

# Village Square Cooperative

## Deck Policy

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**This policy sets forth the requirements for the installation of a patio deck. Decks are not permitted to be installed in the fronts, only backs, and it must be understood that Village Square reserves the right to not permit a deck to be installed on every unit, based on utility and building configurations.**

### General Requirements

- The maximum finished size for a deck is 16X20 feet by two (2) feet high, measured from the lowest point of the yard. A one bedroom should not have a deck higher than the threshold of the back door.
- The deck boards must be a minimum of 1" in thickness.
- The outer edges of the deck must be completed in a finished wrap. The material used must be the same as the deck material. No exposed raw cut edges are allowed.
- Decks may not be attached to another deck in any way, and its size cannot impede another member access to their deck or fence, to perform routine maintenance.
- The perimeter sides and front beneath the deck can be left open, or can be enclosed with a removable decorative wrap.
- Landscaping may be added to the perimeter of the deck, but is not required. It is the Members' responsibility to maintain the landscaping to the cooperative's standards.
- Steps must be completed with a finished wrap. No exposed raw cut edges are allowed. They must also have a riser between treads with no open space. Step risers must be equal in height. Steps must be a minimum of 30" wide.
- Ground cover/treatment is required on all of the surface area covered by the deck. This is to prevent growth of any type of vegetation. A description of the ground treatment/cover must be included in the Alteration Permit.
- Acceptable structural materials include proper pressure treated exterior deck wood and vinyl decking (with lifetime warranty). Available approved vinyl deck options are attached. Other available vinyl deck material/finish options not listed are not permitted to be installed.
- Wood decks may be stained with a natural wood color that naturally occurs in nature (brown to soft gray), deck stain, or sealer. No non-wood color (green, purple, etc.) is allowed. No paint can be used.
- A composite/vinyl deck color must also conform to a natural wood color.
- Rails are optional for all decks.

- A deck that will be enclosed inside a fence must be finished as above. A fence does not take the place of a finished wrap around a deck. The finished fence must be no larger than the 16X20 foot yard space. All fence regulations apply.
- A deck screen can be no taller than 6'0" from natural ground level. It can be made of cedar or treated lattice (construction grade). The lattice must be framed on all four sides. A deck screen does not extend below the top of the deck, but may have a space between the deck and the bottom of the screen.
- Composite/vinyl decking must have a 25 year minimum warranty.
- A transferrable warranty is desirable for resale purposes. (for a composite/vinyl deck)
- Recommended deck brands include, but are not limited to: Trex, Timber Tech, Certain Teed
- Construction methods used for vinyl deck construction must conform to those prescribed by the manufacturer so as not to void the manufacturer's warranty.

### Alteration Permit

- Step 1: Members must submit an Alteration Permit which includes the following:
  1. Exact drawing of all deck dimensions
  2. Type of approved material to be used
  3. Description of ground cover/treatment
  4. Name of contractor
  5. Certificate of Liability and WC insurance for Contractor
  6. If deck will have perimeter sides wrapped, a description of the material and type of wrap that will be used
- Step 2: Upon preliminary approval, provided in written form to the Member, all appropriate building permits must be pulled and copies returned to the office, PRIOR to installation and/or job start-up. Upon receipt, the Member will receive permission to start the deck installation.
- Step 3: Upon job completion, a final inspection by and between the Contractor and Village Square is required. The Member is responsible for coordinating the inspection and notifying Village Square of said date. Upon final inspection PASS the Member will receive the final Alteration Permit as record of the approved Improvement. If the inspection does not PASS, the Member will be provided 30-days to remedy said deficiencies.
- Failure to comply with all steps of the Alteration Permit process will result in the Alteration not being approved in accordance with Cooperative policy, and Village Square reserves the right to have the alteration removed at the Member's expense.

## **Village Square Structural Property & Safety Requirements**

- The deck must have built in hinge or otherwise removal access over the unit's window well; if covered by any portion of the deck structure.
- The deck structure must be in compliance with all applicable city of Utica building codes
- The Member takes full responsibility (including financial) for any damage to the deck structure as a result of Village Square providing routine maintenance to items such as water spigots, dryer vents, sump lines, gutters and downspouts, window wells, irrigation lines and utility lines.
- Storage under the deck surface is not permitted.

8.0.0 UNDERGROUND UTILITIES ACKNOWLEDGEMENT LETTER

I, \_\_\_\_\_ OF \_\_\_\_\_  
Utica, MI 48317, do hereby acknowledge that I have been advised, and do understand,  
that my proposed or installed backyard fence, patio or deck will be/is located directly  
over buried utility easement which is held by DTE, Consumers Energy and SBC  
Ameritech.

I further acknowledge my understanding that in the event of a utility cable failure under  
my fence and/or deck, the utility company may remove or damage my fence and/or  
deck to gain access and effect repairs to the buried utility referenced above. I  
understand that in such an event, the Utilities Companies will accept no liability for the  
damage to my fence and/or deck. As an alternative, I understand that the utility  
company may elect to reroute their cable(s) in lieu of removing my fence, patio and/or  
deck, and invoice me for any costs, as the owner of the obstruction.

Finally, I acknowledge that Village Square Consumers Cooperative and its Management  
are not responsible for any costs which might be associated with the repair of  
underground utility cables buried under my backyard fence and/or deck.

\_\_\_\_\_, Member                      Date \_\_\_\_\_

\_\_\_\_\_, Management                      Date \_\_\_\_\_

**WOOD DECK  
VILLAGE SQUARE COOPERATIVE  
INSTALLATION ALTERATION PERMIT**

I hereby apply for permission to install the following major appliances and/or make the following alteration in or around my townhouse:

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**All contractors must include a copy of their liability and worker's compensation insurance certificate with the proposal for the alteration.**

Work to be performed by: \_\_\_\_\_ Contractor's License # \_\_\_\_\_

Cost and true value of work: \_\_\_\_\_ Completion date: \_\_\_\_\_

Will any openings be required through wall, windows, or roof? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify that this work will be performed in accordance with all applicable codes and regulations. (City, State, and Federal building codes)

I have attached a copy of the contractor's proposal. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have attached a copy of the contractor's insurance certificate. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have provided copies of the purchase receipts. \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Address and Unit Number \_\_\_\_\_

This permit requested above is hereby (granted \_\_\_\_\_) (denied \_\_\_\_\_)

**Property Manager**

The installation and/or alteration (is \_\_\_\_\_) (is not \_\_\_\_\_) an authorized improvement and betterment. If an authorized improvement, a value not to exceed \$ \_\_\_\_\_ shall be reflected on the books of the cooperative and in the transfer value of the applicant's membership. If not an authorized improvement, the member may be required to restore the unit to its original condition if the membership is transferred.

Extension of Completion Date: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

Reason for extension: \_\_\_\_\_

This permit is subject to all requirements of the by-laws, Occupancy Agreement and other applicable regulations; (City, State and Federal building codes).

This alteration requires a City Permit: \_\_\_\_\_ Yes \_\_\_\_\_ No

**MUST BE INSPECTED UPON COMPLETION FOR ALTERATION INSTALLATION PERMIT APPROVAL !!**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Property Manager, Village Square Cooperative

# DECK CONSTRUCTION GUIDE INFORMATION

CITY OF UTICA BUILDING DEPARTMENT (586) 739-1600

## Requirements for a deck permit.

1. Completed application plus:
  - A. Copy of valid drivers license.
  - B. Copy of Builders License and registered with the Township, if other than homeowner.
2. Two copies of plot plan indicating deck location and size and its distance from property lines and easements.
3. Two sets of construction plans ( similar to examples shown on back. Your sizes and components will vary in comparison to examples shown.)

## Setback requirements:

Decks cannot be built on any easement or right-of-way. Deck setback is dependent upon the zoning use district. Normally, a deck may project 8 feet into the required front or rear yard setback. The 8 foot dimension may be increased if the actual setback is greater than the required setback.

## Foundation:

Posts must be set a minimum of 42 inches below grade on undisturbed earth and backfilled with compacted pea stone. WARNING: Posts cannot be located in the backfill area, which is within 3 feet of the basement wall of recently built homes.

## Framing materials:

All wood must be pressure treated or naturally decay resistant, such as cedar or redwood. Material in contact with, or below the ground must be labeled as such. Composite material is acceptable for decking and non structural applications and must be installed per manufactures instructions.

## Fasteners and connectors:

All nails, screws, bolts, hangers, brackets and other fasteners and connectors must be hot-dip galvanized, stainless steel or labeled for specific use with all pressure treated wood.

## Framing requirements:

Design is based on a live load of 40 lbs & 10 lbs dead load per sq ft using No. 2 southern pine or better.

- A. Posts-Minimum size: 4"x4". Larger sizes may be required.
- B. Decking-Minimum size: 5/4, 2"x material or composite install per manufactures instructions.
- C. Beams:

	Size	Post Spacing	Joists-Clear span between beams.				
			Size	12" on ctr.	16" o.c.	19.2" o.c.	24" o.c.
(2)	2"x6"	5'-0"	2"x6"	10'-4"	9'-5"	8'-9"	7'-10"
(2)	2"x8"	7'-0"	2"x8"	13'-8"	12'-5"	11'-4"	10'-2"
(3)	2"x6"	7'-0"	2"x10"	17'-5"	15'-10"	14'-8"	13'-1"
(2)	2"x10"	9'-0"	2"x12"	21'-2"	18'-10"	17'-2"	15'-5"
(3)	2"x8"	9'-0"					
(2)	2"x12"	10'-6"					
(3)	2"x10"	10'-0"					

## Ledgers:

Must be secured to structure, (through the brick), with 1/2" bolts staggered, 10" to 36" on ctr. based on joist span.

## Handrails:

Required on side of stairs with 4 or more risers. Handrail height must not be less than 34" nor more than 38" measured vertically from the nosing of the tread. A guardrail may also be required at stairs, depending on height.

## Guardrails:

Required on decks where the deck floor is more than 30" above grade as measured 36" out from the deck. Height shall be a min. of 36" above floor and fixed seating with spindles spaced with less than 4" between them.

## Electrical:

A receptacle outlet, adjacent to the deck area, is required for decks 20 sq ft or greater.

## Inspections Required:

1. Post Hole: This is before posts are set. 2. Open Joist: This is prior to placement of decking. 3. Final: To verify completion with code requirements. Other inspections may be required.

**Note:** Permit verification will be made for all existing structures shown on the plot plan submitted. Permit application must be submitted for all structures where permits have not been previously obtained before issuing a deck permit. Per law, the current owner is responsible for obtaining permits and inspections for all structures.