



145 WESTBROOK DRIVE, TOMS RIVER , NJ 08757
Office: (732) 244-1484 Fax: (732) 244-1084
silverridgeparkwest@gmail.com

ARCHITECTURAL CONTROL COMMITTEE

Dear Homeowner;

If you are planning any projects to the exterior of your home, you will need to contact the Silver Ridge Park West Architectural Control Committee (the ACC) before you start your project and you will need to complete the following steps:

1. Someone from the ACC will meet with you to document the work you are planning to get done and will help you fill out the appropriate Request forms. You will be provided a list of projects that may require Berkeley Township permits.
2. You will be required to submit a drawing/sketch of the exact location of your project and it must contain measurements. You can also supply a catalog cut, if available, of the materials.
3. If you are using a contractor, please give the ACC their name and telephone number.
4. Once your project is approved by the Board of Trustees, you will receive a signed Request form from the ACC that authorizes you to proceed. If your project requires a Berkeley Township Permit, the ACC will supply you with the letter authorizing you to get the permits.
5. Once you have the authorization letter, you will need to apply for permits at the Berkeley Township Zoning office located at 627 Pinewald-Keswick Road, Bayville, NJ. Their telephone Number is (732) 244-7400.
6. When you get approval from the township, please provide the ACC with copies of the permits for their file.
7. When your project is complete, please notify the ACC so that they can close out the paperwork.

If you have any questions about this process or need additional help please contact your Trustee, the ACC or the office at the numbers above.

ARCHITECTURAL CONTROL COMMITTEE: DOCUMENTS IN USE

HOMEOWNERS LETTER: Intro letter to Homeowners from ACC

PERMIT PROCESS: Process to obtain Berkeley Township permits

FORM 1: CONSTRUCTION REQUEST: Projects that **DON'T** need BT permits

- Installation, renovation, relocation of sheds
- Driveway repair or driveway replacement/expansion with pavers
- Sidewalk repair or sidewalk replacement/addition with pavers
- Roof repairs/replacement
- New siding
- Replacement windows
- Replacement doors
- Ground level decks
- Exterior painting

FORM 2: CONSTRUCTION REQUEST: Projects that **DO** need BT permits

- Solar panels
- Hot tubs
- Driveway replacement/expansion with concrete
- Sidewalk replacement/expansion with concrete including curb cuts
- Concrete patios
- Installation of new decks behind the house
- Installation of three (3) season room
- Installation of emergency generators
- Permanent slab for sheds
- Additions to structure
- Installation of Permanent privacy Fence

FORM 3: REQUEST TO OBTAIN BERKELEY TOWNSHIP PERMIT: HOA approvals for permits

FORM 4: STORAGE SHED REQUEST

FORM 5: FENCE REQUEST

FORM 6: EXTERIOR COMPLAINT – All exterior modifications need to be approved by the Architectural Control Committee. Homeowners may use this form to report an exterior violation of the SRPW Covenants and Restriction or Rules and Regulations to their trustee or directly to the office. The form must be completed in full for the complaint to be addressed by your trustee or the office.

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CONSTRUCTION REQUEST

*Pavers, Roofs, Siding, Windows, Doors, Ground Level
Decks, Driveway Repair, Exterior Painting
(Does not require Berkeley Township Permit)*

DATE RECEIVED: _____

HOMEOWNER: _____ ADDRESS: _____

TELEPHONE: _____ EMAIL: _____ SECTION _____

HOMEOWNER SIGNATURE: _____

NAME OF CONTRACTOR _____ Telephone _____

Reviewed and discussed with homeowner: _____
Architectural Control Committee Date

The Executive Board asserts that the aforementioned work is in accordance with Silver Ridge Park West Homeowners Association governing documents and has granted the homeowner approval contingent on the permission and issuance of required permits from Berkeley Township.

Executive Board Signature Date Executive Board Signature Date

Final Inspection Approval, Date: _____ Name of Inspector: _____

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CONSTRUCTION REQUEST

Solar, Hot Tubs, Concrete Work (Driveways, Walks, Footings, Sheds, Privacy Fence), Raised Decks, Three Season Rooms, Emergency Generators, Other (Requires Berkeley Township Permit)

DATE RECEIVED: _____

HOMEOWNER: _____ ADDRESS: _____

TELEPHONE: _____ EMAIL: _____ SECTION _____

HOMEOWNER SIGNATURE: _____

NAME OF CONTRACTOR _____ Telephone _____

Description of work being performed:

[illegible]

Reviewed and discussed with homeowner: _____

Architectural Control Committee _____ Date _____

The Executive Board asserts that the aforementioned work is in accordance with Silver Ridge Park West Homeowners Association governing documents and has granted the homeowner approval contingent on the permission and issuance of required permits from Berkeley Township.

| | | | |
|---------------------------|------|---------------------------|------|
| Executive Board Signature | Date | Executive Board Signature | Date |
|---------------------------|------|---------------------------|------|

Final Inspection Approval, Date: _____ Name of Inspector: _____

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REQUEST TO OBTAIN BERKELEY TOWNSHIP PERMIT

Homeowner _____ Address _____ Toms River, NJ 08757

Phone(Home) _____ Phone(Cell) _____

Address if different than above _____

The homeowner has requested to perform the following work at the above-named property:

Homeowner has attached copies of necessary documentation required by the SRPW HOA and is approved to proceed with the permitting process.

Homeowner's Name _____ Signature _____ Date _____

The Architectural Control Committee has discussed and reviewed with the Homeowner and it meets current rules and regulations.

Name: _____ Signature _____ Date _____

The Executive Board asserts that the aforementioned work is in accordance with Silver Ridge Park West Homeowners Association governing documents and has granted the homeowner approval contingent on the permission and issuance of required permits from Berkeley Township.

THIS DOCUMENT REQUIRES TWO SIGNATURES FROM THE EXECUTIVE BOARD

NAME _____ SIGNATURE _____ DATE _____

NAME _____ SIGNATURE _____ DATE _____

Process to obtain Permits from Berkeley Township

1. You or your contractor will need an approval letter from SRPW HOA and it must have 3 signatures. This is needed to go ahead with the Permitting process. This includes contractors. **Berkeley Twp will not issue any Permits without SRPW HOA approval.**
2. You must first go to the Zoning Office, located on the second floor, at 627 Pinewald-Keswick Road, Bayville, NJ 08731.
3. Then proceed to the Construction Office, also located on the second floor. You may have to supply plans/drawings for the permit process. If you are using a licensed contractor, they need to provide you with copies.
4. Once you get the initial approval, please provide copies of the Permits to the Architectural Control Committee so they can check the progress of your project.
5. When you get the final inspection, please notify the Architectural Control Committee so we can finalize the paperwork and add it to your property file.

If you have any questions or concerns, please contact the office at (732) 244-1484 and we will get someone to help you through this process.

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STORAGE SHED REQUEST

DATE RECEIVED: _____

HOMEOWNER: _____ ADDRESS: _____

TELEPHONE: _____ EMAIL: _____ SECTION _____

HOMEOWNER SIGNATURE: _____

Storage Shed shall not exceed a maximum of ten (10) feet in width by eight (8) feet in depth, by eight feet in height at its peak (10'x8'x8'). The shed shall be free standing and must be located (3) three feet from the rear property line and (3) three feet from either the right or left property line. Provide a sketch that shows the proposed location. Attach a catalog cut or specifications if available.

Description of shed and location:

Reviewed and discussed with homeowner: _____
Architectural Control Committee Date

The Executive Board asserts that the aforementioned work is in accordance with Silver Ridge Park West Homeowners Association governing documents and has granted the homeowner approval contingent on the permission and issuance of required permits from Berkeley Township.

Executive Board Signature

Date

Executive Board Signature

Date

Final Inspection Approval, Date: _____ Name of Inspector: _____

SILVER RIDGE PARK WEST
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FENCE REQUEST

DATE RECEIVED: _____

HOMEOWNER: _____ ADDRESS: _____


TELEPHONE: _____ EMAIL: _____ SECTION _____

HOMEOWNER SIGNATURE: _____

NAME OF CONTRACTOR _____ Telephone _____

Permanent fencing must be installed professionally. Homeowner to supply drawing showing layout of fence, type and material. Fence must meet current SRPW rules and requires a permit from Berkeley Township.

Description of fence and location:



Reviewed and discussed with homeowner: _____
 _____ Architectural Control Committee _____ Date _____

The Executive Board asserts that the aforementioned work is in accordance with Silver Ridge Park West Homeowners Association governing documents and has granted the homeowner approval contingent on the permission and issuance of required permits from Berkeley Township.

| | | | |
|----------------------------------|-------------|----------------------------------|-------------|
| Executive Board Signature | Date | Executive Board Signature | Date |
|----------------------------------|-------------|----------------------------------|-------------|

Final Inspection Approval, Date: _____ Name of Inspector: _____

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EXTERIOR COMPLAINT FORM

DATE RECEIVED: _____ BY: _____

ADDRESS (where exterior violation exists): _____

SECTION _____

Circle category of exterior violation:

| | | | |
|--------------|-----------------|-----------|-------|
| FENCE | GRASS/STONES | FORESTRY | OTHER |
| SHED/STORAGE | GARBAGE/LITTER | PARKING | |
| POOL/HOT TUB | ANIMALS/FEEDING | OCCUPANCY | |
| DECK | CONSTRUCTION | CONTAINER | |

DESCRIPTION OF COMPLAINT:

FOR OFFICE USE ONLY

PERSON MAKING COMPLAINT: _____ ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

DATE VISITED: _____ FOLLOW UP _____

OBSERVATION:

Name: _____ SIGNATURE: _____ DATE: _____

☐ OPEN

☐ CLOSED

☐ REFERRED TO OFFICE: