

**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.

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.

		<u>Date Paid</u>
Permit Fee	\$250.00	_____
Total Due From Homeowner	_____	
Refundable Compliance Deposit Due From Contractor:	\$1,000.00	_____
Date Refunded _____ Check # _____		

No work shall begin before the application is approved.

**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. 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.

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	_____	_____

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: _____

**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. 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.

		<u>Date Paid</u>
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	_____	
Refundable Compliance Due Deposit From Contractor:	\$3,000	_____
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 major landscaping is included, a plan and a landscaping application must be submitted.

If there is a change in drainage, discharge requirements must be met.

Erosion control is required.

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: _____

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.

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) Environmental Impact	\$1,000		
c) Wastewater Impact	\$2,000		
d) Water Impact:	\$2,000		
e) Road Impact* \$3 per sq. ft			

9) 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