

New Home Builder Package for Lakewood

Welcome to Lakewood and the Process for New Home and Landscape Approval! We take the building of your home serious and want to make sure this process is smooth, expedient, and transparent for everyone. We have designed this packet to achieve this goal. We want to remind you that **EVERY AGREEMENT MUST BE IN WRITING!**

Lakewood is a special and unique neighborhood because we wish to emphasize the *preservation* and *enhancement of the natural* beauty of this site. Plus, the *quality of design elements*, in our homes, our landscape and our improvements is vital to this endeavor. We want to ensure an *individual* approach to the appearance of our homes, a *creative* appearance with an *innovation* use of materials. *Architectural elements* are desired, as in special brick design(s) or, stonework, or other architectural accents and features.

We are looking for a *unique* design quality and a *significant* emphasis on the physical site of the home, the driveway, and other elements.

The landscape plan should take into account the *appeal of curved lines, annual beds of color, evergreens and a variety* of plant material - of a relatively mature size when planted.

Lakewood requires *harmony*, with a variety of homes, landscapes and elements, blending together yet having individuality.

Our homeowners, of course, have made a life investment here, and we wish to maintain the financial integrity of Lakewood for the future.

These are the elements the ACC will be evaluating when reviewing your home plans.

You are welcome to attend the ACC meeting in which your plans are being presented

This Packet should provide all needed information for you to begin your Application. We have attached the checklist that goes in order of what is to be done at each step of building your new home.

The Architectural Control Committee will be notified and will invite you to the first scheduled meeting at which your plans will be considered. Be certain to label ***all*** materials/samples with the Lot Number and Owner/Builder name and, complete all forms and fees as shown.

This process may take several weeks depending on the supply of requested materials, changes that are on-going between builder and owner, meeting schedule for the ACC, review of plans by outside professionals and unknown circumstances.

If you have questions, please refer them to Hecht via email to ehurd@hechtpropertymgmt.com

ACC New Home Checklist

Lot owner responsible for ACC responsible for

- Deliver to Architect:
 - o Schedule A (Preliminary Design Approval)
 - o Variance Application (As needed)
 - o Materials & Samples
 - o Building plans
- Deliver to Hecht:
 - o Schedule A (Preliminary Design Approval)
 - o Variance Application (As needed)
 - o Building plans
 - o \$650 architect fee (includes landscape architect fee)
- ACC meeting scheduled
- Invitation to lot owner/builder to attend ACC meeting
- Plans distributed to ACC members
- Meeting circle one(Approve/Deny/Conditions)
- Document on Schedule A2/A3
- Notify owner, include Schedule A
- Deliver to Hecht:
 - o Schedule B (Final Design Approval) (30 days to respond or plans are approved as is)
 - o 2 final building plans
 - \$325 if plans need to be resubmitted to architect
 - o 2 site plans
 - o 2 erosion control plans
 - o Schedule B-1 (Construction Escrow Information Sheet)
 - o \$1000 construction escrow deposit
 - o \$6468.84 grinder pump installation fee
 - o \$207.86 annual grinder pump inspection fee
- ACC meeting scheduled (as needed)
- Invitation to lot owner/builder to attend ACC meeting (as needed)
- Meeting (as needed)

**If plans are denied, owner needs to start process all over, including another check for \$325 to pay the architect to review new plans.

- Site staked
- Deliver to Hecht: Schedule C
- Inspection of lot (See Site Staked Inspection Checklist)
- Clear lot
- Deliver to Hecht Schedule C1 (Erosion Control Plan)
- Inspection of lot (See Site Cleared Inspection Checklist)
- Deliver to Hecht: (2)Preliminary Schedule D1's (Application for Landscape Approval)
- ACC meeting scheduled
- Invitation to lot owner/builder to attend ACC meeting
- Plans distributed to ACC members
- Meeting circle one (Approve/Disapprove/Conditional)
- Notify lot owner, include Schedule D1

****Before exterior of home is completed (ie. Brick/siding/stucco etc) If the exterior of the home is completed we need to send a letter requesting their Schedule D. If Schedule C is not submitted within 10 days of letter, we start fining their escrow account, see section 7.4 in ACC Guidelines****

- Deliver to Landscape Architect:
 - Preliminary Schedule D (Landscape Plans and Specifications Approval)
 - Landscape plans
- Deliver to Hecht:
 - Preliminary Schedule D (Landscape Plans and Specifications Approval)
 - Landscape plans
- Set up ACC meeting
- Invite lot owner to meeting
- Meeting circle one(Approve/Deny/Conditions)
- Final Schedule D (Landscape Plans and Specifications Approval)
- Set up ACC meeting (As needed)
- Invite lot owner to meeting (As needed)
- Meeting circle one(Approve/Deny/Conditions)
- Notify owner, include Schedule D
- Schedule E (Final Inspection/Deposit Refund)
- Set up ACC walk thru
- Final ACC Inspection (see Final ACC Inspection Checklist)
- Finish filling out Schedule B-1(Construction Escrow Information)
- Inform Hecht of refund amount, include Schedule B-1 & E
- Notify Welcome Committee

Lakewood, Denver, North Carolina

To begin the Approval Process for the Lakewood Architectural, Landscape and Lake Buffer Guidelines, submit this form.

Lot Number _____ Owner Name _____ Date _____

Applicant Address _____

Telephone: Cell _____ Other _____ Fax _____

Email _____

Builder Name _____ Cell _____ B: _____

Email _____ @ _____

Check these off as you collect the information:

___ receipt of \$650.00 payable to Lakewood HOA ___ check # _____ Bank _____

___ 2 complete sets of architect designed house plans, including schedule of materials and rendering of façade as it will be built, mark locations of utility connections, electric and gas meters, main fuse box and any other known attachments.

___ Samples All Samples must be marked with Lot Number and Builder/Owner Name and, the location of each item clearly marked on the Samples and the Plans with the letters shown below. Samples may be color photographs.

	Materials	Color
a.Foundation	_____	_____
b.Primary Exterior Veneer	_____	_____
c.Secondary Exterior Veneer	_____	_____
d.Exterior Trim	_____	_____
e.Front Door	_____	_____
f.Shutters	_____	_____
g.Garage Door	_____	_____
h.Roof	_____	_____
i.Windows	_____	_____
j.Driveway, Walkway	_____	_____
k.Columns	_____	_____
l.Fascia	_____	_____
m.Roof Structures/Vents	_____	_____
n.Gutter/Downspouts	_____	_____
o.Other	_____	_____

SCHEDULE A - Application For Preliminary Design Review

___ 2 site plans using 1"= 40', with location dimensions and materials on the Building Envelope Lot Plan to show:

___ House and Improvements as Garage, decks, patios, play equipment, out buildings, etc.

___ Front, rear, and side yard setbacks

___ Driveway, sidewalks, and easements as shown on recorded plat

___ Fences, walls, including retaining walls and silt fences, location of chemical toilet

___ Heated Finished Square Footage

Unheated Square Footage

1st Floor

2nd Floor

Basement

Garage, decks, porches, other

TOTAL

___ Ceiling Heights, interior ___ 1st floor, ___ 2nd floor ___ basement

___ Roof pitch(s) _____

___ Garage is for ___ cars Is there a parking bay that allows access for all cars at this home? ___yes ___no

Estimated Start Date _____ Estimated Completion Date _____

Comments, if you wish (continue on back if necessary)

I, _____ certify that I have contacted Lincoln County Building Inspection Department and my house plans do comply with all Lincoln County Laws, Rules, Codes, Standards and Regulations.

I, further agree comply with the Declarations of Lakewood and the Architectural, Landscape and Lake Buffer Guidelines and also certify that all content of Schedule A is accurate. Any undecided elements will be completed within 15 days of this date.

No Construction may begin without written authorization by the Board.

The ACC will review your Submittal and respond as quickly as possible. All materials first go through review by our Architect and then the ACC committee.

The ACC may request or require changes.

VARIANCE APPLICATION

Lot No _____ Name _____ Date _____

Type of Variance _____

Reason Variance Requested _____

ACC APPROVED _____ Date _____

ACC NOT APPROVED _____ Date _____

Comments _____

SCHEDULE A1 - Design Review Not Approved

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ DATE _____

ACC required changes for plans and specs:

ACC requested changes for plans and specs:

Your plans and samples have been returned to Hecht Property Management for you to use to respond back to the ACC.

If samples have been approved, you may keep those.

Refer questions to ehurd@hechtpropertymgmt.com

SCHEDULE A2 - Design Review Approved

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ DATE _____

____ Your Design Review has been approved.

Please submit Schedule B, B1 and C to Hecht Property Management office

ACC Approved by _____ **Date** _____

SCHEDULE B - Application for Final Design Review

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ Date _____

____ \$1,000.000 made payable to Lakewood HOA _____ check # _____ Bank

For Construction Escrow Deposit

____ \$6,468.89 made payable to Lakewood HOA _____ check # _____ Bank

For Sewer Grinder Pump Installation Fee

____ \$207.86 made payable to Lakewood HOA _____ check number _____ Bank

For Grinder Pump Maintenance Annual Fee

Please provide the following:

___ Final Site Plan (1' = 40')

___ Grading plan with 2' contour topography, showing proposed drainage plan.

___ house and all improvements

___ Front, rear, side yard setbacks dimensioned, and utility easements as shown on recorded plat

___ Final house elevations, all sides

___ Final House plans, all elevations

I, _____ certify that I have contacted Lincoln County Building Inspection Department and my house plans do comply with all Lincoln County Laws, Rules, Codes, Standards and Regulations.

I, _____ further certify that all Schedule A pre-approved samples, plans, diagrams, designs, changes, etc. are firm and expected to be built as previously shown., unless a change order is provided to the ACC and accepted.

If items are not decided, list them here _____

ACC _____ Date _____

SCHEDULE C - Site Inspection Request and Permission to Begin

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder/ Name _____ Date _____

Once Final Design and Specs approvals have been granted by the ACC, the Owner or Representative may stake the Lot for review and approval by the ACC, PRIOR TO COMMENCING ANY CONSTRUCTION WORK, including grading. After such staking of the Lot has been completed, Owner or Representative shall request the ACC to make a Site Inspection prior to the beginning of clearing and construction work. Site Inspection will be within 7 business days of the date the request is received. We will contact you by email to set the date to walk the lot.

Staking shall be a continuous ribbon encircling the area to remain undisturbed, and any additional trees to remain undisturbed located outside the encircled area shall be ribboned individually or in groups.

Mature trees located outside the Building Envelope and Lake Buffer may not be cut, damaged or removed without written approval of the ACC. Refer to the Guidelines re tree size.

Items to Stake: Building Setbacks, Lake Buffer Location, Side Yards

Items to Locate: Clearing Limits, Placement of Excavation Materials, Protection of Water Meter, Sanitary Sewer Boxes, Construction Entrance, Toilet, Trash Containers, Erosion Control Measures

Clearing and construction work may begin only with WRITTEN AUTHORIZATION from ACC.

Site Inspection by ACC _____ Date _____

Review comments _____

PERMISSION TO START by ACC _____ Date _____

Site Staked Inspection

- _ Lot owner requests inspection (Inspection must be done within 7 business days of request)
- _ Setup ACC Inspection
- _ Notify lot owner
- _ Consult Section 2 of ACC Guidelines

Checklist:

- _ Building setbacks (as per stakes)
- _ Lake Buffer Area Location (as per stakes)
- _ Side Yards (as per stakes)
- _ Clearing limits
- _ Protection of water meter and sanitary sewer boxes

Discuss where the following may go:

- _ Location of construction entrances
- _ Placement of excavation materials
- _ Location of temporary toilet
- _ Location of trash containers
- _ Erosion Control Measures
 - o Silt fences
 - o Hay bales
 - o Diversion swales
 - o Stone filter dams

SCHEDULE C1 - Erosion Control Plan

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ DATE _____

Using a Site Plan, locate and describe your Erosion Control Plan. This must be approved prior to any earth-disturbing operations on any Lot

Recommendations or requirements vary from Lot to Lot and are based on terrain, soil conditions, vegetation, drainage, proposed cuts and fills and other conditions that impact the erosion and sediment disturbance for the Lot.

The first Lot operation is the construction of a stone construction entrance, preferred to be at driveway location and extending a minimum of 50 feet from the roadway.

Silt Control devices may require a diversion ditch and rock or stone filter dam, silt fence, hay bales, etc.

Water runoff lines need to be located and care taken that control is handled in such a manner as not to adversely affect neighboring Lots or the Lake. This is a conceptual Drainage Plan.

Your comments _____

ACC Approval by _____ Date _____

ACC Comments:

Site Cleared Inspection List

- _ Lot owner requests inspection (Inspection must be done within 7 business days of request)
- _ Set up ACC Inspection
- _ Notify lot owner
- _ Consult Section 2 of ACC guidelines & Schedule F

Checklist:

- _ Building setbacks (as per stakes)
- _ Lake Buffer Area Location (as per stakes)
- _ Side Yards (as per stakes)
- _ Clearing limits
- _ Placement of excavation materials
- _ Protection of water meter and sanitary sewer boxes
- _ Location of construction entrances
- _ Location of temporary toilet
- _ Location of trash containers
- _ Erosion Control Measures
 - o Silt fences
 - o Hay bales
 - o Diversion swales
 - o Stone filter dams

SCHEDULE D - Application For Landscape Approval

To Be Submitted Prior to Exterior of Home Completion or,

For Changes to Existing Home Landscapes

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ DATE _____

Owner/Builder Telephone _____ Email _____

Landscape Contractor _____ Telephone _____

Landscape Architect/Designer _____ Telephone _____

Landscape Start Date _____

This Plan is for _____ Preliminary _____ Final _____ Upgrade

Please attach 2 complete site plans, according to Guidelines 7.5, all plant materials by name and size, all grading work to be performed, any trees to be removed, retaining walls or other structures, attention to drainage issues, required screenings, sod location, irrigation systems, lighting, etc. Include pictures of structures and other items that make your plans easier to review.

Refer to all Guidelines regarding Landscape and Recommended Plants for our area. Refer to 8 regarding trees, 9 regarding minimum plant requirements, expenditures and for plant distribution.

Does this require cutting of large trees? If so, explain _____

Landscape Design Review.

___ Approved with the following required changed _____

___ Not approved due to _____

ACC Review:

___ Approved with condition that the site plan represents the exact plan that is to be completed, per Site Plans and inspection.

___ Approved with the following required change _____

___ Not approved due to _____

ACC Inspection Date _____

FINAL REVIEW _____ Approved _____ Not Approved

ACC _____ Date _____

SCHEDULE E - Request for Final Inspection/Deposit Refund

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ Date _____

Requested date of Inspection _____

I, _____ do certify, in good faith, that the contracted structure on said Lot does conform to the Standard Building Code, local Codes and the ACC requirements and standards and the Final Plans as approved by the ACC. All site work, landscaping, cleaning, removal of temporary utilities, etc. and repair of damage to rights of way and common areas have been implemented. Enclosed is a certified copy of a survey showing as-built dock/pier location, if applicable.

This constitutes a request for return of Construction Escrow Deposit.

_____ Escrow Deposit Returned in full , \$ _____

_____ Partial Refund. \$ _____

Reason for Withholding _____

By ACC _____ Date _____

SCHEDULE F - Lakeshore, Pier, Etc. Application

Lakewood, Denver, North Carolina

Lot Number _____ Owner/Builder Name _____ Date _____

Shoreline Stabilization Type: ___ Rip Rap ___ Type of Rock _____
 ___ Block/Masonry
 ___ Planting _____
 ___ Other _____

Using Site Plan, with 1" = 40', indicate heights, colors, elevations , walls, limits of clearing, vehicular access points

Attach copies of all approvals, permits from applicable agencies

Attach pier plan, showing materials and design

Additional comments; _____

Contractor for work _____ Phone _____

=====

ACC Comments _____

ACC _____ Date _____