

**ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION TO CONSTRUCT A NEW HOME**

Please note: The Arboretum Architectural Review Committee (ARC) is required to approve all building plans prior to initiating construction of a new home. Have questions regarding the application? Please contact the ARC.

Please see the attached ARC "Requirements for New Home Construction," and submit required documents along with this application.

Property Owner _____ Date _____

Current Address _____

Phone _____ Email _____

Arboretum Street Address _____ Lot # _____

Builder's Name _____ Licence# _____

Builder's Address _____

Builder's Phone _____ Builder's Email _____

Anticipated date for initiation of construction _____

Estimated completion date _____

Attachments: ARC Requirements for New Home Construction; ACA Tree Policy; ACA Fine Schedule

Please return application form to the Architectural Review Committee mail slot in the Arboretum Clubhouse, or mail to ARC, 122 Flowering Bridge Path, Caswell Beach, NC 28465.

ARBORETUM COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

REQUIREMENTS FOR NEW HOME CONSTRUCTION

These requirements may have been amended since last printing. It is advised that you request an updated copy. Written response to your "Application to Construct a New Home" will be given within ten (10) days of receipt. Timely response is necessarily conditioned on timely provision by homeowner or representative(s) of information necessary for the ARC review.

Please be advised: For all ACA/ARC associated matters, the homeowner is ultimately responsible for all incidences related to non-compliance and damages, including any and all restorations and any associated fines.

Your application must include the following submissions:

- 1) A copy of your deed showing property ownership and acknowledgement of required compliance with Arboretum Restrictive Covenants and Bylaws.
- 2) A current survey map of your lot, with relevant boundaries, building setback lines, and pin locations indicated on the survey map and on the site.
- 3) Calculations of the impervious square foot area for residence, driveway, and walkways. The allowable built-upon impervious surface area per home site within the Arboretum cannot exceed 4,871 square feet.
- 4) Two (2) sets of floor plans, drawn to a scale of 1/4 inch to the foot, all elevations, drawn to a scale of not less than 1/8 inch to the foot. No dwellings under 1600 square feet, and 1200 square feet for the ground floor of a two-story building, or a dwelling exceeding 2.5 stories (35 feet) in height are permitted, except as provided in the Restrictive Covenants.
- 5) Two site maps: One that displays the location of buildings, driveways, parking areas, walkways, piers, exterior air conditioning, exterior heating units, and propane tanks, (Please note: All trash-storage areas, on-ground propane tanks, and above-ground air conditioning and heating units must be screened.), and a second site map, that displays all trees on the property, with those proposed for removal marked with a red circle. The ARC will review this map and the property, and will mark those trees approved for removal with an 'X'. The ARC will return a copy of the marked-up map to the owner or contractor so that it may be consulted when removing trees from the property.
- 6) Information on color and materials for construction, including foundation, siding, windows, roof, porches, decks, piers, walkways, and driveways.

- 7) Landscaping plans that satisfy minimum requirements of foundation, planting, ground cover, etc. If the total landscaping plan is to be phased in, all phases, to include the minimum required phase, must be submitted for approval with your application. Please note: Minimal landscaping requirements must be met within ninety (90) days of occupancy, except where this would require planting during the months of June, July, or August.
- 8) The names, addresses, and telephone numbers of the intended architect and/or builder. The name, address, and telephone number of the person responsible for making decisions regarding Restrictive Covenants and Bylaws or regulation-related issues if different from the intended architect or builder. **Please note: The Chair of the Architectural Review Committee (ARC) must be promptly advised of any change in builder, architect, or responsible person.**
- 9) Contractor's Certificate of Insurance covering both liability and workman's comp, and license number.
- 10) The proposed schedule for start and completion of construction and landscaping.
- 11) A deposit of two thousand dollars (\$2000) must be submitted as a compliance, damage, and completion bond, payable to the Arboretum Community Association at the same time as submission of the "Application to Construct a New Home." Fines imposed for noncompliance with Arboretum Community Association's Restrictive Covenants and Tree Policy may be assessed against the above bond. However, fines (see Arboretum fine schedule) and assessments of other actions for noncompliance, are not limited to the amount of the compliance, damage, and completion bond. Fines in excess of the \$2000 bond will be levied. Any balance of the bond will be refunded upon issuance of the Certificate of Occupancy and finding by the Architectural Review Committee that there have been no unrepaired damages to the common areas or other home sites, that the required landscaping has been completed, and there has been compliance with the regulations of the ARC.

The following must be accomplished:

1. The footprint of the dwelling, along with any walkways, piers, and driveways, must be outlined on the lot using rope or string. Trees that are less than twelve (12) feet from the dwelling perimeter or within three (3) feet of driveways, piers, decks, or walkways may be removed. Prior to removal of any trees, trees proposed for removal must be marked with a white ribbon or band so that their location may be viewed by the ARC. **All tree removals must be approved by the ARC.** A tree approved for removal will be marked with red ribbon by the ARC. Tree removal without ARC permission is subject to fine and possible required replacement. The ARC will use the tree site map to determine if non-approved trees have been removed.
2. Any modification of submitted plans, including expansion or exterior renovation, must be submitted for review and approval by the Architectural Review Committee.

3. Compliance with the latest building and tree removal requirements of the Town of Caswell Beach and applicable CAMA and NC Division of Water Quality and storm water regulations.

After review of the application and homesite, the ARC will make an appointment to meet with the builder and homeowner, if available, to review the new home plans, the "ACA and ARC Requirements for New Home Construction," "Regulations for Contractors, Subcontractors, and Suppliers," and any other information pertinent to the new home construction. At that time, the ARC chair will request homeowner and/or representative signature on a "Memorandum of Acknowledgement," confirming that the ARC chair has reviewed with the homeowner and builder the procedures and regulations pertinent to the construction of a new home in Arboretum community, and further, that the homeowner and builder agree with and will conform to these regulations, and that the homeowner and or representative will accept penalties as explained for violations thereof.

Please note: The ACA Board serves as a board of appeal for ARC denials of approval. The appellant should first request in writing a review of the action by the ARC. The ARC will respond to this request within ten (10) days and may request a meeting with the appellant. If the matter is not resolved to the appellant's satisfaction, he/she may appeal in writing to the Arboretum Board of Directors within 10 days of the ARC's appeal decision. The Board will act on the appeal within twenty (20) days after receipt of the appeal. The Board may request a hearing in which the appellant and the Chairperson of the ARC will attend. The decision of the Board is final. However, certain circumstances may require outside counsel.