



LONG POINT

Long Point Property Owners Association Architectural Review Board

Residential Construction Application

Date Submitted: _____ Owner's Phone Number: _____

Name and Home Address of Property Owner(s):

Property Location (street address & lot number in Long Point):

Name and Address of Architect/Designer:

Name, Address and License Number of General Contractor:

New Construction: _____ Addition: _____
(Please check one)

I. **Preliminary Approval**

(1) **Site Plan Showing**

Property lines, set back lines (Long Point and/or Chatham County), house location, and exact locations of homes on adjoining lots
Driveway and sidewalk locations
Culverts and drainage locations
Elevations of lot corners, first floor, and edge of roadway
Tree and topographic survey (trees to be removed should be marked)
Drainage plan assuring no run off to adjoining lot or roads
Location of adjacent amenities or natural features, i.e. water, common open space, marsh area and creek footage

(2) **Complete Drawings Showing:**

Elevation and grading plan
Foundation plans with construction details showing minimum foundation heights
Exterior elevations (all sides)
Typical wall section and construction detail
Landscape plan showing sizes (heights) of plants to be installed
Floor plans
Service entry to property for water, electricity, telephone and cable
Specifications, including materials and exterior colors

(3) **Payment of Application Fee:**

A \$500.00 non-refundable application/permit fee and a \$1,000.00 refundable deposit payable to Long Point Property Owners Association, ARB (Architectural Review Board) is due upon submission of the application. Any additional Architectural fees assessed will also be paid by Applicant.

II. **Stakeout Approval**

Upon receiving final approval, applicant will:

- (1) Mark any trees to be removed with red tape. Remove all other tape from the trees.
- (2) Call for a **Clearing Permit** and clear as approved. **NOTE:** Until this permit is posted, no trees will be removed, nor will any construction material be stored on the site.
- (3) Stakeout and string lot for construction
- (4) Place portable toilet on the property as far back on the lot as possible with the door facing away from the street and adjoining houses.
- (5) Place trash receptacle on lot
- (6) Place a builder's sign on the property (one sign per site)
- (7) Upon notification that the above items have been completed, the ARB will inspect and post the Long Point Building Permit
- (8) Post the Chatham County Building Permit in a conspicuous location.

III. **Architectural Design**

(1) Has the structure been previously constructed in Long Point from these plans?

Yes _____ No _____

If yes, please give address and lot number: _____

(2) Are any variances requested? Yes _____ No _____

If yes, explain: _____

IV. **Contractor Compliance**

Contractor will observe the general property covenants and property regulations during the construction period.

This is not an all-inclusive list but some of the rules are:

- (1) Store all materials on build lot, not on adjacent property
- (2) Access to property by means of adjacent property will not be permitted
- (3) Construction area will be policed and left free of debris at the end of each day
- (4) No burning of any kind of material will be permitted on the lot
- (5) Owner is responsible for contractor/sub contractor's adherence to all Association/Project policies and will be responsible for adherence to the building plans as they were submitted to and approved by the Architectural Review Board
- (6) Builder/Architect/Owner will insure the site is kept in good appearance at all times
- (7) Noxious or loud noise or music will not be allowed on the site
- (8) All contractors, workman, delivery trucks, etc. must obey the **25-mph speed limit** posted and other traffic regulations of Long Point
- (9) The Board is very sensitive to homes situated on our lagoons, marsh fronts, and deep-water lots. Therefore, any clearing on these lots must be approved prior to such clearing if any
- (10) You must provide to the ARB with color samples that you have selected and receive approval before the materials may be applied to your house

V. **Enclosed Dwelling Area/Square Footage**

First Floor: _____ (heated) Minimum Area Required: _____

Second Floor: _____ Total Heated Area: _____

Total Enclosed Dwelling Area*: _____

* The term "total enclosed dwelling area" means the total area enclosed in a dwelling and includes areas of screen porches that form an integral part of the roof line or the main dwelling. Areas of garages, patios, terraces, decks, open porches and shed type porches, even though attached to the dwelling are specifically excluded.

VI. **Exterior Materials and Colors**

<u>Item:</u>	<u>Material:</u>	<u>Color:</u>	<u>Description (mfg/models)</u>
Wood Siding	_____	_____	_____
Masonry Siding	_____	_____	_____
Roofing	_____	_____	_____
Facia/Trim	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Drive Paving	_____	_____	_____
Front Steps	_____	_____	_____
Deck/Porch	_____	_____	_____
Walk Paving	_____	_____	_____

VU. **Pools**

Pool size: _____ X _____ Pool Type: _____
 Description of pool enclosure: _____
 Location of the proposed pool must be noted on the site plan

VIII. **Construction Time**

The time limit for construction will be twelve months. Additional time may be granted by the ARB upon request

IX. **Inspection**

The ARB Inspector shall be granted access for inspection purposes during construction period. In the event an owner/contractor fails to maintain an orderly construction site or fails to complete the landscaping according to the approved plans, the ARB reserves the right to enter upon the property to perform the necessary work and that the cost associated with such work shall become a special assessment upon the property.

X. **Commercial Vehicle Passes During Construction**

The property owner may pay a "flat fee" for all construction vehicles during the time of construction. A list must be provided to the Front Gate by the Owner or the General Contractor giving the name(s) of sub-contractors or Companies that will be doing work. It is the responsibility of the Owner or General Contractor to keep the list up to date. If you wish to take advantage of this "flat fee" please contact the ARB for the amount. If you do not wish to take advantage of this "flat fee" then all vehicles will be charged at the various rates that are available at the front gate. Once construction begins the "flat fee" will no longer be available.

Application for the construction of a single family residential structure, or modification thereof, within Long Point is made by the parties below with full knowledge and understanding of the recorded Covenants and Restrictions, and the Policies and Procedures as published by the ARB and the Board of Directors of Long Point. Enforcement thereof is by the ARB and the Board of Directors. We hereby agree to adhere to same.

***ALL PARTIES MUST SIGN THIS
APPLICATION***

By signing, all parties acknowledge, receiving, understanding and accepting the guidelines and policies as outlined above.

OWNER _____ Date: _____

BUILDER: _____ Date: _____

ARCHITECT: _____ Date: _____