

WHITE HORSE PARK E.C.C. APPLICATION

2024

**Under new guidelines for Worcester County, ALL improvements must be reviewed by County Permits & Planning to see if a permit is needed, possibly multiple departments.**

**Before filling out this application please refer to the WHP ECC Guidelines and Rules & Regulations and NOTE: Removing all personal property from common ground is a mandatory condition for approving an ECC Application for major improvements, no exceptions – not required for an application relating to repairs. If you are not sure which category your application falls into, the ECC will determine upon request.**

**Prior to submitting a completed White Horse Park (WHP) ECC Application, please contact the Worcester County Permits & Planning office (410) 632-1200 or by Email (PREFERRED). If a County permit is not needed, please note the date, time, name, title, and extension of the person(s) that you spoke to or supply the Office with a copy of the Response Email from the County representative whom you contacted. If a permit is needed, you can obtain one from their office or pick one up in the WHP office. You MUST submit an approved County permit along with a completed White Horse Park ECC application or be sure to provide the name of the county agent that declared a County permit is not needed. This application will then be submitted to the ECC Committee for review.**

Owner's Name: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell No: \_\_\_\_\_

Contractor Name/Address: \_\_\_\_\_

Lot Size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

DETAILED description of proposed work to be completed:

Materials to be used: \_\_\_\_\_

COUNTY REPRESENTATIVE CONTACTED: \_\_\_\_\_ County Permit Yes \_\_\_\_\_ No \_\_\_\_\_

COUNTY DEPARTMENT CONTACTED: \_\_\_\_\_

START DATE: \_\_\_\_\_

**PLEASE INCLUDE A DRAWING OF PROPOSED IMPROVEMENTS AND PHOTOS OF THE SITE  
Before filling out this application please refer to the WHP ECC Guidelines and Rules & Regulations**

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: YES \_\_\_\_\_ NO \_\_\_\_\_ Leroy Weinreich \_\_\_\_\_ Craig Small \_\_\_\_\_

Date Owner Notified: \_\_\_\_\_ Susan Waskey \_\_\_\_\_ Gino Neighoff \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Date to ECC \_\_\_\_\_

**To ensure a complete and effective response within 30 days**, please include the following information with your ECC application:

1. Worcester County planning and permits information regarding the need for a permit.
2. A plot plan for your lot including existing structures and your proposed improvements. Please include accurate measurements of all structures and setback measurements to the property line. Photos are required.
3. A detailed plan and drawing to include overall dimensions, elevation heights, dimensional lumber sizes and type, footer or slab plans, placement of windows and doors, colors (existing and proposed).
4. If using manufactured components, i.e., Silver Top Sunroom, manufacturer roof-over system, etc., please include plans provided by the manufacturer showing overall construction and "finished look" of improvement.
5. ECC Waiver is required for concrete and decking that will cover electrical lines and plumbing areas.
6. You must be in possession of a valid survey for all concrete or asphalt work and ground-level decking.

By signing below, I understand that approval of my proposed improvement by WHP on any ECC form does not mean that my improvements meet the requirements of the Worcester County Code. It only means that my improvement meets the ECC GUIDELINES for WHP. I understand that I, the property owner, am solely responsible for contacting the County to obtain any zoning approval and/or building permit that may be required for my improvement. I also understand that if my project requires a permit from Worcester County, a copy of the required permit must be submitted with the ECC Application BEFORE it can be filed. Applicant certifies that improvement will not violate any setbacks, laws, ordinances, or statutes, nor encroach upon any easements or right-of-way whatsoever. All information provided on this form is deemed to be accurate. **Upon ECC approval you will be notified as to the status of your application. Both the Approved ECC Application & Approved Permit (if needed) must be displayed in a front window while the improvements are being completed. Construction must start within one year of the application approval date. Once construction begins, it must be completed within 30 days of the start date. Upon written request, an extension may be granted on a case-by-case basis. See electrical acknowledgement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- DRAWING WITH MEASUREMENTS MUST ACCOMPANY APPLICATION FOR ALL CONSTRUCTION
- WHEN REQUESTING TO PAINT YOUR UNIT OR SHED A COLOR MUST BE STATED ON FORM
- WHEN ROOFING STATE COLOR OF SHINGLES TO BE USED
- A WAIVER MUST ACCOMPANY APPLICATIONS FOR CONCRETE DRIVEWAYS, WALKWAYS AND FOR ALL GROUND LEVEL DECK

**ACKNOWLEDGEMENT OF LIMITATION OF ELECTRICAL SERVICE**

This is to acknowledge that I/we understand there is a limitation on the electrical service available on service available on my/our Lot # \_\_\_\_\_. The current maximum electrical service on my/our lot currently is 50-amp service. Lot owners are responsible for any damage caused to the pedestal due to overloading of the circuits.

NAME:

LOT #

**APPEAL PROCESS:** An applicant shall have the right to appeal any decision to the Board of Directors within 30 days of the date of the denial of the improvement. The decision of the Board of Directors is final.