

NEW CONSTRUCTION APPLICATION AND APPROVAL PROCESS

The review procedure for new construction is divided into four (4) steps, the first of which is optional, but recommended. The Applicant is responsible for initiating each step.

STEP ONE- CONCEPT APPROVAL

a. Concept Approval (Optional). Concept Approval is recommended but not required. This process is provided for convenience of Applicants in processing their Final Plan Approval Application of their construction without modification. An Applicant may submit preliminary or conceptual drawings and specifications and other information to the ARC for Concept Approval prior to preparing and submitting detailed plans and specifications for Final Plan Approval. A Concept Approval is not to obtain approval for commencement of construction and must contain the following:

b. Concept Site Plan: (2 sets at minimum 1/8" = 1.0' scale) showing the location of the house, driveway, walks, property lines, easements, setbacks, and all trees over twenty (20) inches in diameter at chest height. [While optional at this stage, distances from the house foundation to the property lines and a survey, by a licensed surveyor, of the property will be a requirement for the final review as outlined in Step Two below.]

c. Concept Floor Plan: (2 sets at minimum 1/8" = 1.0' scale) showing the layout of spaces for all levels of the proposed building.

d. Concept Exterior Elevations: (2 sets at minimum 1/8" = 1.0' scale) showing design, including the front, rear and side elevations of all structures (including accessory structures), together with the complete description of materials and colors.

e. Such additional information as requested by the ARC.

STEP TWO- FINAL PLAN APPROVAL

A request for Final Plan Approval must contain the following:

a. Application and Review Fee (If not paid at Concept Approval)

(Rates may be adjusted from time to time based upon the 'fair market value' for the professional services required.)

1. New Construction Review

Base Charge \$650 - \$1,000 depending upon size of home. (This fee covers Association Expenses for Concept Approval, Final Plan Approval, Staking Inspection and Final Inspection, which necessitate the use of a licensed architect. Also includes resubmissions and additional inspections resulting from recommendations made by the ARC.)

2. Review of Plan Changes/Modifications

Base Charge \$250 (This fee covers Association Expenses for Final Plan Approval, which necessitates the use of a licensed architect. Also includes resubmissions and additional inspections resulting from recommendations made by the ARC.)

b. Site Plan (2 sets at minimum 1/8" = 1.0' scale) showing the location of the house, driveway, walks, property lines, easements, setbacks, and all trees over twenty (20) inches in diameter at chest height. Distances from the house foundation to the property lines and a survey, by a licensed surveyor, of the property are required.

c. Landscape Plan (2 sets at minimum 1/8" = 1.0' scale) showing all planting material, identified as to size, common name, and variety. Plans must also show the location of walks, fences, pools, decks, patios, play structures and mailboxes.

d. Building Plans (2 sets at minimum 1/8" = 1.0' scale) shall include floor plans, elevations, building sections, and details of entrances, eaves, dormers, shutters, and other similar details.

e. Exterior Material, Finish and Color Samples: a. Stucco: 8" x 8" square b. Brick and grout: 14" x 25" size from manufacturer c. Roofing: No smaller than 5" x 7" piece d. Paint swatches – 3" x 2 1/2" size of trim and fascia board, siding, shutters, front door, garage door.

f. Such additional information as requested by ARC.

Construction must commence within one (1) year of Final Plan Approval or Final Plan Approval is void. A conditional approval is not deemed to be Final Plan Approval until said conditions have been satisfied and confirmed by ARC or an ARC representative in the manner required by the conditional approval.

STEP THREE- STAKING APPROVAL AND BUILDING PERMIT

Before site disturbance for construction can commence on any lot, the Applicant must obtain Staking Approval on site from a representative of the ARC. In order to be eligible for Staking Approval, the Applicant must:

a. Stake and String unit in its proposed location and establish the proposed elevation of the first floor.

b. Flag corners, Flag trees, Flag property pins and string nearest property line.

c. Flag all trees to be saved or trees to be cut. No tree having a diameter of 20 inches or more as measured 4 ft. from the natural grade shall be cut unless in the footprint of the home to be constructed or approved by ARC.

d. Site Inspection -Arrange for a site inspection with the ARC representative to verify that the stake is in conformance with the approved site plan. If after staking, the Applicant or ARC representative wishes to alter the foundation location as presented in the Final Plan Approval, the Applicant shall indicate on the site plan all changes in the foundation location approved by the ARC representative and submit said modified plan to the ARC for its files. Special effort should be made to field adjust, if necessary, the building location to preserve desirable trees.

e. Building Permit Upon completion of Staking Approval, Applicant, Applicant's builder or contractor, and the ARC representative conducting the Staking Approval will sign a Dutch Island Building Permit that shall be posted on the lot during construction in the vicinity of the Chatham County Building Permit. Issuance by the ARC of a Dutch Island Building Permit constitutes a binding agreement between the Applicant and the Association that the improvements will be constructed as approved.

STEP FOUR-FINAL SITE INSPECTION

Upon completion of construction, Applicant shall schedule a final site inspection with the ARC representative to verify compliance with the Dutch Island Building Permit. The ARC shall have the right and duty to enter upon and inspect any lot at any time before, during or after the completion of work for which a Dutch Island Building Permit has been issued.

Plan Changes During Construction. All changes to the approved plans, elevations, and schedules after issuance of a Dutch Island Building Permit must be submitted to the ARC for review in accordance with the procedures specified in Step 2 above, including the payment of an additional fee.

Applicants shall submit sufficient written information to allow the ARC to fully understand a proposed alteration/addition. Such information could be as simple as a letter with a material sample or picture, or as complex as the submittals required in Step 2 above. The Applicant is encouraged to submit changes at the earliest possible time to avoid project delays.

Preliminary Clearing Approval. Generally, no site disturbance activities shall be performed on any lot until a Dutch Island Building Permit is issued pursuant to the New Construction Review or Modification Review procedures, except for careful under brushing to facilitate laying out the improvements and flagging trees. Notwithstanding the foregoing, it may become desirable under certain circumstances to commence site disturbance prior to submission of plans in order to achieve the economies of clearing multiple lots or to facilitate the sale of a lot. Such approval may be granted on a case by case basis subject to conditions imposed by the ARC.

