

SECTION IV - PLAN SUBMISSION PROCEDURES

- 4.1** Three (3) sets of all plans (site, building, and landscape) must be submitted along with completed application form (see section XV, item A and B in guidelines). One set of plans will be returned to the applicant. Note: If the topography has more than a 3 foot fall, a topographical plan must be submitted and will serve as the "site plan".
- 4.2** Plans must be submitted by the 1st of the month to be eligible for review on the 3rd Wednesday of the month. This will allow the ASC enough time for a thorough examination of the plans prior to the meeting.
- 4.3** Plans are to be submitted to the Chairperson's residence, or another ASC member's residence between nine o'clock (9:00) AM and five o'clock (5:00) PM by the 1st of the month (phone inquiries will be accepted Monday thru Friday between 9 AM and 5 PM).
- 4.4** Plans will be stamped on the date of receipt by the ASC.
- 4.5** Architectural renderings or photographs of the proposed design may be submitted to the ASC (at the discretion of the applicant) in addition to plans in order to determine the suitability of a particular style or design for construction in Lockwood Folly.
- 4.6** Review plans must include as a minimum the following:
- A.** Information sheets included at the end of this section.
- B.** Health department septic tank **final permits** (not site evaluation).
Be sure that the permit has not expired and will be effective for the duration of the construction period.
- C. Drawings:**
- 1.** Site plan at 1" = 20' (minimum) clearly showing:
- a. North arrow
 - b. Property lines with dimensions and bearings
 - c. If lot falls more than 3', a topographical plan with trees 6" or greater in diameter delineated
 - d. Location of the Septic System, as approved by Brunswick County
 - e. Location of dwelling on site with entry area, stairs and decks delineated and roof lines shown as dashed lines
 - f. First Floor Elevation (FFE) above Sea Level must be indicated
 - g. Setback lines shown
 - h. Driveway, walks and street shown with drainage swale and pipe under driveway indicated, **(see sheep P)**.
 - i. Service yard and screening shown
 - j. HVAC screening shown
 - k. Fences shown

l. Post lamp shown a maximum of 25' from the street

m. Total Sq. Ft. of Impervious Surface Area and % of Lot

n. Roof plan, either on house footprint or submitted separately

2. Landscape plans at 1" = 20' (min.) are required. Please refer to section 5.12 Sheet **K**

3. Floor plans to scale 1/4" = 1'. These should be included for each floor. See sheet **I**, a foundation plan must also be submitted.

a. Walls shown

b. Windows and doors shown (**min. of 1 window in garage**)

c. Overhangs and roof shown

d. Dimension overall limits of plans

e. Driveway location, stairways, garbage (min. 22' X 22') and HVAC enclosures

f. Decks and patios

g. Heated square footage in dwelling

4. Elevations - front, rear, right and left sides See sheet **I**.

a. Show how building relates to ground level

b. Show screening type and location

c. Indicate overall height from FFE to ridge of roof and indicate the roof pitches

d. Indicate overall height from grade to FFE. (**min. 36 inches**)

e. Show trim and corner decoration (4 inch min.) on all four sides
gable ends must have returns

f. If brick show details of siding quoins, row lock sills, header course, water table course.

5. Wall section - 1" = 1 '0" and other appropriate details showing exterior materials and eave fascia components / trim. See Sheet **M**.

6. Color board - with samples must be submitted - See Sheet **H**

7. Mail box - will conform to standard as reflected on Sheet **J** (Lockwood Folly Mailbox sketch)

4.7 COMPLETED SUBMISSION: Any submission that does not include all plans, materials, applications, and other items as required by this section will be rejected.

4.8 Rejected submissions must be resubmitted as defined in section 4.2 and 4.3.

LOCKWOOD FOLLY

HOUSE PLAN SUBMISSION

PROCEDURE AND INFORMATION SHEET

1. Provide your design professional and contractor with a copy of the Architectural Standards

Section of your Master Declaration Notebook.

2. Provide three (3) 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 H.

D. A \$1000.00 **one time cash** Performance Bond is required from all General Contractors.

E. Submit check for \$2050.00 made payable to Lockwood Folly POA

Plan Review Fee: \$400.00

There is also a \$125.00 charge for revisions to approved plans

Project Completion deposit: \$500 (refundable)

Impact Fee: \$1000.00

Mail Box Fee: \$150.00

3. Do you have a copy of the Master Declaration and Architectural Standards Guidelines? _____

4. Turn complete package over to the Chairperson of the ASC (or his/her representative) at the residence of the ASC chairperson. (Gordon Ackley, 3243 Marsh View Dr., Supply, NC 28462) Lot # _

_____ Street _____

Owner's Name _____

Mailing Address _____

Phone # Home _____ Business _____ Email _____

General Contractor

Name _____

Mailing Address _____

Phone # _____

LOCKWOOD FOLLY
CONSTRUCTION AGREEMENT
ARCHITECTURAL STANDARDS COMMITTEE

Date _____

Construction Location (*Street and Lot #*): _____

Name of Owner: _____

Address: _____

Telephone: _____ (h) _____ (w)

Email Address _____

Contractor: _____

License #: _____ Telephone #: _____

Address: _____

Email Address _____

A Contractors List can be provided upon request.

It is clearly understood that the Lockwood Folly Architectural Standards Committee has established the Residential Design and Construction Guidelines to preserve and protect the property values of Lockwood Folly and the property owners of Lockwood Folly.

Therefore, we agree to abide by the following rules:

1. We have read the ASC Guidelines, Covenants, Conditions, and Restrictions and agree to follow them in full.
2. We agree to carry out this project construction and fulfill the plans and specifications as approved for this project in the final review by the ASC. Any changes to these plans will be first approved by the ASC prior to implementation.
3. We are responsible for the behavior and actions of all workers contracted to work on this job while they are at Lockwood Folly.

4. We are responsible for maintaining a clean construction site at all times and will provide one of the following trash containers:
 - A. Dumpster - 30 yard capacity minimum;
 - B. Wood frame wall structure 12' x 12' x 4' to 6' high with a top approved by the ASC
 - C. Alternate method to be approved by Lockwood Folly ASC
5. We will be responsible for a thorough clean up of the project site for the duration of the project and upon completion of the project.
6. We agree to provide a foundation survey after the footings are poured and **STOP any further work on the dwelling until the survey is approved by the ASC**. We also agree to notify the ASC for field reviews at each stage of project as listed in Section XI.
7. We also understand that water run-off from the building lot will be increased by the impervious surfaces of the house, driveway, decks, etc., which are constructed. Therefore, we understand and agree that:
 - A. Under the rules and regulations of the State of North Carolina, water run-off must be controlled on the Home Owner's Property so that problems are not created for the adjacent property owner of Lockwood Folly.
 - B. Site designs must direct water run-off into one of Lockwood Folly's retention areas or retain the water run-off at the site. (see Sheet P) **Down Spouts must direct water to the surface for absorption or to French Drains with-in the property.**
 - C. The Architectural Standards Committee may require the Owner to have a qualified Engineer to provide the site design at the Owner's expense.
 - D. Water problems created by a home not complying with these requirements will be corrected at the Home Owner's expense.
8. We understand that our project completion deposit of \$500.00, or any portion thereof, may be retained by the ASC if we fail to abide any standards during the construction period, or fail to clean

the site after completion of the project and it becomes necessary for the ASC to independently contract to clean our lot.

- 9. We are aware of the Days and Hours restrictions on construction and agree to abide by them as outlined in Section II, 2.4 D **(the Property Owner and/or General Contractor of record will be assessed a \$25.00 fine for any violation of Section II 2.4 D.**

Section II, 2.4 D

Working Days and Hours

Contractors, including but not limited to Service / Maintenance, Lawn Maintenance / Landscaping Services, etc. may work only during daylight hours Monday through Saturday unless an extension is granted, in writing, by the ASC.

No contracted work other than on an emergency basis may be conducted on Sunday, or National Holidays. For the purpose of clarification, the following days are considered National Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Note: There is a \$25.00 fine for any violation of Section II 2.4 D.

Owner _____ Date _____

Contractor _____ Date _____

LOCKWOOD FOLLY

CONTRACTOR INSTRUCTION SHEET

- A. READ SECTION II - CONTRACTOR ACCOUNTABILITY/PROPERTY OWNER RESPONSIBILITIES
- B. Fill out and sign Lockwood Folly House plan submission sheet A and
Fill out and sign Construction Application, Sheet B1 - 3.
- C. Call Project Manager for Field Review at each construction phase when home is ready for field review. (SITE, FOUNDATION INSPECTION, DRY IN, FINAL)
- D. A \$1000.00 **one time cash** Performance Bond is required from all General Contractors
- E. Submit check for \$2050.00 made payable to Lockwood Folly POA. Plan Review Fee: \$400.00
Project Completion deposit: \$500 (refundable)
Impact Fee: \$1000.00
Mail Box Fee: \$150.00
- F. PORTABLE OUTDOOR TOILET FACILITIES
Portable outdoor toilet facilities must be provided during construction. **They must be in place immediately upon plan approval of the ASC**, and must be removed promptly upon completion of construction. All Facilities must be screened, on three (3) sides, with white lattice, open toward the back of the construction site and be a minimum of 15' from the street.
- G. CONSTRUCTION EQUIPMENT:
Construction equipment will be kept on site. Vehicles parked on the street will be parked so as not to impede traffic flow. Note: see ASG Section 6.19 SIGNS (maximum 48"X72")
- H. WORKING DAYS and HOURS: **(the Property Owner and/or General Contractor of record will be assessed a \$25.00 fine for any violation of this Section 2.4 D. per violation)** Contractors, including but not limited to Service / Maintenance, Lawn Maintenance / Landscaping Services, etc. may work only during daylight hours Monday through Saturday unless an extension is granted, in writing, by the ASC.
No contracted work other than on an emergency basis may be conducted on Sunday, or National Holidays. For the purpose of clarification, the following days are considered National Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. **(the Property Owner and/or General Contractor of record will be assessed a \$25.00 fine for any violation of this Section 2.4 D.**
- I.. EXTERIOR LIGHTING: Lockwood depends on lighting from post lamps for a major portion of its street lighting. Post lamps will be located near drive entrances, a maximum of twenty-five (25) feet from the street, and will operate on photo sensors.

LOCKWOOD FOLLY

Owner's Name _____ Date _____

Contractor _____

COLOR BOARD

Foundation

Material _____

Color _____



Siding

Material _____

Color _____

Siding _____



Trim

Material _____

Color _____

Trim _____



Shingles

Brand and Grade _____

Color _____



LOCKWOOD FOLLY

Owner's Name _____ Date _____

Contractor _____

COLOR BOARD

Service Area Screening

Material _____

Color _____

Other

Material _____

Color _____

Where Used _____

Other

Material _____

Color _____

Where Used _____

Other

Brand and Grade _____

Color _____

Where Used _____