MINOR REVISION APPLICATION
FOR
EXTERIOR REMODELING AND/OR ADDITIONS APPROVAL

This completed application should be sent to the offices of
Evergreen Management
1921 Parade Road
Laconia NH 03246
Tel: 603-527-8147

The Building Committee meets the first Friday of each month. Evergreen Management Group should receive completed applications for minor revisions by 12 Noon on the Tuesday preceding the next regularly scheduled Friday meeting. Please refer to the SDRA website or contact Evergreen Management Group to confirm when the next scheduled Building Committee meeting will be held as holidays may require some meeting dates to be changed. To streamline the approval process, Minor Revision Applications that are received between scheduled SDRA Building Committee meetings are sent out by the Building Committee Administrator to all committee members to be reviewed via email.

No fee is required when submitting a minor application, however, please be informed that no exterior work should be performed BEFORE an application is submitted and owners receive written approval from the Building Committee. This also applies to any modifications that may need to be made on approved minor revision applications. Failure to follow these requirements may result in substantial fines up to $5000.00 (depending on the circumstances) Fines will be issued by the SDRA and will be assessed to the respective owner’s SDRA account.

Owners are responsible for all administrative fees, as well as any legal fees, project management, professional, and consulting engineering fees deemed necessary by the Building Committee for the review, modification and/or correction of the plans, inspection of the work and review of the as-built plans, including evaluating any differences between the approved plans and the as-built drawings.

Projects must be completed within 9 months.

A $50,000 bond is required for additions and projects over $50,000. The bond should stay in force for one year after construction is completed, in case there is a drainage problem. The contractor must be covered with General Liability insurance of $500K minimum.

An owner needs to have approval from SDRA Building Committee if they want access to a Right of Way (ROW) within South Down to bring in equipment for maintenance, etc.

INFORMATION REQUIRED:
1. Owners name, residence and telephone number – Include email address also if you have one.
2. South Down Shores property location
3. Written approval from village Board of Directors.
4. 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
5. Contractor’s name, address, telephone number
6. Estimated time of construction (starting and ending dates)
7. Certificates of Insurance - Liability, Builders Risk, Auto Liability, Workers Compensation

DATE MINOR APPLICATION IS SUBMITTED ___________________________
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: "___________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

 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. Propane tanks - Please refer to the SDRA Propane Tank Policy.
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. No work including digging, can begin until SDRA Building Committee approval has been received in writing.
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 are no dumpster available on site for contractor material.

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

Revised 10-17-2020