



Home Improvement Request Form

Once completed, submit your Home Improvement Request form to the office for approval. Once it's reviewed we will call you to pick up your signed/stamped form. Please read the information below before submitting your form.

Home Improvements and Structures:

All structures **MUST** be approved by the office in writing **BEFORE** construction. If you are planning any construction, including adding a shed/deck/screen room on your lot, please read the following:

- You must complete a Home Improvement/Building Request form in the Tall Pines office, to include a drawing showing proposed construction. Once approved in the office, take the stamped form to the Sussex County Planning and Zoning office for a permit (if required).
- **A copy of the permit and/or approved request must be filed with the Tall Pines office BEFORE construction begins.**
- If you are replacing an RV that has a stick-built addition, the addition must be removed before replacing the RV.
- No wooden structures **EXCEPT** sheds and decks.
- Any current wooden structures must be torn down and brought up to code before resale.
- **Important regulations:** Only split rail fences are permitted. Your shed (for RV Sites) cannot exceed 64 sq. ft and must be made of wood. Decks that are higher than 6" off the ground cannot exceed 120 sq. ft. Screen rooms must be prefabricated for RV's, this includes canvas and silvertop rooms. No metal roof. You are allowed **two (2) Fencing/Privacy Panels** on your site. You need to mark the location where they will be placed on the Home Improvement form for approval.

If a permit from Sussex County is required, take your signed/stamped Home Improvement/Building Request form to Sussex County Planning & Zoning located at Two the Circle, in Georgetown, DE.

Please be advised that items such as metal sheds, wooden screen rooms or structures are not grandfathered when selling and would need to be removed prior to a new license agreement being signed for the new residents. This also applies when bringing in another RV or making improvements on your site. Please be advised that any Structures and/or site improvements constructed without management approval and the proper building permits will be required to be removed from the RV/RV site - **NO EXCEPTIONS**

If you have any questions, please feel free to contact the office at 302-684-0300.

Tall Pines Community and Campground
HOME IMPROVEMENT / BUILDING REQUEST FORM

Name: _____

Date : _____

Site # : _____

Address: _____

Phone #: _____

Date Submitted: _____

Please complete the above information. Use the space below to submit a drawing of the proposed improvements you intend to make on your site. Be sure to include correct measurements. If a County Building Permit is necessary for your construction, it cannot be obtained until Management has approved your submitted request.

Approved _____
Brad Ferguson, Maintenance Mgr.

Date: _____

