

and Instructions

Architectural Review Committee “ARC”

(Homeowners Association “HOA”

Condo Owners Association “COA”)



FLORHAM PARK

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1. STATEMENT OF PURPOSE AND INTRODUCTION:

Implementation of rules, regulations and controls on the architectural and aesthetic elements of any residential development is a proven way to manage the overall visual character of a community while helping to protect an owner's individual property value. Therefore, any work that affects the external appearance of a unit, the lot, or landscaping requires prior approval from the Del Webb at Florham Park Homeowners Association.

This document addresses each type of dwelling in the Community which is comprised of the following: Single Family Homes ("Singles"), Townhouses ("Towns") and Condominiums ("Flats"). The term "homeowner" refers to the owner of any of the aforementioned structures. "HOA" refers to Del Webb Florham Park Homeowners' Association and "COA" refers to the Del Webb Florham Park Condominium Owners' Association.

It is intended to provide information that homeowners need to make changes to the external appearance of their homes consistent with the requirements and regulations adopted by the HOA and COA.

All requests for modifications require the preparation of an Architectural Modification Form ("AMF") and attendant specific attached documents.

The Governing Documents are available by request and are also available in delwebbfp.com/documents.

These include: Declaration and Covenants of the Homeowners Association, and the Master Deed of the Condominium Association.

Members of the Architectural Review Committee (herein known as 'ARC') are appointed by the Boards of the HOA and COA, as applicable.

The ARC is responsible for:

- Providing guidance to owners for any exterior changes
- Reviewing and approving proposals that relate to exterior changes, following the guidelines of this document, as well as the governing documents
- Ensuring architectural consistency, visual and aesthetic harmony and soundness of repair
- Promoting comfort of the owners, their guests and lessees
- Promoting general welfare and safety of the Community

This document has been reviewed and approved by the Boards. It may only be revised with approval of the Boards.

If there are any questions or concern, please contact the Community Manager. The Community Manager can be reached at arc@delwebbfp.com.

2. POWER AND AUTHORITY OF THE ARC:

1. The ARC shall work with the Boards to regulate the external design, appearance and maintenance of all dwellings, in accordance with the standards and guidelines contained in the Governing Documents of Del Webb Florham Park.
2. The ARC has the power to recommend the Board to issue a 'cease and desist' order to a homeowner, their guests, family members, agents, contractors, employees, invitees or lessees whose actions are inconsistent with the Governing Documents and provisions set forth herein. Homeowners are subject to Board imposed penalties in the event that the modifications are not compliant with the approved plans. Penalties can be imposed on homeowners who don't adhere to the work description noted in the AMF, do not complete all aspects of an application for work done, or do not adhere to ARC guidelines. In addition, if a homeowner does not correct the deficiency within 14 days (unless a longer term is approved by the Board), the HOA can issue warning letters, and fines, and disable the homeowner's clubhouse entry until deficiency is corrected to the satisfaction of the Board.
3. Upon submission of the AMF, the ARC must review the request to ensure that it falls within the guidelines established in this document, as well as the Governing Documents. This initial review will be completed within fourteen (14) days. If the submission does not follow these guidelines or Governing Documents, the ARC will respond to the homeowner in writing to indicate the issues for correction and resubmission. When the AMF is approved, the homeowner can continue with the process as outlined in this document.

Alterations to the exterior of a dwelling are not allowed without the prior express written approval of the Board, or the ARC acting on the authority of the Board, and approval from all governmental agencies having jurisdictions thereof.

4. The ARC will finalize this project as completed once the work is finished and all required documentation has been submitted, and the ARC inspects the work to ensure it followed the original project plan. Additionally, all relevant deposits must be refunded to owners.
5. All actions of the ARC are subject to oversight by the Board, and subordinate to the decisions of the Board.

3. APPEALS:

Any ARC action, ruling or decision may be appealed to the Alternative Dispute Resolution (“ADR”) committee within 30 days of the receipt of the ruling by any homeowner having been deemed by the Board to have standing as an aggrieved party.

4. APPLICATION AND APPROVAL PROCESS:

1. All applications start with the AMF (see Appendices A1, A2 or A3). This is submitted to the Community Manager. Any supporting documents (i.e. drawings, materials/plants to be used, contractor information and certificate of insurance, if necessary) should accompany this form.
2. The Community Manager will determine the following:
 - a. Is the AMF completed correctly?
 - b. Is supplemental documentation sufficient to support the project?
 - c. Does the scope of the project fall within the Guidelines of the ARC, and the Governing documents?
 - d. Determine if this is a 'Fast Track' project.
 - Fast Track projects need to follow the above steps for initial submission. However, they require an abbreviated compliance review by just the ARC Chair and the Community Manager. In each section of this document, the term 'Fast Track' will be noted where applicable. Fast Tracked applications are typically processed within five (5) working days (See appendix A1 for additional information).

For projects which do not meet the criteria for Fast Track, the Community Manager will submit the project file to the ARC. Within fourteen (14) days of the receipt of a completed submission, the ARC will either:

1. Recommend approval to the board for the process to continue which is expected to occur within forty-five (45) days; OR
 2. Return the application as incomplete to the Community Manager, with instructions to return it to the homeowner for re-submission.
- For non-fast-tracked projects, refer to the Appendix A2 which provides more detailed information about the application process.

All non-fast-tracked applications must satisfy these additional requirements:

1. A copy of the dwelling survey/site plan clearly depicting the modification(s) in relation to the location of drainage swales, easements, property lines, setback lines, dwelling footprint, walks and driveway as appropriate.
2. A copy of the dwelling model plan showing the dwelling/property marked with the proposed work. This must be to scale, dimensioned, and must show the outline of the proposed changes relative to the external walls of the house.

3. A detailed narrative description of the change that is requested including a detailed list of materials to be added.
4. A licensed professional contractor must be employed and a copy of the proposed scope of work to be performed, along with a copy of their license and certificate listing the homeowner's name, property address and the HOA and/or COA as the additional insured must be provided.
5. Some sole proprietors do not carry worker's compensation. The ARC will allow sole proprietors to work at Del Webb Florham Park if the homeowner is willing to cover the worker under their homeowner's policy. The homeowner must present the insurance policy during the application process, which lists the HOA as the additional insured.
6. If a structural addition is proposed, the applicant must submit as a scale drawing, depicting in detail the addition, substructure (foundation), framing, roofing, siding, gutters and leaders, screen/windows/door designs, and any other external features. Additions must conform to setback requirements, and a copy of the survey/plot plan must show the distance between the proposed improvement and all property lines and drainage swales.
7. For any screened-in porch or sunroom, the homeowner must also include the types of windows/screening and/or doors that are to be part of the structure.
8. For all other modifications which introduce or attach items to a dwelling, or which places items in planting beds or the surroundings of any dwelling, the location(s) of all such alterations must be noted in the dwelling plan drawing and the site plan.
9. Any and all other documentation that the Community Manager, ARC or Board reasonably believes is necessary to review in order to render a decision.
10. For each modification requested, a separate application must be completed. Each specific modification will be reviewed and approved/declined as its own entity. (An example would be a separate request for a deck/patio, and one for plantings).
11. Applications may be filled out electronically and submitted by email, or they may be submitted as paper applications to the Community Manager. All submissions are dated and acknowledged through email.
12. Patio construction and deck applications must include an engineering report, as required by the Borough of Florham Park.

5. COMPLIANCE DEPOSIT AND DEPOSIT FEE SCHEDULE:

This requirement was deleted, effective February 2025

6. LATE FEES, PENALTIES AND FINES:

Homeowners are expected to initiate the Architectural Review process prior to commencement of any work requiring approval. If a homeowner submits an application after the initiation of the project, they will be required to include a \$100 nonrefundable late fee.

If a homeowner is notified by the HOA or COA Management for having failed to submit an AMF to the ARC, the homeowner has 14 days to submit the missing AMF . Failure to submit the AMF within 14 days will result in an additional \$50 per day non-refundable fee. Failure to comply with the above may result in the loss of club house privileges.

Penalties and fines for non-adherence to these guidelines:

- 1st notification - written warning with 14 days to make correction
- 2nd and 3rd notifications - fines of \$50 each with 14 days to correct
- Failure to correct after 3rd notification – loss of club house privileges and a fine of up to \$50 per day until corrected
- All penalties and fines are subject to the ADR process and will be charged to the owner's HOA/COA Accounts.

7. INSPECTION OF EXTERIOR MODIFICATIONS:

Exterior modifications are subject to inspection by the Community Manager or the ARC at any time before, during or after installation. Projects that conflict with the approved plans during construction are subject to cease and desist orders and after construction they are subject to fines until they comply with approved plans.

8. EMERGENCY REPAIRS:

Modifications to the exterior of any dwelling due to the need to make emergency repairs are allowed provided the ARC is notified within ten (10) days of any modification, noting the nature of the emergency and providing a detailed listing of the changes made by the homeowner. The Board shall determine whether subsequent remediation is required. If so, the homeowner will have thirty (30) days in which to submit an application for same.

9. HOMEOWNER RESPONSIBILITIES PRIOR TO THE START OF CONSTRUCTION:

Prior to the start of any approved modifications, homeowners must agree, consent and certify to the following:

1. They have read, understand and will follow the applicable architectural guidelines concerning this modification and the association policy and criteria which will be utilized in consideration of this application.
2. Agree to commence work within 45 days of project approval unless an extension has been granted by the Board.
3. Agree to restore in kind, and at their own expense, any property, including drainage configurations, which are damaged or disrupted as a result of this modification. Failure to make prompt restoration is considered a violation subject to fines under item 6. Late Fees, Penalties, and Fines above.
4. Understand and agree that any violation of local ordinances and other governmental regulations, or the Governing Documents of the Association can result in requiring that the violation be corrected or the modification removed at the owner's expense.
5. Authorizes the Board, or their duly authorized representative(s) to come upon the premises for the purpose of inspecting the proposed or completed modification for inspection purposes concerning this application, upon reasonable notice and during reasonable hours.
6. Agree to call for a construction mark-out of all utilities, drainage and sprinkler systems prior to the start of any modifications on the exterior of the dwelling.
7. Agree to pay for the movement or repair of all utility lines that are affected by the modifications they have undertaken.
8. Agree to be responsible for the cost of relocation and/or repair of any sprinkler heads and associate lines, if they need to be moved.
9. Agree to be responsible for the conduct of any hired contractors and their subcontractors, and agree to limit the construction hours to be between 8am and 5pm on weekdays and 10am to 5pm on Saturday (No commercial work on Sunday).
10. Agree to be fully responsible for the removal of any and all debris from the construction site and the restoration site to its original condition (including replacing any damaged sod with replacement sod). This must occur within five (5) days of the completion of the modification.
11. If any proposed work abuts areas where snow removal, lawn mowing or lawn irrigation takes place (for example on a driveway or concrete walkway), a service waiver is required. If a patio modification is within an easement, a waiver is required for access to the easement area.
12. Any modification to the exterior that is not specifically covered herein should be discussed with the ARC.

Please note that only HOA/COA approved contractors may work on the irrigation system. It must be coordinated with the contractors, and proof of the coordination and movements/repairs, if necessary, must be given to the Community Manager with permit copies.

10. EXTERIOR MODIFICATIONS:

The term 'original' refers to items that were originally installed/built by Pulte

A. Air Conditioning – External Unit (Condenser)

Application required (Towns)

1. The unit may be moved by qualified HVAC technician only.
2. Units may only be moved provided they are placed in an appropriate location and function in accordance with requirements of both the Borough of Florham Park and the unit's Manufacturer.

B. Attic Fans

Application required (Singles)

1. Attic Fans must be UL approved.
2. The fan apparatus must be placed on the roof in the rear of the attic. The exhaust vent should not be facing the street and should not extend above the rear roof plane more than eight inches (8").

C. Awnings - Retractable

Application required (Singles and Towns)

1. Retractable awnings must remain in the retracted position during the months of December through March. During the allowable months (April – November), the awning can be left open until no later than dusk each day.
2. All awnings must be motorized/retractable with manual backup and a wind sensor and made of durable, wind resistant fabric.
3. The awning is restricted to the rear of the dwelling.
4. The awning's color scheme must be compatible with the dwelling's exterior colors with a maximum of one primary and 2 secondary colors (stripes). The brand, model, color and a picture must be submitted with the application.
5. Individual window/door awnings are prohibited.
6. For townhomes, footprint is limited to patio size with a one-foot extension beyond the rear edge
7. Townhome owner must complete and sign the "Townhome Declaration of Ownership of Exterior Modification" form – see Appendix A7 for an example.
8. Proposal Packet is shown in Appendix A3

D. Color Changes

Fast-Tracked Application

1. Doors, shutters and any exposed wood surface may be repainted. Colors must match the original color.
2. Color match sample should be submitted with the application.
3. Cable, telephone and utility boxes cannot be repainted.
4. Foundations of townhome and single-family homes may be painted with weatherproof paint, but only with neutral colors or those that match the siding. Townhome owners must complete and sign the Declaration of Ownership Form.

E. Decks

Application required (Singles)

1. Decks are permitted at the rear of the dwelling only.
2. The floor of the deck may be no higher than the height of the sill of the back door.
3. The width of the deck, including stairways, or any other structures attached to it, cannot exceed the footprint of the dwelling.
4. Decks cannot encroach into the property setback lines, easement or swales. This requires an engineering report. A sample is given in Appendix A13. The Pulte engineer ("Bowman") is also listed there. Owners are required to forward a full copy of the APPROVED package, together with their check, to Bowman cc. Management. Owners may choose to use their own engineer if they wish.
5. A permit from the Borough of Florham Park is required prior to any construction commences. This is outlined in the proposal packet.
6. Deck materials must be composite material (i.e. Trex, Dua-Life). No corrosive fasteners can be used.
7. Railing height is limited to thirty-six inches (36"). Baluster spacing must be a maximum of four inches (4").
8. Patios located under any deck must be built with pervious material such as pavers, gravel and certified pervious concrete.
9. Colors for railing and other trim must be neutral, compatible with the colors used on the exterior of the home and within the development.
10. Proposal packet is shown in Appendix A2.

F. Driveways/Walkways

1. Driveways may not be enlarged nor may the asphalt surface be replaced with another surface (i.e. cobblestones, concrete, brick).
2. Asphalt coating and sealants applied to driveways to enhance their appearance or to improve their life must be applied to avoid spillage into sidewalks or curbing.
3. On townhomes, walkways cannot be replaced with another surface other than the original concrete. On single family homes, professionally installed, non-skid, outdoor patio tiles, tan or light gray in color, may be added to concrete walkways and porch areas (application required). The HOA is not liable for damage to tiled walkways, associated with snow and ice removal by the contractor.
4. Resealing driveway blacktop on single family homes and townhomes should be performed by a licensed contractor using a latex based product to reduce cracking, prolong its life and improve appearance.
 - a On single family homes this is the responsibility of the homeowner who assumes all liability for damage to both personal and community property.
 - b On Townhomes it will be performed by the COA, except as described in c. below.
 - c At intervals outside the COA Reserve Study schedule of every 5 years for resealing, starting 2023, townhome owners may at their own expense, independently reseal their blacktop driveway. Such owners assume all liability for damage to both personal and community property. Where a driveway is shared by 2 townhomes, owners of both sides must agree to reseal at the same time. Please send management the certificate of Insurance of your hired contractor and date of work, before the event.
 - d Driveway resealing does not require ARC approval.

G.External antenna/satellite dishes

Application Required

1. Only one (1) satellite dish is allowed per Home.
2. Cables and wires from the satellite dish must be adequately concealed and not hung or visible in a loose fashion.
3. Ham radio or other communication antennas are subject to the same restrictions as a satellite dish, and must meet all local, state and federal requirements.
4. Details of product specifications and a drawing placement must be submitted.
5. Proposal Packet is shown in Appendix A3
6. Specific guidelines for each dwelling type are shown in Appendix A4

H.Fences/Sheds

Fast-Tracked application for Townhouse privacy fencing only (see item 5 below)

1. Fences are prohibited except for privacy fences at the rear of Townhouses.
2. Sheds, pergolas, gazebos, and tents are prohibited.
3. The use of electric fencing to contain animals (dogs) is prohibited.
4. Privacy fencing for Townhouses is permitted. Site survey must be submitted indicating the exact location of the fence. Appendix A1 outlines the application process. Appendix A5 shows the approved fence along with the Fence ownership form that must accompany the application. Townhomes only - see Appendix A7 for Declaration of Ownership of External Modifications. Privacy fences may only be placed at perimeter boundary of townhome.

I.Garage Doors

Fast-Tracked Application (Singles "S", Towns "T")

1. Replacement or modification of garage doors must match in size, color and style with the original garage door option allowed for a home model and must match in color with the original.
2. Changing out the top panel with the original matching glass panel is permissible (application required). The original garage door option and glass panel offered by Pulte is the *Wayne Dalton 9100 Sonoma 16'x21" panel, with Stockbridge Long (4 lite) style windows*.

J.Patios

Application required (Singles "S", Towns "T")

1. The addition of a patio, or any changes to an existing patio (i.e. enlarging it, adding steps, curbing, etc.) requires approval. (S & T)
2. A patio is restricted to the rear of the dwelling and its width may not extend beyond the footprint of the house. Applications must include a drawing and copy of a marked survey or site/plot plan with grading conditions and which shows the patio layout, the distance to common property lines, dimensions, depth and composition of construction material. (S & T)
3. Approval is subject to consideration of grading, property lines, drainage and maintenance issues. This requires an engineering report. A sample is given in Appendix A13. The Pulte engineer ("Bowman") is also listed there. Owners are required to forward a full copy of the APPROVED package,

together with their check, to Bowman cc. Management. Owners may choose to use their own engineer if they wish. (S&T)

4. Patios for townhomes must all be constructed of concrete and may not exceed a dimension of the optional patio associated with the unit. It must be contained entirely within the lateral footprint of the dwelling being modified, and consistent with the restrictions of the Governing documents. Outdoor patio tiles may be added to a townhome's concrete patio floor. (T)
5. Concrete patios are required to have a minimum of four inches (4") in depth of concrete and adequate reinforcement materials such as rebar or gravel underlay. The concrete must be previous (permeable). (S&T)
6. Pavers in natural stone or patio blocks are permitted, provided the color is compatible with the color palette of the dwelling. This style is permitted in an easement and in a setback behind a property and is subject to town approval and permits. If this occurs, the owner must sign a waiver agreeing to remove such a patio, at their expense, in the event the HOA deems it necessary to perform work in the easement. (S)
7. Extensions to existing patios can only be comprised of an approved material for the type of home (S&T)
8. Patio planting borders/retaining walls used as a border are permitted but are restricted to a height of twenty-four inches (24") when measured from the abutting patio floor surface. Walls around the perimeter of a patio have a maximum height of thirty inches (30"). (S)
9. The overall footprint of the patio must be inclusive of perimeter walls which may be no wider than twenty-four (24"). (S)
10. Piers/columns maximum height is limited to thirty-six inches (36"), and a picture must be included with the application. (S)
11. Railings for patios shall be limited to thirty-six (36") high. Baluster spacing must be a maximum of four inches (4"). A picture must be included with the application. (S)
12. The addition of railings, borders, retaining walls and piers or columns to a patio may affect the setback requirements. (S)
13. Proposal packet is shown in Appendix A3. A permit from the Borough of Florham Park is required prior to any construction commences. This is outlined in the proposal packet. (S&T)

K. Repair of Lawns incidental to modifications

1. All repairs to rectify any damage to lawns during construction must be done using only fescue sod.
2. All lawn repairs must be completed prior to November 16.

L. Shutters

1. Shutters are not allowed to be added to homes that did not originally have these.

M. Skylights

Application required (Singles)

1. A skylight may not be placed on the roof plane facing the front of the house.
2. The area of the skylight face may not exceed twelve (12) square feet.
3. Skylight trim must match roof color as closely as possible
4. Details of product specifications, a drawing of roof placement, and permits must be submitted
5. Skylights may void your roof warranty.
6. Proposal Packet is shown in Appendix A3

N. Solar Panels

Application required (Singles)

1. Solar panel installations are allowed provided that the panels do not face the street.
2. Panels must be rectangular in shape, black in color with black support frames.
3. Panels must be flush mounted parallel to the roof and may not extend above the roof ridge line or below the eaves.
4. Wiring conduits must be placed discretely (i.e. behind drain pipes, existing runs or vertically at the rear of the home). A single exterior inverter box is permitted.
5. Solar Panels require municipal permits and must comply with all applicable building/electrical codes. Installation and inspections must be done by licensed, insured contractors, and are required to submit an insurance certificate naming Del Webb Florham Park Homeowners Association as an additional insured.
6. The homeowner is responsible for any and all damages to Association property or to other homes or property caused by or related to the system or the installation.
7. Homeowners must maintain the system in a sound, operable and safe state of repair.
8. The use of lithium ion or similar back up batteries for solar installation is allowed. These batteries may not be installed in the garage or basement.
9. Thermal solar collectors (solar hot water heaters) are prohibited.
10. Proposal Packet is shown in Appendix A3.

O. Sprinkler/Gas Lines/Electrical Connections

Application required

1. Any changes to the irrigation system (sprinkler heads and lines) may only be made by the HOA authorized contractor. Homeowners are required to coordinate movement or alterations to the system with the ARC prior to work being performed.
2. It is the Homeowner's responsibility to arrange for the immediate restoration, function and integrity of the irrigation system if disturbed, moved, damaged, etc. during or as a result of any modification. Homeowners are responsible for costs for same. The ARC must be notified in writing of this situation.
3. For community safety and aesthetics, exterior gas lines that exceed 12 linear feet must be buried.
4. Gas line or electrical modifications must be made by a licensed and insured contractor and requires all permits and approvals from the Borough of Florham Park and any other necessary governmental entity be obtained prior to the start of the work
5. Proposal packet is shown in Appendix A3.

P. Standby Generators

Application Required (Singles)

1. Electrical standby generators powered only by natural gas are permitted with the approval of the Borough of Florham Park. Permits and inspections are required prior to the start of any installation.
2. For community safety and aesthetics, exterior gas and electric lines along the foundation which exceed 12 linear feet must be buried. Similarly, lines from the house to the generator which exceed 3 feet must be buried.
3. Standby generators may only be installed by insured, licensed electrician/plumbing contractors. Copies of any contractor licenses and an insurance certificate from any contractor naming Del Webb Florham Park Homeowners Association must be submitted with the application.
4. The application must depict the dwelling and the proposed location of the unit and its distance from: windows, electric box, air conditioning unit, gas meter, the front and side of the dwelling, and irrigation sprinkler heads. The property survey/site plan showing same and including its distance from neighboring property lines.
5. A maximum of one unit per home is allowed, and the maximum allowable power output for a standby generator is 26 kilowatts.
6. The standby generator must have a sound emission rating of a maximum 68dBA at 23 feet and must be installed in accordance with manufacturer's specifications which must be included with the application.
7. The make and model of the unit, along with the specifications, must be submitted with the application.

8. These units must be seated on a concrete pad of proper thickness typically three inches (3") and which extends around the unit in accordance with manufacturer's specifications and local construction code.
9. The generator needs to be a minimum of 5 feet from the property line, not in the front yard, 1.5 feet or more from any structure (depending on manufacturer specs), and 5 feet from any window or door opening. (these are Borough guidelines)
10. The color must match the siding color of the home, or be a pale neutral color.
11. A 3-foot-wide strip of river rock is permitted next to the generator pad on the exhaust side.
12. Homeowners must obtain any required state, county or local permits/approvals (which may also include electrical/plumbing permits) and include with application.
13. Homeowners with solar panels must advise these installers of that system, so proper transfer switches and any other considerations with respect to these are satisfactorily resolved.
14. Generators may operate only during power outages. Unit testing may take place only between the hours of 9:00 am and 5:00 pm, Monday through Friday. Time limit testing shall be in accordance with manufacturer's specifications.
15. Proposal Packet is shown in Appendix A3

Q. Storm/Screen Doors

Fast-Tacked Application

1. Homeowners must indicate if the proposed door is for the front or rear of the home.
2. Door must be white in color.
3. Have a full view glass/screening in either a single or dual pane glass/screening.
4. The glass must be clear; no etching or design
5. Door hardware must be nickel or brass.
6. Approved door designs for Singles and Towns are all Andersen (3000 Series, 4000 Series or 2500 Series).
7. Door design for Flats is the Legacy Retractable Door Screen by Phantom Mfg. (Int'l) Ltd.
8. If a comparable door is proposed, this alternative cannot be Fast-Tracked
9. It is required that the door be professionally installed.

R. Structural additions to rear of dwellings

Application required (Singles)

1. Applications for any structural additions such as screen-in/enclosed porches, sunrooms/occupied, or porches/room enclosures must include a drawing to

scale and be of the same dimensions and style as on the home originally offered by Pulte.

2. A detailed description must include: sub-structure (foundation), footing, profile, framing, roofing/roof line, siding, gutters, leaders, screen/window/door designs, and any other construction or external or internal feature and/or components.
3. Application must include the lot survey or plot/site plan depicting the distance between the edge of a proposed structure and all setback, property lines, drainage swales and easements.
4. Additions may not encroach on setbacks, swales and/or easements.
5. Any external item (i.e. doors, windows, siding, roofing or components of these) must match the original in color, size, shape, profile, design and construction material.
6. Seasonal glass panels may be added to the interior of a screened enclosure.
7. Proposal Packet is shown in Appendix A3

S. Miscellaneous

1. Nothing shall be stored in or upon the Property unless expressly permitted by the Board.
2. Installation of newspaper sleeves on the mailbox clusters is prohibited.
3. Affixing the homeowner's name to the mailbox cluster is prohibited.
4. Wind chimes are permitted provided the sound level is not offensive to neighbors.
5. Waterfalls and/or ponds are prohibited.
6. Bird feeders are permitted. However, if they attract unwanted wildlife onto the property, they should be removed.
7. One bird bath per dwelling is permitted. Dimensions of the bath bowl should not exceed twenty inches (20") in diameter. Baths must be kept in good repair.
8. Exterior storage boxes are permitted on patios and decks only (singles and towns).

T. Windows and Doors

1. Additional or replacement windows and doors must match in size, style and color to the original home model plan.
2. Window air conditioners and window boxes are prohibited. Venting a portable air conditioner to exhaust hot air through any window is also prohibited.

U. Window Treatments

1. The use of colors other than neutral colors for window treatments such as blinds, curtains, etc. is prohibited.
2. The use of reflective, semi-transparent, opaque or blackout coatings, films, etchings, paint, stains or other treatments that modify the appearance of the window glass for any window is prohibited.
3. Exceptions are made for temporary holiday decorations, as outlined in this document.

11. PLANTINGS/PLANTING BED MODIFICATIONS

A. General

1. No equipment of any kind utilized for work performed for planting may be stored overnight on any street or driveway in the Community. No material used in any work performed may be placed on any street in the Community.
2. Annuals planted in any existing planting beds are allowed without approval.
3. A list of suggested perennial plantings accompanies this document (Appendix A6). Substitutions are permitted without prior approval provided that the plantings are neatly maintained and not allowed to grow excessively large. Owners are encouraged to discuss proposed substitutions with the ARC committee.
4. Artificial plants and plastic flowers are not permitted in the beds.
5. If an application is required, process must include the Homeowner contacting the utilities/gas companies and the irrigation system company to determine if any modifications must be done.
6. One decorative potted plant is permitted in the planting bed (see item 13.C.5. Decorative Items, for details). All other potted plantings must be placed on a paved or concrete surface, not in the planting bed.
7. Brown or gray non-dyed river rock up to six-inch diameter is permitted for drainage or for borders on the outer perimeter of existing planting beds. The overall width of the river rock border cannot exceed 12-inches.
8. Solid color brown, redwood or gray planting bed edging (plastic, wood or stone) is also permitted. Height cannot exceed 3 inches. Planting bed edging is only permitted along the outer perimeter of planting beds.

B. Adding/Extending Planting Beds

Application Required

1. Owners must sign off on all pages of the "Landscaping Maintenance Agreement" – see Appendix A8.
2. Applications must include a drawing and a marked site/plot plan which show the layout and the proximity to common property lines.
3. The application should include the dimensions, type of material(s) to be used, type(s) and location of plants to be installed.
4. Approval is subject to consideration of grading, property lines, drainage, maintenance, material and installation issues.
5. Planting beds ("S") should not exceed a five-foot (5') bubble at the corner of the home or deck/patio and must collapse to a maximum of three feet (3') bed extension from side envelope of home.

6. Any planting beds on the sides of a dwelling or deck/patio cannot exceed three feet (3') in width from envelope of home.
7. Encroachment on drainage swales or easements is prohibited.
8. The maximum height for a retaining/planting wall is eighteen inches (18"). Material description and pictures should be included with the application. A planting/ retaining wall is not permitted in the front.
9. End unit townhome owners may extend the side planting bed to the end of the structure and must adhere to the above restrictions.
10. All townhome owners may apply for an exterior modification to add plantings directly behind the patio/sunroom on Community Property (common area), in accordance with ARC guidelines and as follows:
 - a See appendix A9, Document Submission Checklist on page 67, and go to DelwebbFP.com, Resident Resources, ARC, Townhome, Landscaping, for guidance on application preparation.
 - b Assume all costs associated with installation and maintenance (including costs for modification or repair of the irrigation system, damage to lawns, removal of dead and dying plants, etc.)
 - c Use the services of a licensed landscape contractor
 - d All digging "by hand", i.e. no backhoes or other mechanical digging
 - i Residents / contractors are encouraged to call 811 to request a no-cost "mark out" of any buried utilities before digging.
 - e Stand clear of the storm drain system right-of-way
 - f Avoid an excessive number of plants in the plan
 - g Maintain a minimum 3-foot sod buffer between adjoining townhomes

C. Planting Inside and outside the Planting Beds

Application required – Singles ("S") and Towns ("T")

1. Plantings are permitted on the property (including the common areas directly behind individual townhomes – see item B.10.) to enhance aesthetics and be in harmony with existing planting styles. Adding plants which are on the approved suggested list (Appendix A6) to the existing beds does not require ARC approval - applicable for "S" and "T"
2. No tree shrubs or ornamental trees are permitted in the three-foot (3') bed on the side of the house (see item B.5.). - applicable for "S" and "T" (end units).
3. No plantings should be installed with the effect of creating a natural barrier wall or fence. - applicable for "S" and "T"
4. Initial height at planting cannot exceed 6 feet. Trees and tree-shrubs should be 8 feet apart. All plantings must be neatly maintained. - applicable for "S"
5. Plantings may be planned around the edges of decks and patios. Planting beds other than single trees in the middle of the grass areas are not permitted - applicable for "S" and "T".

6. Maintenance is the responsibility of the homeowner and plantings must be pruned or replaced on a timely basis. - applicable for “S” and “T”
7. ~~Packet Proposal~~ Document Submission Checklist for landscaping is shown in Appendix A9. - applicable for “S & T”
8. Tree shrubs and ornamental trees are not permitted in any planting beds on the side of the house. Tree shrubs and ornamental trees must be placed within the envelope of the dwelling or retaining wall footprint. Ongoing maintenance must be performed on trees and tree/shrubs to ensure that they do not become a natural barrier wall or fence. - applicable for “S” and “T”
9. Plantings (Towns), between patios and privacy walls - all plantings must allow a 2-foot (2') clearance from the Air Conditioning Unit. The plantings are limited to low shrubs (3' mature height maximum) see Appendix 7 for specific guidance on species. These plantings must be maintained by the homeowner.
10. Towns – initial height of plantings in front and on the side (end units) cannot exceed 3', all plantings must be maintained at a maximum height of 4'.

D. Vegetable Gardens

1. Vegetables may be grown only on patios or decks for Singles or patios for Towns.
2. Pots approved for use are as follows-
 - Singles – a maximum of 5 pots
 - Towns – a maximum of 4 pots
 - All pots are permitted to be a maximum top width of 24" with height up to 24".
3. All Pots are to be placed directly on the patio or deck surface

E. Common Trees

1. Trees planted by the developer and all other common area trees and their beds are maintained by the HOA.
2. Maintenance, pruning, changes, removal or addition to the common area landscaping is prohibited.
3. Planting around the common trees is prohibited.

F. Maintenance of Plantings and Planting Beds

1. On Singles (“S”), maintenance of the planting beds surrounding a dwelling is the responsibility of the homeowner. This includes planting beds that were installed by the Developer.

2. On townhomes ("T"), any alteration or addition to the planting beds installed by the Developer must be maintained by the homeowner.
3. Beds must be free of weeds, and dead plants must be removed ("S"). HOA manages this for T (for beds installed by the Developer only).
4. Beds must be mulched (dark brown hardwood) or filled with .25" - 1.25" dark brown stones. No other color mulch or stones is permitted (except for drainage using river rocks) nor is any other material permitted.
5. No planting can encroach into any neighbor's house, deck or patio.
6. Splash blocks or river rock to prevent the washout of soil beneath gutter downspouts must be maintained by Owner.

G. Garden Hoses

1. Garden hoses must be stored in a container or on a hose reel on deck or patio.
2. It is the homeowner's responsibility to remove hoses or temporary sprinklers from any grassy or lawn areas after use to avoid problems with mowing.
3. Soaker hoses must be placed under the mulch.

12. EXTERIOR LIGHTING

A. Decorative landscape lighting

(Singles and Towns)

1. Only low voltage (Singles) and solar lights (Singles and Towns) are permitted.
2. Solar lights only are permitted on Towns
3. Spacing must be a minimum of two feet (2') between light fixtures
4. Light fixtures may only be placed in planting beds, not on turf or lawn areas
5. Spotlights may only illuminate the house plantings
6. Light fixtures installed alongside the driveway is prohibited.
7. Lights must be of amber or soft white hue
8. Lighting must be on continuously when operational. No flashing, blinking or color changing displays are allowed.

B. Security and Safety Lighting

Application required (Singles and Towns)

1. Security or safety lights may be installed in addition to or replacement/modification of original lights.
2. All security lighting must shine downward and outward and must be activated by a motion sensor along with a manual override that allows for the unit to be shut off as needed.
3. Security lighting shall only directly illuminate the homeowner's property. It shall not create a distraction or annoyance to neighbors.
4. The motion sensor shall not inappropriately respond continuously or repeatedly to animal movement, tree sway, etc.
5. All security lighting must be controlled by a switch within the house.
6. Any dwelling having its rear-view facing outward from the Community shall not exceed forty-five hundred (4500) lumens. This refers to lighting in only the rear of the dwelling.
7. Any dwelling having its rear-view facing inward to the Community or facing another unit shall not exceed twenty-two hundred and fifty (2250) lumens.
8. Fixture specifications such as total lumens, manufacturer, model and electrical control must be included with the application.
9. The site survey/plot plan must be submitted. Showing the type, location and height of each fixture.
10. Proposal Packet is shown in Appendix A3.

13. GENERAL COMMUNITY STANDARDS

A. Holiday decorations

1. Holidays include Easter, Independence Day, Halloween, Thanksgiving, Chanukah, Christmas, Sukkot, Diwali and Kwanzaa.
2. With the exception of Chanukah and Christmas, decorations may be installed no sooner than two (2) weeks prior to any listed holidays and removed no more than two (2) days after any given holiday.
3. Chanukah and Christmas decorations may be put out following Thanksgiving Day and removed by January 6.
4. Musical ornaments, audible ornaments or bells are not permitted.
5. Tree and shrubbery lighting is limited to plantings around the planting beds adjacent to a home.
6. The total of all holiday lighting that is turned on may not exceed three thousand (3,000) lumens.
7. All holiday lights must be turned off during daylight hours. They also should be off at 11PM daily.
8. Images projected on to house exteriors are not allowed.

B. Flags

1. Flags may not exceed three feet (3') by five (5').
2. Flags are limited to the American flag.
3. No more than one flag can be displayed at a time.
4. The flag must be mounted on either side of the garage at a minimum of five feet (5') above the ground.
5. Condos (flats) only – the American flag cannot exceed 12"x24" and must be hung inside of the balcony railing.
6. On end-unit townhomes (e.g. Florence model) the flag may be mounted instead near the front entrance on a portico post.

C. Decorative Items

1. Decorative items must be placed more than 12 inches inside the sod line, cannot be placed on any sodded areas, and are installed solely at the risk of the homeowner regarding damage from any maintenance provider contracted by the HOA.
2. Decorations must be properly secured or removed during a storm event.
3. No decorative items may obstruct or interfere with lawn maintenance or snow removal operations.

4. Wreaths and seasonal decorations are allowed on front doors of all residences.
5. No more than three (3) decorative items (for example one decorative potted plant and up to two other decorative items), are permitted in planting beds, provided that they are less than 12" by 12" by 24" in height. These items may not be excessively large in relation to their location.
6. One garden banner limited to a size of no more than 2 x 2 feet is permitted in front of homes located in the planting beds. No banners should be hung from front light fixtures.
7. One shepherd's hook is permitted in the front planting bed with a height not to exceed 4 feet tall.
8. Wall hangings are not allowed on the front of homes.
9. No internally or externally window-mounted decorations are permitted except those described above under Holiday Decorations item 8.

D. Trash / Recycling Containers

1. Containers must be stored in a garage except for the purpose of putting these to the curbs for the collection of trash or recycling.
2. Containers may be placed at the curb after 6 pm on the day prior to collection and must be removed by midnight of the day the containers were emptied.
3. Recycling containers must be blue with the recycle insignia on its side.
4. Containers should have tightly fitting lids.
5. Containers are recommended to not exceed a 32-gallon size limit and 50 pounds max. If desired, owners can purchase one larger trash container keeping within the 50-pound weight limit.

E. Wildlife on the Community Property

1. No person shall feed any wildlife on the community. This includes but is not limited to: geese, ducks, birds, deer, squirrels and stray cats.

F. Door Attachments

1. Polished satin or brushed nickel nameplates, kick plates, peepholes and doorknockers are allowed, provided they are in accord with existing door hardware.
2. Nameplates shall not exceed three inches (3") in height by seven inches (7") in width.
3. Kickplates shall not exceed nine inches (9") in height.

G.Signs

Singles, Towns

1. Removal or Relocation of existing house #'s is not permitted.
2. House number and street sign for a dwelling, is only permitted in a planting bed. The sign must be in a standard format (ie. Eight (or 8) Applegate Dr.), maximum dimensions 5" high x 18" long. All signs must be constructed from decals, wood or metal.
3. Signs permitted are home security system, medical alert, building permit and gold star flags.
4. Signs must be limited in size to sixteen inches (16") by ten inches (10") and must be no higher than thirty inches (30") from the ground.
5. All signs must be commercially produced and printed.
6. Contractor and real estate signs are prohibited, including such displays on windows, doors, utility boxes and other structures.
7. Signs deemed vulgar, offensive or discriminatory in any way (as determined by HOA/COA) must be removed immediately or subject to fine.

H. BBQ Grills and Fire Pits

Application required for permanent gas lines only

1. Fire pits and BBQ Grills must be powered by propane or natural gas. All others are prohibited.
2. Portable propane gas grills are only allowed to be stored or used at a minimum of five feet (5') from any exterior structure/wall. This is in effect when the grill is off and not in use.
3. No BBQ grills shall be operated beneath a deck, or any structure with a roof.
4. Permanent gas grills must comply with all municipal building codes.
5. Propane tanks may not be stored in a garage or any enclosed structures.
6. The use of a grill is prohibited in any driveway, garage or on any unpaved surface such as a lawn or planting bed.
7. Any owner who wants to install a permanent gas line MUST apply with the town for a permit and submit an Architectural Modification form to the ARC. Proposal Packet is shown in Appendix A3
8. Condos (flats) Only electric grills are permitted. Gas, propane, and charcoal grills are not permitted
9. Grill must be located in the rear of the home and placed on a paved surface.

I. Recreational Vehicles

1. No recreational vehicles of any size may be parked within the Community of Del Webb Florham Park.
2. Only vehicles that can be parked/stored in a garage with the garage door closed are allowed.
3. Any recreational vehicles in the Community are allowed only for the purpose of moving from the dwelling garage to outside the Community, or from outside the Community to the dwelling garage.

J. Deck, Patio and Balcony Objects

1. Patios, decks and balconies cannot be used as storage areas.
2. Sheds and storage lockers are not permitted on the patio or deck, except for a single storage footlocker up to twenty-eight inches (28") in height. Storage benches are permitted, providing the seating area is no more than twenty-eight inches (28") in height.
3. Items placed upon the deck, patio or balcony must not be unsightly or otherwise offensive to the Community or neighbors. The ARC and Boards have the authority to determine if items are offensive or unsightly.
4. Carpet made for outdoor use is allowed up to 65 square feet. Color must be neutral or compatible with the color of the home.
5. Hot tubs are not allowed on patios or decks.
6. Condo (Flats) balcony railing (a) must not be used to support planters or any other item.
7. Condo (Flats) balcony cannot be used for drying laundry.
8. Condo (Flats) may install balcony fans that comply with Appendix A15. An executed Architectural Modification Form seeking approval of the installation must be submitted to ARC.

K. Condo (Flats) – Specific Community Standards

1. Per Florham Park Fire Department regulations, storage of personal items are not permitted in the building's shared garage.
2. Interior door mats are permitted but cannot exceed 31 inches long by 21 inches wide by ¼ inch thick. Color must match the interior carpet. Straw mats are not permitted.
3. Barriers and hedges are not permitted on patios.
4. Open flames are not permitted on the outside patio.

QUICKVIEW OF MODIFICATIONS PER DWELLING TYPE

MODIFICATION DESCRIPTION	FAST-TRACK	TOWN HOMES	SINGLE FAMILY	CONDO FLATS	APPENDIX
Color changes	✓	✓	✓	NA	A1
Shutters	NA	NA	NA	NA	NA
Windows and Doors	✓	✓	✓	✓	A1
Storm/Screen Doors	✓	✓	✓	✓	A1
Garage Doors	✓	✓	✓	NA	A1
Satellite Dishes/Antennas	NA	✓	✓	✓	A3
Privacy Fences	✓	✓	NA	NA	A1
Retractable Awnings	NA	✓	✓	NA	A3
Structure Additions to rear of dwelling	NA	✓	✓	NA	A3
Skylights	NA	NA	✓	NA	A3
Patios	NA	✓	✓	NA	A2
Decks	NA	NA	✓	NA	A2
Sprinkler/Gas lines/Electrical Connections	NA	✓	✓	NA	A3
Solar Panels	NA	NA	✓	NA	A3
Generators - Standby	NA	NA	✓	NA	A3
Adding/Extending Planting Beds	NA	✓	✓	NA	A3

Plantings outside of planting beds	NA	✓	✓	NA	A3
Security and Safety Lighting	NA	✓	✓	NA	A3

Version Changes

Version 1.1 7/31/2020

Added requirement of Engineer Report of new decks and patios

Added privacy fence parameters for the townhouses

Added detailed specifications from the Borough regarding generators

Version 1.2 8/5/2021

Guidelines have been revised throughout for clarity and specificity.

The following sections have been added.

- Purpose
- Deposit Fee Schedule
- Late fees
- Penalties and fines

Allowable structural additions have been made consistent with the Governing Documents.

Patio and deck structural specifications have been clarified.

List of approved plantings has been added (Appendix 7).

Guidelines for allowable decorative items have been revised.

Restrictions on condo balcony objects have been added.

ARC and BOD signoffs added to the Architectural Modification Form.

Version 1.3 12/10/2021

Further clarification added as well as some additional sections as follow

- Awning – retractable – approved for Towns

- House signage defined – include street / number, mounting guidelines
- Exterior modification – added Air Conditioning units, Attic Fans
- Compliance deposit fee schedule clarified plus late fees revised
- Attic Fans – approved for Singles and Towns
- Patios – extension to existing patios clarified + includes materials as follows concrete, natural stone or paving blocks. Baluster spacing defined – max of 4.00”
- Decks – railings height defined = 36”, baluster spacing max of 4.00”
- Plantings (Inside/Outside beds) – defined for Singles and Towns; Towns – plantings between Patios defined
- Vegetable Garden – number and size of pots defined, mounting position defined
- Patios/Decks – Engineering request managed by owner. Authorized package and check sent by owner to Bowman with cc to Management. Engineering report will be returned when completed to Owner, cc. to Management
- BBQ grills (Flats) – Limited to Electric Grills
- Aqua-Mist (A-M) Irrigation form – revised (see A10) to explicitly advise that homeowners must submit the form directly to A-M
- Architectural Modification Form (“AMF”) revised
- Lawns – all damaged lawns due to modifications must be promptly repaired using fescue sod.
- Appendices – expanded now A1 through A10. See following page for details

Version 1.4 08/24/2022

Minor changes

Removed fast track designation for new window installs

Allow generators up to 26k

Allow river rock adjacent to generator exhaust.

Provide better clarity for plantings

Align this document with POS to exclude pergolas, gazebos, sheds

Correct prior error allowing black mulch for single family homes

Disallow potted plants in the middle of the driveway

Add verbiage to only permit privacy fences on perimeter boundary of a townhome Add Diwali as a permitted holiday to display decorations

Add clarity around permitted patio decor for flats

Per Florham Park Borough, remove townhomes from installing attic fans Added detail for solar panel installs for singles

Version 1.5 05/01/2023

No open flames on condo balconies

Added Sukkot to holiday decorations section

Altered holiday light time of day restrictions

No decorative borders allowed in planting beds

Outdoor carpets are permitted on patios

Added dark brown rock as an alternative to mulch in planting beds

Expanded list of allowable plants

No lawn repairs after November 16 due to difficulties in obtaining sod Glass panels may be added to the interior of an existing screen

enclosure Planting beds may be extended at the side of end unit townhomes

Version 1.5.1 7/3/2023

Provided additional clarity for patio modifications

Version 1.5.2 8/3/2024

Provided additional clarity for driveway sealcoating

Added exclusion of tents on property

Version 1.6 2/2025

- All references to security deposits removed

- Section 10.F. Driveways/walkways expanded
 - To permit tile on single family walkways
 - To address driveway sealcoating
- To establish a limit on above ground gas lines
- Section 10.S. Miscellaneous, to clarify permitted items on property
- Section 11.A. Planting Beds – General
 - Suggested plantings instead of permitted plantings
 - Allow substitutions without prior approval
 - Reorganized information on river rocks and decorative borders
- Section 13.A. Holiday Decorations, restrictions on window mounted decorations has been removed.
- Section 13.D. Trash can color requirement deleted
- Section 10.I To permit the addition of a window panel on garage doors.

Version 1.6.1, 3/2/2026

- Sections 11.A.6 (Planting Bed Modifications) and 13.C.5 (Decorative Items) revised to allow a single decorative potted plant in the planting bed.
- Appendix A6 (Suggested Plant List) revised to include Dappled Willow tree as an option for residents.
- Appendices – New Appendix A14 “Guideline for Installation of a Closet in an Attic Adjacent to the Townhome Unit” added per the COA.

Version 1.7 June 2026

- Section 10.P.2., (Standby Generators) modified to add a restriction on the length of the above ground lines from the house to the generator.
- Sections 11.A., B., C., & F. (Planting Beds) revised to provide guidelines for Townhome owners who wish to landscape, at their own expense, the common area directly behind.
- Item 11.F.2. modified to distinguish planting beds installed by the developer from other types.
- New Section 13.J.8, (Condo, Patio and Balcony Objects), and new Appendix A15 were added to provide guidelines for the addition of a flush mounted ceiling fan to the Condo balcony
- Chart of Modifications by Dwelling Type (p. 30) slightly modified to acknowledge townhouse common are planting beds
- Appendix A8, (Landscape Maintenance Agreement) revised to include a property transfer commitment for those townhome owners who landscape the common area in back.

Appendices

- A1 - Fast Track Projects
- A2 - Deck and Patio Projects
- A3 - All Other/Multiple Projects
- A4 - Guideline for Satellite Dishes per Dwelling Type
- A5 - Approved Privacy Fence for Townhouses and added copy of form—
see A7 for the Ownership Form
- A6 - Del Webb Suggested Plant list, Singles and Towns
- A7 - Declaration of Ownership of Exterior Modifications for Townhomes
form
- A8 - Landscaping Maintenance Agreement
- A9 - Document Submission Checklist
- A10 - Aqua-Mist Irrigation form
- A11 - Architectural Inspection Request – post– completion
- A12 - Engineering Report Request (Bowman) – Sample Letter/Email
- A13 : Engineering Request (Bowman) – Sample Report
- A14 : Guideline for Installation of a Closet in an Attic Adjacent to the
Townhome Unit
- A15 : Guideline for Installation of a Ceiling Fan in a Condo Balcony

APPENDIX A1: FAST TRACK PROJECTS

Architectural Proposal Submission Packet

Contents:

- ✓ ARC Checklist
- ✓ Architectural Modification Form (“AMF”)

Projects Covered:

- Color Changes
- Windows and Doors (including sliding doors)
- Storm/Screen Doors
- Garage Doors
- Privacy Fences (townhouses)

Please refer to the ARC guidelines for the project listed above to obtain all documentation needed for the proposal submission

ARC CHECKLIST

STEP	DATE	DESCRIPTION	NOTES
1		Review ARC document for guidelines (ask ARC committee for clarification if necessary)	
2		Develop proposal, involving contractor if applicable.	
3		Submit AMF to ARC Committee, with appropriate documentation	
4		ARC Committee approval or request for additional information	
5		Notify ARC when completed, for inspection.	

***Items included in Proposal: AMF, Description of Project (including dimensions, materials, etc.), and contractor information.

DEL WEBB FLORHAM PARK HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION FORM

Please forward to the attention of:

Del Webb Florham Park Homeowners & Condominium
Associations c/o Management Company
1 Applegate Drive, Florham Park,
NJ 07932 Dear Board Members:

In accordance with the Declaration document of Del Webb Florham Park Homeowners Association, Inc., I/we hereby apply for permission to make the following alterations to the premises.

Nature of Modification:

_____ Owner's Information:

Name:

Address:

___ Phone: _____ Email:

NOTE: Modifications are subject to existing and future Resolutions adopted by the Board.

Date: _____

Signatures of all owners required:

NOTE: Attach appropriate sketches or drawings, and description of work to be done. Indicate materials to be used, color and other pertinent information, including name and telephone number of contractor. Please include a copy of the contractor's Certificate of Insurance naming the homeowner and Homeowner Association as additionally insured. You will also be required to submit a Certificate of Insurance for the homeowner as well.

All modifications and any damages caused by the modification becomes the homeowner's responsibility.

ARC Representative name and signature

Approved / Rejected: _____

Date: _____

Board of Directors Representative name and signature

Approved / Rejected: _____

Date: _____

APPENDIX A2 – Deck and Patio Projects

Architectural Proposal Submission Packet

Contents:

- ✓ ARC Checklist
- ✓ Architectural Modification Form (“AMF”)
- ✓ Borough of Florham Park application for decks and patios
- ✓ Aqua-Mist irrigation modification form for the irrigation system

Please refer to the ARC guidelines for the project listed above to state all documentation needed for the proposal submission

ARC CHECKLIST

STEP	DATE	DESCRIPTION	NOTES
1		Review ARC document for guidelines (ask ARC committee for clarification if necessary)	
2		Develop proposal, involving contractor and engineer	
3		Submit AMF to ARC Committee (include items indicated below)	
4		ARC Committee approval or request for additional info. IF approved, continue with process	
5		Submit proposal to Florham Park Boro	
6		Contact Aqua-Mist for site review of plans, ARC Committee will advise Aqua-Mist of Board approval	
7		Forward building permit to ARC once received and before construction	
8		Notify ARC when completed, for inspection.	

***Items included in Proposal: AMF, Description of Project (including dimensions, materials, etc.) Site Plan showing construction, Contractor information and

Certificate of Insurance (naming owner as insured) and Engineer report (sample report in Appendix A5).

DEL WEBB FLORHAM PARK HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION FORM

Please forward to the attention of:

Del Webb Florham Park Homeowners & Condominium
Associations c/o Management Company
1 Applegate Drive, Florham Park,
NJ 07932 Dear Board Members:

In accordance with the Declaration document of Del Webb Florham Park Homeowners Association, Inc., I/we hereby apply for permission to make the following alterations to the premises.

Nature of Modification:

_____ Owner's Information:

Name:

Address:

__ Phone: _____ Email:

NOTE: Modifications are subject to existing and future Resolutions adopted by the Board.

Date: _____

Signatures of all owners required:

NOTE: Attach appropriate sketches or drawings, and description of work to be done. Indicate materials to be used, color and other pertinent information, including name and telephone number of contractor. Please include a copy of the contractor's Certificate of Insurance naming the homeowner and Homeowner Association as additionally insured. You will also be required to submit a Certificate of Insurance for the homeowner as well.

All modifications and any damages caused by the modification becomes the homeowner's responsibility.

ARC Representative name and signature

Approved / Rejected: _____

Date: _____

Board of Directors Representative name and signature

Approved / Rejected: _____

Date: _____

ZONING APPLICATION

Control # _____ Date Submitted _____

Work Site Address: _____ Blk. _____ Lot _____

Property Owner: _____ Phone #: _____

Owner's Email: _____ Owner's Address _____

Agent/Contractor _____ Agent/Ctr. Address _____

Agent/Contractor Email _____ Agent/Ctr. Phone # _____

Existing Use _____ Proposed Use _____

Brief Description of Work: _____

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner, to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction. I certify that the answers on this Zoning Application are true and complete to the best of my knowledge.

Signature _____ Name(Print) _____ Address _____

My Lot is on a: Corner Parcel _____ Interior Parcel _____ Sq. Footage of Lot is _____ Zone _____

<u>SETBACKS</u>	<u>EXISTING</u>	<u>PROPOSED:</u>	<u>REQUIRED:</u>
-----------------	-----------------	------------------	------------------

Front Yard	_____	_____	_____
------------	-------	-------	-------

Second Front Yard	_____ (If corner parcel)	_____	_____
-------------------	--------------------------	-------	-------

Rear Yard	_____	_____	_____
-----------	-------	-------	-------

Smallest Side Yard	_____	_____	_____
--------------------	-------	-------	-------

Side Yard Aggregate	_____	_____	_____
---------------------	-------	-------	-------

Principal Structure: Building Height	_____	_____	_____
--------------------------------------	-------	-------	-------

Ground Floor: Existing: _____ Sq. ft. Proposed _____ Sq. Ft. Total of Both _____ Sq. Ft.

*% of Lot Covered by Building Structures (Including roof overhangs, sheds & detached Bldgs) _____ %

(SEE PAGE 2 for calculation worksheet)

**% of Improved Lot Coverage _____ % (Includes Building Structures and everything else i.e. driveways, walkways, decks, patios etc.) (SEE PAGE 2 for calculation worksheet)

A sealed survey, less than 10 years old, MUST be submitted with all applications

NOTE: FOUNDATION LOCATION SURVEY AND ELEVATION HEIGHT MUST BE SUBMITTED PRIOR TO FRAMING

Fencing: Type: _____ Height _____

Proposed Setbacks: Side Yard _____ Rear Yard _____ Front Yard _____

(Minimum six inches inside property line for side & rear yard)

Patio: _____ Sq. Ft. **Swimming Pool:** In Ground _____ Above Ground _____

Proposed Setbacks: Left Side Yard _____ Right Side Yard _____ Rear Yard _____

WORKSHEET

Description	Existing(SF)	Proposed(SF)	Required	Comments/Notes
Main Dwelling including ALL roofed area WITH overhangs	_____	_____	_____	_____
Accessory Buildings including ALL roofed area with overhangs	_____	_____	_____	_____
*TOTAL BUILDING AREA	_____	_____	_____ (SF)	_____
Accessory Structure POOL including coping	_____	_____	_____ (SF)	_____
Accessory Structure DECK	_____	_____	_____ (SF)	_____
Accessory Structure PATIO	_____	_____	_____ (SF)	_____
Driveway	_____	_____	_____ (SF)	_____
Walkways	_____	_____	_____ (SF)	_____
Equipment i.e AC/Generator/pool equipment etc.	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
**TOTAL IMPROVED AREA including building area above	_____	_____	_____ (SF)	_____

This application is Approved _____ DENIED _____ Control # _____

Application Fee \$ _____ Received Date _____ Check# _____ Cash _____

Zoning Officer: _____ Date _____

Janet L. Doherty, Zoning Officer

ZONING Attachment 1 - Borough of Florham Park - 250-9. Schedule of Area, Yard and Building Requirements

Amended 5-15-2001 by Ord. No. 7-01; 4-23-2002 by Ord. 7-02; 4-26-2005 by Ord. 17-05; 6-17-08 by Ord. 08-21; 2-15-18 by Ord. 18-2; 5-17-2018 by Ord. No.18-9; 5-17-2018 by Ord. No.18-10; 5-17-2018 by Ord. No. 18-11; 5-17-2018 by Ord. No.18-12

Principal Building Setbacks									Maximum Building Height (feet)	Maximum Building Height (stories)	Minimum Habitable Floor Space (square feet)	Minimum Lot Requirements (square feet/acres)			Maximum Building Coverage (%)	Maximum Improved Lot Coverage (%)	Detached Accessory Building Setbacks					Maximum Front Yard Setback
Zone	Interior Lots			Corner Lot				Side Yard Combined									Maximum Height, 15 Feet, 1 Story ¹⁰					
	Front (feet)	Side (feet)	Rear (feet)	Front (feet)	Street Side (feet)	Inside (feet)	Rear (feet)					Percentage of Lot Width or Feet	Area (Sq.Ft./acres)	Width (feet)			Depth (feet)	Front (feet)	Corner Lot Side (feet)	Side (feet)	Rear (feet)	
R-7	40	10	30	40	40	10	30	20%	35	2	1,200	7000	60 ¹	115	Notes 8 & 9	35 ³	50	50	10	10	Note 7	
R-15	40	10	40% of lot depth	40	40	10	40% of lot depth	20%	35	2	1,200	15,000	100 ¹	150	Notes 8 & 9	30 ³	50	50	10	10	Note 7	
R-25	50	15	40	50	50	15	40	24%	35	2	1,500	25,000	125 ¹	150	Notes 8 & 9	30 ³	60	60	15	20	Note 7	
R-44	50	20	50	50	50	20	50	28%	35	2	1,800	43,560	140 ¹	160	10 ³	25 ³	60	60	20	20	Note 7	
R-88	50	50	50	50	50	50	100	100 feet	35	2	1,800	87,120	140 ¹	160	5 ³	20 ³	50	50	20	20	Note 7	
B-1	20	10	20	20	20	10	10	--	35 ³	--	--	--	150	--	20	--	Same as for principal building				--	
PB-1	40	20	40	40	20	20	40	--	30 ³	--	--	1 acre	150	--	15 (1 story) 10 (2 story)	60	--				--	
PB-2	30	15	30	30	30	15	30	--	35 ³	--	--	15,000	100	120	20 ⁴	60	--				--	
C-1 MF Multifamily Option	100	50	50	100	50	--	50	--	35	--	800	40 acres	300	300	15	30	Same as for principal building				--	
C-1 and C-2	150 ⁵	50	50	150 ⁵	100	50	50	--	40 ⁶	--	--	5 acres	300	--	35	60	Same as for principal building				--	
C-3	100	75	75	100	100	75	75	--	45	--	--	15 acres	300	200	25	50	Same as for principal building				--	
C-4	100	75	75	100	100	50	75	--	45	--	--	15 acres	300	200	25	50	Same as for principal building				--	
MF-1 and MF-3	135	25	25	135	135	25	25	--	35	--	1,400	5 acres	300	300	25	--	Same as for principal building				--	
MF-2	100	25	25	100	100	25	25	--	35	--	850	5 acres	100	300	25	--	Same as for principal building				--	
MF-4	100	20	20	50	50	20	20	--	40	--	600	5 acres	100	300	30	--	Same as for principal building				--	
MF-6 ¹¹									55	3		5 acres			30	60						
MF-8 ¹²									55	3		2 acres			30	60						
MF-9 ¹³									45	3		5 acres			30	50						
OSR	50	15	40	50	40	15	40	--	35	--	--	1 acre	200	200	30	--	Same as for principal building				--	
OSM	50	15	40	50	40	15	40	--	35	--	--	1 acre	200	200	30	--	Same as for principal building				--	

NOTES: ¹ In residence zones R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25 FT in the case of corner lots

² An office building may be erected to no more than 50 feet in height upon the condition that for each five-foot increase above 35, there shall be an additional three feet of front yard setback

³ In the PB Zone, no building shall have more than two stories.

⁴ In the PB -2 Zone, the maximum building coverage shall be 10% for two-story buildings.

⁵ All lots having frontage on and along both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.

⁶ See Borough Ord. No 6-99A.

⁷ The maximum front yard setback shall be within 10 feet of the average front yard setback of all lots or portions of lots within 200 feet of the subject property on the same side of the block. To the extent that this provision conflicts with the minimum front yard setback, the minimum front yard setback requirements shall prevail. For the purposes of this regulation, the front yard setback shall be measured to the façade of the structure that contains the principal entrance or front door to the dwelling

⁸ Per Ord. No 18-2, Section 5-250-14Amended: Sheds less than 100SF do NOT count towards the Building Coverage. However, they DO count towards Total Improved Lot Coverage. ¹⁰-Per Ord. 17-05 All other references to accessory Bldg. height is repealed.

¹¹ See Sec. 250-140 for additional provisions ¹² See Sec. 250-144 for additional provisions

¹³ See Sec. 250-148 for additional provisions

Maximum Building Coverage for the R-7, R-15 & R-25 Zones

Lot Area SF	% Bldg. Coverage	Lot Area SF	% Bldg. Coverage
less than 7,000	20	20,000 to 22,499	14.0
7,000 to 7,999	19.5	22,500 to 24,999	13.5
8,000 to 8,999	19	25,000 to 27,499	13.0
9,000 to 9,999	18.5	27,500 to 29,999	12.5
10,000 to 10,999	18	30,000 to 32,499	12.0
11,000 to 11,999	17.5	32,500 to 34,999	11.5
12,000 to 12,999	17	35,000 to 37,499	11.0
13,000 to 13,999	16.5	37,500 to 39,999	10.5
14,000 to 14,999	16	40,000 to 42,499	10.0
15,000 to 17,499	15.0	42,500 to 44,999	9.5
17,500 to 19,999	14.5	45,000 or greater	9.0

NOTE: The complete Florham Park Zoning Code can be found at WWW.ECODE.com



Florham Park Construction Office
Phone 973-410-5346 Fax 973-410-5490

Kevin Guilfoyle, Construction Official
KGuilfoyle@FPboro.net or 973-410-5352

The Construction Department operates weekdays from 9:00 am until 4:30 pm.
Janet Doherty (JDoherty@FPBoro.net) is the Technical Assistant to the Construction Official
and Florham Park Zoning Official.

Permit applications accepted daily from 9:00 am until 1:30 pm and from 3:00 until 4:00 pm

Inspection requests require the following information:

- 1) Permit number
- 2) Type of inspection requested (Building, Electrical, Fire, Plumbing)
- 3) Day of the requested inspection.
- 4) Telephone number for contact purposes if your request cannot be accommodated.

Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:

Building inspections are Monday thru Thursday 9 am to 4 pm

Fire inspections are Tuesday 8-12 Thursday 12-5 pm

Electrical inspections are Monday thru Friday, 11:00 am to 3 pm.

Plumbing inspections are Monday thru Friday, 12:00 pm to 4 pm.

Please be aware that due to the volume of Construction jobs, we cannot give exact times for these inspections.

Contractors MUST INSTALL 6 ft chain link fence, per Ordinance NO. 13-15 around perimeter of excavation site prior to scheduling inspection. NO FENCE, NO INSPECTION.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovations, alterations:

- 1) Footing inspection-bottom of the trench **PRIOR** to pouring of concrete
- 2) Foundation inspection **PRIOR** to the placement of backfill.
 - 2 a) Foundation Location Survey **REQUIRED** for new construction
- 3) Electrical rough wiring
- 4) Plumbing rough installations
- 5) Slab inspection **PRIOR** to placement of concrete
- 6) Framing inspections **AFTER** rough electric/plumbing passed-**PRIOR** to insulation
- 7) Insulation inspection **PRIOR** to sheetrock
- 8) Final electric, final plumbing, final fire inspections
- 9) Final building inspections
- 10) No Certificates of Occupancy shall be issued **PRIOR** to submittal & Approval of Final As Built Survey and final surface grading inspection approvals by town Engineer Assistant, James DePalma (973-410-5334) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than \$500.00 as permitted in N.J.A.C. 5:23-2.31b



Date Issued
Permit #

Federal Emp. ID No. _____ FAX: (____) _____

B. BUILDING CHARACTERISTICS

Max. Occupancy Load _____ U.C.C. F110 (rev. 11/00)
Informed version

TOTAL FEE \$ _____

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.

APPLICATION FOR APPROVAL OF SURFACE GRADING PLAN

To be filed in triplicate with the Borough Engineer two weeks prior to obtaining a Building Permit. Include with this application three copies of the surface grading plan.

NOTE: A revised Surface Grading Plan must be submitted for approval should it be necessary to change the lot grading during construction.

APPLICATION NO. _____ DATE SUBMITTED: _____ DATE RESUBMITTED: _____

TO: ENGINEERING DEPARTMENT OF THE BOROUGH OF FLORHAM PARK

Application is hereby made for the Approval of Surface Grading Plan as set forth in Chapter 250-Zoning of the Florham Park Borough Code and summarized on back of application.

1. APPLICANT'S NAME _____

ADDRESS _____

PHONE NUMBER _____

2. LOCATION OF PROPOSED DWELLING _____
(Street)

(Tax Map Block)

(Lot No.)

3. NAME AND ADDRESS OF PERSON PREPARING PLAN:

NAME _____

ADDRESS _____

PHONE NUMBER _____

SIGNATURE OF APPLICANT _____

(DO NOT WRITE BELOW THIS LINE)

REMARKS:

TREE REMOVAL PERMIT REQUIRED? YES (SEE ATTACHED PERMIT) NO

HEIGHT OF BUILDING (PER 250-2.2.) PROVIDED YES NO

TOTAL IMPROVED LOT COVERAGE (PER 250-2.2) PROVIDED YES NO

FEES: \$400 _____ \$150 _____ \$50 _____
(Greater Disturbance) (Smaller Project) (Additional Inspection)

REVIEW OF SURFACE GRADING PLAN:

Approved _____

Disapproved _____

Returned for Revisions _____

BOROUGH ENGINEER

FINAL INSPECTION OF SURFACE GRADING:

Approved _____

Disapproved _____

Returned for Revisions _____

Notified _____

BOROUGH ENGINEER

EXCERPT FROM ORDINANCE # 08-41

SURFACE GRADING PERMIT REQUIREMENTS FOR ALL RESIDENTIAL ZONES

In order to protect against adverse consequences from surface water runoff, a Surface Grading Plan is required for any proposed residential lot improvements that includes land disturbance, excavation, placement of fill, or changes to the existing surface grades. The Surface Grading Permit shall be considered a "prior approval" under the Uniform Construction Code, and no construction permit shall be issued unless the Applicant has obtained a Surface Grading Permit. The Surface Grading Plan shall be prepared by a Professional Engineer and/or Architect licensed in the State of N.J. unless land disturbance is less than one thousand (1000) sq. ft., and land disturbance for the purpose of constructing a building addition to an existing residential dwelling is less than 600 sq.ft., then the plan may be prepared and submitted by a homeowner; provided sufficient technical information is included. In addition to the conditions listed above, any Surface Grading Plan that proposes land disturbance greater than 5,000 sq.ft. shall be submitted with an approved Soil Erosion and Control Plan issued and approved by the Morris County Soil Conservation District. Any Surface Grading Plan proposing construction of a new residential dwelling shall be submitted with an approved Soil Erosion and Control Plan or a Letter of Exemption from the Morris County Soil Conservation District. Every application for a building permit involving excavation or change in grades for a single-family dwelling shall be accompanied by a Surface Grading Plan which has been submitted to and approved by the Engineering Department.

Three copies of a signed Surface Grading Application and Plan shall be submitted. For Surface Grading Plan requirements, please go to www.florhamparkboro.net, click "Borough Code" Tab, and open Chapter 250-7.1.

Surface grading permit fee.

(a) A fee of \$400 shall be imposed for each permit for any proposed land disturbance of greater than 1,000 square feet and any proposed land disturbance for the purpose of constructing a building addition to an existing residential dwelling greater than 600 square feet; otherwise, a fee of \$150 shall be imposed for smaller projects.

(b) The fee shall cover the cost of a preliminary site visit, review of initial submission and one revision, issuance of surface grading plan approval, two random site inspections in addition to required inspections, and final approval of surface grading prior to issuance of a certificate of occupancy, temporary certificate of occupancy, or the release of any performance guarantee that may have been posted for incomplete site work.

(c) An additional fee of \$50 for each review of plans with substantial revisions and each additional inspection other than those noted above shall be charged to the applicant. Fees shall be paid prior to issuance of a certificate of occupancy or a temporary certificate of occupancy.

Liability of applicant.

The applicant is responsible for the prevention of damage to other properties, and personal injury, which may result from the activity requiring the surface grading permit.

Violations.

(a) Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure, or land in violation of the requirements of this chapter or an approved surface grading permit shall, upon conviction thereof by any court authorized by law to hear and determine the matter, be liable for a fine of not less than \$400 nor more than \$2,000 or to imprisonment for a term of not more than 90 days, or both, as such court in its discretion may impose. Each day during or on which a violation occurs or continues shall be deemed a separate offense.

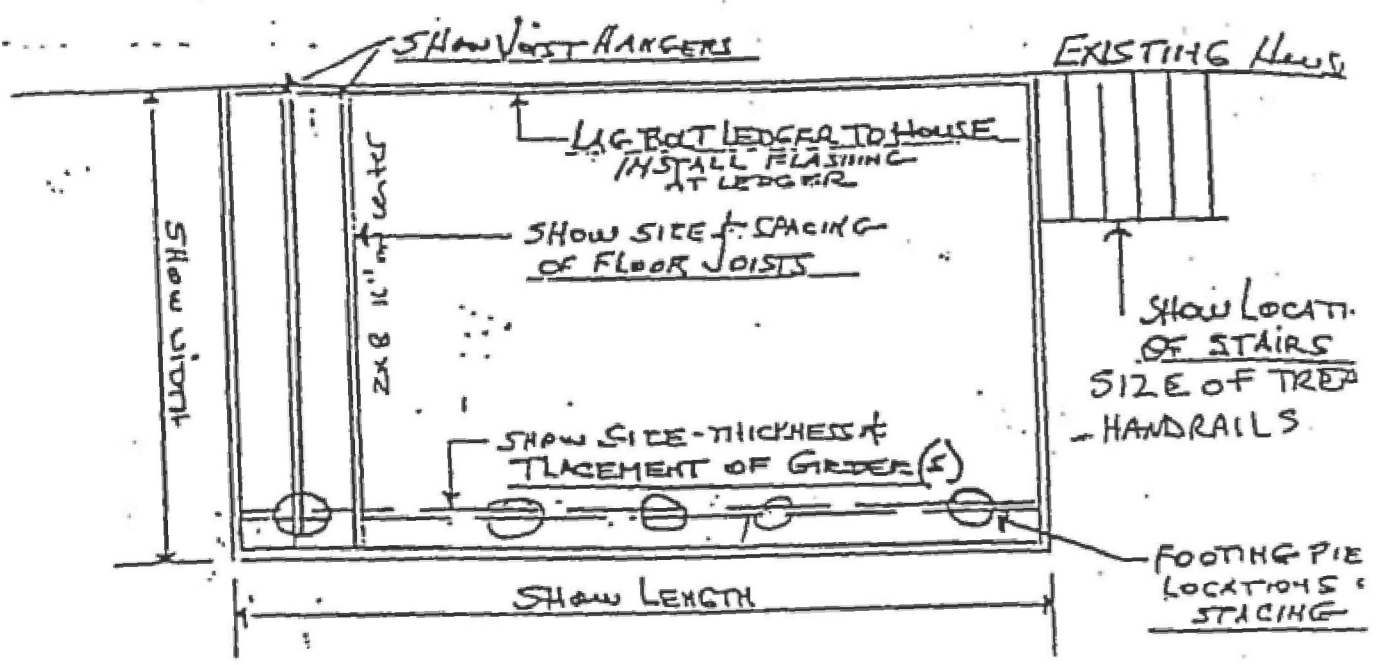
(b) If a certificate of occupancy or temporary certificate of occupancy is issued for a property prior to full compliance with a surface grading permit, and full compliance is not effected by a date set forth by the Borough Engineer, then continued occupancy of such property after such date shall constitute a use of such property in violation of this section.

NOTE: PLEASE BE ADVISED THAT AN INSPECTION OF THE SURFACE GRADING MUST BE MADE BY THE ENGINEERING DEPARTMENT PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT. THE BUILDING DEPARTMENT SHALL BE NOTIFIED OF APPROVAL OF THE FINAL SURFACE GRADING BY THE ENGINEERING DEPARTMENT PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT. REQUEST FOR FINAL INSPECTION MUST BE MADE AT LEAST 24 HOURS IN ADVANCE.

EXAMPLE

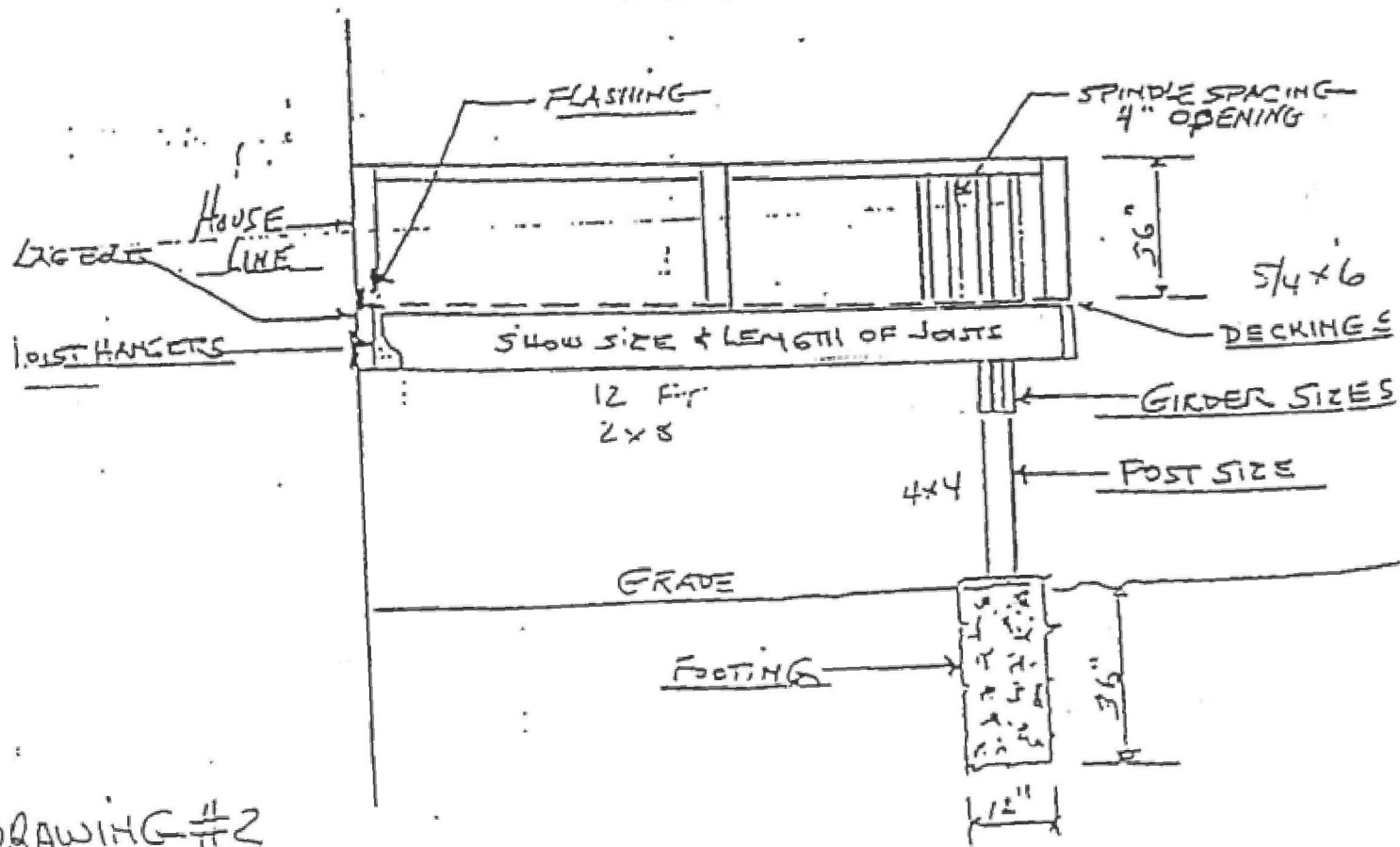
TO OBTAIN PERMIT

2 COPIES PLANS REQ
1 COPY OF HOUSE SUR



double 2x10

DRAWING #1



DRAWING #2

JOIST LENGTH

This table is based on the use of Ponderosa Pine No. 2 or better (treated for weather and/or ground exposure).

What must be recycled?



At a minimum, one must source separate and recycle all of the following mandated materials at a construction site:

- Aluminum cans
- Glass bottles & jars
- Plastic bottles coded -  PETE HDPE
- Steel (tin) cans
- Corrugated cardboard
- Mixed paper (junk mail, office paper, magazines)
- Newspaper
- Leaves
- Grass clippings
- Brush
- Natural wood waste (logs, stumps, branches)
- Used motor oil
- Batteries (rechargeable & lead-acid)
- Metal appliances
- Whole Tires
- Oil-contaminated soil
- E-Waste (TVs, computers, monitors)

Review this information with every crew member at safety meetings/toolbox talks. At all construction and renovation projects, whether or not they are LEED certified, the materials listed above must be kept separate from garbage in order to be recycled.

Annual written documentation regarding the total number of tons recycled at the construction site must be reported to the municipal recycling coordinator (MRC). See list of MRCs at: www.MCMUA.com.

Materials used as landfill cover, aggregate substitute, fuel substitute or fill are designated as "Beneficial Use." By law, "Beneficial Use" does not constitute recycling.



Construction & Demolition Waste Waste Type 13C

While construction and demolition debris (waste type 13C) is not mandated to be recycled in Morris County's Solid Waste Management Plan and can be disposed of at the MCMUA transfer stations, much of it is potentially recyclable and many recycling facilities accept and recycle it.

To be compliant with Morris County waste flow control requirements these recyclable materials must be separated from other garbage on site prior to being transported to a recycling facility. In addition, the remaining garbage must be disposed of at the MCMUA transfer stations

The MCMUA has not entered into any agreements with any materials recovery facilities allowing them to assume responsibility for the waste generator's obligation of separating recyclables from garbage.

Sending mixed recyclables and garbage to a processing facility to have recyclables separated from the garbage for builders and contractors is likely to violate laws and regulations related to source separation recycling and waste flow control mandates.

Please recycle properly to avoid being non-compliant.

For more information about Morris County's Solid Waste Management Plan, recycling requirements, mandated recyclable materials, waste flow regulations, solid waste facilities, single-stream recycling, municipal recycling coordinator contacts, municipal recycling ordinances, etc., please visit the MCMUA's Website: www.MCMUA.com

MORRIS COUNTY



MUNICIPAL UTILITIES AUTHORITY

Solid Waste (Garbage) and Recycling Requirements for Builders & Contractors Working in Morris County



Prepared by the

Morris County Municipal Utilities Authority
214A Center Grove Road
Randolph, NJ 07869
Tel: (973) 285-8390 • Fax: (973) 285-8397
Website: www.MCMUA.com

October 2014
Printed on recycled paper

Morris County's
Recycling Resource

Aqua-Mist Irrigation

Modification Form

(To be submitted to Aqua-Mist by homeowner)

Name(s): _____

Daytime Phone (s): _____

Address: _____

Do you prefer to receive your estimate via mail or email? (circle one)

If Email: _____

Dimension of Patio/Deck: _____ x _____

Application Approved []

Application Pending []

Please note, we require a plot plan attached and the dimension of the patio to be marked above and marked out on the property by your contractor in order to start the process. Once Aqua-Mist receives this information we will set up a date for an estimate. Once the estimate has been signed & sent back with a 50% deposit, we will then schedule the work to be done within the next two weeks.

Approved by: _____

Date: _____

NJ Irrigation Contractor
License #15036
28 James Street

Phone: 201-488-2057
Email: csharp@aquamist.net
South Hackensack, NJ 07606

APPENDIX A3 – All Other/Multiple Projects

Architectural Proposal Submission Packet Multiple Projects Contents:

- ✓ ARC Checklist
- ✓ Grid of Documents required per project type
- ✓ Architectural Modification Form (“AMF”)
- ✓ Aqua-Mist irrigation modification form for the irrigation system
- ✓ Declaration of Ownership of Exterior Modification for Townhomes

Projects Covered:

- Adding/Extending Planting Beds
- BBQ Grill permanent gas lines
- Planting Outside of Planting Beds
- Railing Along Front Walkway
- Retractable Awnings
- Satellite Dishes/Antennas
- Security and Safety Lighting
- Solar Panels
- Sprinkler/Gas Lines/Electrical Connections
- Standby Generators
- Structural Additions to Rear of Building

Please refer to the ARC guidelines for your specific project listed above to state all documentation needed for the proposal submission. If Borough of Florham Park involvement is needed, contact their office for necessary applications.

ARC CHECKLIST

STEP	DATE	DESCRIPTION	NOTES
1		Review ARC document for guidelines (ask ARC committee for clarification if necessary)	
2		Develop proposal, involving contractor	
3		Submit AMF to ARC Committee (to alert them of project)	
4		Submit proposal to Florham Park Boro, if applicable	
5		Contact PSE&G for sire review of plans, if applicable	
6		Contact Aqua-Mist Irrigation for site review of plans, if applicable	
7		Submit approved Florham Park Boro proposal, with Aqua-Mist document	
8		ARC Committee approval or request for additional info	
9		Notify ARC when completed, for inspection.	

***Items included in Proposal: Architectural Modification Form (“AMF”), Description of Project including dimensions, materials, etc.), Site Plan showing construction, Contractor information, Certificate of Insurance (naming owner as insured) and Declaration of Ownership of Exterior Modification for Townhomes – Appendix A7. When final submission is given to ARC (step 7), must include document from PSE&G and Aqua-Mist Irrigation.

MODIFICATION DESCRIPTION	TOWNSHIP INVOLVEMENT/ PERMIT	UTILITY COMPANY INVOLVEMENT	AQUA-MIST INVOLVEMENT
Satellite Dishes/Antennas	N/A	N/A	N/A
Retractable Awnings	N/A	N/A	N/A
Structure Additions to rear of dwelling	✓	✓	✓
Skylights	N/A	N/A	N/A
Railings along front walkway	N/A	N/A	N/A
Sprinkler/Gas lines/Electrical Connections	✓	✓	✓
Solar Panels	✓	✓	N/A
Standby Generators	✓	✓	N/A
Adding/Extending Planting Beds	N/A	✓	✓
Plantings outside of planting beds	✓	✓	✓
Security and Safety Lighting	N/A	N/A	N/A

DEL WEBB FLORHAM PARK HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION FORM

Please forward to the attention of:

Del Webb Florham Park Homeowners & Condominium Associations

c/o Managemy Company

1 Applegate Drive, Florham Park, NJ 07932

Dear Board Members:

In accordance with the Declaration document of Del Webb Florham Park Homeowners Association, Inc., I/we hereby apply for permission to make the following alterations to the premises.

Nature of Modification: _____

Owner's Information:

Name: _____/_____

Address: _____

Phone: _____ Email: _____

NOTE: Modifications are subject to existing and future Resolutions adopted by the Board.

Date: _____

Signatures of all owners required: _____

NOTE: Attach appropriate sketches or drawings, and description of work to be done. Indicate materials to be used, color and other pertinent information, including name and telephone number of contractor. Please include a copy of the contractor's Certificate of Insurance naming the homeowner and Homeowner Association as additionally insured. You will also be required to submit a Certificate of Insurance for the homeowner as well.

All modifications and any damages caused by the modification becomes the homeowner's responsibility.

ARC Representative name and signature

Approved / Rejected: _____

Date: _____

Board of Directors Representative name and signature

Approved / Rejected: _____ Date: _____

Del Webb at Florham Park

Declaration of Ownership of Exterior Modification for Townhomes

This document serves as a declaration of ownership for an approved modification to a townhome.

By signing this form, you agree to pay for the modification, in accordance with the ARC Guidelines. You also agree to perform any repairs, replacement, maintenance etc. as needed for the modification installed at the given address, at your cost. This shall include any requests for such repairs of the Condominium Association Board, or committee assigned by the Board. You also agree to assume all liabilities associated with this modification.

In the event the townhome is sold, one of the following must occur:

1. Removal of the modification and restoration to original condition. An inspection will be conducted by the Board after removal to ensure restoration to original condition and to ensure no damage to Limited Common Elements or Common Elements. If damage is found or restoration to original condition has not occurred, the owner will be financially responsible for restoral activities.
2. The new owners assume ownership of the modification as described herein and will need to sign a new Declaration form for same.

Modification: _____

Name: _____

Address: _____

Signature: _____

Date: _____

Aqua-Mist Irrigation

Modification Form

(To be submitted to Aqua-Mist by homeowner)

Name(s): _____

Daytime Phone (s): _____

Address: _____

Do you prefer to receive your estimate via mail or email? (circle one)

If Email: _____

Dimension of Patio/Deck: _____ x _____

Application Approved []

Application Pending []

Please note, we require a plot plan attached and the dimension of the patio to be marked above and marked out on the property by your contractor in order to start the process. Once Aqua-Mist receives this information we will set up a date for an estimate. Once the estimate has been signed & sent back with a 50% deposit, we will then schedule the work to be done within the next two weeks.

Approved by: _____

Date: _____

NJ Irrigation Contractor
License #15036
28 James Street

Phone: 201-488-2057
Email: csharp@aquamist.net
South Hackensack, NJ 07606

APPENDIX A4 Guidelines for Satellite Dishes per dwelling type

Single Family Homes:

1. Only Satellite dishes up to one yard (36 inches) in diameter may be installed.
2. This may only be placed at the rear of the dwelling, including the decking/patio. It cannot be visible from the front of the street.
3. The satellite dish must be attached to the home or decking.
4. The satellite dish must be set to a height not to exceed the base of the roofline.

Town Houses:

1. Only Satellite dishes up to one yard (36 inches) in diameter may be installed.
2. This may only be installed at the rear of the dwelling, on the patio. It cannot be visible from the front of the street.
3. The satellite dish must NOT be attached to the home or roof.
4. The satellite dish must be set to a height not to exceed the base of the roofline.

Condominium Flats:

1. Only Satellite dishes up to three feet (36 inches) in diameter may be installed.
2. This must be installed and secured on the balcony.
3. The satellite dish must NOT be attached to the side or roof of building.
4. The satellite dish must be set to a height not to exceed six feet (6').

APPENDIX A5

Approved Privacy Fence for Towns and ownership form for same (second page)

There are several fences with lattice on top. This is the approved model.

Arrowwood

HAVEN SERIES

\$\$\$

Colors Available
Click to view color samples

White Sand Khaki Wicker

Please click on the images below to enlarge

Best

- 1.15" Privacy Lattice
- 6" GlideLock® 'Haven' Boards
- 5" x 5" Posts
- 2" x 7" Decorative Rails
- 8' Width Panels
- 4', 5', 6' Heights Available

Only 6' Height

Available

Del Webb at Florham Park

Declaration of Ownership of Exterior Modification for Townhomes

This document serves as a declaration of ownership for an approved modification to a townhome.

By signing this form, you agree to pay for the modification, in accordance with the ARC Guidelines. You also agree to perform any repairs, replacement, maintenance etc. as needed for the modification installed at the given address, at your cost. This shall include any requests for such repairs of the Condominium Association Board, or committee assigned by the Board. You also agree to assume all liabilities associated with this modification.

In the event the townhome is sold, one of the following must occur:

1. Removal of the modification and restoration to original condition. An inspection will be conducted by the Board after removal to ensure restoration to original condition and to ensure no damage to Limited Common Elements or Common Elements. If damage is found or restoration to original condition has not occurred, the owner will be financially responsible for restoral activities.
2. The new owners assume ownership of the modification as described herein and will need to sign a new Declaration form for same.

Modification: _____

Name: _____

Address: _____

Signature: _____

Date: _____

APPENDIX A6 –DEL WEBB SUGGESTED PLANT LIST, SINGLES AND TOWNS

Trees		Shrubs		Perennials	Misc
<i>Evergreen</i>	<i>Deciduous</i>	<i>Evergreen</i>	<i>Deciduous</i>		
Arborvitae	Weeping Japanese Maple	Globe Blue Spruce	Spirea	Aster	Ornamental Grasses
Spartan Juniper	Redbud	Boxwood	Weigela	Gaura	Lily Turf
Wichita Blue Juniper	Magnolia - various	Mugo Pine	Dwarf Lilac	Blue Star Amsonia	Carex
Weeping Spruce	Bloodgood Maple	Steeds Holly	Hydrangea	Catmint	Yucca
Holly-various	Kousa Dogwood	Abelia	Itea/Sweetspire	Coneflower	Hosta
	Native Dogwood	Dwarf PJM Rhododendron	Clethra/Summersweet	Salvia	
	Styrax	Goldthread Mop Cypress	St. John's Wort	Hardy Geranium	
	Weeping Cherry	Japanese Holly	Butterfly Bush	Black Eyed Susan	
	Ornamental Maple	Helleri Holly	Deutzia	Agastache	
	Dappled Willow	Lavendar		Pulmonaria	
		Dwarf Alberta Spruce		Lady's Mantle	
		Azalea		Shasta Daisy	
		Japanese Andromeda		Hellebore	
		Potentilla		Coral Bells	
				Veronica	

(NB: Bear in mind maximum size limitations detailed in this manual)

APPENDIX A7

Del Webb at Florham Park

Declaration of Ownership of Exterior Modification for Townhomes

This document serves as a declaration of ownership for an approved modification to a townhome.

By signing this form, you agree to pay for the modification, in accordance with the ARC Guidelines. You also agree to perform any repairs, replacement, maintenance etc. as needed for the modification installed at the given address, at your cost. This shall include any requests for such repairs of the Condominium Association Board, or committee assigned by the Board. You also agree to assume all liabilities associated with this modification.

In the event the townhome is sold, one of the following must occur:

1. Removal of the modification and restoration to original condition. An inspection will be conducted by the Board after removal to ensure restoration to original condition and to ensure no damage to Limited Common Elements or Common Elements. If damage is found or restoration to original condition has not occurred, the owner will be financially responsible for restoral activities.
2. The new owners assume ownership of the modification as described herein and will need to sign a new Declaration form for same.

Modification: _____

Name: _____

Address: _____

Signature: _____

Date: _____

APPENDIX A8



DEL WEBB FLORHAM PARK HOMEOWNERS ASSOCIATION, INC. Landscaping Maintenance Agreement

This agreement must be submitted with any single family or townhome landscaping modification request.

I/We, the undersigned owner(s) of the property, which is subject of this application hereby, agree, consent, and certify to the following:

- 1 . All trees and tree-shrubs will not exceed 6 feet at initial planting.
- 2 . All trees will be maintained at a height not to exceed 10 feet.
- 3 . All trees and tree-shrubs must be planted at least 8 feet apart.
- 4 . All trees, tree-shrubs and shrubs must be maintained so as not to form a hedge or privacy barrier.

If I/we are townhome owners who have added landscaping to the adjoining common area, I/we further agree to the following:

- In the event that the townhome is sold, I/we will either have the new owners assume ownership of the common area landscaping and sign a new Landscape Maintenance Agreement OR remove all our common area landscaping ourselves and restore the property to the original condition.

Owner's Name: _____

Owners' Address: _____

Owners' Phone: _____

Owners' Email: _____

Date: _____ Signatures of

all owners required:

Revised - June 2026

APPENDIX A9

Document Submission Checklist

	Storm Door	Awning	Privacy Wall	Landscaping	Generator	Patio	Deck	Building Add	Solar Panels
Signed Application	☒	☒	☒	☒	☒	☒	☒	☒	☒
Signed Declaration of Ownership Form			☒						
Survey with Detail (diagram instead for townhome common area landscaping)				☒	☒	☒	☒	☒	☒
Project Drawings				☒		☒	☒	☒	☒
Manufacturer Literature					☒	☒	☒	☒	☒
Material List				☒		☒	☒	☒	☒
Fabric/Paint/Color Samples	☒	☒	☒		☒	☒	☒	☒	☒
Proof of Insurance (HOA as Secondary)	☒	☒	☒	☒	☒	☒	☒	☒	☒
Engineering Letter Application and check						☒	☒	☒	
Landscape Maintenance Agreement				☒					
Home Type Eligibility	S, T	S, T	T	S, T	S	S, T	S	S	S
ARC Guidelines and Instructions Section	10-Q	10-C	10-H	11-A,11-B, 11-C	10-P	10-J	10—E	10-R	10-N

APPENDIX A10

Aqua-Mist Irrigation Modification Form

(To be submitted to Aqua-Mist by homeowner)

Name(s): _____

Daytime Phone (s): _____

Address: _____

Do you prefer to receive your estimate via mail or email? (circle one) If

Email: _____

Dimension of Patio/Deck: _____ x _____

Application Approved []

Application Pending []

Please note, we require a plot plan attached and the dimension of the patio to be marked above and marked out on the property by your contractor in order to start the process. Once Aqua-Mist receives this information we will set up a date for an estimate. Once the estimate has been signed & sent back with a 50% deposit, we will then schedule the work to be done within the next two weeks.

Approved by: _____

Date: _____

NJ Irrigation Contractor
License #15036
28 James Street

Phone: 201-488-2057
Email: csharp@aqua-mist.net
South Hackensack, NJ 07606

APPENDIX A11

Architectural Inspection Request – post-completion

Please forward to the attention of:

Community Manager

1 Applegate Drive

Florham Park, NJ 07932

Please complete this form when your ARC approved modification is finished so that an onsite inspection can be scheduled. This form should be submitted within 30 days of modification completion. The compliance deposit (if applicable) may be refunded within 30 days of satisfactory inspection.

Description of Work Being Inspected

Owner's Name and Address

Owner's Telephone Number

Owner's Email Address

(For ARC use only)

Inspection Approved? () Yes

() No (Provide reasons for rejection)

Inspector Name and Date

Was Deposit Received? () Yes

() No

Date of Application Approval

Check #

Check Date:

Amount:

Check Returned to Owner: _____

Date Check Returned: _____

APPENDIX A12

Engineering Report Request (Bowman) – Sample Letter/Email

Dear Mr./Ms.,

Can you please prepare the necessary engineering report as required based on my Deck/Patio Modification Project at (insert address). Please see attached my approved Modification Request in its entirety plus my check for payment of services. Please advise me via phone, when the report is finished and is being sent.

Name

Address

Phone

Email

Date

APPENDIX A13

Sample Engineering Report for Patios and Decks

Please refer to below for necessary content of report.

**Note that the new % (in green) cannot exceed the permitted % (in red)

SAMPLE ENGINEERING REPORT

Date

Owner Name

Owner Address

Re: Installation of deck/patio
Address
Block #, Lot #
Town, County, State

Regarding your proposal to install a deck/patio:

The maximum allowable impervious coverage permitted on the property is XXXX S.F. This is calculated at **XX**% of the total area of XXXX S.F. The total coverage present is XXXX S.F. representing XX %

The installation of a new deck/patio in accordance with the design provided to our office will result in a decrease of coverage to XXXX S.F. (XX%). This will bring the total lot coverage on the property to XXXX S.F. (**XX**%)

Enclosed please find a sketch of the deck/patio placed on the lot in accordance with the layout provided by (insert Contractor Company name).

The following recommendations should be considered.

The contractor must maintain proper grades after construction to ensure positive runoff away from the dwelling to the existing side and rear swales.

The HOA's contractor shall relocate any existing irrigation system components in the proposed deck/patio. This work will require that the extents of the proposed deck/patio marked out on your property to assist the HOA's irrigation contractor in moving any way

Pulte Engineer:

James Giurintano, Bowman Consulting Group, Lid
54 Horsehill Road Cedar Knolls NJ 07927

Direct: 973.291.2921 | office: 973 359.8400 | Fix 973 359.8455

APPENDIX A14

Guideline for Installation of a Closet Adjacent to the Townhome Unit in an Attic

1. The attic adjacent to a Townhome Unit, which can only be accessed from that Unit is not part of the Unit, according to the Condominium's Master Deed. Rather, such attic is a Limited Common Element owned by the COA and may be used by the Unit if the attic and the Unit owner comply with the following Guidelines.
2. Closets that comply with these Guideline and which are approved by ARC may be installed in that attic. A \$500 fee, to be paid to the COA, will be required to cover COA costs and for COA's consent for the closet installation. Payment is required prior to commencement of construction.
3. Installation of a closet may only be made to the attic adjacent to the Unit's utility room and must be of a reasonable size and construction.
4. An Application requesting the installation must be submitted to ARC and must include the following information, as well as any other information that ARC deems appropriate:
 - a. A copy of an installation plan, and a rendering of the proposed installation, with approximate dimensions, prepared by a licensed professional engineer or a registered architect, and which includes a description of any structural, electric or plumbing alterations to be made to the attic, the roof or the Unit.
 - b. A description of the access to be provided to the attic. Any access door must conform to other doors in the Unit.
 - c. A photograph of the attic space where the closet is to be installed.
 - d. The identity of an appropriately licensed and adequately insured contractor, acceptable to ARC, who is to perform the installation on behalf of the Unit owner.
 - e. Copies of the Unit owner's and the installation contractor's insurance certificates.
 - f. Any permits required for the installation. Any such permits must be obtained by the Unit owner prior to commencement of construction.
5. Upon approval of the proposed installation by ARC, and prior to commencement of construction, the Unit owner must execute an agreement acceptable to the COA, which agreement may be filed with County property records for the Unit, whereby the Unit owner and any successor owner or occupant of the Unit agrees to the following:
 - a. Not use the closet to store flammable or hazardous substances or any material or goods that is reasonably likely to create a risk of personal injury or property damage, including, without limitation, goods of an excessive weight.
 - b. Not use the closet for inhabitation by persons or animals.
 - c. Should access to the attic be required in order to maintain, repair or inspect the closet or any component of or in the attic, including, without limitation, by a representative or contractor of the COA, or any government or code making agency, the resident of the Unit will clear a path in order to enable reasonable access.

- d. Indemnify and hold harmless the COA, ARC, the members of the COA's Board of Directors, the members of ARC and the COA's property manager from any personal injury or property damage that may arise as a result of, or in connection with the closet installation and the use thereof.
 - e. Any proposed future modification to the closet will be submitted to ARC for approval.
6. Upon completion of the installation, detailed photographs of the installation must be submitted to ARC and, at the discretion of ARC, the installation will be subject to inspection by a representative of ARC.
7. As described in Section 6 of ARC's Guidelines, failure to comply with this Guideline will subject the Unit Owner to late fees, penalties and fines.

APPENDIX A15

Guideline for Installation of a Balcony Fan in Condo (Flats)

1. A single lightweight outdoor overhead fan may be installed on the Condo (Flats) balcony.
2. Fans must be:
 - a. Approved by ARC,
 - b. Wet Rated,
 - c. Flush mounted (not suspended) and
 - d. White in color.
3. A fan, such as Vox Outdoor Rated 26 Inch Flush Mount Fan or comparable, should be utilized.
4. Installation must be performed by a licensed and adequately insured electrician.
5. Installation must include a ceiling fan support box designed and installed for weight support, vibration resistance, safety and code compliance.
6. After installation, fans may not be operated in a manner that causes vibrations or noise that unduly interferes with neighbors' quiet enjoyment.
7. Copies of the Unit Owner's and electrician's insurance certificates must be provided to ARC.
8. The installation and any damages caused by the installation or usage of the fan is the Unit Owner's responsibility.