

HARBOR RIDGE HOMEOWNERS ASSOCIATION
PO Box 101
Rutherford College, NC 28671
www.harborridgehoa-nc.org

PLAN SUBMITTAL, REVIEW & APPROVAL

Note: Three (3) copies of this "Plan Submittal, Review & Approval" form must be submitted

Submitted by: _____ Date submitted: _____
(Name of property owner)

Harbor Ridge Subdivision Lot# _____ Date Accepted for Review: _____

Current address: _____

Home Phone: _____ Cell Phone: _____

E-mail address(s): _____

NO TREE CLEARING, GRADING OR CONSTRUCTION MAY COMMENCE BEFORE WRITTEN APPROVAL IS OBTAINED FROM THE HARBOR RIDGE ARCHITECTURAL REVIEW COMMITTEE.

ITEMS TO BE SUBMITTED (Must be complete before any review is performed)

- One set of house plans in paper format
- One set of house plans in digital format
- Landscaping plans (showing proposed shrubs locations, grass areas and natural areas as it will appear when completed)
- Site plan showing house front setback, side offsets and septic tank/drain field location.
- Photographs showing current conditions of lot and subdivision road at front of lot as detailed in Page 3 of this form.
- Tree plot plan with planned removal for building project
- \$1200 Impact Fee (non-refundable)
- \$500 Final Inspection Fee (refundable)

Required information in this form must be complete and the form signed

Submittals determined to be complete by: _____ Date: _____
(Printed name of ARC member)

Homeowners Association dues determined to be up to date by: _____
(Printed name of HOA Treasurer)

Submittal accepted for review by: _____
(Printed name of ARC member)

Signature _____ Date: _____
(Signature of ARC member)

Submitted by: _____ Date Submitted for Review: _____
(Name of property owner)

Harbor Ridge Subdivision Lot# _____

BUILDER:

Firm Name: _____
Contact Name: _____
Address: _____
City/State/Zip Code: _____
Office Phone: _____
Fax Number: _____
Mobile Phone: _____

STRUCTURE:

(Note: submitted plans must show elevations, floor plans and roof pitch)

Heated Area (sq. ft.): 1st Floor: _____ 2nd Floor: _____ Other: _____
Unheated Area (sq. ft.): Basement: _____ Garage: _____ Other: _____
Total Area (sq. ft.): _____ Heated: _____ Unheated: _____
Fireplace (yes no): _____ Number: _____ Chimney Material: _____
Open Deck (yes no): _____ Number: _____ Area (sq. ft.): _____
Covered Porch (yes no): _____ Number: _____ Total Area (sq. ft.): _____
Exterior Finish (%): Brick: _____ Stone: _____
Stucco: _____ Siding: _____
Other (describe): _____
Exterior finish details (manufacturer, product name and color): _____

Brick: _____
Siding: _____
Roof (architectural shingles
or approved substitute only): _____
Trim: _____
Doors/Shutters: _____
Garage exterior: _____
Walkways: _____
Other: _____

Submitted by: _____ Date Submitted for Review: _____
(Name of property owner)

Harbor Ridge Subdivision Lot# _____

SITE:

The submitted Site Plan must show the planned position of the house on the lot, Driveway(s), walkway(s), well if existing, septic field and tank(s), septic repair area, docks/seawalls, and any other construction with setbacks from lot lines clearly indicated. The plan must also show the planned erosion control silt fencing location(s) and all of the following:

Driveway Material: (circle one) **Concrete, Asphalt, Pavers, Other Approved Material**

Driveway Pipe culvert Material: (circle one) **Concrete, Steel, Polyethylene**

Walkway(s) Material and Finish: (circle one) **Concrete, Pavers, Other Approved Material**

Dock / seawall:

Silt fence below construction area:

Approved mailbox:

Septic system type: _____

Other: _____

Digitally submitted Photographs must accompany this form, as follows:

- Photographs showing the pre-construction condition of the subdivision road, road shoulders and ditches in front of the lot and across the street from the lot.
- Photographs showing the condition of the lot itself and in particular the numbers and types of trees, taken from the road looking into the lot, from the approximate center of the lot looking to the sides, and to the rear showing the entire width of the lot.
- If this is a lakeside lot, photographs from the lake showing the entire width of the lot along the shore line.

OWNER REPRESENTATIONS:

The Burke County setback requirements are met:

Owner Signature: _____ Date: _____

The septic system type, location and layout have been approved by the County:

Owner Signature: _____ Date: _____

I have obtained necessary permits for the planned dock/seawall (if applicable):

Owner Signature: _____ Date: _____

Submitted by: _____ Date Submitted for Review: _____
(Name of property owner)

Harbor Ridge Subdivision Lot# _____

CONSTRUCTION GUIDELINE

NOTE:

The property owner is responsible for placing and maintaining a stone driveway (at the same location as the permanent driveway) to facilitate the delivery and distribution of building materials at a centralized staging area on the lot.

No materials of any kind may be unloaded or stored in the road or road right-of-way. This construction driveway is to be used before and during construction to minimize damage to the roads and shoulders of the roads by heavy equipment, trucks and vehicle parking.

During construction and after completion of construction, a Harbor Ridge Homeowners Association representative will inspect the roads and road shoulders near and in front of the lot. The owner will be responsible for any repairs necessary to return the road and road shoulders to the pre-construction condition as shown in the photographs submitted with this approval form. Upon completion of home construction, proper installation of concrete culvert and paved Driveway(s), walkway(s), septic system, an approved mailbox or an approved address marker, and landscaping shown on the submitted plans the owner should (in writing through postal mail or email) request an inspection from the Harbor Ridge Architectural Review Committee.

Work times permitted for outside contractors:

7AM-7PM Monday –Friday, 7AM-1PM Saturday No outside contractors on Sunday (Inside contractors who do not make offensive noise for neighbors are not restricted to the above hours)

All construction must be completed as outlined herein and as shown on the submitted plans before a final inspection will be considered.

If the inspection indicates that there is no damage to the roads or road shoulders or that satisfactory repairs have been made final inspection approval will be granted in writing by the Architectural Review Committee.

This form, together with all required plans, photographs, and fees should be submitted to:

Harbor Ridge Homeowners Association, Inc.

Architectural Review Committee

PO Box 101

Rutherford College 28671

Name and signatures of person submitting plans and form:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Submitted by: _____ Date Submitted for Review: _____
(Name of property owner)

Harbor Ridge Subdivision Lot# _____

REVIEW of SUBMITTED INFORMATION:

NOTE: All three members of the Architectural Review Committee will participate in this review

Name: _____ Date: _____
(Signature of ARC member) Date of Review

Comments:

Name: _____ Date: _____
(Signature of ARC member) Date of Review

Comments:

Name: _____ Date: _____
(Signature of ARC member) Date of Review

Comments:

PLAN SUBMITTAL AND APPROVAL

Submitted by: _____ Date Submitted for Review: _____
(Printed name of Property owner)

Harbor Ridge Subdivision Lot# _____

APPROVAL:

All work of any nature is contingent on adherence to, and must be in total compliance with the Plans as submitted, the Harbor Ridge Tree Removal Policy, the Harbor Ridge Declaration of Covenants, Conditions and Restrictions and all written directions as provided by the Architectural Review Committee and the Harbor Ridge Board of Directors. Approval will require the property owner and his/her builder to attend the next scheduled meeting of the Harbor Ridge Board of Directors at 7:00 PM at the Rutherford College Town Hall. At that time the Board will review all aspects of the applications to determine if there are any issues with ARC approval and outline to the owner and builder their responsibilities to HOA regulations throughout the process of construction to completion.

I _____ totally understand and agree to all as
(Printed name of Property owner)

stated in the above paragraph.

Signature: _____ **Date:** _____
(Signature of Property owner)

Based on the submittals and representations made by _____,
(Printed name of Property owner)

Approval is granted to begin home construction at Lot # _____ of the

Harbor Ridge subdivision AND a Construction Gate Code of _____ is provided.

By: _____ **Date:** _____
(Signature of current Board member)

(One complete copy of the approved submittal will be returned to the lot owner for his records, and all other information will maintained by the Harbor Ridge Homeowners Association for a minimum of one year after completion and county issuance of a certificate of occupancy.)