

Revised 9-5-2017

**SOUTH DOWN RECREATION ASSOCIATION**

**MINOR REVISION APPLICATION**  
**FOR**  
**EXTERIOR REMODELING AND/OR ADDITIONS APPROVAL**

This completed application should be sent to the offices of

**TPW Management**  
**1921 Parade Road**  
**Laconia NH 03246**

**Tel: 603-527-8147**

The Building Committee usually meets the first Friday of each month. The management company should receive completed applications for minor revisions by **12 Noon on the Tuesday** preceding the next regularly scheduled Friday meeting. Contact TPW Management to confirm the next scheduled Building Committee meeting as circumstances sometimes cause the meeting date to change.

**There is no fee due with a minor application. However, should work be performed BEFORE an application is submitted and approved, a \$50 fine will be assessed to the owner's SDRA account.** If the project requires a Laconia building permit, please send a copy to TPW Management once it is issued.

A \$10,000 bond is required for new home construction, and additions and projects over \$50,000. The contractor must be covered with General Liability insurance of \$500K minimum.

**INFORMATION REQUIRED:**

1. Owners name, residence and telephone number – Include email address also if you have one.
2. South Down Shores property location
3. If applicant is other than an individual or married couple, please also include the entity's name or d.b.a., partners, principals, and/or stockholders by name
4. Contractor's name, address, telephone number
5. Estimated time of construction (starting and ending dates)
6. Certificates of Insurance - Liability, Builders Risk, Auto Liability, Workers Compensation
7. Written approval from village Board of Directors.

**DATE MINOR APPLICATION IS SUBMITTED:** \_\_\_\_\_

Property Owners' Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ SDS Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ SDS Property Address/Village: \_\_\_\_\_

Current S/F Home or Village Coverage \_\_\_\_\_ Proposed add'l coverage in sq ft \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Estimated Time of Construction Period and Date to Begin: \_\_\_\_\_

Type of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional sheets if necessary

**REQUIRED ITEMS**

1. Sketch of property showing where construction/addition is proposed. Show setbacks if applicable.
2. Dimensions of new area.
3. List of materials and specification sheets for materials to be used.
4. In patio and walkway projects, the only patio material the city allows to be used and counted as pervious is pervious pavers that are hollow in the middle, such as Uni Eco-Stone or Turfstone or pervious pavement. The use of impervious materials will impact coverage. Stone dust is not allowed if the patio will be pervious block.
5. Landscaping, if applicable. Provide color, blooming sequences, locations, size and descriptions of all plantings, mulch beds and final surface material.
6. All propane tanks must be buried as the supplier specifies. Tanks that are not buried must be screened from view per village requirements.
7. Before any holes are dug, the owner must notify Dig Safe and have them mark the area with flags so that no utilities are affected.
8. All units shall have the same exterior color and trim as currently prescribed.
9. If vinyl siding is to be used, the owner’s contractor must sign and date a copy of the SDRA Vinyl Specifications and submit it to the management company.
10. **Written approval must be received from the individual Village Board of Directors** before approval by the SDRA Building Committee and before any work is begun.
11. **Building Permits:** The City of Laconia has taken the position that it will not issue a building permit until it receives a letter from the Building Committee that it has approved the applicant's plans. Applicant must provide the management company with a copy of the building permit from the City of Laconia, if one is needed, prior to beginning the project.
12. Any changes that differ from the approved plans submitted MUST be approved in writing by the SDRA Building Committee prior to the changes being made.
13. All construction materials, debris, etc must be removed from the site by the contractor. **There is no dumpster available on site for contractor material.**

**Homeowners are responsible for obtaining an access code for their contractors. Please contact the TPW Management office for assistance.**