

LOCKWOOD FOLLY HOUSE PLAN SUBMISSION PROCEDURE AND INFORMATION SHEET

1. Refer your design professional and contractor to the Lockwood Folly architectural standards located on the POA website (www.lockwoodfollypoa.org) in References/Architectural Standards
2. Provide one complete sets of plans with completed application forms
 - A. Fill out bottom of this sheet.
 - B. Construction Agreement Sheet B must be signed by both the owner and the contractor.
 - C. Color Board Sheet C.
 - D. Impact Fee Check for \$1500.00 made out to Lockwood Folly POA
 - E. Mail Box check for \$150.00 made out to Lockwood Folly POA.
 - F. A project Completion deposit check for \$1000 made out as in (D) above.
3. Turn complete package over to the Chairperson of the ASC or at the business office.
4. A preconstruction conference with the Project Manager, Contractor and Property Owner (or their representative) may be required at the site before final approval to begin clearing the lot for construction.

Lot # _____ Street _____

Owner's Name _____

Mailing Address _____

Phone # Home _____ Business _____ Email _____

General Contractor Name _____

Mailing Address _____

Phone # _____