

**HFCA  
Interior Work Notice**

Property  
Owner: \_\_\_\_\_

Highlands Falls address and lot #:  
\_\_\_\_\_

Telephone/fax/email:  
\_\_\_\_\_

Contractor's name/address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_



**HFCA Application for  
Exterior Maintenance Approval**

Property Owner: \_\_\_\_\_

Highlands Falls address and lot #: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Contractor's name/address: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Fines and assessments must be paid in full before the application will be approved.

Maintenance permit time limit is 3 months.

There will be a charge to the property owner of \$250 for each full month that work continues beyond the 3 month time limit. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

No fee is required.

No contractor compliance deposit is required

Applicable rules and regulations to be read and agreed to by owner and contractor in the ARC Guidelines are Sections A., C., D., and E. 1.

**Roofing**

type and color \_\_\_\_\_

Meets pre-approved list?	Y	N	Spark arrestor if wooden shakes used?
Y	N		

**Siding/paint/stain**

type and color \_\_\_\_\_

Meets pre-approved list?	Y	N
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Other exterior building materials to be installed and for what purpose.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below I have agreed to the conditions contained in and to abide by the rules and regulations of the Architectural Review Committee Guidelines.

Owner's signature and date: \_\_\_\_\_

Contractor's signature and date: \_\_\_\_\_

Approval of ARC representative and date: \_\_\_\_\_

(If applicable) Other Association Representative Signature \_\_\_\_\_

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



**HFCA Application for  
Exterior Remodeling within existing footprint**

Property Owner: \_\_\_\_\_

Highlands Falls address and lot #: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Contractor's name/address: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Fines and assessments must be paid in full before the application will be approved.

A remodeling within existing footprint permit time limit is 3 months. . Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge against the contractor's compliance deposit of \$250 for each full month that work continues beyond the 3 month time limit.

The permit fee is \$250.

The contractor's compliance deposit is \$1,000.

Applicable rules and regulations to be read and agreed to by owner and contractor in the ARC Guidelines are Sections A., C., D., E.2., and E.2.a.

Please describe the changes to be made including a description of exterior building materials to be installed and for what purpose. Please provide a copy of plans and specifications. Please address any of the following items if included in the construction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No work shall begin before the application is approved.**

**Date Paid**

Permit Fee \$250.00 \_\_\_\_\_

Total Due From Homeowner \_\_\_\_\_

**Time Extension Request (# of months)** \_\_\_\_\_

**ARC approval/denial by ARC Representative:** \_\_\_\_\_

**Date approval given:** \_\_\_\_\_

**Refundable Compliance Deposit Due From Contractor: \$1,000.00** \_\_\_\_\_

Date Refunded \_\_\_\_\_ Check # \_\_\_\_\_

If appurtenant structures added: location and materials described in plans  
lampposts, columns, walls, signs, mailbox, fences, retaining walls, parking area, rock  
columns, railroad ties, generator, HVAC compressor or heat pump located and screened

If included, driveway and carport criteria must be met

If baths/bedrooms added, (circle one) septic or sewer  
If septic, new permit included? Y N

Vent stacks located behind roofline from front

Roofing matches original? Y N Type and color? \_\_\_\_\_

Meets pre-approved list? Y N

Spark arrestor if wooden shakes used? Y N

Siding/painting matches original? Y N Type and color? \_\_\_\_\_

Meets pre-approved list? Y N

Concrete block, foundation walls, and chimneys stuccoed smooth and painted

Foundation walls properly screened w/ landscaping

If decks and porches are more than 6' above grade, the underside, if exposed to view, must  
be screened with wood lattice or landscaping

The compliance deposit will be refunded with interest upon completion of the items listed on  
the "Compliance Deposit Refund Checklist." If the compliance deposit is exhausted, the  
homeowner is responsible for any fees or fines thereafter.

If the application is rejected or canceled by the owner, in the sole discretion of the ARC a  
sum equal to the fees paid less expenses incurred by HFCA may be refunded.

By signing below I have agreed to the conditions contained in and agreed to abide by the  
rules and regulations of the Architectural Review Committee Guidelines.

Owner's signature and date: \_\_\_\_\_

Contractor's signature and date: \_\_\_\_\_

Approval of ARC representative and date: \_\_\_\_\_

(If applicable) Other Association Representative Signature \_\_\_\_\_  
Date: \_\_\_\_\_



**HFCA Application for Exterior Remodeling  
with Addition Under 1,000 square footage**

Property Owner: \_\_\_\_\_

Highlands Falls address and lot #: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Contractor's name/address: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Fines and assessments must be paid in full before the application will be approved.

A remodeling with footprint expansion under 1,000 sq ft. permit time limit is 6 months. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge of \$500 against the contractor's compliance deposit for each full month that work continues beyond the 6 month time limit.

The permit fee is \$500 plus \$2 per added heated or unheated sq foot and/or \$0.50 per added sq ft of decking.

The contractor's compliance deposit is \$1,500.

Applicable rules and regulations to be read and agreed to by owner and contractor in the ARC Guidelines are Sections A., C., D., E.2., and E.2.b.

In its sole discretion ARC may apply any or all of the requirements contained within F. New Construction depending upon the scope of the project.

Please describe the changes to be made including a description of exterior building materials to be installed and for what purpose. Please provide a copy of plans and specifications. Please address any of the following items if included in the construction.

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Heated and unheated square footage to be added \_\_\_\_\_

Decking square footage to be added \_\_\_\_\_

**No work shall begin before the application is approved.**

**Date Paid**

Permit Fee \$500.00  
Plus additional heated sq.footage of \_\_\_\_\_@\$2/sq.ft. \_\_\_\_\_  
Plus additional decking sq.footage of \_\_\_\_\_ @ \$0.50/sq. ft. \_\_\_\_\_  
Total Due From Homeowner \_\_\_\_\_  
**Time Extension Request (# of months)** \_\_\_\_\_  
**ARC approval/denial by ARC Representative:** \_\_\_\_\_  
**Date approval given:** \_\_\_\_\_

**Refundable Compliance Deposit Due From Contractor: \$1,500.00**

Date Refunded \_\_\_\_\_ Check # \_\_\_\_\_

**Tree permit must be obtained if there is tree removal  
Copies of county land disturbance application and permit and/or plan must be submitted.**

Setbacks maintained

If appurtenant structures added

location and materials described in plans  
lampposts, columns, walls, signs, mailbox  
fences, retaining walls, parking area, rock columns, railroad ties  
generator, HVAC compressor or heat pump located and screened

If included, driveway and carport criteria must be met

If baths/bedrooms added, (circle one) septic or sewer  
If septic, new permit included? Y N

Vent stacks located behind roofline from front

Roofing matches original? Y N Type and color? \_\_\_\_\_  
Meets pre-approved list? Y N Spark arrestor if wooden shakes used? Y  
N

Siding/painting matches original? Y N Type and color? \_\_\_\_\_  
Meets pre-approved list? Y N

Concrete block, foundation walls, and chimneys stuccoed smooth and painted. Foundation walls properly screened w/ landscaping

If decks and porches are more than 6' above grade, the underside, if exposed to view, must be screened with wood lattice or landscaping.

If there is a change in drainage, discharge requirements must be met. Erosion control required if applicable.

The compliance deposit will be refunded with interest upon completion of the items listed on the "Compliance Deposit Refund Checklist." If the compliance deposit is exhausted, the

homeowner is responsible for any fees or fines thereafter.

If the application is rejected or canceled by the owner, in the sole discretion of the ARC a sum equal to the fees paid less expenses incurred by HFCA may be refunded.

By signing below I have agreed to the conditions contained in and agreed to abide by the rules and regulations of the Architectural Review Committee Guidelines.

Owner's signature and date: \_\_\_\_\_

Contractor's signature and date: \_\_\_\_\_

Approval of ARC representative and date: \_\_\_\_\_

(If applicable) Other Association Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_



**HFCA Application for Exterior Remodeling  
with Addition over 1,000 square feet**

Property Owner: \_\_\_\_\_

Highlands Falls address and lot #: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Contractor's name/address: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Fines and assessments must be paid in full before the application will be approved.

A remodeling with footprint expansion over 1,000 sq ft. permit time limit is 6 months. Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

There will be a charge of \$500 against the contractor's compliance deposit for each full month that work continues beyond the 6 month time limit.

The permit fee is \$500 plus \$2 per added heated or unheated sq foot and/or \$0.50 per added sq ft of decking.

The contractor's compliance deposit is \$3,000.

Applicable rules and regulations to be read and agreed to by owner and contractor in the ARC Guidelines are Sections A., B., C., D., E.2., E.2.c., and App 1.

The owner and contractor are encouraged to meet with ARC rep and manager prior to start of project for substantial renovations.

In its sole discretion ARC may apply any or all of the requirements contained within F. New Construction depending upon the scope of the project.

Please provide a copy of plans and specifications which will be submitted to a consulting architect and/or engineer for review by the ARC. Please address any of the following items if included in the construction.

Heated and unheated square footage to be added \_\_\_\_\_

Decking square footage to be added \_\_\_\_\_

**No work shall begin before the application is approved.**

**Date Paid**

Permit Fee \$500.00 \_\_\_\_\_

Plus additional heated sq.footage of \_\_\_\_\_ @\$2/sq.ft. \_\_\_\_\_

Plus additional decking sq.footage of \_\_\_\_\_ @ \$0.50/sq. ft. \_\_\_\_\_

Total Due from Homeowner \_\_\_\_\_

**Time Extension Request (# of months)** \_\_\_\_\_



sum equal to the fees paid less expenses incurred by HFCA may be refunded.

By signing below I have agreed to the conditions contained in and agreed to abide by the rules and regulations of the Architectural Review Committee Guidelines.

Owner's signature and date: \_\_\_\_\_

Contractor's signature and date: \_\_\_\_\_

Approval of ARC representative and date: \_\_\_\_\_

(If applicable) Other Association Representative Signature \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_



## HFCA Application for New Construction Approval

Property Owner: \_\_\_\_\_

Highlands Falls address and lot #: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

Contractor's name/address: \_\_\_\_\_

Telephone/fax/email: \_\_\_\_\_

NC License #: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Heated Sq. Ft. \_\_\_\_\_

**Fines and assessments must be paid in full before the application will be approved.**

Applicable rules and regulations to be read and agreed to by owner and contractor in the ARC Guidelines are Sections A., B., C., D., F. and App. 1.

It is strongly urged that the owner and architect/landscape designer meet with representatives of the ARC early in the design process to avoid problems that might arise should the design not meet Highlands Falls criteria.

**No work shall begin before the application is approved.**

A construction application is not complete until preliminary plans have been submitted and a meeting between the owner, his/her contractor, ARC representatives, and the HFCA Manager with these plans as the subject has been concluded. Final ARC approval will require submission of plans which have received pertinent building authority approval. To avoid expensive changes due to failure to meet HFCA criteria, there should be no significant difference between the preliminary plans which have been reviewed with ARC and those which are submitted for building authority approval.

New construction must commence within 90 days of approval.

The exterior structure, site work and landscaping to control erosion must be completed within 12 months. . Extensions may be requested as described in C. Guidelines for All Construction (Remodeling and New), item #17.

**There will be a charge against the contractor's compliance deposit of \$500 for each full month that work continues beyond the 12 month time limit.**

Final completion, issuance of certificate of occupancy by the County, and issuance of certificate of completion by HFCA must occur no later than eighteen (18) months from the start of construction.

NEW CONSTRUCTION REQUIRES THE FOLLOWING:

- 1) Preliminary plans meeting which includes owner, contractor, ARC representative, and HFCA Manager
- 2) Completed application

- 3) Copy of NC Contractor's License (Intermediate level or above)
- 4) Copy of Contractor's Certificate of Insurance naming Highlands Falls Community Association as additional insured.
- 5) 2 copies of stamped drawings plans approved by the County Building Official.
- 6) Copies of county land disturbance application and permit and/or plan.
- 7) Topographical site plan drawn to scale and showing items on the following list.
- 8) Specifications include items on the following list.

9) Fees:

		<u>Paid</u>	<u>Date</u>
a) Plan Submission	\$1,500		
b) Wastewater Impact	\$2,000		
c) Water Impact	\$2,000		
d) Road Impact* \$3 per sq. ft			

**Time Extension Request (# of months)** \_\_\_\_\_

**ARC approval/denial by ARC Representative:** \_\_\_\_\_

**Date approval given:** \_\_\_\_\_

- 10) Deposits To Be Held
- a) Contractor Compliance Deposit \$2 per heated square foot \_\_\_\_\_  
(\$4,000 minimum)
  - b) Landscape Deposit \$1,500 \_\_\_\_\_

\*The road impact fee of \$3 per sq. foot is applicable to the first 100 loads of concrete, fill dirt or retaining materials. Additionally, for construction that requires above-average concrete foundation work, extra fill dirt, gravel or retaining materials, a fee of \$100 for every load over 100 will be charged against the contractor's compliance deposit, not to exceed \$15,000. All new construction fees must be paid at the time of application submission, including the truck fees as estimated at the time of plan submission.

The compliance deposit will be refunded with interest upon completion of the items listed on the "Compliance Deposit Refund Checklist." If the compliance deposit is exhausted, the homeowner is responsible for any fees or fines thereafter.

If the application is rejected or canceled by the owner, in the sole discretion of the ARC a sum equal to the fees paid less expenses incurred by HFCA may be refunded.

### **TOPOGRAPHICAL PLAN CHECKLIST**

- 1) set-backs
- 2) surface run-off direction with arrows
- 3) grading and drainage
- 4) drainage piping as needed
- 5) erosion control measures
- 6) streams
- 7) all tree and vegetation removal
- 8) electrical, telephone, and cable service lines as applicable
- 9) water system as applicable:
  - a) water connection at HFCA water service box
  - b) water line
- 10) sewer system as applicable:
  - a) gravity sewer line
  - b) sewer tank, pump, line, gate and check valves
  - c) septic tank and field

- 11) house footprint
- 12) port-a-john location
- 13) sidewalks and driveway areas and their drainage
- 14) culvert and headwall if applicable
- 15) appurtenant structures as applicable:  
     lampposts, columns, walls, signs, mailbox, fences, retaining walls, parking area,  
     rock columns, in ground or screened gas tank, generator with screening, HVAC  
     compressor or heat pump located and screened.
- 16) house location on adjacent lots
- 17) webbed fencing

**SPECIFICATIONS CHECKLIST**

- 1) all exterior materials and exterior colors and provide samples if not on pre-approved list
- 2) type and color of roofing materials and provide samples if not on pre-approved list
- 3) all specifications for the sewer system as applicable:
  - a) pressure sewer system shall require:
    - 1) check valve
    - 2) line of 2" pvc schedule 40
    - 3) minimum 2 horsepower lift station pump
    - 4) minimum 500 gallon lift station tank
- 4) design and materials as applicable for:
  - fences
  - walls
  - lampposts
- 5) screening for gas tank, generator, HVAC compressor/heat pump as applicable

By signing below I have agreed to the conditions contained in and agreed to abide by the rules and regulations of the Architectural Review Committee Guidelines.

\_\_\_\_\_

NC Contractor's Name & Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Owner's Name & Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Architectural Review Committee Representative's Name & Signature & Date