



**Application for Approval of
MINOR IMPROVEMENT PLANS**

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	2
SECTION 2: OWNER/BUILDER RESPONSIBILITIES	3
SECTION 3: MINOR IMPROVEMENT PLANS APPLICATION FEE	3
SECTION 4: GENERAL CONSTRUCTION GUIDELINES.....	3
SECTION 5: LOT OWNER AND CONTRACTOR INFORMATION.....	5
SECTION 6: PLANNED IMPROVEMENT.....	5
SECTION 7: REQUIRED ATTACHMENTS	6
SECTION 8: SIGNATURE	6

SECTION 1: INTRODUCTION

In accordance with the Grande Vista Bay (GVB) Covenants, Conditions, and Restrictions (CC&Rs), Article VIII, Section 2, GVB property owners may not construct or alter a primary residence, structure, or add improvements of any kind including fences or barriers without the written consent of the Architectural Control Committee (ACC).

This document provides guidance and application form for GVB property owners to request ACC approval for minor improvements such as driveway upgrades (Ex. Replacing concrete driveway with pavers), patios, landscaping structures, exterior painting, or simple sheds less than 200 square feet in size, etc. Improvement plans along with the other information required by this application shall be used to support the review and approval process.

It is important that the Owner and your Contractor (if applicable) carefully review all related documentation including the GVB CC&Rs as well as associated forms, guidelines, and policies that may be found under the Architectural document folder on the GVB community portal to ensure you have a complete understanding of all restrictions, uses, limitations and obligations.

The minor improvement review and approval process is as follows:

Step 1: Complete the attached Minor Improvement Application Form.

Step 2: Email the completed form along with any supporting documents, such as color samples, photos, drawings, etc. to the ACC, at GVBACC@GrandeVistaBay.org.

Step 3: The ACC will review the application and, if necessary, call or schedule an onsite visit with the property owner to review the improvement request.

Step 4: The ACC will return (via e-mail) the Minor Improvement Plans application form with noted changes or exceptions or approval signature, as appropriate. A copy of the approved form will be sent to the GVB's POA manager for filing in the property owner's folder for future reference.

Step 5: At the completion of the project, the site may be visited by an ACC member for completion verification and the completion date will be added to the document. Project will be considered closed.

IMPORTANT TO NOTE:

- *The application signature page must be signed by the Owner and, if applicable, their contractor.*
- *The architectural review is solely to determine that the proposed improvement complies with the basic requirements of the GVB CC&Rs.*
- *No structure or improvement will begin without written approval of the following application.*
- *Once the application has been approved, any planned changes or deviations from the approved application must be submitted as an amendment to the original application for an updated review and approval.*

SECTION 2: OWNER/BUILDER RESPONSIBILITIES

Owners are responsible for:

1. Providing elevation drawings or photos.
2. Providing full and correct information to the ACC so that the Committee, on behalf of all GVB property owners, may determine the acceptability of proposed improvement plans.
3. Ensuring the minor improvement is built according to the approved plans.
4. The actions of any Contractor and Subcontractors and shall ensure that each is licensed and approved by the State and County, and that each phase of construction, as applicable, is approved by Roane County Building Inspectors according to their regulations. Owners are bound by the recorded CC&Rs for GVB, as well as the Roane County Building Codes and the Roane County Zoning Regulations.
5. Following storm water discharge management requirements during construction and ensuring final grade drainage conveyance does not result in a post-improvement increase in spillage onto adjacent lots.
6. Ensuring any tree removal, soil disturbance, or use of shorelines and certain amounts of land above the shoreline comply with the most recent TVA Shoreline Management Plan which may be obtained from the TVA website at www.TVA.gov. *TVA severely restricts changes to and the use of the shoreline and a certain amount of land above it.*
7. Making sure the minor improvement project is completed within three (3) months after commencement has begun.
8. Any costs or repairs associated with damage to roadways, edges of the roadway, rights-of-way, or common area caused during construction of the minor improvement to the property.

SECTION 3: MINOR IMPROVEMENT PLANS APPLICATION FEE

There is no GVB Development Impact Fee or application review fee required for minor improvement application projects.

SECTION 4: GENERAL CONSTRUCTION GUIDELINES

The following list provides a summary of key CC&R restrictions and ACC guidelines for minor improvements. These guidelines/requirements apply to property owners within GVB and are considered rules established by the POA Board of Directors (BOD), as allowed by the GVB CC&Rs. All GVB CC&R requirements will apply to minor improvements with limited exceptions as noted.

1. Structures or barriers must not be placed in or interfere with drainage easements and shall not cause increased water runoff to the neighboring lots.
2. If the minor improvement project involves any significant excavation or grade changes to the property the ACC may require a Major Improvement Plan application also be submitted with before and as-built elevation layouts.
3. Detached storage/utility buildings (sheds) over approximately 200 sq ft are major improvements and require a Major Improvement Plan Application. It must go through full POA review including the ACC and Studio Four Design approval with associated cost.

4. Sheds under 200 sq.ft. must be in the rear yard and constructed with the same exterior materials, appearance, and color, including roofing material as that of the primary residence. All shed applications require a site plan showing the location of the shed, photos or elevation drawings of the shed showing doors, windows, and building trim along with the roof pitch indicated shall be included with the application. Limited exceptions to CC&Rs for sheds that are under 200 sq.ft. and qualify under minor improvements are as follows:
 - a. Sheds less than 200 sq.ft. may be pre-built off-site and placed on the lot as long as the exterior materials and appearance match the primary residence.
 - b. No sheet siding materials will be approved such as T111, vertical or horizontal corrugated metal or vinyl siding.
 - c. Shed metal roofs must be standing seam roofs (i.e., the same roof material as required for homes). Stamped corrugated metal roof panels are not an acceptable metal roof material even if colored.
 - d. The foundation of the shed must be covered once the shed is installed.
 - e. For primary residences that are built with the majority being brick and/or stone exteriors, horizontal siding material (i.e., hardy or LP smart side), horizontal lap, or board-and-batten, with a wood-like appearance and painted to coordinate with the home may be used.
 - f. Often there are accessory roofs of a home that are metal, therefore the ACC generally finds it acceptable for the roofs of accessory structures to be metal with color matching the home even if the primary roof of the home is not metal.
 - g. Accent roofs on a primary residence can have a pitch less than the 8/12 minimum pitch required by the CC&Rs, therefore the ACC generally finds it acceptable for the roof of small sheds/accessory buildings to have a roof pitch less than 8/12, as appropriate for the general appearance of the structure.
5. During construction, lots shall always be kept clean and free of trash and other unsightly conditions, including mud or gravel on roadways, blowing trash or excessive worksite debris.
6. Trash and debris will be placed in suitable containers for removal to an off-site disposal.
7. Violations may result in fines.

SECTION 5: LOT OWNER AND CONTRACTOR INFORMATION

Lot # being improved: _____ Other Lot(s) owned: _____ Date of application: _____

Name of Lot Owner: _____

Address: _____
Street _____
City _____ State _____ Zip Code _____

Telephone: (____) _____ (____) _____
Home/Work/Cell Home/Work/Cell

E-Mail: _____

General Contractor (If applicable):

Company name: _____ Contact: _____

Address: _____
Street _____
City _____ State _____ Zip Code _____

Telephone: (____) _____ (____) _____
Company Contact Person

E-Mail: _____

SECTION 6: PLANNED IMPROVEMENT

The owners of the above lot hereby submit for approval their improvement or structure appurtenant to the residence on said lot, as listed below:

- Detached storage building / Shed (less than 200 sq. ft.)
- Porch / Gazebo not impacting structure of primary residence
- Major landscaping / Large tree removal
- Exterior Paint (only if changing color)
- Parking area/Driveway, e.g. Concrete to Pavers
- Solar Panels
- Fence or changes to existing fence that is visible from the road or other properties
- Other: _____

Brief Description of project: _____

SECTION 7: REQUIRED ATTACHMENTS

Attach layout drawing/sketch to site plan showing location of residence and improvement relative to lot boundaries and required setbacks. For sheds, additional drawings and/or photos of elevations indicating doors and windows along with the proposed roof pitch shall be provided with the application. The ACC may require additional documents, if requested, to define the scope of the project to facilitate improvement approval.

SECTION 8: SIGNATURE

THE REVIEW IS SOLELY TO DETERMINE THAT THE PROPOSED CONSTRUCTION COMPLIES WITH THE BASIC REQUIREMENTS OF THE COVENANTS, CONDITIONS AND RESTRICTIONS.

Neither the Association and/or Committee, its officers, agents, or employees, nor any member of the Association and/or Committee including Studio Four Design shall be responsible or liable in any way for any defects in any plans, specifications or information submitted for approval, or for any defects in any work done according to such plans, specifications, or information. Further, approval by the Association and/or Committee shall not be deemed to represent or warrant to any person that the proposed construction complies with applicable codes and laws, nor the quality, function, or operation of the proposed construction, or of any construction, workmanship, design, engineering, materials, or equipment. Neither the Association and/or Committee, its officers, agents or employees, nor any member of the Association and/or Committee including Studio Four Design shall be liable in damages or in any other respect to anyone submitting proposed construction for approval, or to the Undersigned, or to any other person having any interest in any of the Property or proposed construction, by reason of mistake in judgment, negligence, misfeasance or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such proposed construction. By submission of such proposed construction, each of the Undersigned hereby releases and agrees to hold harmless and to defend the Association and Committee, its officers, agents, and employees and all members of the Committee including Studio Four Design from any such alleged liability, claim and/or damage including attorney's fees.

By signing this form, the owners of the above lot and minor improvement plan hereby acknowledge that they agree to comply with GVB CC&Rs as well as associated forms, guidelines, and policies that may be found under the Architectural document folder on the GVB community portal, and Federal, State regulations, and County Building Codes.

Owner Signature: _____ Date: _____

If applicable,

Contractor's Signature: _____ Date: _____

Contractor Company Name: _____