



An Audubon Cooperative Sanctuary

Sherwood Forest Homeowners Association ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE

NEW HOUSE CONSTRUCTION

Application and Approval Questionnaire for Owners and Contractors

This Application/Approval Questionnaire was developed to assist the Owner and Contractor by providing a summary of necessary information for AERC review and approval of new house construction. 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 AERC **will not** begin the review/approval process until **all** of the information required has been submitted to the AERC. A site visit is also required as a part of the review process. Please review the section on site preparation (Page 4) prior to scheduling the AERC site visit. The AERC requires four weeks for review and approval of the **complete** application, including the site visit.

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

I. The following fees and deposits are required:

Environmental Damage/Compliance Deposit (refundable)	\$3,000
Road Use Fee (non-refundable)	1,500
Processing Fee (non-refundable)	100
Amenities Fee (unless pro-rated)	<u>1,500</u>
TOTAL:	\$6,100

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.

II. This Application for Construction Approval must also be accompanied by the following: Please check all items that are included.

- ___ Copy of the deed and covenants for your property. Please detail any easements or limitations on construction on the lot(s).
- ___ Tw sets of Architectural Working Drawings (no larger than 24" x 36") to include:
 - Outline of building with porches, decks, garage/carport
 - Front, Rear and Side Elevations, windows, doors, external wall finish
 - Finish floor line, finish grade lines at buildings, existing grade lines.
- ___ Electrical Plan — to include outside lighting, electrical equipment (outside)
- ___ Two sets of on-site plan (no larger than 24" x 36") to include:
 - Lot number and section
 - Dimension of lot with North arrow
 - Copy of Transylvania County Health Department Permit Diagram
- ___ Location of septic field
- ___ Topo Map showing all trees to be removed
- ___ Location and dimensions of garage/carport
- ___ Location and dimensions of walks, driveways, and other approaches
- ___ Location of fuel tank
- ___ Two sets of landscape plan (no larger than 24" x 36") to include:
 - Diagram showing which trees and shrubs are to be removed (please identify type of each)
 - Description of fuel tank treatment
 - Diagram showing placement and type of new plant material
 - Location and type of material used for pathways, retaining walls and rockwork, if applicable
 - Native Plant Committee notified to evaluate lot for rare native species
- ___ Two sets of erosion/siltation control plan
- ___ Topo diagram of siltation control system (must be in place before construction can begin)
- ___ Temporary screen to control siltation when and wherever raw earth is exposed

**II. This Application for Construction Approval must also be accompanied by the following:
Continued:**

- _____ Gutter placement and overhang measurements
- _____ Samples of all materials used in construction, i.e. roof, exterior siding, chimney and windows
- _____ Color selections of roof, exterior siding, window casements and trim

ADDITIONAL QUESTIONS

Date of submittal of completed application to AERC _____

Approximate date to begin site preparation _____

Approximate date for putting in the foundation _____

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 the Contractor 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 house been marked? _____ yes
- 3. Has the septic field and repair field been marked? _____ yes
- 4. Has the driveway been marked? _____ yes
- 5. Have all the trees that are to be removed been marked? _____ yes