

**NORTH SHORES BOARD OF GOVERNORS**  
**CONSTRUCTION PERMIT APPLICATION**

**1. OWNER CONTACT DETAILS (REQUIRED):**

Legal name of property owner(s) \_\_\_\_\_

If entity owner, name of authorized signer \_\_\_\_\_

Address (North Shores) \_\_\_\_\_ lot # \_\_\_\_\_

Owner's email address \_\_\_\_\_

Phone # (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

**2. ARCHITECT / DESIGNER CONTACT DETAILS (REQUIRED WHERE APPLICABLE):**

Name of Architect \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone # (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

**3. BUILDER/CONTRACTOR CONTACT DETAILS (REQUIRED):**

Name of Builder \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone # (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

**4. PROJECT DETAILS (please check type of project and/or construction planned)**

☐ New House: \_\_\_\_\_ on empty lot \_\_\_\_\_ on lot with existing house to be demolished.

☐ Addition to Existing House

☐ Deck

☐ Dock

☐ Pool

☐ Fence

☐ Driveway

☐ Landscaping

☐ Change to exterior appearance

☐ Other Project (Specify): \_\_\_\_\_

**PLEASE IDENTIFY PRIMARY MATERIALS PROPOSED:** (siding, trim, windows, shutters, fencing, driveway, roofing, primary plantings, hardscape, decking, and other primary materials, as applicable). Use an addendum page if needed.

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**PLEASE PROVIDE A VERY BRIEF DESCRIPTION OF THE CONSTRUCTION PLANNED:**


**A. PROJECT TIMELINE:**

Approximate Starting Date: \_\_\_\_\_

Approximate Completion Date: \_\_\_\_\_

Do you plan pile driving: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, approximate dates of pile driving: \_\_\_\_\_

**B. SUSSEX COUNTY PERMIT**

Have you received a Sussex County Permit \_\_\_\_\_ (*Attach if available; if not yet available, stamped copy file plans conforming in all respects to the plans submitted to North Shores must be forwarded when received from the County; final approval is contingent upon, and construction cannot begin until, a Sussex County Permit is approved and on file, together with stamped permit drawings.*)

## 5. NEIGHBOR CONTACTS

Please provide addresses of contiguous properties (front, back, sides) & email addresses from the Neighborhood Directory; if not known, please so indicate:

Name	North Shores Address	Phone #	Email Address

## 6. OWNER CERTIFICATION (All owners must sign; contractor signature not sufficient)

I certify that the above information is correct, and that the covenants and rules governing North Shores have been or will be provided to my architect or contractor for the project. I understand that: (i) I am/we are responsible for full compliance with the North Shores Restrictive Covenants and Architectural Requirements set forth therein; (ii) the plans submitted herewith must conform in all respects to those submitted for approval to Sussex County; and (iii) any changes to the plans submitted herewith, whether in connection with the Sussex County building permit approval process or otherwise, must be submitted to the North Shores Board of Governors for additional approval. I hereby agree that all correspondence and contact regarding the aforementioned project may be directed to \_\_\_\_\_ (*insert applicable name with contact details shown above*) and hereby agree that communications directed to and received from such contact person shall be deemed to be communications to each and on behalf of each of the undersigned.

### OWNER SIGNATURES (all owners must sign)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

*(Add additional signature lines if required.)*

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

## INSTRUCTIONS AND BACKGROUND INFORMATION

These instructions do not supersede or substitute for the covenants themselves. Owners and architects should review the requirements of the covenants and community rules & regulations before preliminary plans are prepared. Schedule A of the community covenants, the 2005 Architectural Amendments and Community Rules all have provisions relating to construction and are located on the North Shores web site at: [www.northshores.net](http://www.northshores.net) under Rules. Alternatively, they may be obtained from the North Shores office.

**Approval Requirements:** NORTH SHORES RESTRICTIVE COVENANTS, located on the web at: <https://northshores.net/north-shores-covenants> require each lot owner, prior to building in North Shores, to submit a plot plan to the Board showing the exact location of the planned improvements and to obtain written Board approval before commencing construction. The Covenants further provide that no building, wall or other structure shall be placed upon any lot unless and until the plans and specifications and the plot plan have first been approved in writing by the Board, and that no alterations, additions or changes in and to the exterior appearance of any building, structure or improvement shall be made without first obtaining written Board approval. Finally, the covenants reserve to the Board the right to approve all grading, landscaping plans or changes, and the materials of which any building or structure is proposed to be built. In the exercise of the Board's responsibility for administering these covenants, the Board has adopted the application requirements and procedures described in this form.

2005 Amendments to the Covenants set forth specific Architectural Requirements for building in North Shores and specify that the homeowner is required to submit a preliminary dimensioned site plan, floor plans, elevations and FFA, GFA and "Footprint" Area Calculations for Board approval. Architectural plans should contain, on their face, ALL required calculations to demonstrate full compliance with the Architectural Requirements. Construction plans must also include a complete grading and drainage scheme showing existing and proposed "as built" grading, direction of water flows, treatment of roof runoff, and all associated collection and water management features. Water management in North Shores requires substantial landscaping and drainage expertise, and no construction that contributes excess water runoff to adjoining properties will be approved.

**Submission of Application:** E-Mail and mail the Application form and required plans to the North Shores office:

office@northshores.net

**and**

North Shores Board of Governors

PO Box 625

Rehoboth Beach, DE 19971

**Construction Fees:**

**New Construction\*\* or Addition:** \$1 psf GFA subject to a minimum of \$1,000 and a maximum of \$6,500\*

\* Grandfather: For Owners as of April 15, 2021, the fee will be \$1 psf GFA subject to a minimum of \$1,000 and a maximum of \$2,500

**Major and Minor Modifications:** \$2,500 for a Major Modification and \$1,000 for a Minor Modification, as reasonably determined by the community executive and/or NSBG, taking into account the time for review and approval and the involvement of third-party consultants.

**Limited Review Projects:** \$250

**\*\*Demolition and New Home construction:** Final construction drawings (stamped for permitting and as submitted for Sussex County Building Permit) must be submitted to the North Shores office and to our Architectural Review Head for approval within 90 days, including the additional fee required for a new home application and the construction damage deposit of \$5,000.00. If plans are not submitted within that time frame, a new application will be required.

**Construction Deposit: \$5,000.00:** All new houses and major additions/renovations.

A refundable construction deposit of \$5,000.00 is now required for all new and replacement houses and major additions/renovations and is payable together with the submission of the application and non-refundable application fee. The purpose of the deposit is: (i) to provide a ready source of funds to assist in the Board's enforcement of construction rules and restrictions on hours of construction,

pile driving, drainage issues and other aspects of our covenants and construction rules, and (ii) to provide a “security deposit” as ready source of funds to repair damages to rights of way and other common property caused by the project, primarily damage caused by construction vehicles. The deposit does not limit the fines and damages that Board may make in individual cases, and the Board will make deductions from the deposit as fines and/or damages are assessed and thereafter, as required, assess the homeowner directly. The amount of the deposit remaining at the conclusion of the project, less any deductions, will be returned to the homeowner upon the Board’s receipt of certification from the homeowner and contractor that construction is complete, as confirmed by the Board and its consulting contractor. *The Board strongly recommends that homeowners familiarize their contractors with all of the community’s construction rules and seek to agree in their construction contract terms that the contractor bears liability for any deposit deductions made as the result of contractor infringement of the rules and/or damages caused by contractor and/or subcontractor activity.*

**Definitions:**

**New Construction or Addition:** Defined as new construction or addition of GFA, as defined by the governing documents, including elevation of an existing home.

**Major and Minor Modifications\*:** Includes all other exterior modifications requiring NSBG approval under the Covenants or other governing documents, including projects that require stormwater management plans or change GFA or pervious coverage, and all interior renovations that increase FFA or otherwise implicate Covenant restrictions. These include, without limitation, structures, walls, fences, driveways, patios, walkways, docks, awnings, bulkheads, erosion control, drainage improvements, grade changes, above-ground propane tanks, swimming pools, hot tubs, basketball hoops/courts, tennis/pickleball courts, outdoor showers, fountains, demolition, flag poles, mailboxes, shower enclosures, trash screens or landscaping (to the extent such modifications impact grade, drainage, water runoff, historic outlook or sightlines).

**Limited Review Projects:** Requires no third-party review but does require neighbor comment and some ARC and Board review.

**\* De Minimis Exception:** Modifications that do not require significant review and administrative time or involvement of third-party consultants and do not impact the Covenants or interests of neighbors,

as reasonably determined by the Community Executive and NSBG, remain subject to approval but no fee will be charged. Installation of solar panels are subject to approval (to the extent allowed by law) but no fee will be charged.

NSBG currently elects not to regulate the following, although they remain subject to applicable Covenant restrictions:

- Interior renovations (unless there is an increase in FFA or other modification that implicates Covenant restrictions)
- Repairs, maintenance and replacement of exterior elements with “like kind, quality and quantity” that do not change the footprint, configuration or exterior appearance, including, but not limited to, windows, doors, siding, trim, railing, decking, roofs, gutters, mechanical, electrical and plumbing equipment, and painting (NSBG has exercised its discretion not to regulate paint color)

**Approval Standards and Neighbor Comment:** The Board approves or disapproves plans in accordance with the standards articulated in the Restrictive Covenants. **ALL PLANS SUBMITTED TO NORTH SHORES MUST INCLUDE ALL INFORMATION REQUIRED TO CONFIRM FULL COMPLIANCE OF THE PLANS WITH THE COVENANT STANDARDS.** Before taking a vote on submitted plans, it is the practice of the Board to refer building plans to NSBG’s Head of Architectural Review for a report, and to the contiguous neighbors, who are accorded an opportunity to comment. We have found in the past that a discussion among neighbors prior to submission of construction plans often facilitates the comment process and leads to fewer objections.

**Copies of Architectural Plans:** In order to facilitate PROMPT transmission of the plans to all Board Members and contiguous neighbors, the Board requires that the owners submit a full copy of the plans in PDF form and one full size “to scale” paper set of the architectural, engineering, and landscape/drainage drawings for review, which should be delivered to the office:

**North Shores Board of Governors  
323B Rehoboth Avenue  
Rehoboth Beach, DE 19971**

As noted above, all relevant calculations, including lot coverage, FFA, GFA and other ratios and limitations required under (and as defined in) the Covenants and all lot elevation and grading changes (both existing and as built) should be listed on the plans.

The application will not be considered officially submitted unless completed in full, signed by the property owner(s), accompanied by the requisite fee and the construction deposit (where required) and until the required number and format of copies of the preliminary plans have been filed with the North Shores office, and a full set of to scale drawings have been received by the Architectural Review Head.

North Shores Board of Governors strongly encourages owners, architects and contractors to plan any outdoor construction activity, especially pile driving and framing, to take place off-season. the noise generated by such activities has been the subject of numerous complaints from other residents in the past. Failure to include all required drawings, including drainage and grading plans, will render the application incomplete and delay the approval process.



## **NORTH SHORES CONSTRUCTION DEPOSIT FOR NEW CONSTRUCTION AND MAJOR RENOVATIONS and DAMAGE DEDUCTIONS AND FINES AND PARKING FINES**

Property damage repairs associated with new house construction and major additions/renovations will be deducted to cover the costs associated with restoring North Shores common area property. The homeowner will be notified of the damage and the associated costs of the repair.

In addition, fines levied by the Board for infractions of North Shores construction-related covenants and community rules will be deducted first from the \$5,000.00 construction deposit required for new house construction and major renovations, and any fines in excess of the deposit will be charged directly to the homeowner. Homeowners remain ultimately responsible for all violations, including those by any contractor or subcontractor. The Board requires North Shores owners to make contractors aware of the applicable neighborhood rules, and strongly encourages owners undertaking construction in the neighborhood to establish in the construction agreements between themselves and their contractors a clear allocation of responsibility for full compliance with applicable covenants and construction regulations.

Construction fines are in addition to, and not in lieu of, other remedies for breach of the community's covenants and regulations.

- Construction without a North Shores permit or in violation of approved plans or permit conditions - Minimum fine \$500.00 and up to \$1,000.00 per day until remedy.
- Pile driving after hours or summer - \$1,000.00 per day.
- Disposal of Construction/Landscaping Debris in North Shores dumpster - \$100.00 to 500.00
- Construction after hours - \$100.00 per hour or fraction
- Advertising Signage - \$50.00 per day
- Parking overnight on North Shores right of way - \$50.00 per infraction
- Construction debris loose or on adjoining property - \$50.00 per infraction
- Trailer unattended on street - \$50.00 per infraction
- Blocking street - \$100.00 per infraction
- Illegal Parking North Shores Common Parking Area - \$50.00 per infraction, plus applicable towing charges
- Invalid North Shores Sticker - \$50.00 per infraction

NORTH SHORES BOARD OF GOVERNORS

P. O. BOX 625  
REHOBOTH BEACH, DE 19971

HOURS OF CONSTRUCTION  
ADOPTED BY HOMEOWNERS ASSOCIATION

*As revised July 3, 2010*

No construction or landscaping work by contractors is permitted between the hours of 5:00 p.m., prevailing time, and 8:00 a.m. of the following morning. No construction shall take place on any Saturday, Sunday or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas.

However, construction shall be permitted on those Saturdays between September 15<sup>th</sup> to May 15<sup>th</sup> (except where a Saturday falls on one of the above holidays), between the hours of 9:00 a.m. and 5:00 p.m. Construction will not be permitted on Saturdays between May 15<sup>th</sup> and September 15<sup>th</sup>. In addition, pile driving will not be permitted on the Friday before Memorial Day through Labor Day. Advance notification of pile driving is required.