



MLA MINIMUM SITE IMPROVEMENT REQUIREMENTS

Revision control Page

Rev A- Initial rerelease

Rev B- restructure sequence- August 2017

Rev C- Add member presence required at final meeting – October 2017

Rev D-Added requirement to update the master MLA site plan
Nov.2017

Rev E- Add installation of Curb stops, water shut off procedure, change
notifications and dig safe

As most of you already know Mallards Landing Association (MLA) is governed by our rules and regulations as well as the Town of Belmont and the State of New Hampshire. This can make it difficult and sometimes confusing to modify our units. In order to comply with all the rules and regulations the following guideline's must be followed to make any changes.

Here are a few basic steps that you need to take to get through the process. Of course, if you have any questions or concerns you can contact the current site chairperson via the email on the web site.

1. You **MUST** notify the Sites chairperson of **any and all changes** to be made to your site **prior** to performing any work. The Sites chairperson will notify you of any approvals and permits that you will need, some items only require MLA sites or board approval.
2. **This includes ALL** demolition and construction, including all renovations interior or exterior, additions, enclosures, new or replacement sheds, plumbing, electrical, heating, skylights etc. You **MUST** have Board approval first before going outside MLA for permits. This includes landscaping, walkways and patios.

If you do **anything** to your **unit or site** without this approval you will be required to **remove** it. The process will not proceed until all unapproved items have been removed.

No Member shall approach the Town without prior written approval from the Sites chairperson or the Board of Directors.

MLA sites chairperson (or designee) will present all paperwork to the Town of Belmont or approve the member to present it.

The Member will be notified by the Town of Belmont with approval or denial and confirming exceptions and/or variances that will be required to obtain a Building Permit, The member must copy the MLA Sites chairperson on this correspondence upon receipt.

- I. MLA Site Improvement Applications will only be accepted between April 1st and September 1st. Board of Director Meetings to address site applications will be April thru September. If there are unanswered issues on an application at the September meeting the application will be tabled until the following April meeting. The only exception to this policy will be in response to damages to existing structures which, if left unattended, would result in further deterioration to the structure. Damages may result from, but not limited to, fire, flood, ice, etc. Repairs must be within existing footprint.
2. Site Improvement Applications are required for:
 - a. Any building removal or construction
 - b. Mobile replacement or relocation
 - c. Any construction, repair, alteration internal and external or replacement which changes the outside dimensions or structural abilities, internal or external of the existing dwelling. This includes but is not limited to:
 - i. Decks, platforms, sheds, patios, stairs, skylights, raising rooflines, tree removal, sidewalks, grading changes, landscaping, etc.

Process:

1. Notify Sites of your plans and provide a general overview of the plan, the Sites person will advise on anything special they see.
 - a. If there is clear wetlands or if the site is within 250ft. of the water the member will then need to apply to the DES for a shoreland protection permit. Prior to this the site chairperson will present all information to our contact and get the opinion of what will be required for it to be approved. Following this the member can make the appropriate contact with the required engineering support to file for the required applications. Check <http://www.des.state.nh.us/cspa/>, to get familiar with the program.
2. Draw/Sketch your improvement
 - a. All drawings shall clearly show all measurements at the closest point to other units, including stairways, roads, driveways, roof overhangs, placement of fuel tanks and air conditioning units, waterfront and access ways. The drawing must clearly show any requested walkways and parking for a minimum of 2 vehicles. The drawing must show the building top and side views, this drawing must show any special features in the construction, i.e. roof changes or decks as well as all required dimensions.
 - b. The location of air conditioning units should be in the rear of your unit or as far away from abutters as possible
3. Abutter approval forms
 - a. Once your plan is drawn up supply it to your abutters along with the abutter approval form
 - b. If mailing the abutter form, a copy of your plan must be accompanied by a stamped, addressed envelope with Mallards Landing as the return address at 200 Union Rd. Belmont, NH 03220
 - c. The abutters must sign the plan as well as the form and return it in the envelope provided.
4. Copy all information to the Sites chairperson 2 weeks prior to the monthly meeting so you can get on the agenda. You must be at the meeting to answer any questions the board may have.
 - a. The Site chairperson or designee will review the plans and verify information and submit it to the board with recommendations.
 - i. Note: the sooner you work with Sites the less of a delay you will have due to missing information.
 - b. Depending on the scope of your project your package may need to provide the following information
 - i. Wetlands determination will be made at this time.
 - ii. Variance determination and special exception determinations will be made to the best of MLA knowledge.
 - iii. Certified site plans are required for non-conforming projects.
 - iv. Any further requirements will be reviewed.
 - v. Preliminary MLA Inspection points will be identified.
 - vi. Additional concerns from abutters will be addressed
 - vii. Compliance with MLA, town and state requirements and rules will be noted.
 - viii. Drainage issues need to be discussed and if there it is a concern. A certified drainage plan must be submitted prior to beginning the project.
 - c. If the board requires changes to be made, abutter approvals may be required once again.

5. Once the board approves your plan fill out the DES or Town of Belmont building application. Package this with drawings showing the as required information and dimensions per the permit being requested, and the building top and side views, This drawing must show any special features in the construction, i.e. roof changes or decks as well as all required dimensions.
 - a. DES permitting must be done before the town.
 - i. The Town of Belmont application can be downloaded at <http://www.belmontnh.org/data/forms.asp>
 - ii. DES PBN (permit by notification) or shore land permit can be found at: <https://www.des.nh.gov/organization/commissioner/pip/categories/forms.htm>
 - iii. Any changes made to your site must be transferred to the Mallards Landing engineering drawings at the same time. A new electronic copy must be provided to the Site chairperson upon final completion.
 - iv. If you cannot download the form you may obtain it from the Sites Committee chairperson
 - b. Once board approval is given you have 6 months to start your project, after this you will need to reapply to the board along with current abutter approvals.

6. Once approval is granted by the DES or town you must provide a copy of the approval to the Sites chairperson.

7. Sites will verify your final approval with the initially approved plan.
 - a. If any changes are made to your plan as you go thru the DES or zoning approvals the board will determine if it is still acceptable, they will also determine if abutter approvals will be required again due to the changes.
 - b. You must be at this final meeting to answer any questions the board may have
 - c. Any changes to the plan after acceptance **MUST** be brought to the sites chair for review

8. **Any work that is performed prior to this approval will be required to be removed before work can proceed.**

9. Upon receipt of the building and/or demolition permits the area must be staked out by the member or a certified civil engineer. At this time, the Site committee will determine benchmark elevation for the purposes of determining final maximum height of the proposed construction. Drainage plans and calculations may be required if there is significant change to the original grade.

10. A MLA Inspection Point form will be assigned and must be at the construction site for review by the BOD. If this form is not available or work has proceeded past the inspection point all work must cease and desist. Any work that has been done beyond the inspection point or not in compliance with the approved plan will be required to be removed prior to the construction commencing. MLA will work to provide timely inspections during the off season. However, no further voting will take place during this time. Many of the BOD members are not available to view the request and additions.

General Provisions

The member is responsible to ensure that all contractors will adhere to all MLA rules and regulations.

Construction is not allowed before 9AM on Saturdays, Sundays and Holidays and not prior to 7AM on any other

days.

New construction and demolition sites are required to have a dumpster on-site for waste. No construction debris is to be placed in the MLA supplied dumpsters or MLA property.

Dig safe must be notified and the site inspection number given to the Sites chair prior to beginning any work on site.

When tying into the main water line maintenance must be notified to locate the proper shut off's.

Abutter notification must be given in advance of shutting off any common facilities.

All contractors working on MLA property or on MLA sewer or utilities must provide MLA with a Certificate of Insurance of at least \$1,000,000 prior to beginning work. The member is responsible for any damage to any MLA sites or property (including roads and trees) that results from contractor activity.

No construction equipment is allowed to be stored on-site after 2 days of construction completion or fines of \$1,000 per day will be levied against the member.

All equipment and supplies can only be stationed on the members site and not on roads or adjacent members sites.

All construction must comply with BOCA Building Codes as adopted by the Town of Belmont.

The use of water saving devices where available is required.

New construction projects are required to replace the water curb stop

MLA members are responsible for maintaining clear and safe access to other sites during construction. They must also maintain clear and safe conditions on the site throughout the project.

All new units must be on sono-tubes, poured concrete or BOCA approved equivalent. Unit height may not exceed 18.5ft from the top of sono-tube, slab or other BOCA approved equivalent to ridge pole.

All tree cutting and landscaping plans must be submitted prior to work being performed. This must have BOD approval. Any trees that are removed must be replaced within the site or the park.

We encourage work in the off-season due to the reduction of noise and disruption during the season. This is not a requirement just a recommendation.

All costs incurred are the sole responsibility of the member.

Removal of fill and product from MLA must have sites chairperson approval. No dumping of debris or fill on MLA property is permitted.

Member Responsibilities:

Prior to any Construction the member agrees to the above requirements:

The member shall absorb all construction, permitting and legal cost resulting in the modification request and permitting as well as any cost expended by MLA to cure any damages resulting from the same.

Any damages resulting from the members construction or contractors will be immediately repaired by the member to MLA specifications at the members expense.

Above mentioned procedure's and conditions are accepted by the member signed below

Member signature

MLA Address

Date

Please be aware that we are a volunteer organization. You will need to plan and organize accordingly. Lack of planning on the member's part does not constitute an emergency on the part of MLA.

While it is the desire of MLA to facilitate your project, we must be sure all members are following the same rules and comply with the applicable town and state requirements. Changes within MLA must be made in the best interest for everyone.

