

# Submission of Plans and Approvals Checklist Aid

## Edenton Bay Plantation Architectural Code

This checklist is ment to aid lot owners through the construction process in Edenton Bay Plantation (EBP). This checklist does not supplant the EBP Architectural Code (AC) or the Declaration of Covenants (DC). It is intended to supplement the AC to aid Home Owners Association (HOA) builders. This checklist is sequential and, while some activities can be completed simultaneously, must to be followed from start to finnish.

Note: Plans, to include landscaping, lighting and out buildings require approval by the ACC before installation begins. ALL planning or construction changes of previously approved requirements requires approval from the Architectural Control Committee (ACC) chair before proceeding. Failure to do so will result in haults to construction and penalties levied by the EBP board. Please follow the EBP AC sequentially and precisely. Lot owners are responsible and liable for their contractor's adhearance. This includes speed limits, lot cleanliness, trespassing and littering. No construction can begin before 7:00 AM.

Activity	Responsibility	Completion Date
<p><b><u>Important! - Submission of Plans and Approvals:</u></b>            Before the start of any construction, <b>an owner must receive written approval from the ACC</b> to proceed with tree removal, lot preparation or construction per Article VII.3 of the Declaration of Covenants (DC).            *****  <b>Review and understand the EBP HOA Architectural Covenants and Declaration of Covenants in their entirety, as well as applicable county, state and CAMA laws.</b>            *****</p>	<p>Owner</p>	
<p><b><u>STEP 1 - Initial Review of Concepts:</u></b>            Meet with an ACC member to discuss the AC and your design ideas. Present a 1/8" scale site plan. This only requires a general style and location plan to communicate general intent. This can be hand drawn, can use architectural photos, or be professionally prepared.</p>	<p>Owner with AC</p>	

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<p><b>STEP 2A - Preliminary Site Plan Review:</b>  This site plan should include the outlines of your intended design with property lines, setbacks relative to your lot location, trees (both those identified to be retained as well as those to be removed), any grade modifications, septic fields and distribution box, driveways, walkways, decks, walkways, patios, pools and fences. Pay careful attention to EBP tree requirements and setbacks as well as Chowan county impervious area requirements (not more than 30%). This should be professionally prepared with your architect and/or builder.  <b>This requires the lot to be surveyed and have lot corners marked and the location of the buildings and other elements roughly staked in and / or spray painted on the lot.</b></p>	<p>Owner with AC</p>	
<p><b>STEP 2B - Building Plan Review:</b>  This should be professionally prepared with your architect and/or builder. Must include preliminary floor plans and elevations. The plans must include four elevations, roof configurations, pitches and materials, exterior siding and trim materials, window types and sizes. Colors for roof, siding, trim and doors as well as deck and patio materials. This is done before final construction plans are finalized.</p>	<p>Owner with AC</p>	
<p><b>STEP 3 - Conditional Approval Letter:</b>  AC issues an Informal Letter of Conditional Approval with any necessary comments on the site and building plans.</p>	<p>AC Chair through HOA President.</p>	

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<p><b>STEP 4 - Application for a Permit to Build:</b>  Detailed construction plans and schedules should be professionally prepared and submitted to the AC. These include a <b>site plan (STEP 4A)</b> on a survey by a registered surveyor at 1"=30' scale. The plan must include (1) proposed clearing and grading (2) septic plans and drainage fields (3) the footprint of all structures to include attached and detached buildings, storage and other structures, walkways, driveways, decks, patios, pools, fences, walkways, piers and docks. <b>STEP 4B</b> include all <b>Architectural Plans and Schedules</b> professionally drawn by an architect or home designer at a scale of 1/4"=1". These must include foundation, floor plans, elevations, roof plans and schedules for windows and doors, exterior materials, exterior finishes, lighting plans and lighting schedules. <b>Provide printed copies of both the Site and Architectural plans to the AC.</b> An initial landscaping plan should also be submitted.</p>	<p>Owner</p>	
<p><b>STEP 5 -AC and Owner Inspect the Lot:</b>  In time for this site walkthrough, all driveways and walkways should be staked and tagged, the septic and drainage field should be tagged, all proposed buildings should be staked and strung out and all trees to be cleared must be marked.</p>	<p>Owner with AC</p>	
<p><b>STEP 5 - AC Issues Permit to Build</b></p>	<p>AC Chair through HOA President.</p>	
<p><b>STEP 6 - Submit road use construction fee to the EBP HOA treasurer:</b>  Submit a one time (non-refundable) fee of \$2,000.00 to offset road maintenance on HOA private roads due to the heavy use of roadways by construction traffic and materials.</p>	<p>Owner</p>	
<p><b>STEP 6 - Permit to Build Issued by EBP AC:</b>  Once all AC and DC requirements are in compliance, the AC will issue a Permit to Build through the EBP HOA president.</p>	<p>AC Chair through HOA President.</p>	

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<p><b>STEP 7 - Construction Process, Review and Revisions:</b>  AC members will periodically inspect the construction process and are required unrestricted access to the owner's lot throughout the construction process. Discrepancies and / or changes will require submission, review and approval before changes / deviations may proceed.</p>	AC with or without the owner as required	
<p><b>STEP 8 - Completion of the Project:</b>  Upon completion of the construction and once all site work is completed, an AC member will review and inspect the build to determine compliance with the plan as approved. Upon a satisfactory outcome, a <b>Certificate of Compliance</b> will be issued by the AC, through the HOA president to the lot owner.</p>	AC Chair through HOA President.	