



# HICKORY HILLS PROPERTY OWNERS' ASSOCIATION

20 Hickory Hills Drive

White Haven, PA 18661

Office: 570-443-8108

Email: [office@hhpoa940.org](mailto:office@hhpoa940.org)

Website: [www.hickoryhills940.com](http://www.hickoryhills940.com)

## HHPOA PERMIT CHECKLIST 2025

Please choose the type of structure you are building and ensure you have the necessary information prepared for your permit application.

This checklist serves as a general guide and is not exhaustive. Requirements may vary by project. All information should be reviewed for compliance with applicable building and environmental regulations.

	NON-LIVABLE SPACE				
	Retaining Wall	Fence	Buildings without Foundations [Sheds & Storage Buildings]	Building with Foundations [Garage]	Homes [Habitable Space]
<b>LAND DIAGRAM<sup>1</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SIGNED BUILDING REGULATIONS<sup>2</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUILDING PERMIT APPLICATION<sup>2</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INSURANCE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOSTER PERMIT<sup>3</sup></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITE PLAN</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROFESIONAL LAND SURVEY</b>					<input type="checkbox"/>
<b>FLOOR AREA PLAN</b>					<input type="checkbox"/>
<b>PERCOLATION TEST<sup>4,6</sup></b>					<input type="checkbox"/>
<b>SEWER PERMIT<sup>5,6</sup></b>					<input type="checkbox"/>

SELECT ONLY ONE

<sup>1</sup> Hand drawings may not be sufficient and may require a professional land survey.

<sup>2</sup> Building permits and regulations can be found on the HHPOA website, where they can be downloaded and printed:

<https://www.hickoryhills940.com/>.

<sup>3</sup> Foster and sewer permits do not need to be submitted with all other documents at the same time but must be provided before a permit is issued.

<sup>4</sup> A percolation test must be conducted by a third party.

<sup>5</sup> A sewer permit can be obtained from Foster Township.

<sup>6</sup> Only one is required. If you have access to a sewer, a sewer permit is needed. If a sewer is not available, a percolation test is required.



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## HICKORY HILLS PROPERTY OWNER'S ASSOCIATION BUILDING AND ENVIRONMENTAL REGULATIONS

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These are the existing building regulations for Hickory Hills. Should you have any questions, please contact the HHPOA at 570-443-8108 during business hours.

Before submitting your building permit application, you must complete the following requirements with the assistance of a licensed third-party professional:

### 1. Third-party Requirements before applying for permit

#### A. Percolation (perc) Test

A percolation (perc) test is required for buildings 900 square feet or larger that **do not have sewer access**. This test evaluates the soil's absorption rate and suitability for a septic system. The results must be submitted for approval as part of the building permit application if municipal sewer access is unavailable. Perc Tests may be performed by a certified soil scientist, sewage enforcement officer (SEO) or licensed professional engineer (PE).

#### B. Land Survey

A licensed surveyor must conduct a survey of the property to accurately establish boundary lines and verify compliance with setback requirements, zoning regulations, and local building codes. The survey must identify any encroachments, easements, or land-use restrictions, which must be addressed before proceeding with the project. A copy of the certified survey may be required as part of the building permit application. A boundary survey cannot be performed by a licensed professional engineer (PE).



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## 2. Requirements for submitting

### A. Building Permit Application

### B. Perc Test (if applicable)

### C. Land Survey

The permit submittal must include a scaled plot plan prepared by a licensed surveyor sealed that accurately depicts the following:

1. Exact property boundaries with dimensions
2. Setback requirements
3. Easements, right-of-way areas, and encroachments
4. Existing structures (if any)
5. Natural features such as bodies of water & topographic features including elevation
6. Roads and utility lines within or adjacent to the property
7. If installing a well or sand mound, the location must comply with all township & county health and safety regulations and be clearly identified on the site plan.

### D. Approved Site Plan

The site plan must clearly indicate the location of the proposed building, driveway, well, septic field and sewage line (as applicable). An HHPOA building permit must be obtained from the board.

The site plan must be drawn to scale and include the following:

1. Property boundaries with precise dimensions
2. Proposed building location, including distances from property lines (setbacks)
3. Driveway location, with distances from roads, structures & slope
4. Well location (if applicable), with distance from structures and septic system
5. Sewer or septic system location (if applicable), with required setback distances
6. Any roads, easements, or right-of-way areas within or adjacent to the property
7. Distances between all major elements (e.g., building, driveway, well, septic system, and property boundaries)

All distances must be clearly labeled to ensure compliance with local zoning, setback, and HHPOA regulations.



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### E. Floor Area Plan

A detailed house plan must be submitted, specifying the size and layout of the proposed structure by a licensed Architect or professional engineer (PE). The floor plan must include:

1. Room dimensions for all interior spaces
2. Door and window placements, including exact dimensions
3. Decks and porches, with dimensions and connection points to the main structure.
4. Total square footage calculations, ensuring compliance with HHPOA regulations.

For additional guidelines, please refer to the Floor Area Requirements section.

### F. Insurance Requirements

The General Contractor or Property Owner must maintain current insurance coverage and provide a Certificate of Insurance listing Hickory Hills Property Owners as additional insured.

Association as an additional insured at the following address:

Hickory Hills Property Owners Association - 20 Hickory Hills Drive, White Haven, PA 18661

The insurance policy must provide a minimum coverage of \$1 million per incident.

Proof of insurance must be verified and approved by the Architectural Review Committee before construction begins. The Certificate of Insurance must remain on file for two (2) years after the project's completion.

### G. Permit Required

No building may be started in Hickory Hills without proof of the following building permit:

1. Foster Township Building Permit
2. Septic Permit



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### 3. Construction Rules

#### A. Construction Site Waste & Sanitation Requirements

##### Dumpster Requirement

1. All contractors or property owners must provide a dedicated dumpster on-site for construction waste disposal.
2. All trash, debris, and discarded materials must be properly contained and removed from the site.
3. Use of the association's dumpsters for construction waste is strictly prohibited.

#### B. Portable Toilet (Porta Potty) Requirement

1. A portable toilet (porta potty) must be placed on-site for use by the property owner, contractors, and any individuals working on the project.
2. The porta potty must be maintained, serviced regularly, and positioned discreetly to minimize impact on neighboring properties.

#### C. Outbuilding Requirements

All outbuildings must be constructed using the same or consistent exterior materials, color, and trim details as the principal dwelling to ensure architectural consistency within the community.

#### D. Foundation Requirements

1. All foundations must be constructed using foster township requirements local building codes.
2. All foundations must be constructed using materials that comply with local building codes.
3. Footings must be properly sized based on soil conditions and structural load, following all applicable construction standards.
4. If building on sloped terrain, additional reinforcement, grading adjustments, and erosion control measures may be required to maintain stability and prevent soil displacement.
5. Proper drainage systems, such as French drains, swales or weeping tiles, may be required in areas with high groundwater levels to protect the foundation from water damage.



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### E. Culvert Pipe Requirements

No building or driveway shall be installed on any lot until a culvert pipe (if required) is placed under the proposed entrance driveway as prescribed by HHPOA.

1. The need for a culvert pipe and its required size will be determined during the review process (if applicable).
2. The culvert pipe must have a minimum diameter of 18 inches and must span the entire width of the driveway.
3. In locations where greater water flow is expected, the required diameter may be increased up to 36 inches.
4. The culvert must be constructed using double-wall corrugated plastic pipe (SBCPP) to ensure durability and proper water drainage.
5. The final pipe size will be determined during the stormwater drainage survey and review process, with diameters ranging between 18 inches and 36 inches, or larger if necessary.

### F. Setbacks and Easements

No part of any enclosed structure erected upon the within-described parcel except porches and steps and approved fences shall be within forty (40) feet of the front lot line, no less than ten (10) feet from the side or rear lines.

Easements for installation and maintenance of utilities and drainage facilities are also reserved over the front and rear five (5') feet of each lot. All lots through which a pipeline right of way now passes, or may pass, or whose boundaries are, or maybe, within forty (40') feet of the boundaries of such right of way are sold and conveyed under and subject to all easements and rights of way for pipeline or pipelines as granted by prior owners in the chain of title.



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### G. Floor Area Requirements

All homes or living areas constructed, altered, placed, or permitted on any lot must meet the following minimum size requirement:

A minimum of 900 square feet of living space (excluding basements).

The following areas are not included in the total square footage calculation:

- Basements
- Porches
- Breezeways
- Terraces
- Decks
- Garages

No lot may be cleared until a site plan has been submitted to the HHPOA Office and approved by the HHPOA Architectural Review Committee.

### H. Heavy Construction Equipment Permit

A Heavy Construction Equipment Permit is required before any heavy equipment is brought onto the building site. This includes, but is not limited to, excavators, bulldozers, cranes, and similar machinery exceeding 5 tons in weight. This permit ensures compliance with community regulations, safety standards, and infrastructure protection measures.





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## I. Buildings Without Foundations – Rules & Requirements

For structures that do not require a permanent foundation, such as sheds, gazebos, or small outbuildings, the following rules apply:

### 1. Size Limitations & Placement

- a. Any structure without a permanent foundation must not exceed 600 square feet unless otherwise approved by the HHPOA Architectural Review Committee.
- b. The structure must be placed within the designated property boundaries and comply with all setback requirements.
- c. Placement on easements, drainage areas, or right-of-ways is strictly prohibited.

### 2. Material & Appearance Requirements

- a. The structure must use materials, colors, and trim that match or complement the primary dwelling.
- b. Metal storage sheds or prefabricated structures must be reviewed for approval to ensure they align with community standards.

### 3. Permit & Approval Process

- a. A permit is required before installing any structure without a foundation.
- b. The property owner must submit a site plan indicating the structure's dimensions, location, and anchoring method.
- c. The HHPOA Architectural Review Committee will review the application within 15 days of submission.

### 4. Restrictions & Compliance

- a. No temporary structures may be used as dwellings or living spaces.
- b. Structures must be maintained in good condition, free from rust, deterioration, or visible damage.



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### J. Tree Removal & Replacement Restrictions

1. Clear-cutting of trees or timber on the lot is strictly prohibited.
2. The property owner may thin or remove standing timber, provided that no more than 30% of the live trees on the parcel are removed.
3. All trees designated for removal must be tagged with fluorescent marking ribbon or tape to allow the Review Committee to assess the area for the planned construction.
4. No exceptions will be made for requests to remove additional trees to accommodate a specific structure. It is the owner's responsibility to design and select a building or dwelling that fits the lot and complies with HHPOA regulations, including tree preservation requirements.
5. Any clearing that exceeds the 30% limit will result in penalties and require corrective action.
6. If tree removal exceeds the permitted limit, the owner must replace native trees in sufficient quantity to bring the property back into compliance.
7. Replacement trees must have a minimum size of 6-8 feet in height or a caliper inch to caliper inch diameter to ensure proper reforestation.
8. All replacement trees must be pre-approved by HHPOA before planting to ensure compliance with native species regulations.

### K. Fence Construction Rules & Requirements

1. Permit & Approval
  - a. A Fence Permit must be obtained from HHPOA before installation begins.
  - b. The property owner must submit a site plan indicating:
    - i. Exact fence location on the property
    - ii. Fence height, material, and design
    - iii. Distance from property lines and easements
2. Height & Placement Regulations
  - a. Residential Properties:
    - i. Front yard fences must not exceed 4 feet in height.
    - ii. Side and rear yard fences must not exceed 6 feet in height.
  - b. All fences must be placed inside the property boundary and must not encroach on easements, common areas, or roadways.
  - c. Any fence built on a corner lot must maintain clear sightlines for traffic safety.



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### 3. Approved & Prohibited Materials

#### a. Approved Materials:

- i. Wood (treated, stained, or painted)
- ii. Vinyl (neutral colors only)
- iii. Wrought iron or aluminum
- iv. Composite fencing
- v. Chain-link fences

#### b. Prohibited Materials:

- i. Barbed wire fencing is strictly prohibited.
- ii. Electric fences
- iii. Temporary construction fencing (must be removed after project completion).

### 4. Neighbor Consideration & Maintenance

- a. The finished (decorative) side of the fence must face outward toward neighboring properties or public areas.
- b. Property owners are responsible for ongoing maintenance, ensuring the fence remains in good condition, free from damage, rot, or deterioration.

### 5. Restrictions & Compliance

- a. Fences may not obstruct drainage patterns or natural water flow.
- b. If a fence is found to be out of compliance, the property owner will be given 30 days to correct or remove it.



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### L. Retaining Wall Rules & Requirements

#### 1. Permit & Approval

- a. A Retaining Wall Permit is required before construction begins for any wall exceeding 24 inches (2 feet) in height.
- b. Property owners must submit a site plan that includes:
  - i. Wall location on the property
  - ii. Height, length, and materials of the wall
  - iii. Drainage plans to prevent soil erosion and water runoff issues
  - iv. Reinforcement details (if required)

#### 2. Height, Placement & Water Flow Regulations

- a. Retaining walls under 24 inches (2 feet) do not require a permit but must still comply with setback and drainage requirements.
- b. Walls must not encroach on property lines, easements, or common areas.
- c. Retaining walls must not block natural water flow or alter existing drainage patterns in a way that could cause flooding or erosion on neighboring properties.

#### 3. Approved Materials

- a. Approved Materials:
  - i. Concrete blocks (CMU)
  - ii. Natural stone
  - iii. Brick
  - iv. Timber (treated)
  - v. Segmental retaining wall (SRW) blocks
- b. Prohibited Materials:
  - i. Loose rocks or stacked stones without reinforcement
  - ii. Unsecured wood (e.g., railroad ties without anchoring)
  - iii. Plastic or temporary materials



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### 4. Drainage & Erosion Control

- a. All retaining walls must have proper drainage systems (such as gravel backfill, weep holes, or perforated drain pipes) to prevent water buildup and soil erosion.
- b. Walls on sloped terrain must include reinforcement or terracing to prevent collapse.
- c. Property owners are responsible for maintaining the stability of their retaining walls to prevent damage to neighboring properties or common areas.

## 4. General Rules

### A. HH Portal Account Requirement

All property owners are required to maintain an active HH Portal account to ensure HHPOA can effectively communicate important community notices, violations, and other essential updates. Failure to maintain an active account may result in missed notifications and potential enforcement actions.

### B. Open Burning Prohibition

1. Open burning is strictly prohibited on all construction sites within the community.
2. This includes, but is not limited to, the burning of brush, wood, construction debris, leaves, or any other materials.

### C. Construction Timeline & Fees

1. Nine (9) months from the date the Foster Township permit for new construction is issued, the property owner will be responsible for full house charges to Hickory Hills, regardless of whether construction is completed, or the dwelling is occupied.
2. All required fees must be paid in full before a permit is issued.

### D. Building Plan Submission

1. Building plans **MUST** be submitted to the HHPOA Architectural Review Committee at least 30 days before construction begins.
2. The Architectural Review Committee will review submissions within 15 days of receipt.
3. If any required documents are missing, additional time may be required for review and approval.



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### E. Damage Responsibility & Repairs

1. Any damage to HHPOA property, including roads or other structures, caused by the builder, their employees, vendors, owners, or subcontractors must be promptly repaired, or we will do we will bill the property owner.
2. The general contractor or owner will have the opportunity to correct the issue.
3. If the issue is not resolved, a claim will be filed with the general contractor/owner's insurance company.
4. The HHPOA reserves the right to place a lien on the property to cover the costs of repairing any damages to common areas.
5. The general contractor or property owner will also be responsible for all legal fees, including attorney fees, court costs, and administrative expenses incurred by HHPOA in enforcing these repair obligations.

### F. Access to Property

To ensure compliance with community regulations HHPOA Architectural Review Committee or designated representatives may access properties under the following conditions:

- Authorized Access for Inspections & Compliance

Architectural Review Committee or designated representatives may access a property only for official HHPOA business, including but not limited to:

- a. Inspection of ongoing construction to verify compliance with approved plans.
- b. Review of reported violations related to HHPOA regulations.
- c. Assessments of property conditions affecting common areas or neighboring lots.
- d. Emergency situations, such as immediate safety concerns or hazards, may require access without prior notice.



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### G. Rules for Additions After Receiving a Permit

Once a permit has been issued, any modifications or additions to the approved construction plans must follow these guidelines:

- Prior Approval Required
  - a. Any changes, modifications, or additions to the original approved plans must be submitted in writing to the HHPOA Architectural Review Committee for approval before work begins.
  - b. This includes, but is not limited to, changes in structure size, materials, layout, exterior finishes, porches, decks, windows, doors, roof & framing design.
- Additional Permits & Fees
  - a. If the proposed addition or modification requires structural changes, increased square footage, or changes to utility connections, a new permit or permit amendment may be required from both the township & HHPOA.
  - b. Any additional fees associated with the review or new permit must be paid in full before approval is granted. [See Fee Page]
- Compliance with Community & Local Regulations
  - a. All modifications must comply with HHPOA guidelines, local building codes, and zoning regulations.

### H. Final Requirements before Occupancy

1. A Township Certificate of Occupancy (CO) must be on file with HHPOA before the dwelling may be occupied.
2. No dwelling may be occupied until the CO has been issued by Foster Township and officially recorded with HHPOA.
3. If the house is connected to the sewer system, a sewer certificate must be officially recorded with HHPOA before occupancy is permitted.



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### 5. Fees

#### A. An Architectural review fee is the following:

Decks	\$40
Fences	\$40
Retaining Wall	\$40

#### Buildings without Foundation:

Up to 300 sq feet	\$ 100
301 – 600 sq feet	\$ 200
601+ sq feet	\$ 1.5 per sq foot

#### Buildings with Foundation:

Up to 899 sq feet	\$ 400
900+ sq feet [House/Garage]	\$ 1,000

Fees must be submitted with the application. Accepted payment methods include check, money order, or credit card. A convenience fee of approximately 3.5% will be applied to all credit card transactions.





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### 6. Resolutions to issues

#### A. Cease-and-Desist Order may be issued under the following circumstances:

1. Failure to Obtain Required Permits – Any construction or land development activity that begins without HHPOA or Foster Township permits.
2. Violation of Tree Removal Regulations – Exceeding the 30% limit on tree clearing without prior approval.
3. Non-Compliance with Foundation and Structural Requirements – Failure to meet depth, material, or setback standards.
4. Illegal Dumping or Waste Disposal – Not using a proper on-site dumpster or placing construction debris in association dumpsters.
5. Unauthorized Open Burning – Any fire involving construction materials, brush, or debris.
6. Damage to Common Areas or Infrastructure – Any construction activity that results in unapproved alterations or destruction of HHPOA roads, drainage systems, or easements.
7. Failure to Correct a Violation After Notice – If a property owner or contractor fails to remedy a previous violation within a specified timeframe.

Only the HHPOA Architectural Committee and its designated supporting members have the authority to issue a cease-and-desist order. **If a cease-and-desist order is issued and ignored, a fine of \$1000** will be imposed for any construction activity, whether occurring indoors or outdoors. Continued violations may result in additional penalties, including legal action, permit revocation, or other enforcement measures as determined by the committee.

Any building violations will result in a **\$500 fine per month** until the issue is fully resolved, and compliance is restored. Any violations of Hickory Hills By-laws, Rules and Regulations, and Covenants will result in a fine imposed on the property owner for each infraction and per incident.

#### B. Resolution Process:

1. The owner(s) will be notified in writing of the violation, including details of the infraction and a designated timeline for corrective action.
2. If the required corrections are completed within the given timeframe, HHPOA may lift the violation order and consider the matter resolved.
3. Property owners have the right to request a judicial appeal for a violation; however, all construction or building activity must cease until the issue is resolved.



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**I HAVE READ AND FULLY UNDERSTAND HHPOA'S BUILDING AND ENVIROMENTAL REGULATIONS AND, BY MY SIGNATURE, ACCEPT FULL RESPONSIBILITY FOR ANY CONSEQUENCES CAUSED BY NOT ADHERING TO THESE RULES.**

OWNER NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**IF THE CONTRACTOR, AND NOT THE PROPERTY OWNER, IS RESPONSIBLE FOR BUILDING THE HOME, PLEASE COMPLETE THE SECTION BELOW AND ENSURE THE CONTRACTOR SIGNS ACCORDINGLY.**

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**HHPOA ONLY**

ARCHITECTURAL COMMITTEE NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_