

1780 Habitat Review Board

FORMS AND PROCESS

FOR CONSTRUCTION OF A DWELLING UNIT the HRB process has four primary steps:

1. **Preliminary Design Review**, which enables you to confirm that your house plan broadly complies with the 1780 Development Guidelines before you invest too heavily in a non-conforming concept. **Use Form A.** (print page 2 of this document)
2. **Final Design Review**, which ensures that your home plan conforms in terms of details such as exterior materials and colors, and also that your Site Plan works for both the current home, your neighbors, and your planned future projects. **Use Form B.** (print pages 3 - 5 of this document)
3. **Project Permit** issuance, which allows you to start construction and ensures all appropriate preparatory steps have been taken before breaking ground. **Use Form C.** (print pages 6 and 7 of this document)
4. **Construction Deposit Refund.** On completion of your project you may be due a refund of the unused portion of your construction deposit. To request this refund, **use Form J.** (print page 10 of this document)

There is one other form you might need to use during construction of a dwelling:

Design Changes during construction are normal. However, if you wish to make a material change, please consult with the HRB Administrator to determine whether a design review is needed to ensure compliance with the Guidelines. If so, **use Form D.** (print page 8 of this document)

FOR SMALLER PROJECTS (garages, room additions, docks, landscaping etc.) there is a simplified application and approval process. **Use Form G.** (print page 9 of this document)

As you'll see on the forms, the default way to pay HRB fees is by check. You can eliminate paper entirely by paying electronically instead. If your bank supports Zelle, make payment to 1780hrb@lakejames.com and 919-740-2961.

If you have any questions or concerns about the HRB process, forms or fees please contact the HRB Administrator as above.

FORM A
APPLICATION FOR PRELIMINARY DESIGN APPROVAL

Use this form for approval of a dwelling unit.

Name of Lot Owner: _____ Lot No. _____

Project Name: _____ Date: _____

Owner's mailing address: _____

Telephone: _____ Email: _____


Architect/Designer: _____

Telephone: _____ Email: _____

Builder: _____

Telephone: _____ Email: _____

I possess the 1780 Declaration of Covenants, Conditions and Restrictions which is applicable to my lot, and the current Habitat Review Board Development Guidelines. I have read and understand the portions of these documents pertaining to lot improvements.

Lot owner signature  _____

Please submit this form with the following items:

- A. Application fee of \$250 by check payable to **1780 HRB**. Mail your check and a copy of this form to:
HRB Administrator, 1950 Yellow Fork Trail E, Nebo NC 28761
- B. A PDF file of the preliminary Design Package including floor plan(s) and exterior elevations drawn to scale
- C. A PDF file of the draft Site Plan illustrating buildings, drives, new and existing grades, septic, well, retaining walls, RBE and setbacks. Erosion control devices, placement and materials should also be shown.

Summary of Impervious Area: _____ sq ft ÷ Lot area: _____ sq ft * 100 = _____ % of lot.

Summary of building sizes (Areas are measured in square feet, "sf"):

1. Building Name*: 1 _____ 2 _____ 3 _____ 4 _____

2. Total Heated Areas (sf): 1 _____ 2 _____ 3 _____ 4 _____

3. Total Building Area (sf): 1 _____ 2 _____ 3 _____ 4 _____

4. Footprint Area (sf): 1 _____ 2 _____ 3 _____ 4 _____

5. Height: Total: _____ ft. From front elevation grade at to the median level of the roof system: _____ ft.

- For example Main, Guest, Garage etc.

HRB Use Only

Review Result: _____ Approved _____ Incomplete _____ Disapproved

Signature: _____ Approval includes Comments in a Letter
HRB Administrator Comments in an email

FORM B
APPLICATION FOR FINAL DESIGN APPROVAL

Use this form for approval of a dwelling unit.

Name of Lot Owner: _____ Lot No. _____

Project Name: _____ Date: _____

Date Preliminary Design Approval was granted: _____

Development Team:

Architect / Designer: _____

Contractor / Builder: _____

Septic Installer: _____

Please submit this form with the following items:

A. Application fee of \$550 by check payable to **1780 HRB**. Mail or deliver your check, a copy of this form and attachments to:

HRB Administrator, 1950 Yellow Fork Trail E, Nebo NC 28761

B. On-Site Wastewater Installation Permit. If the proposed septic location differs from that on the original permit for this lot, submit confirmation from a qualified soil scientist that the proposed new location will not infringe on a neighbor's ability to build on their lot.

C. Community Appropriate Design: (refer to the Development Guidelines at lakejames.com/thefineprint)

D. Final Site Plan: A PDF file of the Site Plan.

1. Accurately locate each of the following site improvements:
 - a. House and Other Improvements (garage, decks, patios, pools, etc.)
 - b. The Building Envelope; and the front, rear and side yard setbacks with dimensions.
 - c. The location and dimensions of the primary and repair septic field drain lines, site drainage, and water well with 50' minimum radius noted.
 - d. Driveways, paths and easements as shown on the recorded plat.
 - e. Hardscape such as fences, patios and retaining walls.
2. Clearing limits and grading changes showing existing and new contours, retaining wall(s) with top of wall elevation, and finished floor elevation of basement and first floor.
3. Erosion control placement, devices, and materials.

E. Total Impervious Area: _____ sq ft ÷ Lot area: _____ sq ft * 100 = _____ % of lot.

F. Final House Design: A PDF of the Final Design Package (floor plans, exteriors, and materials) drawn to a scale clearly conveying the complete design of the house.

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G. Document the area of each building (s.f.):

1. Building Name: _____ Footprint: _____
 _____ + _____ + _____ = _____ + _____ + _____ = _____
 Fin Basmt 1st Floor 2nd Floor TOTAL HEATED Util Bsmnt Garage TOTAL Area under roof

2. Building Name: _____ Footprint: _____
 _____ + _____ + _____ = _____ + _____ + _____ = _____
 Fin Basmt 1st Floor 2nd Floor TOTAL HEATED Util Bsmnt Garage TOTAL Area under roof

3. Building Name: _____ Footprint: _____
 _____ + _____ + _____ = _____ + _____ + _____ = _____
 Fin Fin Basmt 1st Floor 2nd Floor TOTAL HEATED Util Bsmnt Garage TOTAL Area under roof

4. Building Name: _____ Footprint: _____
 _____ + _____ + _____ = _____ + _____ + _____ = _____
 Fin Basmt 1st Floor 2nd Floor TOTAL HEATED Util Bsmnt Garage TOTAL Area under roof

5. Main building max height _____ ft; From grade at front to the median level of major roof system: _____ ft.

6. Number of: Bedrooms _____ Baths _____ 1/2 Baths _____ Garage Drs _____

7. Indicate Drawings Being Submitted: (*= required, ^= If Applicable)
- a. Flr Plans: ^Basement *First Fl ^Second Fl ^Loft ^Garage
 - b. Elev's: *Front *Rear *Left *Right ^ _____
 - c. Details: *Ext Lighting *Roof Overhang *Siding to Fdtn ^Railing(s)
 - d. Details: *Front Dr ^ Chimney ^ Front Entry ^ _____

H. Exterior Specifications: List below. If not familiar to the HRB, material and color samples may be requested.

	<u>Material and Style or Pattern</u>	<u>Color (Mfg and Name)</u>	<u>Approved</u>
(A)	Roof (1): _____	_____	<input type="checkbox"/>
(B)	Roof (2): _____	_____	<input type="checkbox"/>
(C)	Fascia / Rake: _____	_____	<input type="checkbox"/>
(D)	Rafter/Soffit: _____	_____	<input type="checkbox"/>
(E)	Siding (1): _____	_____	<input type="checkbox"/>
(F)	Siding (2): _____	_____	<input type="checkbox"/>
(G)	Siding (3): _____	_____	<input type="checkbox"/>
(H)	Window: _____	_____	<input type="checkbox"/>
(I)	Trim: _____	_____	<input type="checkbox"/>
(L)	Foundation (1): _____	_____	<input type="checkbox"/>
(M)	Foundation (2): _____	_____	<input type="checkbox"/>

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Material and Style or Pattern

Color (Mfg and Name)

Approved

Other:

Front Door: _____

Side Door: _____

Garage Door: _____

Chimney: _____

Gutter: _____

Railing: _____

Deck: _____

Patio: _____

() _____: _____

() _____: _____

() _____: _____

() _____: _____

HRB USE ONLY

HRB Modifications:

Required: _____

Suggested: _____

HRB Design Review Result:

Review Result: _____

Approved

Incomplete

Disapproved

Signature:

HRB Administrator

Results include:

Comments in a Letter

Comments in an email

FORM C
PROJECT PERMIT REQUEST

Use this form for construction of a dwelling unit.

Name of Lot Owner: _____ Lot No _____

Project Name: _____ Date: _____

Builder's Name: _____

Date Final Design Approval was granted: _____

Please submit this form and associated documents to the HRB a minimum of one week prior to the desired start date. Make your check (for the total fee on line D below) payable to **1780 HRB**. Mail your check and a copy of this form to:

HRB Administrator, 1950 Yellow Fork Trail E, Nebo NC 28761

I. Fees:

- A. Preliminary Design fee of \$250 and Final design fee of \$550 (if not already paid) \$800
- B. Preconstruction Meeting Fee \$150
- C. Standard Construction Deposit \$5,000

This deposit is held by the HRB and used to pay the costs of project monitoring (\$50 per month of construction), design change reviews, and to correct violations and damages if necessary. Any unused portion of this deposit is returned on completion of the project.

- D. Payment total (Item A if applicable + B + C) \$ _____

II. Required Documents:

- A. A copy of your permits issued by Burke or McDowell County, as applicable

Zoning

Building

Septic/Well

III. Communication election:

As the owner, I request that HRB communications regarding all aspects of this project be communicated:

only with me

only with my builder

with both of us

IV. **Preconstruction Meeting**

The project permit is issued following an onsite meeting at which the following items are inspected and approved by the HRB:

- | | |
|---|---|
| <input type="checkbox"/> Property lines flagged (if nearby) | <input type="checkbox"/> Area for dumpster established |
| <input type="checkbox"/> House corners flagged or taped | <input type="checkbox"/> Well site flagged |
| <input type="checkbox"/> Clearing limits established | <input type="checkbox"/> Septic tank location flagged |
| <input type="checkbox"/> Erosion control measures established | <input type="checkbox"/> Primary septic drain field established |
| <input type="checkbox"/> Driveway flagged where different from existing | <input type="checkbox"/> Repair septic drain field established |
| <input type="checkbox"/> Road condition at driveway entrance noted | |

If the site preparation conditions are not approved, an additional fee may be charged to cover expenses of a second meeting.

HRB USE ONLY

Request for Project Permit: Issued Denied Date: _____

Signature: _____
HRB Administrator

FORM D
REQUEST FOR DESIGN CHANGE APPROVAL

Use this form for a design change to an approved project that the HRB has advised is significant.

Name of Lot Owner: _____ Lot No _____

Project Name: _____

Description of Change: _____

Reason for Change: _____

I. Submit this form with the following items:

- A. Scaled drawings and/or proportional sketches to properly describe the change and/or to amend the currently approved design documents.
- B. Samples of materials and colors.

II. Change type, and associated fee:

As advised by the HRB this change is Minor, or Major

Minor Change: an alteration of approved final plans that noticeably changes the building's exterior materials or colors. The associated review fee is \$75.

Major Change: an alteration of approved final plans that noticeably changes the building's shape or size. The associated review fee is \$250.

The relevant fee will be deducted from your construction deposit. Note: If the change has been installed prior to seeking HRB approval the review fee will be doubled.

Lot Owner Signature _____ Date: _____

Review Result: Approved Incomplete Disapproved

Conditions: _____

Signature: _____ Approval includes Comments in a Letter
Authorized HRB Member Comments in an email

