

**CARLETON SHORES ASSOCIATION, INC.**

**CONSTRUCTION REQUIREMENTS AND PROCEDURES**

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**A. INTRODUCTION**

Many factors have encouraged people to buy land or homes in Carleton Shores. Foremost among them is the community’s natural, wooded character which has been maintained through the years. When the land was originally subdivided, the developer’s intent was to minimize disturbance of the unspoiled landscape while allowing owners to maximize the character of their properties.

To this end, all property owners in Carleton Shores are subject to specific Restrictive Covenants, imposed to protect the natural beauty of the residential community, preserve its recreational and conservation facilities, and help enhance its value for current and future owners. The Restrictive Covenants are recorded at the Barnstable County Registry of Deeds, and in some cases, an owner’s deed makes reference to them. The Restrictive Covenants are Part VIII, Section 3, of the Carleton Shores By-Laws which can be found at the Carleton Shores Association website ([www.CarletonShores.com](http://www.CarletonShores.com)). In addition, a copy is attached to this document.

In 1969, the Carleton Shores Association Board of Directors (the “CSA Board”) established an Area Development and Home Approval Committee (the “Committee”) to provide advice and oversight of new home construction and modifications to existing houses and property according to a document titled, *Guidelines: Site Planning and House Design* which had been prepared based on the By-Laws and Restrictive Covenants. Through the years, the Committee and the CSA Board have made necessary changes to clarify and update the original *Guidelines*. These Construction Requirements and Procedures are the compilation and update of those earlier documents.

**B. WHAT PROJECTS NEED CSA BOARD APPROVAL?**

**THESE CONSTRUCTION REQUIREMENTS AND PROCEDURES APPLY TO CONSTRUCTION OF ALL EXTERIOR STRUCTURES, INCLUDING NEW**

## **HOMES, ADDITIONS, MODIFICATIONS TO EXISTING HOMES, AND OTHER STRUCTURES.**

In accordance with the By-Laws, the Restrictive Covenants, and these Construction Restrictions and Procedures, the Committee reviews owners' requests to begin construction projects. The Committee then makes recommendations to the CSA Board for final approval for:

- Building new homes
- Building or changing additions, decks, driveways, and other exterior features, including exterior paint color changes, as like renovations require Committee activity.
- Building other structures on the property (e.g., sheds and separate garages)
- Replacement or modifications of existing roofs
- Installing fences or other barriers (4-foot height limitation)
- Installing solar panels, flagpoles, and pools
- Performing major landscaping work
- Performing any work within the right of way zones that border the roads in Carleton Shores. The right of way zone extends 10'-15' beyond the edges of the paved roadway.
- Other projects clearly in the general range of the work described above
- **NOTE: Maintenance projects, e.g., when the same color paint or the same type and color roof shingles are being used, do not require CSA Board approval. However, to avoid misunderstandings, the Committee would appreciate notification before a significant exterior maintenance project begins.**

### **C. STEPS TO FOLLOW WHEN PLANNING CONSTRUCTION OF AN EXTERIOR STRUCTURE, INCLUDING A NEW HOME, ADDITION, MODIFICATIONS TO AN EXISTING HOME, OR OTHER STRUCTURE**

#### **I. Contact the Committee early in the planning process.**

Owners (and their contractor, if possible) must meet and exchange contact information with the Committee at the start phase of the project.. This will ensure an early exchange of ideas and discussion of long-term objectives in keeping with Carleton Shores By-

Laws, Restrictive Covenants, and Construction Requirements and Procedures. At this time, the Committee can inform the owner of the information required based on the scope of the project. The name and contact information for the current chair of the Committee is located on the Carleton Shores Association website.

It is important to remember that no site clearing or start of construction should occur until the project has been approved by the Committee and the CSA Board.

## **II. Provide your contractor with a copy of this document.**

Contractors should be given a copy of this document and be advised that they must follow the requirements for building in Carleton Shores. Contractors must:

- Abide by the requirements relating to site drawings and site access.
- Be aware of the need for site bonding PRIOR to site clearing.
- Meet the owner and committee members as needed as needed to include a minimum of two site visits, one prior to any work being started and a closing site visit to review the project for a recommendation to the Board for approval or disapproval.
- Keep the building site and surrounding area clean by providing an on-site dumpster or container for building debris. The dumpster should be in place from beginning to completion of construction.
- Provide a chemical toilet on-site from beginning to completion of new and other large construction projects when no other facilities are readily available.
- Ensure that the area from the edge of the street to at least 10'-15' back into the property is loamed or left in its natural state. No woodchips or bark mulch should be placed within 10' of the street to avoid their runoff and subsequent clogging of the catch basins.
- Instruct construction workers to respect community speed limits.
- Complete the building's exterior within six (6) months from the beginning of construction.

## **III. Submit plans, drawings, descriptions, and samples to the Committee.**

Prior to site clearing and the start of construction, the following items must be submitted to the Committee for review, unless the Committee has agreed to a modification due to the scope of the project:

- Plans for the proposed new house, house addition, or other modification showing all sides and elevation views.
- A site drawing scaled 1/4" = 1 foot accurately representing the proposed site development of the house or other construction. Include the limits of clearing, the driveway, including contours and all contemplated future additions such as garages. The site plan must indicate the proposed grading of the driveway to show how existing grades will be altered. Once the extent of the limits of clearing have been approved, the perimeter of this area must be marked at the site using surveyor-type stakes and/or brightly colored plastic tape and maintained by the contractor throughout the construction project. These rules apply also to situations where limited clearing may need to be done prior to the sale of a lot for percolation testing and/or well drilling.
- The site drawing must show the placement of wells, septic tanks, leaching fields, power and telephone lines, other utilities, and the construction access to the property. Access to the construction site across the Carleton Shores right of way zones along the road will be restricted to the route of the proposed driveway shown on the site plan unless otherwise approved by the Committee.
- A drawing that includes grade contour lines, both existing and proposed. (Note: this would be confusing on one drawing. A "before" and "proposed after" drawing might be more helpful.)
- A drawing that includes the exterior elevations and shows materials, size, and type of windows, doors, and trim.
- A drawing that includes the outlines of structures on abutting properties, which are closest to the property line, to indicate their relationship to the requested project.
- A description of the method to temporarily stabilize the soil in the driveway during the construction period. Typically, an area of crushed stone near the road is needed to allow concrete and other trucks and vehicles to exit the site without excessively soiling and causing excessive damage to the roadway. Hay bales and/or silt screens must be positioned to help keep the roadways clean and minimize soil runoff into the catch basins.
- Samples of the proposed paint colors and roof materials. Color selections should blend in and enhance the natural wooded setting of Carleton Shores. Because the roof of a home is often the most visible element within the wooded landscape of the area, it has been long-standing policy that wood shingles or wood-like asphalt shingles provide a particularly attractive, consistent design element in the neighborhood. Roofs must use either wood shingles or architectural grade asphalt shingles equal in quality and appearance to Certainteed landmark Architectural Shingles or GAF Timberline Shingles in the "Weathered Wood", Black, or "Gray" color.

#### **IV. Submit security deposit to the CSA Treasurer.**

Before the Committee will recommend approval of plans for any construction project, the owner or the owner's contractor must provide a security deposit. This is to ensure that any damage to roads, rights-of-way, or vegetation on the building site beyond the defined and approved limits of clearing will be repaired.

The funds set aside for this deposit must be in the form of a check (\$5,000 minimum-to be placed in a non-interest-bearing account), an insurance company bond, a bank letter of credit, or some other instrument acceptable to the CSA Board and the Treasurer.

For new homes, extensive additions or modifications to existing homes, or for the construction of separate structures where the continuing use of significant heavy equipment use is necessary, the amount of the required deposit will be determined by the committee with a minimum of \$10,000.

For other projects, such as a swimming pool, where limited heavy equipment use is customary, a deposit (\$5,000 minimum) is still required. However, based on the scope of the project, the Committee may recommend to the CSA Board that a reduced amount or no deposit would be acceptable.

The CSA Board will release the funds promptly after completion of the construction work or, if required, after completion of the required repair work. It is the responsibility of the owner and contractor to complete repairs acceptable to the Committee and the CSA Board.

#### **V. If necessary due to the scope of the project, attend a final, on-site meeting with the Committee and the building contractor.**

As one of the last steps before the Committee approves any proposed construction project, a meeting of the owner, the Committee, and the construction contractor may occur on the proposed construction site. This will give the Committee an opportunity to ask and respond to questions and to discuss specific items such as how the contractor intends to enter the site, remove vegetation, and other related matters.

#### **VI. Receive notification of request for project approval.**

The Committee will, by email, acknowledge receipt of the owner's request and documentation for a project approval. The Committee will also specify if any additional information needs to be supplied by the owner.

#### **VII. Receive approval/disapproval of project request.**

After the first site meeting the Committee would recommend approval or changes to owners and the Board. The Board will provide in writing an approval or disapproval to the owners within 60 days after all necessary documentation and site bonding have been

submitted to them. Board approvals remain in effect providing the originally approved request has no changes.

### **VIII. Contact Committee for review of completed project and return of site bond.**

When the project is completed, contact the Committee to schedule a project review. Pending the Committee's recommendation for approval and with the Board's approval, the site bond will be returned as soon as possible. A disapproval recommendation requires a Committee report to the Board. Board disapproval requires a written notification to the owners.

#### **D. OTHER APPROVALS NEEDED**

**Most construction projects also require approval from the Town of Sandwich and the Sandwich Historic Committee AFTER you have received approval from the CSA Board.**

The Old King's Highway Regional Historic District Act and the Old King's Highway Regional Historic District Commission in Barnstable County were first established in 1973. The Act provides protection for visual character and setting in the areas identified as historic. As a result, all exterior changes to buildings, signs, and other construction in the Historic District are reviewed for congruity, compatibility, and appropriateness with its historic character.

The portion of Sandwich north of Route 6 is in the Regional Historic District; therefore, Carleton Shores is in the Regional Historic District. Residents need to meet both Historic District AND other Town Building Regulations BEFORE they can construct any building or structure.

The Town's Website ([www.sandwichmass.org](http://www.sandwichmass.org)) has contact information regarding Historic and other building regulations. In addition, the staff at the Sandwich Building/Historic District Committee office, located at 16 Jan Sebastian Drive in Sandwich, can provide up to date information and the booklets and forms needed to request approval BEFORE beginning a construction project.

#### **E. SELLING YOUR HOME OR PROPERTY**

Advise your real estate agent and/or new owners that Carleton Shores maintains a website that includes the Carleton Shores By-Laws and Restrictive Covenants and this Construction Requirements and Procedures document.

Attachments: Carleton Shores By-Laws which include the Carleton Shores Restrictive Covenants