are converted from storage space to living space.

Repairs / Upgrades — Any construction requiring municipal permit(s) that is necessary due to damage or normal wear and tear of an existing structure. Or, any discretionary construction that improves or updates an existing structure on a lot without changing the footprint, nor increasing livable space within the current footprint, but that requires a permit. This includes repairs or upgrades to existing dwellings, decks, sheds, garages, porches, ramps, patios, seawalls, roofs, etc. and interior spaces, including HVAC, electrical or plumbing repairs or replacements that require permits.

Minor Repairs/Construction – any discretionary repair, upgrade, or construction that does not require any permits from the Town.

PROCEDURES:

New Construction:

The following procedures apply when leaseholders wish to undertake new construction on their leased lot.

- 1) All requests for *New Construction* will be reviewed by the Board of Trustees at its next regularly scheduled meeting. Requests must be in writing.
- 2) The written request, which can be mailed or emailed, should include the following:
 - a) a clear description of the project;
 - b) the contractor's name and license number, or an indication that you are doing the work yourself;
 - c) a projected time frame for the completion of the project;
 - d) verification of liability insurance by the lease holder(s), their contractors, and sub-contractors for the term of said project;
 - e) whether you have spoken with your neighbors about your intended project.
- 3) The written request may be enhanced by including:
 - a) a copy of all architectural and/or engineering schematics / drawings that show the complete scope of the project;
 - b) written or in-person comments from campground abutters adjacent to the property;
 - c) the requestor's presence at the meeting and answers to any questions posed.
- 4) In determining whether to approve or deny the request the Board will consider:
 - a) encroachment on lot lines;
 - b) potential adverse impact on others on the campgrounds, including obstruction of views, noise, etc.;
 - c) potential negative impact on the environment (loss of trees, open space, etc.);
 - d) other factors, including those unique to the site or situation, as brought to the attention of the Board.
- 5) The Board's decision is determined by majority vote and will be in the form of a letter signed by the current chairperson to the lease holder. A letter of denial will explain the reason the request was denied. A letter of approval from the Board is required to apply for a permit.
- 6) A homeowner who is denied approval by the Board may only reapply if s/he has additional information or makes changes to the plan that address the Board's concerns. The Board of Trustees retains the final right of approval over the lot's proposed development.
- 7) Board approval does not imply that the plans meet code or comply with Town zoning ordinances or Conservation Commission requirements and does not authorize lease holders to begin demolition or construction. Board approval merely positions homeowners to apply for permits through the Town. Demolition and Construction cannot commence until required permits are obtained. If the Town refuses to grant required variances or permits, the Board's approval is automatically reversed, and leaseholders may not proceed with the project.

Repairs/Upgrades:

The following procedures apply when leaseholders wish to undertake upgrades or repairs to the existing structure(s) on their leased lot which do not change the footprint of the existing structure.

- 1) The Board's designated Operations Manager is authorized to review and approve or deny requests for **Repairs** and **Remodels/Upgrades**. Requests must be in writing.
- 2) The written request, which can be mailed or emailed, should include the following:
 - a) a clear description of the project;
 - b) the contractor's name and license number, or an indication that you are doing the work yourself;
 - c) a projected time frame for completion of the project;
 - d) verification of liability insurance by the lease holder(s), their contractors, and sub-contractors for the life of said project;
 - e) whether you have spoken with your neighbors about the intended project;
 - f) whether the requested work is urgent or of an emergency nature.
- 3) In determining whether to approve or deny the request, the Operations Manager will consider whether the request aligns with the definition of repairs /upgrades or if the proposed construction will change the footprint, size of living space, or exterior aesthetic of the structure in a way that indicates full Board review is required.
- 4) The Operations Manager's decision will be in the form of a letter or email to the lease holder stating the exact nature of the repair(s)/upgrades authorized, or the reason for denial if denied. A letter of Approval is required to apply for a permit from the Town.
- 5) Operations Manager approval does not imply that the plans meet code or comply with Town zoning ordinances or Conservation Commission requirements, and does not authorize lease holders to begin demolition or construction. Operations Manager approval merely positions homeowners to apply for permits through the Town. Demolition and Construction cannot commence until required permits are obtained. If the Town refuses to grant required permits, the Operations Manager's approval is automatically reversed, and the leaseholder may not proceed with the project.
- 6) Denied permission is appealable to the entire board, following the process described for new construction above. The Board of Trustees retains the final right of approval over the lot's proposed development.

Minor Repairs/Construction:

The following procedures apply when leaseholders wish to undertake small upgrades, repairs or reconstruction on the existing structure(s) on their leased lot.

- 1) The lease holder must verify with the Town that permits are not required for the work they plan to do.
- 2) The lease holder should talk with their neighbors about their plan and any potential impact on them, such as noise.
- 3) The leaseholder may proceed with the minor repair or upgrade. No notification of, or request for approval from the Board or Operations Manager is needed.

Approved Construction Projects:

Once the Operations Manager or the Board of Trustees has approved a construction project:

- 1) The necessary permits must be obtained and work must commence within one (1) year and be completed within two (2) years, unless additional time is granted by the Board.
- 2) The Board of Trustees may act to cause the project to cease or be terminated, at the expense of the leaseholder(s), if said project is deemed unsafe or not adherent to the issued permits or to the wellbeing of the campgrounds community or mission.
- 3) At the completion of the project, the lease holder must submit a copy of the fully approved (signed off) permit to the Board of Trustees for its records.

Date Created: 1/22/2022

Dates Reviewed:

Date Revised:

Date Deleted/Superseded: