



# Compliance, Permits & Inspections (CPI)

A Division of Ocean Pines Public Works

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# Staff Roles

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## Inspectors

- ☐ One full-time and one part-time inspector
- ☐ Enforce rules and regulations of Ocean Pines
- ☐ Work with homeowners to resolve violations issues on the property
- ☐ Review building plans and inspect construction sites to ensure compliance

# Staff Roles

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## Administrative Assistant

- ☐ Addresses questions, problems or complaints regarding building, signage and related permit requirements, processes and procedures
- ☐ Prepares permits and distributes to property owners
- ☐ Compiles resale packet information
- ☐ Updates property files for each property in Ocean Pines

# Staff Roles

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## Administrative Assistant

- ☐ Reviews all permit applications prior to Architectural Review Committee (ARC) approval to see if they meet the requirements as noted in the Declaration of Restrictions and ARC Guidelines and, if not, aids applicant in applying for a variance/exception and schedules hearing with the ARC
- ☐ Liaison between CPI and ARC as well as between CPI and Ocean Pines Association attorney for legal violations



# Ongoing Duties


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- ☐ Resale packet and permit processing
- ☐ Inspection of properties and follow up on violations
- ☐ Answer questions about guidelines and restrictions

# Permits & Applications

- ❑ Required before any property changes are made
- ❑ Applicant must submit plans/applications to Worcester County **prior** to submitting to Ocean Pines

		Permit Application					
		OCEAN PINES ASSOCIATION COMPLIANCE, PERMITS, AND INSPECTIONS Phone: 410-641-7425 Fax: 410-641-5181					
<small>INSTRUCTIONS: Provide information requested below, sign and submit this application, along with 3 site plans (showing location of project and the Worcester County Approval), two elevation/plan drawings (1/4" scale) showing all views, a copy of the Worcester County Application Permit, the filing fee, review/inspection fee, and completion agreement deposit. (Fees are shown on the back of this form.)</small>							
Section & Lot No. _____		Street Address _____					
Name of Lot Owner _____		Phone _____					
Mailing Address _____		Phone _____					
Contractor/Builder _____		Phone _____					
Please CIRCLE appropriate category:							
Addition/Alteration <sup>©</sup>	Change of Color/Siding	Change During Construction	Deck <sup>©</sup>	Demo Or Moving of House <sup>©</sup>	Dock/Boatlift <sup>©</sup>	Dog Run <sup>©</sup>	Handicap Ramp <sup>©</sup>
Home Occupation	POD	Resubmittal (After 1 year)	RV Parking	Shed <sup>©</sup>	Storage Structure	Fencing Architectural Play/Pet <sup>©</sup> Privacy <sup>©</sup> Temporary	
Description of Project: _____ _____ _____							
<small>I/WE CERTIFY THAT THIS PROJECT WILL BE IN COMPLIANCE WITH OCEAN PINES ARC GUIDELINES, RECORDED COVENANTS AND WORCESTER COUNTY BUILDING REQUIREMENTS AND THAT NO WORK WILL BEGIN UNTIL APPROVED BY THE ARC. PERMISSION IS GRANTED TO ARC/CPI TO MAKE PERIODIC INSPECTIONS ON PROPERTY. THIS PERMIT IS GOOD FOR A TWELVE (12) MONTH PERIOD.</small>							
SIGNED _____ Property Owner(s)				DATE _____			
SIGNED _____ Contractor/Builder				DATE _____			
APPROVED BY: _____				DATE _____			
DISAPPROVED BY: _____				DATE _____			
COMMENTS: _____ _____ _____							

# Important Documents

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Permit Application



Application for Variance/Exception



Application for Tree Removal



Application for Resale



Architectural Review Committee Guidelines



Declarations of Restrictions



**M-01: Compliance Procedures** (Book of Resolutions)  
*Defines policy and procedures for enforcing compliance with the Declarations of Restrictions and guidelines of the Architectural Review Application*



**M-04: Maintenance of Lots** (Book of Resolutions)  
*Establishes criteria used in determining if a lot/property is in violation of the Declarations of Restrictions*

***Forms and documents available online at [oceanpines.org](http://oceanpines.org)***

# Violations

Anything that breaches the Architectural Review Committee Guidelines  
or the Declaration of Restrictions

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Some common violations  
include:

- ☐ No permits
- ☐ Unauthorized signs
- ☐ Trash/debris in yard
- ☐ Box trailers





# Violations

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- ❑ Property/house maintenance
- ❑ Unregistered vehicles  
(including RVs, which must have a permit, and cars)
- ❑ Outbuildings (require permits and must meet guidelines)
- ❑ Sheds (one per property, must match house color)



# Violations

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- ❑ Fencing (no wire fences, permits required, including pet/play enclosures)
- ❑ Firepits (permit approval required)
- ❑ Tree removal (dangerous trees must be removed, certain native trees and trees 6"+ diameter need permit for removal)
- ❑ Dock/pier size (no more than 100sf)



# Architectural Review Committee

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3-member committee appointed by the Board of Directors  
Meetings held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 1pm

- ☐ Reviews and approves permit requests
- ☐ Rules on variance/exception applications

# Contact

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**Email**

[cpi@oceanpines.org](mailto:cpi@oceanpines.org)

**Phone**

410-641-7425

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Although we're a small department, we are a mighty department! In 2020, 365 permits were processed and issued, 609 resale inspections were conducted, and 617 violations were issued with 568 complied out.

-Linda Martin  
Public Works Office Manager