



Home Improvement Request Form

Once completed, please submit your Home Improvement Request form to the office for approval. It will be reviewed and when approved, we will call you to pick up your signed/stamped form. Please read the information below before submitting your form. Depending on the project, an inspection may be done by Tall Pines staff once the project is completed. Please review the Tall Pines Campground Rules and Regulations regarding Home Improvements and Structures before submitting your application.

All structures **MUST** be approved by the office in writing **BEFORE** construction begins. If you are planning any construction, including adding a shed/deck/screen room, etc 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 or changes to the site. You will need to take the signed/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. Remember your County permit is only good for one year and must be posted in clear view in a window while the project is being done.**
- If you are replacing an RV that has a stick-built addition/screen room, the addition must be removed before replacing the RV. No wooden structures **EXCEPT** sheds and decks. Any current (non-compliant) wooden structures must be torn down and brought up to code before replacing the RV or resale.
- **All screen rooms must be PRE-FABRICATED and we will need the Manufacture name and make/model and photo before approving the request. One (1) Shelter Logic unit is allowed per site. Shelter Logic Carports cannot have sides or panels added to them. They are to be used to cover cars, golf carts and small boats. They are not to be used for storage.**
- **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 purchased, **PREFRABRICATED** - No metal roof and must not have any wood in the construction. 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.
- One week prior to having any work done on your site, the Tall Pines office must be contacted to have our utility lines marked on your site. You must also contact Miss Utility to have them locate all other utilities. The lot lines are from electric box to electric box for the majority of the lots in Tall Pines, although this is not the case for all lots. If you have a question about the lot lines for your site, please call the office to have the lot lines marked. Please allow 7 days for the lines to be marked.

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. We will need a copy of your Sussex County permit before any construction can begin.

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. 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.

01/17/24

TALL PINES CAMPGROUND

HOME IMPROVEMENT BUILDING REQUEST FORM

Date Submitted: _____

Name: _____ Site #: _____

Phone: _____ Email: _____

Please complete the above information. Use the space below to submit a sketch of the proposed improvements including measurements. Please use other side if you need more room. If a County Building Permit is necessary for the construction, you will need to provide the county with this signed/ stamped form to obtain a permit.

Approved: _____ Date: _____

Leigh Ann Coleman, Property Manager

APPROVAL STAMP (Do not write in this box)