



An Audubon Cooperative Sanctuary

Sherwood Forest Homeowners Association ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE

MAJOR PROPERTY IMPROVEMENT APPLICATION Structural Modification of House, Garage/Carport, New Deck/Porch or Replacement of Existing Deck/Porch

This Application form was developed to assist the Owner and Contractor by providing a summary of necessary information for AERC review and approval of a major property improvement request. The information requested in this questionnaire, based on the AERC Regulations and Design Standards, must be submitted to the Chair(s) of the AERC. The committee requires at least four weeks to review the application and **will not** begin the process until **all** required information has been received.

No tree removal or construction activity may take place on the site prior to receipt of the Letter of Approval from the Chair(s) of the AERC.

APPLICATION

Property Address _____ Date _____

Owner(s) _____ Sherwood Forest Phone _____

Out-of-Forest Phone _____

Contractor _____ N.C. License No. _____

Contractor Address _____ Phone _____

Applicant has read all of the Restrictive Covenants in the deed to this property and the regulations of the Architectural and Environmental Review Committee, and agrees to comply with them in full, and to accept responsibility for any violations created by any agent of said applicant, such as the contractor, subcontractor, builder or tenant.

Signature of Owner _____ Date _____

MEMO OF UNDERSTANDING WITH OWNER AND CONTRACTOR

The construction of new houses, or the repair and remodeling of existing houses in Sherwood Forest requires the approval of the Architectural and Environmental Review Committee.

One responsibility of this committee to the members of the community is to assure that construction activities do not endanger the members of the community, result in damage to common property, or result in the littering of roads.

The responsibilities of the Owner, and the Owner’s Contractor to avoid these activities are defined in the Architectural and Environmental Review Committee’s **REGULATIONS & DESIGN STANDARDS**.

OWNER RESPONSIBILITIES

I, the Owner, have read and understand the Architectural and Environmental Review Committee’s **REGULATIONS & DESIGN STANDARDS**, and will comply with them.

I, the Owner, understand that failure of the Contractor or any of his workers, his subcontractors and their workers, on-site vendors and delivery personnel to comply with these Regulations & Standards will result in penalties assessed to me by the Sherwood Forest Homeowner’s Association.

I, the Owner, will provide a copy of the **REGULATIONS & DESIGN STANDARDS (Form AERC 1)** to my Contractor.

CONTRACTOR RESPONSIBILITIES

I, the Contractor, have read and understand the **REGULATIONS & DESIGN STANDARDS**, and will fully comply with them.

I, the Contractor, will inform all of my workers, and all of my subcontractors, on-site vendors and delivery personnel, of the Job Site Rules and Regulations. I will also warn all of my workers, subcontractors, vendors and delivery personnel about safe driving requirements while driving on Sherwood Forest roads, and about not littering while driving.

Owner: _____ Date: _____

Contractor: _____ Date: _____

REQUIREMENTS FOR SUBMITTAL TO AERC

FEES AND DEPOSITS

Your check must be attached to this application. Makes check payable to the Sherwood Forest Homeowners Association. Any interest accrued on your deposit will be retained by the Sherwood Forest Homeowners Association.

FEE SCHEDULES

Closed-in addition to house

Environmental Damage/Compliance Deposit (refundable)	\$2,000
Road Use Fee (non-refundable)	750
Application Fee (non-refundable)	<u>50</u>
TOTAL	\$2,800

Garage/Carport

Environmental Damage/Compliance Deposit (refundable)	1,500
Road Use Fee (non-refundable)	500
Application Fee (non-refundable)	<u>50</u>
TOTAL	2,050

New Deck/Porch (new footers)

Environmental Damage/Compliance Deposit (refundable)	\$1,000
Road Use Fee (non-refundable)	300
Application Fee (non-refundable)	<u>50</u>
TOTAL	\$1,350

Deck Replacement/Porch on Existing Deck (no new footers)

Environmental Damage/Compliance Deposit (refundable)	\$500
Road Use Fee (non-refundable)	200
Application Fee (non-refundable)	<u>50</u>
TOTAL	\$750

ITEMS THAT MUST BE PROVIDED WITH THIS APPLICATION

- _____ Copy of the deed and covenants for your property. Please detail any easements or limitations on construction on the lot(s).
- _____ Two sets of working drawings of the addition (no larger than 24" x 36") showing front, rear and side elevations, windows, external wall finish, finish grade lines at building, and existing grade lines
- _____ Electrical Plan — to include outside lighting, and outside electrical equipment
- _____ Two sets of on-site plan (no larger than 24" x 36") to include:
 - Lot dimension and section
 - Dimension of front, side and rear setbacks

____ Landscape plan (no larger than 24” x 36”) to include:

- All trees and shrubs to be removed and the location and type of new plant material
- Evaluation by Native Plant Committee to show location of native species and plan for their protection
- Location of any walkways or pathways to be constructed
- Type of material to be used for walkways or pathways

____ Siltation control plan

____ Samples of all materials to be used in construction, i.e. roof, exterior siding, windows, chimney and trim

____ Color selections for all materials — roof, exterior siding, window casements, trim and door color

ADDITIONAL QUESTIONS

Date of submittal of completed application to AERC _____

Approximate date to begin site preparation _____

Approximate date to begin foundation work _____

Approximate date for completion of all construction _____

Describe the type of construction trash containers and temporary toilets that will be used _____

Describe plans for vehicle parking for the contractor and subcontractor crews _____

PREPARATION PRIOR TO AERC VISIT OF CONSTRUCTION SITE

Once a complete application has been made to the AERC, a visit to the site will be scheduled by the Chair(s) of the AERC. The Owner and Contractor, if possible, must be present during the site visit. The following questions are to be answered prior the AERC visit:

1. Are the corners of the lot, per the deed boundaries, clearly marked with tape? _____ yes
2. Has the perimeter of the project been marked? _____ yes
3. Has the septic field (if close to project) been marked? _____ yes
4. Have all the trees that are to be removed been marked? _____ yes