



Lake Toxaway Community Association Architectural Review Board

PO Box 100, Lake Toxaway, North Carolina 28747

(828) 966-9453 * fax (828) 966-4083 * **Ltadmin@ipmhoa.com and/or jduggins@ipmhoa.com**

NEW CONSTRUCTION APPLICATION

\$_____ application fee for new construction	\$_____ fee for impact fee	\$_____ Site damage deposit (to be paid by owner)	
Date:	Project:	Lot Number:	
HOMEOWNER INFORMATION			
Name:			
Lake Toxaway address:	Lake Toxaway phone no.:	Home phone no.:	
	()	()	
Email address:	Work phone no.:	Fax no.:	
	()	()	
Mailing address:	City:	State:	ZIP Code:
GENERAL INFORMATION			
Architect Name:			
Address:	City:	State:	ZIP Code:
Email address:	Office phone no.:	Fax no.:	
	()	()	
Builder Name:			
Address:	City:	State:	ZIP Code:
Email address:	Office phone no.:	Fax no.:	
	()	()	
Submitted by:			
Address:	City:	State:	ZIP Code:

Please return the form to the office Ltadmin@ipmhoa.com and/or jduggins@ipmhoa.com

PRELIMINARY PLAN REQUIREMENTS

1. **Preliminary Schematic Topographical Site Plan (maximum 2 foot contours) at a scale of 1"=20'. Must be prepared by licensed N.C. Surveyor**
 - Identifying:
 - i. Property/Unit boundaries and acreage
 - ii. House location on site with FINISHED FLOOR ELEVATION along with any other proposed structures, driveway, parking area. ALL SET BACKS MUST BE CLEARLY SHOWN.
 - iii. Potential tree (in excess of 12" in diameter) and shrub removal
 - iv. Septic System
 - v. Well
 - vi. Utility areas, etc.

2. **Conceptual Floor Plans at a Scale Not Smaller than 1/8"=1.**
 - Showing overall house dimensions, room sizes, windows and doors.
 - All rooms shall be labeled as to function.

3. **Conceptual Elevations (all sides) at a Scale Not Smaller than 1/4"=1'**
 - Showing all exterior materials, windows, doors, decks, height above foundation cap., etc.

4. **Plans must be submitted electronically.** Hard copies may be requested by the ARB on a case by case basis.

5. **A Copy of the Property Deed including All Restrictions and Covenants.**

6. Property line, set backs, and house location must be clearly marked with **white stakes** (min. 3 feet tall). Any property in excess of 2 acres, stake only house location, set backs, and/or property lines that are within 200 feet of the proposed new home.

* **If any of the requirements are absent or incomplete, the Association will NOT be able to conduct the review process.**

This project requires the use of oversized vehicles.

Oversized Vehicles: Projects that require use of oversized vehicles must submit an Over-Sized Vehicle Permit and pay an additional \$1,500 impact fee. Use of over-sized vehicles without a permit will incur a fine of \$3,000. Vehicles considered over-sized are as follows: Trailers greater than 28 feet in length, gross vehicle weight greater than 68,500 pounds, concrete trucks carrying greater than 8 cubic yards. Over-sized vehicle must display an "oversized load" or "wide load" in the front and rear while driving on LTCA roads.

The information on this application and the plans and attachments submitted are complete and accurate to the best of my knowledge. I agree not to begin my home construction until I receive approval from the Architectural Review Board and have obtained required permits. **I understand I am to call the LTCA at (828) 966-9453 before any site digging is started.**

Owner or Owner Representative Signature

Date

FINAL CONSTRUCTION PLAN REVIEW REQUIREMENTS

After receiving Preliminary Plan Review acceptance, Owners must direct their architect, draftsman, contractor, or engineer to proceed with the Final Construction plans. The owner must submit two (2) sets of full size plans along with one (1) set of plans in 8 ½ x 14 or 11 x 17 format that include the following:

1. **A final site plan** showing all items required in Preliminary site plan plus any proposed new topography (grading, drainage, cut and fill) and EROSION CONTROL features at a scale of 1 inch = 20 feet or larger.
2. **Floor plans** showing complete construction details at a scale not smaller than ¼ inch = 1 foot. They shall include location of exterior HVAC units, exterior light fixtures, all utility locations, meters, and easements, if applicable, trash enclosures with type of screening noted, fuel tank location, etc.
3. **Elevations** (all sides) at a scale not smaller than ¼ inch = 1 foot showing all exterior materials, windows, doors, decks, height above the foundation cap, etc.
4. **Drainage plan** showing the proposed path of surface water and points of discharge. Under NO circumstances may the natural flow of water be artificially concentrated so as to create erosion problems or additional flow over neighboring property.
5. **Color and material selections** submitted electronically. A color and materials board with samples of the proposed exterior paint/stain color scheme and any proposed siding, stone, brick, roofing material, etc may be requested by the ARB on a case by case basis.
6. **A landscape plan** as outlined in Sec 5.9 of the Guidelines will be due within 180 days from date of Final plan review acceptance.
7. **A copy of the approved County Building Permit**, along with any other government required permit.
8. **A copy of the Approved County On-Site Wastewater Disposal Application.**
9. **A copy of any other permits required from county, state, or federal authorities.**

_____ **Owner or Owner Representative** _____ **Date**

_____ **ARB Admin** _____ **Date**

NEW CONSTRUCTION WORKSHEET

SUBMITTAL CHECKLIST

- Four sets of Plans / 2 sets checklist for Final Review
- Site Plan, minimum scale 1"=20'
- Roof Plan, minimum scale 1/8"
- Floor Plans, scale 1/4"
 - Lower Mid Upper
- Foundation Plans, scale 1/4"
- Four Exterior Elevations, scale 1/4"
 - Front Rear
 - Right Side Left Side
- Typical Section / Cross Section, min. scale 1/4"
- Electrical Plans, scale 1/4"
- Site Stake-Out – stake key points, i.e. Garage, front corners, rear corners and decks
- Finished Floor Elevations (shown on site plan)
- Landscape Plan, scale 1"=10'
- Exterior Finish Schedule

ARCHITECTURAL PLANS, 1/4"=1'

- Lower Floor HVAC Space _____ sq ft
- Mid Floor HVAC Space _____ sq ft
- Upper Floor HVAC Space _____ sq ft
- Garage _____ sq ft
- Cabana / Gazebos _____ sq ft
- Patios / Decks _____ sq ft
- Other _____ sq ft
- TOTAL SQUARE FOOTAGE** _____ sq ft

ELEVATIONS, 1/4"=1'

- Front Rear Left Right
- Finished Grade Actual _____ ft
- Screened Equipment Service Area (HVAC, Pool, Lift Station, etc.) _____ ft
- Roof Pitch (7/12 minimum) _____
- Finished Lower Floor to Roof Ridge _____ ft
- Finished Lowest Grade to Roof Ridge _____ ft
- Center Line of Road to Roof Ridge _____ ft

SITE PLAN / SURVEY – MIN. 1"=20'

- Topography Elevation (indicate actual elevations with 2' increments)
 - Setbacks
 - Front Rear
 - Right Side Left Side
 - Easements/Detailed Drainage Plan
 - Utilities
 - Tree Location(s) (12" and larger in building area)
 - Trees to be Removed
 - Building(s) Location
 - Finish Floor Elevations
 - Lower Mid Upper
 - Driveway / Parking Location
 - Material: Concrete Blacktop
 - Gravel Pavers
 - Stamped Concrete
 - Courtyards
 - Adjacent Property Information (site plan must indicate the existing adjacent structures relative to the proposed structure)
 - Location of Propane, A/C, Grinder, Generator
- Rear of Property:
- Golf Course Mountain Road
 - Association Common Property Other
- Right Side Property:
- Existing House Vacant Lot
 - Association Common Property Other
- Left Side Property:
- Existing House Vacant Lot
 - Association Common Property Other

LIGHTING FIXTURES

- Post Light
- House Security Lighting
- House Decorative Lighting
- 60 Watt Exterior Maximum

SPECIAL CONDITIONS

1. Port-o-Johns: communicate color and location for ARB approval.
2. Barrier silt fencing with wire should be installed and maintained on side yard property lines and rear property line where appropriate to prevent damage and silt runoff.
3. All state, local and ARB approvals and permits should be obtained and made available when requested before construction begins including county building and septic permits.
4. All construction materials must be stored on site unless other arrangements have been previously approved in writing and communicated to the ARB.
5. Contractors to follow all construction guidelines (please call the ARB administrator for current guidelines and controlled access policies) and requirements.
6. Site should be kept free of trash at all times. Dumpsters are to be maintained regularly.
7. Roadways are to be kept accessible at all times and free of mud and dirt.
8. Contractors are to keep dumpsters covered at all times.