

HFCA Application

(Highlight or Circle One of the following)

- Exterior Maintenance
- Exterior Remodeling within the existing footprint
- Exterior Remodeling with Addition under 1,000 square feet
- Exterior Remodeling with Addition of 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: _____

Accounts and Assessments must be paid in full before the application will be approved.

ARC GUIDELINES detail all applicable rules and regulations. RULES ARE ATTACHED TO THIS APPLICATION.

*NOTE: ARC approval does not warrant that the project described in this application meets or exceeds applicable minimum Macon/Jackson County building/structural requirements.

A tree permit must be obtained if there is a tree removal

Copies of the county land disturbance application and permit and/or plan must be submitted.

(NO ARTIFICIAL TURF IS ALLOWED).

- Tree Permit Y N Landscape Lighting Y N Both must have prior approval
- Setbacks maintained: **Setbacks:** All building setbacks must be observed or a specific variance sought from the ARC before construction begins. The setbacks are:
 - a. Twenty-five (25) feet from the front lot line in Section I and thirty-five (35) feet in Section II.
 - b. Ten (10) feet from side and rear lot lines in Sections I and II, EXCEPT, thirty (30) feet from the rear lot line when abutting the golf course or a lake in Sections I and II.
- 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 are 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

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 the plans and specifications. Please address any of the following items if included in the construction.

- 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.

Compliance Deposits will be refunded upon completion of the items listed on the "Compliance Deposit Refund Checklist and ARC 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.

❖ **Exterior Maintenance Application:**

- No fee is required.
- No contractor compliance deposit is required

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.

❖ **Exterior Remodeling within Existing Footprint:**

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 \$50.
- The contractor's compliance deposit is \$1,000.

No work shall begin before the application is approved.

Date Paid

Permit Fee due from Homeowner

\$50.00

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 # _____

❖ **Exterior Remodeling with Addition Under 1,000 square footage:**

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 dependent upon the added sq. footage 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.

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.

Permit Fee Schedule addition under 1000 sq. ft.:

(Under 100 sq. ft.) @ \$50, (100-250 sq. ft.) @ \$100, (251-500 sq. ft.) @ \$200, (501-750 sq. ft.) @ \$300, and (751-1000 sq. ft.) @ \$400.

Date Paid

Permit fee @ _____

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 # _____

❖ **Exterior Remodeling with Addition Over 1,000 square footage:**

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.
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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 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 _____

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.

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 Due Deposit From Contractor: \$3,000 _____

Date Refunded _____ Check # _____

By signing below I have agreed to the conditions contained in and acknowledge that you've received the RULES FOR CONTRACTORS AND WORKERS.

Owner's signature and date: _____

Contractor's signature and date: _____

Approval of ARC representative and date: _____

(If applicable) Other Association Representative Signature _____

Date: _____

**RULES FOR CONTRACTORS AND WORKERS
HIGHLANDS FALLS
OFFICE: 828-526-2203
24-HOUR SECURITY: 828-526-4161**

HIGHLANDS FALLS WORKING HOURS

8:00 AM – 6:00 PM MONDAY – FRIDAY

SATURDAY UNTIL 4:00

SUNDAY – None (BOD 10/11/1993)

No construction or related activity is permitted on Sundays or observed holidays. Emergencies are exceptions.

***The contractor is responsible for all activity on the job site, including, but not limited to:

TRIMMING, TREES, EXCAVATION

No topographic or vegetation characteristics of the property shall be altered by removal, reduction, cutting, excavation, or any other means without the prior written approval of the HFCA Office. **Failure to obtain permission could result in fines up to \$500.00 per incident. (NO ARTIFICIAL TURF IS PERMITTED).**

VEHICLES AND EQUIPMENT

- Vehicles must observe the following speed limits: for all trucks, work vans, and equipment - 20 mph; for automobiles - 25 mph
- Workers' vehicles shall be parked off the road and on the job site whenever possible. Parking on road shoulders may be allowed with approval from the HFCA Manager; the contractor is responsible for repairing any damage as determined by HFCA. No overnight parking.
- Paint and other harmful material disposal MAY NOT be disposed of into the HFCA sewer system or buried or dumped in Highlands Falls. **A \$500 per occurrence fine will be imposed for each violation.**
- Job Sites must remain clean of garbage at all times. Contractors must either provide adequate waste containers or remove trash and debris on a regular basis.
- Loud noise, other than that associated with normal construction, is not allowed.
- Excessive construction noise, such as jackhammering, will only be permitted for twelve (12) working days without prior permission.
- Dogs and other animals are not allowed on job sites.
- Children under the age of twelve (12) are prohibited on all working job sites.
- **OPEN BURNING IS NOT PERMITTED.**