

Montauk Shores Condominium

New Unit Check List

Items Requested in the Permit

- Unit _____ in square feet
- Shed _____ in square feet
- Decks more than one _____
- Shower _____ 4X4 MAX with walls
- Patio ___ Grass ___ Brick ___ Gravel ___ Etc _____
- Other Items Requested

- **SET BACKS**
- Unit to property Line

- Shed to unit to Neighbor to Deck

- Deck or Decks

- Shower

Sizes

- Unit feet inches X feet inches

- Roof Pitch MIN 12/3 MAX 12/7

- Shed feet inches X feet inches

- Deck length X width

- Driveway length X width

- Variances

COMMENTS

SET BACKS

1. Shed to be 2 feet from the property line.
2. Manufactured Home to Manufactured Home is 10 foot minimum.
3. Manufactured Home to accessory structure [shed] is 3 foot minimum.
4. Manufactured Home to neighbor's deck is 5 foot minimum.
5. Decks cannot exceed 10 feet in width from home.
6. [100 & 800 blocks only] Setback for a mobile to the MSC property line is 10 foot minimum and accessory Structures [sheds] must be 15 foot minimum from the East/west MSC property lines. A deck on the Manufactured Home must be 10 foot minimum from the MSC property lines.
7. Waterfront site-Two sheds allowed or as approved by the Board of Managers. Combined maximum floor space is 80 square feet. Roof slope should be 6.5 feet to 6 feet. Sheds must be at least 2 feet from the property line or as authorized by the Board of Managers.
8. Internal sheds- one shed allowed with a maximum floor space of 80 square feet (8x10) the maximum height of the roof is 8 feet. MUST REQUEST TO GO TO 10 FEET HIGH
9. It is your responsibility to obtain the required variances and provide the office with a copy of them prior to ordering or installing the home.
10. Any current property violations or setbacks now existing must be corrected to meet the current guidelines.
11. New units must start on the property line that is next to the driven street so to line up with other units on the block. The unit is to be a minimum of 2 feet from other property lines.
12. Not including the size of the shed, but all interior units cannot exceed 900 square feet and not be longer than 45 feet so not to affect the neighboring unit. Ocean front units cannot exceed 765 square feet.
13. Enclosed showers shall mean privacy enclosure constructed of wood or other suitable materials approved by the Board of Managers. No outdoor shower shall exceed 4' x 4'. Roofs must be approved by the Board of managers.

PROCEDURES FOR A NEW UNIT

1. You will need a current survey done only by George Walbridge Surveyors showing the location of the proposed new unit, shed, deck, and any other item that is going to be included in the request for a new unit along with the floor plan. No other surveyor will be accepted.
2. This survey needs to show all the setbacks between structures which are included in this packet.
3. The COMPLETED survey along with the proposed certified ¼ scale floor plan showing the door and window locations and the completed MSC permit can then be submitted to the office for review at which time it will be forwarded to the next BOM meeting. Interior units cannot exceed 45 feet in length and no more than 900 square feet. Ocean units cannot exceed 765 square feet. Once approved by the MSC Board no changes can be made without further Board approval and is valid for one year.
4. After the MSC permit is approved by the BOM of Montauk Shores it then needs to be submitted with an MSC approval letter to the East Hampton Building Dept for the next approval. The completed EHBD application must be brought to the MSC office. The application will then be submitted to the EHBD by the MSC manager.
5. Before any work including the removal of the unit can begin the \$1,000.00 deposit must be received by the office from the owner. This is for any unforeseen damage done by any work in the process of removing and installing the new unit and will be returned when the CofO is received in the MSC office.
6. The EHBD might require other evaluations such as a Wet lands evaluation. If your unit is on the ocean it will have to be flagged which confirms the distance from the dunes. After the East Hampton Building Dept approves the request they will mail you an EHBD permit.
7. After all the permits and variances are received back from the EHBD copies must be submitted to the office prior to ordering the unit.
8. The concrete work is then started and completed for the unit, shed, deck, as per the survey. The property/foundation must be flagged by George Walbridge Surveyors to confirm the correct location.
9. The MSC delivery agreement must be signed and Returned to the office to notify MSC of the delivery date (included in packet). A least 2 weeks prior to the delivery date
10. After the unit, deck, shed and any other items that were requested and approved for on the MSC permit and approved by the EHBD are completed, a final survey must be requested. One original copy of the final survey must be submitted with a check to the EHTB for your Request of Occupancy form.
11. Once the Cof O is received a copy of the Cof O and final survey must be submitted to the office to be placed in the units file. At this time the \$1000.00 deposit will be returned after a site inspection is complete to be sure of no damage to MSC property.

12. The Master survey must be updated which is kept on file at George Walbridge Surveyors (631)324-0412. A copy of the receipt confirming the update to the master survey must be submitted to the MSC office and will be placed in the units file.
13. While this is a very accurate step by step procedure list the ultimate Responsibility to file all the necessary forms falls onto the unit owner and Montauk Shores cannot be held responsible. The resident is responsible to ensure the forms and projects are completed correctly.
14. A Copy of the approved work permit must be posted on site during entire time of work project.

*EHBD---East Hampton Building Dept
300 Pantigo Pl
East Hampton NY 11937
(631)-324-4145

*MSC-----Montauk Shores Condominium
100 Deforest Rd Attn Office
Montauk NY 11954
(631)668-9393
Fax(631)668-9384

*BOM-----Montauk Shores Condominium Board of Managers



Montauk Shores

CONDOMINIUM

100 DeForest Road, Montauk, New York 11954
631-668-9393 • Fax: 631-668-9384
e-mail: MontaukShores@optonline.net



MONTAUK SHORES CONDOMINIUM WORK PERMIT APPLICATION

A MSC WORK PERMIT IS REQUIRED FOR ALL WORK IN THE COMMUNITY

This application is being submitted to perform the following work on the home and or property located at Site #____, Montauk Shores Condominium.

NAME OF APPLICANT(S) _____

The following is a description of the work to be performed.

All applications for a new unit or anything that may require a Town building permit must be processed through the office of Montauk Shores. The resident, or their agent, will be required to complete the Montauk Shores Permit Application and the Town of East Hampton Building Permit Application. Upon completion, the resident or agent must submit the application and all other documents and surveys required through the MSC office for processing.

Further, it is the sole responsibility of the applicant(s) to ensure that all work is performed according to law. The applicant(s) must supply the office with a copy of Certificate of Occupancy, Electrical Underwriters Certificate and any other required approvals resulting from work performed. Prior to the start of work, all homeowners must provide the office with a copy of the contractors Workman's Compensation Insurance Policy. Before the removal of a unit a deposit of \$1,000 will be required to be submitted by the unit owner prior to any work being performed for any unforeseen repairs during removal and installation. No outside commercial contractors work to be done on the weekends (Sat & Sun) during the months of July and August and no work before 8AM and after 6PM. No new homes delivered during July and August.

In the event that Montauk Shores Condominium finds it necessary to access utilities, or otherwise disturb any driveway apron, walkway or other area of common ground or deeded right of easement for the benefit of the community, it will not be responsible for replacement in kind of the area accessed.

THE HOMEOWNER IS RESPONSIBLE FOR THE COST OF UPDATING THE MASTERPLAN SURVEY OF THE COMMUNITY IF THE WORK BEING PERFORMED REQUIRES IT.

The applicant(s) agree(s) to comply with all of the above conditions.

Attached, if necessary or requested, are drawings and a more detailed description of the work to be performed by the undersigned applicant(s)

Date of Application: _____ Applicant(s) Telephone # _____

Signature of Applicant(s): _____

APPROVED BY: _____ DATE: _____

MSC PERMIT IS VALID FOR ONE YEAR FROM DATE OF ISSUE AND MUST BE CONSPICUOUSLY DISPLAYED ON SITE

EAST HAMPTON TOWN PERMIT MUST BE DISPLAYED ON SITE

SURVEY REQUIRED - CONTACT WALBRIDGE

SURVEY COMPLETE

Article 7

Additions, Alterations, or Improvements

A MSC PERMIT IS REQUIRED FOR ANY AND ALL WORK PRIOR TO COMMENCEMENT OF WORK. Applications will not be considered if the applicant is in violation of the Rules and Regulations or other established policies, or fails to submit a complete application. Fees, if any, shall be paid as required on the permit application. The Board of Managers shall have the authority to determine and collect reasonable permit fees as deemed appropriate by the Board of Managers.

- a) No unit owner or tenant shall make any structural addition, alteration, or improvement to the exterior of the unit without prior approval of the Board of Managers or their representative. This rule also applies to the site upon which the unit rests. Requests and responses must be in writing. Permits will be valid only for one year from date of approval.
- b) All contractors must be properly licensed and insured and are responsible for removing all waste and leftover materials from the community. Prior to the start of work, all homeowners must provide the office with a copy of the contractor's Worker's Compensation and Liability Insurance Policies.
- c) The unit owner will execute any application or other document that is required to be filed with any governmental authority or asserting jurisdiction in connection with any structural addition, alteration, or improvement. Refer in detail to Article 5, Section 12 - Operation of the Property, in the By-Laws available for inspection at the office. Upon approval of a Montauk Shores work permit the owner or tenant is responsible for complying with Federal, State, County, and Town or any other governmental regulatory agency or building code.
- d) Approved Federal, State, County, Town or any other governmental regulatory agency permits must be submitted to the Board of Managers.
- e) Residents will not be charged for dumping of bulk trash during times specified by the Board of Managers. However, contractors working in the community are responsible for the cost of disposal of any and all debris resulting from their work. The Board of Managers reserves the right to change this policy at any time.
- f) The unit owner or tenant cannot change the landscaping of the land adjoining their site, nor can a fence be erected any place in the community, without the prior written consent of the Condominium Board of Managers or their representative. Unit owners or lessees may landscape up to two feet out from their unit toward the road upon approval of the Board of Managers. The community will maintain the balance of the area.
- g) Construction work of any type cannot commence prior to 8:00 A.M. and must cease no later than 6:00 P.M. or as otherwise authorized in writing by the Board of Managers
- h) No contractor's work may be performed on Saturdays and Sundays during July and August, except emergency repairs with approval of the Board of Managers.

Article 8

Manufactured Home Removal, Replacement or Installation

All applications for a new unit require a Town building permit which must be processed through the office of Montauk Shores. The resident, or agent, will be required to complete the Montauk Shores Permit Application and the Town of East Hampton Building Permit Application. Upon completion, the resident or agent must submit the application and all other documents and surveys required through the MSC office for processing. It will be the responsibility of the homeowner to notify the office at least thirty days in advance of the intended removal or replacement of a unit. However the Facilities Manager will determine the earliest date that the project can commence.

- A. All requests for unit replacements and change of length and or width must be submitted to the Condominium Board of Managers for approval.
 - 1) Each unit owner or tenant shall be limited to placing one manufactured home within a site, as depicted on the site map or as otherwise approved by the Board of Managers. The placement and specifications of such home shall be in accordance with the Rules and Regulations of the Condominium, East Hampton Town Code or any other governmental agency. It is the responsibility of the site owner or tenant to hire a professional surveyor to identify the location for placement of the concrete footings and slab and provide Montauk Shores Condominium with an update to the Master Plan. It will be the responsibility of the owner or tenant to provide detailed plans and specifications pertaining to the concrete footings and slab and to receive written approval of such plans from the Board of Managers. It is also the responsibility of the owner or tenant to ensure that the concrete footings, slab and the manufactured home are properly installed. It will be the responsibility of the Facilities Manager to advise the Board of Managers of owner or tenant deviations from the approved procedure.
 - 2) The Facilities Manager must be present at time of placement of the manufactured home. Any owner or tenant wishing to place a new home on their site must give prior notice of at least thirty days to the office of Montauk Shores Condominium of the date of anticipated placement of the new manufactured home. The Facilities Manager, while overseeing the placement of the manufactured home, will not be responsible for establishing the exact location of the home on the property. The responsibility for ensuring the correct placement of the home is that of the individual owner of an owned site and the tenant of a leased site. If at any time the placement of the home, or any other structure, is determined to be incorrect it will be the sole responsibility of the resident to correct the violation.
 - 3) The units shall be used for residential purposes and no business may be operated from their unit and the unit is not permitted to be used for employee housing of any type. The use shall be consistent with existing law and these Rules and Regulations and established policies of Montauk Shores Condominium.

- B. A manufactured home that is over three years old may not be placed on a site. Therefore, one cannot be brought into the community, nor can one be sold in the community and moved to another site within the community.
- C. Units must be set back two feet from the side property line, except on waterfront sites or as otherwise authorized by the Board of Managers. Any new manufactured home, or remodeled home, that is reverse aisle must be placed off the side property line so that it permits a proper means of egress as required by law and or building codes.
- D. All owners, tenants, lessees, contractors, engineers, or other persons shall comply with any and all manufacture's guidelines, instruction or specification, building, plumbing and electrical codes, Federal, State, local, administrative and agency rules, regulations, laws, or codes that may be applicable to installation, alteration, safety or the environment. A survey prepared by a licensed surveyor must be submitted showing the intended location, square footage, building coverage, total coverage, driveway, utilities, decks, stoops, shed and other structures. Building plan must be submitted showing elevation, windows, doors, roof pitch, and unit specifications.
- E. All new placements will be set at a height of 48 inches from the highest grade of ground to the bottom of the finished floor of the home and conform to FEMA regulations or as approved by the Board of Managers. The intent of this section is to permit sufficient clearance to perform maintenance under the home and also to comply with established safety guidelines. The maximum overall height of any manufactured home must be approved by the Board of Managers.
- F. All units must be completely skirted as approved by the Board of Managers.
- G. All units must be anchored in accordance with all applicable governmental codes.
- H. In addition to the requirements of Montauk Shores Condominium, manufactured homes must meet all local, town, county, state and federal regulations. The Town Building Inspector shall inspect each and every new manufactured home and all required permits; a certificate of occupancy must be obtained. The applicant(s) must supply the office with a copy of Certificate of Occupancy, Electrical Underwriters Certificate, and any other required approvals resulting from work performed.
- I. The Board of Managers reserves the right to limit the size of any home or structure within the community. Unless authorized by the Board of Managers, owners units shall not exceed 900 square feet and oceanfront units shall not exceed 765 square feet. Lessee unit shall not exceed 600 square feet.
- J. All new manufactured homes must have a minimum roof pitch of 3/12 and a maximum pitch of 7/12 or as authorized by the Board of Managers. Flat roofs of any type are not permitted.
- K. All new manufactured home must have a minimum of 10 foot wide and 15 foot long driveway or as authorized by the Board of Managers.
- L. In the event that Montauk Shores Condominium finds it necessary to access utilities, or otherwise disturb any driveway, apron, walkway or other area of common ground or deeded right of easement for the benefit of the community, it will not be responsible for replacement in kind of the area.

M. There will be no new homes installed during the months of July and August unless authorized by the Board of Managers.

N. MSC new homes permits are not transferable to new owners.

Article 9

General Building Regulations

Oil Tanks: All owners, tenants, lessees or other persons in occupancy as the case may be shall notify the Management Office in writing at least seven days in advance of the intended removal or replacement of an oil tank.

- a) The Facilities Manager shall determine the earliest date that the project can commence.
- b) Only fiberglass oil tanks are permitted.
- c) Vent pipes to be placed four feet from nearest window, one foot from unit home, and one foot above ground.
- d) Fill pipe to be one foot above ground.
- e) Oil tanks must be buried underground or as authorized by the Board of Managers and permitted by code.

Sheds: The storage of flammable liquids in sheds is prohibited. Any new or rebuilt shed must conform to current Suffolk county Health Department and New York State Uniform Fire Prevention and Building Code guidelines. The approval of the Board of Managers must be obtained prior to construction or alteration of any shed.

- a) Internal sites - one shed allowed. Maximum floor space is 80 square feet (8ft. by 10 ft. is the prescribed floor plan) or as authorized by the Board of Managers. The maximum height of roof, as approved by the Board of Managers. The shed must be at least 2 feet from property line and 3 feet from any structure.
- b) Waterfront sites - two sheds allowed or as approved by the Board of Managers. Combined maximum floor space is 80 square feet. Roof slope should be from 6.5 feet to 6 feet or as approved by the Board of Managers. Sheds must be located at least 2 feet from property line or as authorized by the Board of Managers.
- c) Sleeping is not permitted in a shed.
- d) Shed must be properly anchored as approved by the Board of Managers.
- e) Any damage caused by a shed will be the sole responsibility of the shed owner.
- f) Sheds cannot be moved from one site to another site in the community unless approved in writing by Board of Managers.

Tents: Tents are not permitted to be erected on any site or elsewhere in the community without the written permission of the Board of Managers.

Fences: Fences may not exceed 36 inches in height, and must be approved by the Board of Managers prior to being erected. Fences may not extend over boundary lines established by Board of Managers or official survey of the property and may not block community walkways.

Decks: All decks, including the skirting, must be made of suitable wood framing or other attractive wood substitute such as TRAX or as approved by the Board of Managers. All decks must be of good quality and built in accordance with applicable building codes. In addition, following general provisions shall apply to decks.

- a) Deck shall extend no more than 10 feet from manufactured home.
- b) Railing cannot be higher than 42" from floor of deck or as permitted by local building code.
- c) Deck floor must be level with entrance to home or as approved by Board of Managers.
- d) All decks must be fully skirted.
- e) Encroachment fee for units whose deck, patio, driveway or any other encumbrance encroach upon common ground is \$25.00 per foot per year or as authorized by the Board of Managers.
- f) Decks cannot be moved from one site to another site in the community unless approved in writing by the Board of Managers.

Arbors: Allowed, with specifications determined by the Board of Managers.

Outside Showers: Enclosed showers shall mean privacy enclosure constructed of wood or other suitable materials approved by the Board of Managers. No outdoor shower shall exceed 4' x 4'. Roofs must be approved by the Board of managers. Plumbing must meet applicable local and state building codes. The Board of Managers shall have complete discretion to approve or deny any outdoor showers, enclosed showers, or other structures based on appearance, design, aesthetics, material, adequate drainage and location.

Berms: Must not cause water drainage problem. Maximum height allowed is two feet. Approval by the Board of Managers is necessary before creating any berms.

Retractable Canopy: Maximum size is 10 feet by 25 feet or as otherwise authorized by the Board of Managers; must be securely attached to manufactured home or other authorized structure; must be retracted when unit is not occupied; and no side curtains or anything that will enclose the sides or front are allowed without written approval of Board of Managers.

Non-retractable Door Canopy: Canopies over doorways are permitted pending approval of the Board of Managers.

MONTAUK SHORES CONDOMINIUM

Manufactured Home Delivery Agreement

Resident(s) name: _____

Site # & Street _____

Telephone # _____

Contractor name: _____

Address: _____

Telephone # _____

Manufacturer: _____

Unit Model & Year _____

Dimensions: Length _____ Width _____ Height _____

Delivery date: _____

Montauk Shores Condominium (MSC) requires that this agreement must be completed, signed, and submitted to MSC's office. In addition, MSC must be provided with the delivery date a minimum of 14 days in advance. The contractor will also provide MSC with a copy of their Worker's Compensation Insurance coverage and a valid certificate of insurance covering their company and all employees doing work at MSC. The contractor agrees to come to MSC at least one week prior to the delivery date in order to map out the route within MSC to the placement site and to advise the MSC Manager of any street lights or signs that have to be removed. This meeting and the delivery date must be coordinated with the MSC Manager and scheduled accordingly by the MSC Manager. An additional fee of \$250.00 (TWO HUNDRED AND FIFTY DOLLARS) will apply if the delivery is cancelled and the office of MSC is not notified by the close of business the day prior to the scheduled delivery.

(Montauk Shores Condominium - Manufactured Home Delivery Agreement - Continued)

The contractor will be responsible for any and all damages to MSC property including lawns, Belgium block curve, and streets or any other property as a result of the delivery and placement of the manufactured home. The contractor and resident accepting delivery both agree to hold MSC harmless to same. The contractor agrees to provide supplies and materials, such as plywood (minimum 3/4 " thickness) or steel plates, as necessary to ensure that lawns and streets are not damaged by any equipment used for the delivery and placement of the manufactured home.

Contractor and resident(s) agree to conform to all requirements regarding manufactured home replacement and delivery as stipulated in Montauk Shores Condominium's Rules and Regulations. The Contractor and resident(s) agree to comply with any instructions from the Facilities Manager, or his representative, during the course of delivery.

The normal time for MSC to receive a manufactured home delivery and open the gate is 8:00 AM Monday through Friday from September 1st through June 30th. Because of the increased traffic and population during the summer, new homes are not permitted to be delivered during July and August but June and September are approved and those delivery days are limited to Tuesday, Wednesday, and Thursday.

Arrangements may be made at the discretion of the MSC Manager to open the gate earlier than 8:00 AM; however there would be an additional charge of \$65.00 (SIXTY FIVE DOLLARS) per man hour for MSC staff to be present. This charge is payable in advance together with the completed agreement.

I (we) have read the above and agree to all the terms and conditions stated herein.

Resident Signature _____ Date _____

Resident Signature _____ Date _____

Authorized Representative Installing Home: _____
Please Print Name or Business Name

Signature Date Please Print Name

Certificate of Insurance - Company Name and Policy Number – Attach Copy

PLEASE NOTE THAT THE BOARD OF MANAGERS RETAINS THE RIGHT TO AMEND THIS AGREEMENT AT ANY TIME. IT WILL BE THE RESPONSIBILITY OF THE HOMEOWNER, OR AUTHORIZED REPRESENTATIVE, TO ENSURE THAT ALL CURRENT MONTAUK SHORES CONDOMINIUM RULES AND REGULATIONS AND POLICIES ARE ADHERED TO. FOR ADDITIONAL INFORMATION PLEASE CONTACT THE OFFICE OF MONTAUK SHORES CONDOMINIUM PRIOR TO DELIVERY.