

# CONSTRUCTION APPROVAL FORMS

Updated: **December 20, 2020**

## **Form 1: Letter of Acknowledgement from Owners:**

To be completed for each application submitted to The Springs Architectural Review Committee for approval.

This acknowledges that I have a copy of the Declaration of Covenants, Conditions, and Restrictions of The Springs At High Rock Subdivision, the Declaration of Restrictive Covenants of The Springs At High Rock Subdivision and the November 20, 2020, Requirements of the Architectural Review Committee (ARC) for building in The Springs and that I will abide by them.

I understand that I cannot make any exterior alteration or change of an approved plan to my home such as the overall exterior appearance, trim, siding, roofing, stain/paint, driveway and/or walk location, garage, outdoor lighting, pool, landscaping plan, etc. without prior submission of a written request for the change(s) to The Springs ARC, and have received their written approval.

I state that I am current on all assessments for the property. Further, I agree to pay any expenses to correct exterior changes made without written approval. I will hold The Springs Homeowners Association, Inc. harmless for such action.

Agreed: \_\_\_\_\_  
\_\_\_\_\_ (Signature of property owners)

Lot Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Date: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone: \_\_\_\_\_

**Form 2: Letter of Acknowledgment from General Contractor/Builder**

To be completed for each application submitted to The Springs Architectural Review Committee for approval.

This acknowledges that I have reviewed a copy of the Declaration of Covenants, Conditions and Restrictions of The Springs Subdivision, and the November 20, 2020, Requirements of the Architectural Review Committee (ARC) for building in The Springs and that I and all others contracted by me for construction on the property listed below will abide by them.

This agreement must be signed by the builder at a scheduled ARC meeting or at another designated time when the ARC and the builder can schedule a meeting.

Agreed: \_\_\_\_\_ (Signature of General Contractor/Builder)

Lot Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Date: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone: \_\_\_\_\_

**Form 3: Design Approval Checklist: Part 1**

To be completed for each application submitted to The Springs Architectural Review Committee for approval.

**Owner(s):** \_\_\_\_\_

Lot & Phase Number: \_\_\_\_\_

The Springs Address: \_\_\_\_\_

Current Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phones: Primary \_\_\_\_\_

Other \_\_\_\_\_

E-mail \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phones: Primary \_\_\_\_\_

Other \_\_\_\_\_

E-mail \_\_\_\_\_

## Form 3: Design Approval Checklist Part 2

### Drawings Checklist:

A. Site Plan that shows:

1. Property Lines \_\_\_\_\_ (identify adjacent lots/homes)
  
2. North Arrow \_\_\_\_\_
  
3. Scale \_\_\_\_\_
  
4. Setbacks \_\_\_\_\_
  
5. Footprint of entire structure(s) \_\_\_\_\_
  
6. Location of well & septic \_\_\_\_\_
  
7. Corners of adjacent structures \_\_\_\_\_
  
8. Location/ composition of drive & walks \_\_\_\_\_
  
9. Topography & drainage \_\_\_\_\_
  
10. Retaining Walls (if any) \_\_\_\_\_
  
11. Location of Service Areas \_\_\_\_\_ (heat pumps, generators, etc.)

B. Photos of lot (see requirements) \_\_\_\_\_

C. Floor Plans of all structures \_\_\_\_\_ (blueprints showing Sq. ft)

D. Elevations of each side

1. Exterior materials listed \_\_\_\_\_

2. Door & window locations \_\_\_\_\_

3. Roof pitch & materials \_\_\_\_\_

4. Finished grades \_\_\_\_\_

**Fees Paid (Requirements 1-h):**

A. Non-refundable road fee (\$600) \_\_\_\_\_

B. Refundable construction bond (\$1100) \_\_\_\_\_

Comments:

Signature of Property Owner(s) / Date:

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**Form 4: Landscape Approval Checklist:**

To be completed for each application submitted to The Springs Architectural Review Committee for approval prior to frame out review.

**Owner(s):** \_\_\_\_\_

Lot & Phase # \_\_\_\_\_

The Springs Address: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Primary Phone# \_\_\_\_\_

Other Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

**Landscaper:** \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone # \_\_\_\_\_

Other Phone # \_\_\_\_\_

Email \_\_\_\_\_