

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION TO CONSTRUCT AN UNATTACHED STRUCTURE

An “*Application to Construct an Unattached Structure*” must be submitted when constructing a structure that is not connected to the primary dwelling. This includes, but is not limited to, a detached private garage, domestics’ quarters, a small accessory building, a dock, an in-ground pool, etc.

It is a fineable offense to erect a fence or structure of any kind on the homesite without proper application and subsequent approval from the ARC. In chapter 2 – Definitions of the 2018 NC Building Codes, the term **structure** is defined as “*that which is built or constructed*” and is the definition adopted by the ARC. (Reference Bylaws Arboretum Community Association, Inc., Article XIX - Enforcement) A schedule of fines can be found on the Arboretum website (*arboretumhoa.org*) under the Homeowner Red Book tab > Architectural Review Committee. You must be logged in to access the Homeowner Red Book.

Property Owner: _____ Lot # _____ Date: _____
 Address: _____ Phone: _____ Email: _____

Please provide the following if using a contractor.

Contractor: _____ License#: _____ Phone: _____
 Address: _____ Email: _____

Brief description of the proposed structure. Use additional space on page 3 as needed.

Acknowledgement: Approval for your proposed project is given by the ARC, however, you are required to obtain signatures from your surrounding neighbors acknowledging that they are aware of your proposed project.

 Signature Signature Signature

Constructed On site Off site

Does the proposed structure footprint fall within the maximum impervious requirements of 4,871 square feet? Yes No

Please provide a current survey showing your total pervious and impervious area.

The proposed project must match the primary dwelling in both appearance and construction. This includes, but is not limited to, the following:

- A concrete slab or matching foundation
- Matching windows and doors
- Matching color and trim
- Matching roof type and pitch
- Matching siding and/or brick veneer

If available, please provide the construction plans for your proposed structure. If not, please provide drawings showing front, back, and side elevations and their dimensions. Further, please itemize the types of materials that will be used in construction.

Please provide a topographical map showing the following aspects of the proposed new unattached structure.

- Lot configuration
- Location of the structure on the lot with respects to the existing dwelling and town set back lines.
- Dimensions of the proposed structure, footprint and the height.

Note: If removal of a tree is needed in order for you to accomplish your project, it will be necessary for you to complete the **“Tree Removal Permit Application.”** Also, please locate said trees on the map you are providing with this application.

Please return this Permit Application to the Architectural Review Committee mail slot in the Arboretum Clubhouse. Once done, please notify Peter Koch via email at [**hockpg@gmail.com**](mailto:hockpg@gmail.com) that your application has been submitted. This will help to expedite the processing of your application.

Use this space to provide additional information that would further support your application

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REGULATIONS FOR CONTRACTORS, SUB-CONTRACTORS & SUPPLIERS

1. **WORK HOURS:** 7:00 AM to 7:00 PM, Monday through Saturday, exclusive of the 7 generally accepted major holidays. From 6:00 PM to 7:00 AM is a quiet time; no radio, saws, hammering, screaming, etc. Sunday work is **NOT** allowed.
2. **SPEED LIMIT: 15 MPH.** Contractors are responsible to ensure that all employees and sub-contractors obey the posted speed limit.
3. **NO COMMERCIAL VEHICLES ON COVERED BRIDGE:** All commercial vehicles **must** use the service road. Contractors are responsible to ensure that all employees and sub-contractors use the service road. There seems to be an issue when focusing on GPS to arrive at their destination. **The Primary Contractor will be held responsible for any damage to the bridge.**
4. The Primary Contractor is responsible for repairing common ground in front of any construction site and any damage to water access boxes, sprinkler heads, and any Arboretum Community Association property that may be damaged.
5. **Contractors must manage their vehicle parking so that emergency vehicles, including fire equipment, can pass.**
6. The worksite must be kept free from all rubbish, debris, and surplus materials that may accumulate during the construction process. The site must be cleaned up at the end of each work day and all debris placed in a dumpster.
7. Any trees to be removed from the site must be expressly approved and marked with a ribbon as defined by the Architectural Review Committee procedures.
8. If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. Traffic cones, tape, or other means to alert and, if necessary, divert traffic, must be used.
9. Music, whether from radio or other devices, must be played at a reasonable level.
10. Small contractor signs are permitted on the site with ARC approval. Signs are for the purpose of guiding deliveries to the site. Sub-contractor signs are not permitted.
11. Sanitary facilities must be provided during construction, remodeling, or demolition activities. The facilities must be placed on the construction site, not on the neighbor's property nor on Arboretum Community Association common grounds.
12. **No trailer longer than 40 feet is permitted on Arboretum roads as it is difficult for trucks to navigate the turns.** Our community continually experiences damage to our medians, brick walls, curbs, vegetation, etc. The Primary Contractor will be responsible for any damages.