



HICKORY HILLS PROPERTY OWNERS' ASSOCIATION

20 Hickory Hills Drive

White Haven, PA 18661

Office: 570-443-8108

Email: office@hhpoa940.org

Website: 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			
	Fence	Buildings without Foundations [Sheds & Storage Buildings]	Building with Foundations [Garage]	Homes [Habitable Space]
LAND DIAGRAM ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIGNED BUILDING REGULATIONS ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT APPLICATION ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOSTER PERMIT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TREE PERMIT ³		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFESIONAL LAND SURVEY				<input type="checkbox"/>
FLOOR AREA PLAN				<input type="checkbox"/>
WELL PERMIT				<input type="checkbox"/>
SEWER OR SAND MOUND PERMIT ⁵				<input type="checkbox"/>
PERCOLATION TEST REPORT				<input type="checkbox"/>
				SEPTIC ONLY

¹ Hand drawings must have details required in the building regulations document under approved site plan.

² Building permits and regulations can be found on the HHPOA website, where they can be downloaded and printed:
<https://www.hickoryhills940.com/>.

³ If you are removing trees for your project.

⁴ A sewer permit or sand mound can be obtained from Foster Township.

⁵ Only one is required. If you have access to a sewer, a sewer permit is needed. If a sewer is not available, then Sand Mound Permit is required.

⁶ Report is only if you do not have access to sewer



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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. When applying for Foster Township Permit please provide copies of the following:

A. Percolation (perc) Test **[If Not Sewer]**

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.

B. Well Permit

C. Sewer Permit or Sand Mound Permit

D. Foster Township Permit



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2. Requirements for submitting

A. Building Permit Application

B. Land Survey [**HOMES\HABITABLE SPACE**]

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.

C. 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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D. Floor Area Plan

A detailed floor plan must be submitted as part of your application. This plan must clearly outline the size and layout of the proposed structure and include the following:

1. All decks and porches, including their dimensions and how they will be connected to the main structure.
2. Total square footage calculations, confirming that the proposed design complies with HHPOA regulations.

Minimum Size Requirement:

All homes or living areas that are constructed, altered, placed, or permitted on any lot must contain a minimum of 900 square feet of living space, excluding basements.

Excluded Areas from Square Footage Calculations:

The following areas do not count toward the required minimum square footage:

Basements | Porches | Breezeways | Terraces | Decks | Garages

E. 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.

F. Tree Permit

Before removing any trees from your property, you must submit a Tree Removal Request to the HHPOA Office. This request must include the total number of trees you plan to remove. Each tree must be clearly marked with ribbon or tape—not spray paint or other permanent markings. No tree removal may begin without written approval from HHPOA.



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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. Fines will be incurred to the property owner.

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. The full foundation must extend at least 12 inches into undisturbed soil and continue to a depth of not less than 12 inches below the frost line.



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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.

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.

G. Heavy Construction Equipment

Any heavy construction equipment brought into the community will be subject to charges for any damage caused to HHPOA roadways or property. This includes, but is not limited to, excavators, bulldozers, cranes, and similar machinery exceeding 10 tons in weight.



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H. 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

I. 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. Any clearing that exceeds the 30% limit will result in penalties and require corrective action.
5. If tree removal exceeds the permitted limit, the owner must replace native trees in sufficient quantity to bring the property back into compliance.

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



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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.

3. Prohibited Materials

a. 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.

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.



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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 from HHPOA.

D. Building Plan Submission

1. **All paperwork submitted to Foster Township must also be submitted to the HHPOA Architectural Review Committee at least 30 days prior to the start of construction.** In addition, any forms or documentation required by HHPOA must also be submitted within that timeframe.
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.

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. If not, HHPOA will arrange the repairs and bill the property owner accordingly.
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.



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F. Access to Property

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

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

- a. Review 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

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:

- Variances approval from Foster Township must be submitted to HHPOA
- 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 will 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.



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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.

Foster Township is responsible for all inspections and permitting related to construction projects. This includes, but is not limited to, permits and inspections for zoning, building, foundation, electrical, plumbing, sewer or septic systems, wells, and driveways. In some cases, a stormwater management permit may also be required, depending on the scope of land disturbance.

5. Fees

A. An Architectural review fee is the following:

Decks	\$40
Fences	\$40

Buildings without Foundation:

Up to 300 sq feet	\$ 100
301 – 600 sq feet	\$ 200
601+ sq feet	\$ 2 per sq foot + Engineering review costs

Buildings with Foundation:

Up to 899 sq feet	\$ 500
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. Illegal Dumping or Waste Disposal – Not using a proper on-site dumpster or placing construction debris in association dumpsters.
3. Unauthorized Open Burning – Any fire involving construction materials, brush, or debris.
4. Damage to Common Areas or Infrastructure – Any construction activity that results in unapproved alterations or destruction of HHPOA roads, drainage systems, or easements.
5. 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: _____