



Date: \_\_\_\_\_

## Hampton Creek Architectural Plan Review Application

All site or building alterations or additions require approval from the Architectural Review Committee (ARC) prior to starting construction. Please fill out the following application form and submit the completed application and supporting plans, sketches, and specifications to:

Email	or	<u>USPS</u>
Acc@gcmmgt.com Ewilkes@gcmmgt.com		Hampton Creek Owners Association c/o Georgia CM PO Box 2750 Loganville, GA 30052

The applicable application fee will be collected upon receipt of your application. The deposit can be paid after ARC approval is granted and before starting construction. Construction must begin within 120 days and be completed within 12 months after ARC approval. Extensions may be granted upon request and approval.

### I. Applicant

Name: \_\_\_\_\_ Text \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Ooltewah, TN 37363

Email Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder/Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_



**III. Exterior Remodel**

Complete this section if making any additions, changes, or modifications to the exterior of the house that aren't in accordance with the plans and specifications previously approved, such as:

- Replacing roofing, siding, doors, or windows with those having a different type, style, or color scheme,
- Repainting the house exterior with a different color scheme, and
- Adding or enlarging exterior elements, such as rooms, windows, doors, patios, or decks.

Include a site plan, specifications and applicable brochures describing the proposed additions, changes, or modifications to the exterior of the house.

Exterior Change	Element	New Color, Materials, Type, or Style
New Paint Color Scheme	<input type="checkbox"/> Siding/Brick	
	<input type="checkbox"/> Trim	
	<input type="checkbox"/> Windows	
	<input type="checkbox"/> Doors	
	<input type="checkbox"/> Deck	
Replace Exterior Elements	<input type="checkbox"/> Roofing	
	<input type="checkbox"/> Siding	
	<input type="checkbox"/> Windows/Doors	
	<input type="checkbox"/> Other (Specify)	
Exterior Addition	<b>Element</b>	<b>Description/Change in Area (Ft<sup>2</sup>)</b>
	<input type="checkbox"/> Room(s)	
	<input type="checkbox"/> Deck or Patio	
	<input type="checkbox"/> Other (Specify)	
<b>Deposit</b>	\$200	

**Comments:**

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- Notes:**
1. Your contractor should be providing you a project quote, a site plan or sketch, and brochures that can be attached to the project application.
  2. Refer to the ***Design and Use Guidelines for Hampton Creek*** for details concerning requirements for additions, changes, or modifications to the exterior of the house that are not in accordance with the plans and specifications previously approved.



**II. Pool, Fence or Retaining Wall**

Complete this section if constructing an in-ground pool, fence or retaining wall. Include a site plan or sketch indicating the dimensions of the pool, fence, or retaining wall and their location in relation to the house, easements, and property lines.

	Pool	Fence	Retaining Wall
<b>Material</b>	<input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Vinyl	<input type="checkbox"/> Aluminum <input type="checkbox"/> Steel <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl	<input type="checkbox"/> Brick <input type="checkbox"/> Stone <input type="checkbox"/> Stucco <input type="checkbox"/> Other <small>(Specify)</small>
<b>Height</b>	N/A		
<b>Color</b>	N/A		
<b>Style</b>	N/A	<input type="checkbox"/> Picket <input type="checkbox"/> Panel <input type="checkbox"/> Stockade <input type="checkbox"/> Other <small>(Specify)</small>	N/A
<b>Deposit</b>	\$200	N/A	N/A

**Comments:**

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**NOTES**

- Your contractor should be providing you a project quote, a site plan or sketch, and brochures that can be attached to the project application.
- The Design and Use Guidelines for Hampton Creek Development states in:
 

**Sub-section X.11** "A perpetual easement is reserved on each Lot, as shown on the recorded plat, for the construction and maintenance of utilities such as electricity, gas, water, sewerage, drainage, etc., and no structure of any kind shall be erected or maintained upon or over said easement."

**Sub-section X.29** "No fence shall exceed six (6) feet in height and will not be allowed on any Lot without the prior written consent of the Architectural Review Committee. Wire or chain link fences are prohibited. All wood fences must be painted. All proposed fences must be submitted to the Architectural Review Committee showing materials, design, height and location."

**Sub-section X.55** "Swimming pools are allowed; however, they are to be fenced and landscaped with ARC approved designs and materials. Above ground pools will not be allowed. Decks and screening must not be closer than (5') feet from the property line."



**III. Landscaping Modifications**

Replacing existing landscaping elements does not require ARC approval. Complete this section if making any significant additions, changes, or modifications to the landscaping that isn't in accordance with the plans and specifications previously approved, such as:

- Removing trees or shrubs greater than 6 inches in trunk diameter, or
- Adding a water feature, fire pit, putting green, or outdoor fireplace, kitchen, etc., or
- New planting bed(s) >50 square feet in area and new trees.

Include a site plan, specifications and applicable brochures describing the proposed additions, changes, or modifications to the landscaping. Your contractor should be providing you a project quote, a site plan or sketch, and brochures that can be attached to the project application.

**Comments:**

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**Owner/Builder Agreement**

1.	Owner authorizes the Architectural Review Committee (ARC) or its agents to periodically inspect and ascertain whether construction complies with the approved project application plans, specifications, and stipulations.
2.	Owner agrees and understands that approval of the project application plans and specifications by the ARC shall not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship, or quality of the design or construction of the improvements.
3.	Unattended burning of brush, trees or construction materials is prohibited. Burning is limited to county restrictions. Contact the local fire department regarding restrictions. A water source must be always available during burning.
4.	The work site is to be kept clean. Projects may require a trash bin or container suitable to contain debris. Trash staged on site in a fenced area is not acceptable. When construction starts, a portable toilet or use of a facility on the construction site must be set up. Portable toilets must be secured to prevent turning over by possible high winds.
5.	No disturbing construction activities shall occur on Sundays, holidays, or between the hours of 8 PM to 7 AM on all other days.
6.	The ARC must approve all changes, revisions, modifications, and alterations encountered after project application approval.



**Owner/Builder Agreement (Continued)**

7.	If construction will not be completed within twelve (12) months after ARC approval of the project, an extension must be requested. Provided no changes have been made to the original design, an approval of an extension can be granted. If changes have been made to the original design of the Plan Review Application, a new Plan Review Application will have to be submitted for approval.
8.	All project additions, changes, or modifications must conform with the <b>Design and Use Guidelines for Hampton Creek Development</b> , and the <b>Declaration of Covenants, Conditions, and Restrictions for Hampton Creek</b> , unless specific variances are granted in writing by the ARC or Board of Directors.

**Hampton Creek Owners Association ARC Fines**

Infraction	Maximum Fine
Start of construction prior to ARC project approval	\$1,000
Start of construction after expiration of ARC project approval	\$ 500
Change in approved construction without ARC approval	\$ 500
Work site not kept clean of trash and debris, not cleaned each Friday	\$ 100
No portable toilet, if applicable	\$ 100
No or improper trash container	\$ 100
Trash bin full and trash overflowing	\$ 100
No construction fence, where applicable	\$ 500
Construction fence down	\$ 100
More than one 36" x 36" builder sign	\$ 50
Failure to complete construction within 12 months	\$5,000

Fines for other violations of the approved project application may be assessed at the discretion of the ARC. Fines may be assessed daily, and escalating fines may apply for repeat violations. Additional fines may be assessed for road or common area damage.

**ARC Project Application Submittal and Review Schedule**

Monthly ARC Meeting	1 <sup>st</sup> Wednesday of the month
Comments and/or Approval/Denial Emailed	Within 30 days after receiving the project application and supporting documents.

**Note:** Monthly ARC meeting date is subject to change.