

PERMITS FOR NEW HOME CONSTRUCTION:

To build a new home in Drum Point requires issuance of a building permit from Calvert County. Per the DPPOA / Calvert County Road Agreement, the county will not sign off on building permits until there is a DPPOA signature on DPPOA forms. The builder is also required to post a \$1500 bond (raised from \$800 on 10/1/96).

Here is how it works:

- 1) The applicant contacts DPPOA and DPPOA provides the builder with the following:

Form - "Road Bond Receipt" (1 page)

Form - "Drum Point Road Access Application and Agreement" (2 pages)

Information Sheet - "Drum Point Subdivision Typical Driveway Entrance" details

- 2) The Builder returns the completed forms and an attached topographic plot showing new home & driveway locations, etc. along with a road bond check for \$1500 effective to a DPPOA representative.

NOTE

DPPOA should complete steps 3 to 4 within 10 working days:
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- 3) The DPPOA representative visits the site and reviews the paperwork ensuring the proposed project:

- At the site the DPPOA representative should check for drainage concerns:
 - a) If the road has been improved and drainage corrected the work should not impact or be detrimental to the drainage installed.
 - b) If no drainage improvements have yet been made, then make an educated guess as to how the drainage should ultimately be installed and make the builder install the drainage to dovetail with future work.
- Ensure all Drum Point Covenant setbacks are met.
- Ensure all DPPOA driveway and road drainage requirements / policies pertaining to the road right of way are met.
- Makes provisions for proper drainage off the road.

Generally a roadway drainage swale should be annotated on the topographic plot and if not, the DPPOA representative should mark one on to the plot. The swale centerline should be located approximately 7 feet from the property line. In instances where slope permits, a driveway pipe should also be required. This protects the home owner and DPPOA from future rework and costs to install proper drainage along the particular street in the future.

- Includes notes indicating any utility easements located adjacent to the road front property line and the road right of way shall be cleared of tress / shrubs and be properly seeded to avoid erosion.
- If the future grade to accommodate a swale will be less than current grade, mark on the plat that SMECO shall bury the line to a depth to accommodate future drainage grade. A follow up call is a good idea to SMECO. If this is not done correctly, SMECO will not bury the line deep enough and then the community has to pay to rebury the line to accommodate future drainage work.

- If the driveway mates up with a road that has been improved annotate on the plat that the driveway apron shall be paved to the property line.
- 4) When all paperwork is annotated to meet DPPOA requirements, the DPPOA representative should:
- Sign the forms and plat
 - Make a copy for the DPPOA records
 - Forward the Bond check to the DPPOA Treasurer
 - Forward the original paperwork to the requester
- 5) DPPOA should monitor project progress to ensure all requirements are being met
- 6) Upon completion of the Project:
- DPPOA inspects the work to ensure it was complete per the signed off agreement and if so returns the road bond money.
 - If the project is not completed per DPPOA satisfaction, then there are two Options:
 - Option #1
The builder can correct the discrepancies and DPPOA will then return the money
 - Option #2
DPPOA retains the money for use in correcting the discrepancies