



# **Developing Properties in Swann Keys**

**Our Guide for a Successful Build:  
Regulations, Process, & Fees**

## ***Swann Keys Property Owners:***

- The Swann Keys Civic Association, the Board of Directors, and our members all wish you a successful build.
- All construction projects have the potential to be stressful.
- We have designed this document to help make the process of building in our community as easy as possible.
- This document and attached forms will contain the processes, rules, regulations, and fees we require.
- We do our best to keep things as simple and easy for you as we can.
- Please don't hesitate to ask questions.

## **What are we *NOT* doing with these guidelines?**

- We are not attempting to tell you what can be built on your property, what it should look like, or who should build it. Our bylaws do not give the S.K.C.A. that right.
- Sussex County, DE building regulations apply to improvements made on any property within Swann Keys.

## **Who needs to be aware of these guidelines?**

- Anyone that is building, remodeling, or undertaking any construction project on their property.
- These projects have an impact on our community in many ways.
- Our infrastructure, especially roads are impacted with heavy equipment and increased traffic.
- Other systems like water and sewerage may be impacted.
- Neighbors seeking to enjoy the calm of Swann Keys may be impacted by construction and associated noise.

## **If your project involves or includes the following, this document is for you:**

- Getting a county permit (see attached Sussex County notice)
- Removing a home
- Replacing a home
- Adding significantly to a home
- Raising your home and adding one or more stories
- Adding a garage
- Paving or concreting a driveway or patio
- Adding a shed
- Closing in or adding a porch
- Replacing a roof
- Receiving construction materials via heavy trucks
- Any construction project that may create loud noises
- Or other projects

## **Swann Keys Contact Information:**

- 37689 Swann Drive, Selbyville, DE 19975
- 302-436-5111
- [info@swannkeys.comcastbiz.net](mailto:info@swannkeys.comcastbiz.net)
- Office hours: Monday thru Friday, 9:00 to 2:00
  
- **S.K. Maintenance Technician:**
  - Richard Schofield
  - 443-564-7799
- **S.K. Office Administrator**
  - Brook Cordrey
  - 302-436-5111
  - [info@swannkeys.comcastbiz.net](mailto:info@swannkeys.comcastbiz.net)
- **Current Chairperson of S.K.C.A.'s Maintenance Committee:**
  - Dwain Shearer, V.P. SKCA
  - [K.d.shearer@comcast.net](mailto:K.d.shearer@comcast.net)
  - 443-252-1277

# **When should Swann Keys Civic Association be notified of project?**

As soon as possible or:

- Minor Construction: 1 to 2 weeks prior to start
- Major Construction: 3 or more weeks prior to start with pre-construction meeting 2 weeks or more before start.

## **All Construction Projects:**

- Should begin with a conference with our Maintenance Technician.
- This may be as simple as a phone call or a short visit to the office.
- The conference will determine what category (minor/major) your project falls into and what the next step is.
- At this time, our Maintenance Technician will create a file to note the specifics of your project and to track the process.

## **Minor Construction Projects:**

- Typically, our Maintenance Technician can address all of the issues related to your project quickly.
- This may be as simple as a phone call or a short visit to the office.
- Our Maintenance Technician will determine if and how your project might impact our infrastructure and what systems or any other issues including a development fee, if any, that apply to your project.
- If your project will impact others in the community, a date will be set that will give other residents ample notice to prepare. Examples may include:
  - Shutting down a roadway temporarily for a delivery
  - Turning off water that requires the entire street to be shut down
  - Loud noises that are expected to impact the quiet of the neighborhood

# Major Construction Projects:

- Require pre-construction conferences
- Begin with a phone call or a short visit to the office to schedule the pre-construction conference.
- Conference will include yourself, your contractor, our Maintenance Technician, and other Swann Keys representatives as necessary.
- Rules, regulations, fees and other items will be discussed.
- If your project will impact others in the community, a start date will be set that will give other residents ample notice to prepare.
  - Examples include shutting down a road or turning off water
- Our maintenance Technician will use a checklist (see attached) to track major milestones and/or issues
- Owners/Contractors are asked to provide a copy of their lot survey and permit # for our files
- Contractors must provide certificate of insurance naming Swann Keys Civic Association as additional insured. As a minimum contractor should have general liability and workman's compensation coverage
- A visit to the property will take place to document any issues and note any Swann Keys infrastructure/common areas, or rights-of-way impacted by the build.
- Since general cleanliness and keeping our waterways clean is a great concern to the community, contractors must use appropriate barriers and must police trash and construction waste at all times.
- Owners are responsible for fees related to water and sewer connections from the property line to the Swann Keys systems at the street.
- If removing a home, water and sewer lines should be capped and marked with the assistance of the S.K. Maintenance Technician at the time of removal or start of demolition.
- Items that may be part of the conference include:
  - Safe use of roadways & protecting them from damage
  - Parking
  - Delivery times
  - Road closures
  - Removal of old structures
  - Delivery of manufactured homes via trailers and/or cranes
  - Dumpster management
  - Damage to roadways and/or systems due to negligence of contractor or sub-contractors
  - Noise restrictions

# Swann Keys Civic Association

## Development Fees:

- Development fees address the impact your major construction project has on our roads, infrastructure, and community.

## Development Fee Details:

- Non-refundable development fee paid by lot owner
- Paid in-full prior to start of any work
- Fee for Major Construction = \$1,400
- Fee for Minor Construction that significantly impacts infrastructure = \$250
  - Minor construction projects with development fees include:
    - Projects using large trucks like cement mixers and large semi-trucks
    - Digging using backhoes and other equipment

## Penalties for Non-Compliance:

- Failure to comply with rules and regulations may warrant a fine/penalty especially if a warning is given to contractors and they continue failing to respect our rules and community.
- Swann Keys Civic Association may discourage owners from using contractors who have grossly ignored these guidelines or caused other unreasonable difficulties for our staff.
- Penalties are detailed on separate sheet.

**If we all work together, your build will be successful and your Swann Keys community will be thankful that you respected them during the process.**

**Thank You!**  
**&**  
**Good Luck with Your Build!**



Swann Keys Civic Association  
**Pre-Construction Meeting Checklist**

Date of Meeting: \_\_\_\_\_

Lot Owner Name: \_\_\_\_\_

Swann Keys Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Type of Building: \_\_\_\_\_

Discussed:	Topic:	Notes:
	Development fee paid	
	Building Permit #	
	Survey	
	Copy of Liability and Workman's Comp Insurance Coverage	
	Confirm certificate naming SKCA as additional insured	
	Owner ultimately responsible for work crews' actions	
	Pictures of property, common area, & roadway	
	Acceptable working hours: 8:00 a.m. to sundown	
	Keeping roadways clear of blockages and emergency access	
	Work crew parking & auxiliary parking	
	Street closures rules, notifying residents, & emergencies	
	Being careful with our roadways and sewer lift stations	
	Crane operators must be certified and cranes used should be inspected daily. Cranes must use 4' x 4" mats under outriggers to limit damage. Cranes should not lift sections or supplies over existing homes and use at least 2 tag lines to control movement.	
	No metal-track vehicles	
	Cement pump trucks or <u>ANY</u> trucks needing to use outriggers must use mats under outriggers.	
	Documented damage beyond normal wear and tear	
	Silt/debris barriers	
	Policing trash. Keeping debris out of canals & properly secured	

	Dumpsters: location and removal	
	Removal of existing structures	
	Marking water & sewer lines	
	Owner responsible for connections from street	
	Miss Utility	
	Right-of-way & Common Areas	
	Non-permeable surface in common area	
	Delivery of manufactured homes involving cranes	
	Delivery of lumber and other construction materials	
	Electric connections	
	Water connections: valves and shut-offs	
	Sewer connections	
	Owner/Contractor Questions	
	Unexpected Issues: working with Maintenance Technician	
	Final Walk-thru	
	Project End Conference 😊	

Signature below acknowledges that the items listed above were discussed during the pre-construction meeting and that the pictures accurately depict the condition of the roadways in the construction area as of the date shown below.

Signature of Swann Keys Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Lot Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Company Name: \_\_\_\_\_

Print Title: \_\_\_\_\_