



Application and Approval of New Construction and Improvement Plans INSTRUCTIONS

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SECTION 1: INTRODUCTION

For the benefit of all property owners within Grande Vista Bay (GVB), the land developer defined certain conditions and restrictions to govern and regulate the use of the property as declared in the GVB Covenants, Controls, and Restrictions (CC&Rs). The GVB Property Owners Association (POA) and its members, made up of the individual property owners within GVB, are responsible for ensuring compliance to the CC&Rs.

For new home construction and other property improvements, the CC&R's Article VIII requires that an Architectural Control Committee (ACC) be established to review and approve building plans, site plans, and other information as may be necessary to ensure compliance to the restrictive covenants. These restrictions are primarily outlined in Article X of the CC&Rs.

In addition, it is important to note that per the CC&Rs no construction or improvement of any kind or nature including fences or barriers shall be commenced, erected, or placed onto the property until final approval of an appropriate construction application. Once the application has been approved, any changes from the approved design, materials or site plan must be submitted as an amendment (Form 300.1d) to the original application for an updated review and approval. Final as-built structures or improvements must match the approved application otherwise possible fines may be levied against the property owner until out of compliance issues are corrected.

The following sections provide guidance and instructions to GVB property and existing homeowners for the application, review and approval of both new construction and subsequent improvements as required by the GVB CC&R's.

SECTION 2: WHICH APPLICATION TO USE

The ACC has three (3) different application types for property owners to submit different levels of detail depending on the complexity of the construction or improvement project. A complete list of the required information for each form is detailed in the individual application document. All forms can be located on the GVB community portal under the Architectural documents folder. These applications are described as follows.

1. Application for Approval of New Construction Plans

A New Construction Application is required to be submitted for approval before construction of the primary residence or additions to the primary residence that changes the exterior design. The New Construction Application requires details such as:

- a. Site plan with locations of buildings relative to setbacks, finished grade lines, and retaining walls with elevations (if applicable) certified by a licensed architect, engineer, or surveyor.
- b. Construction plans with main level Finished Floor Elevation (FFE) with overall square footage defined, foundation drawing, certified by a licensed architect, engineer or surveyor.

Construction of the primary residence must be completed within 18 months once construction commences.

2. Application for Approval of Major Improvement Plans

A Major Improvement Application is required to be submitted for approval of any material change to the existing primary residence or additions to the property that were not included as part of the original new construction application. Material changes include improvement projects such as:

- a) Detached garage
- b) Swimming pools
- c) Porches, gazebos, sheds, etc. greater than 200 sq. ft. in size.
- d) Retaining walls or any other major hardscape improvements that require excavation and/or grading changes to the property that impact storm water drainage or runoff.
- e) Reconfiguration of the driveway from the original new construction application.

Major improvement projects must be completed within 6 months once construction commences.

3. Application for Approval of Minor Improvement Plans

A Minor Improvement Application is required to be submitted for approval of any minor improvement to the property not connected to the primary residence. Minor improvements include projects such as:

- a) New decks or deck remodels,
- b) Driveway improvements or parking areas,
- c) Substantial landscaping changes where change of grade to the property is required,
- d) Simple sheds, patios, etc. less than 200 square feet in size,
- e) Fences or changes to existing fences.

No minor improvement shall be placed on or interfere with drainage easements and shall not cause increased water runoff to adjacent lots. Otherwise, the improvement will be considered major and reviewed under the Major Improvement Application process. The property owner must receive written approval from the ACC for their minor improvement plans before commencing construction. The minor improvement project must be completed within 3 months once construction commences.

SECTION 3: KEY CC&R REQUIREMENTS

This section provides key requirements from the CC&Rs that must be considered for any project. All construction and/or improvements on any property, requiring a formal ACC review or not, must meet the GVB CC&R requirements and restrictions outlined in Article X specifically and any other article that might also apply. It is the property owner's responsibility to ensure the primary residence and all improvements appurtenant to the property are in compliance with the GVB CC&R's or possible fines may be levied.

For convenience, some of the key CC&R restrictions for new construction and/or improvements are summarized in the following list. Please refer to the CC&Rs and appropriate GVB application for a complete list of specific ACC rules and builder requirements.

- a. Unless approved by the ACC and the governing regulatory agencies, each lot may be improved with only one single-family dwelling, one boat dock for approved lakefront lots, and one detached storage building (e.g. shed or garage) constructed of the same material as the residence on said lot to have a similar appearance. Said storage building must be in the rear yard.
- b. All buildings or structures placed upon the property shall be site-built and of new construction. Limited exceptions may be considered for small storage sheds.
- c. All fences must be constructed of brick, stucco, EIFS (Exterior Insulation and Finish System), wood planks shadow box style no more than 8" in width, or Kentucky fences consisting of wood or vinyl posts and three wood or vinyl rails. No fence, hedge or other separating device shall be constructed neither beyond the front house line, nor on corner lots beyond the side house line unless otherwise approved by the ACC. All fences, regardless of location, shall be no more than eight (8') feet tall.
- d. All driveways, walks and patios must be constructed of concrete unless otherwise approved by the ACC (Brick, interlocking pavers, exposed aggregate, or stone finishes are encouraged.)
- e. All dwellings must have an exterior of stone, stucco, EIFS type coverings, painted horizontal wood or Hardie type lap siding, shake, board and batten, brick or brick veneer, or a combination thereof. No sheet material siding shall be allowed, such as 4' x 8' plywood, T-111 etc. Limited exceptions may be considered for cases of exceptionally attractive designs or new material technologies.
- f. All roofs must have an 8/12 pitch or steeper unless otherwise approved by the ACC. Limited exceptions may apply for small storage sheds.
- g. All above-ground exterior foundations and exposed basement walls must be veneered with stucco, Dryvit (EIFS) type material, brick or stone unless otherwise approved by the ACC.
- h. The finished grading for all Lots shall be completed in conformity with the site plan approved by the ACC and in such manner as to retain all surface water drainage on said lot or lots in "property line swales" designed to direct the flow of all surface waters into the drainage easements as created by the overall drainage plan for the Subdivision.
- i. No vegetable gardens or sheds shall be allowed in front or side yards. Limited exceptions may be considered for cases of adequate lot layout that prevents the structures from being visible from the road or neighboring properties.
- j. Outdoor lighting fixtures may be no more than 15 feet in height above grade. Full-Cutoff designs are required.

SECTION 4: APPLICATION PROCESS

The POA Board of Directors has retained the firm of Studio Four Design, Inc. to participate as a member of the ACC and carry out the duties of architectural review and approval for new construction of primary residence and other major improvements. For minor improvements, the review will be performed by the POA members of the ACC at no charge. The primary goal for all reviews is to ensure that the proposed new construction or improvement follows the GVB CC&Rs.

The following steps outline the requirements for submission, review, and approval of a new construction, major improvement, or minor improvement application.

STEP 1: Complete the Application

- a. Complete the appropriate application for your specific construction project or improvement as described above.
- b. Applications are obtained from the Sentry community portal found under the Information Center's Architectural documents folder.
- c. It is vital that the Owner, Contractor, and Architect, as appropriate, carefully review all documentation and requirements detailed in the application and CC&R's as part of completing the application.
- d. All sections of the application must be completed and signed by the property owner and contractor, if applicable. Your signature on the submitted application indicates that you have read all required information and agree to comply with the GVB CC&Rs, and other applicable requirements.

STEP 2: Submit Completed Application

- a. Application for Approval of New Construction Plans
 - The Lot owner and/or contractor must send the completed and signed application with all drawings, supporting documents, and review fee to Markus Chady at Studio Four Design as outlined in the application.
 - Submit the GVB POA \$3,000 non-refundable Development Impact Fee, payable to the GVB POA, mailed to the Sentry Management address outlined in the application.
- b. Application for Approval of Major Improvement Plans
 - The Lot owner and/or contractor must send the completed and signed application with all drawings, supporting documents, and review fee to Markus Chady at Studio Four Design as outlined in the application.
 - No Development Impact Fee is required for major improvement applications.
- c. Application for Approval of Minor Improvement Plans
 - Submit minor improvement applications to ACC via e-mail at GVBACC@GrandeVistaBay.org for review and approval.
 - The minor improvement applications do not require an architectural review fee or Development Impact Fee.
- d. Amendment Form
 - All Amendments for any of the three (3) applications must be submitted on the Amendment Form for approval.

STEP 3: Architectural Review and Approval

The official review and approval of the New and Major applications must be completed within 30 days; however, the clock does not start until the completed application and all applicable fees are paid. Incomplete applications will not be processed.

- a. Review Letter for New and Major Applications
 - Within 30 days of receipt of the completed New Construction or Major Improvement Application and paid fees Studio Four Design will return by email a review letter to the lot owner.
 - The letter will notify the lot owner either that (a) the application is compliant with the requirements and approved or (b) provide a list of recommendations to assist the lot owner in making revisions that will be needed for approval. Whenever possible, the list of recommendations will refer to specific sections of the application and other documents such as the CC&Rs.

b. Minor Improvement Applications

- Within 15 days of receipt an ACC member will contact the property owner directly to review the improvement request including setting up a site visit, if necessary.
- Once reviewed and approved, the ACC member or GVB's POA Manager will return a copy of the application to the property owner indicating approval and any noted changes or exceptions that may be required.

STEP 4: Construction and Architectural Control Process Close-out

ACC members will monitor the construction project to ensure the as-built site layout and materials of construction are consistent with the approved application. If construction is not in compliance with the approved application or amendments, a letter from the POA Board of Directors will be sent to the property owner to point out discrepancies and issues that must be resolved. If issues are not resolved prior to completion of the project, fines may be applied by the POA board, as appropriate.

SECTION 5: APPLICATION FEE SCHEDULE

There are applicable ACC Application fees charged by Studio Four Design and POA depending on the level of review required. All review fees must be paid before the application can be approved. The development impact fee must be paid before construction can commence.

NEW CONSTRUCTION APPLICATION FEES

1. Development Impact Fee

A \$3,000 non-refundable Development Impact Fee will be assessed for each new home constructed in GVB. The development impact fee is made payable to GVB POA at the time of application submission mailed to the following address:

Sentry Management
Attn: Grande Vista Bay Property Owners
Association 7003 Chadwick Drive, Suite 100
Brentwood, Tennessee 37027

The fee is intended to be used by the GVB POA to repair incidental/minor construction damage to the roads, rights-of-way, or common areas due to construction activities. Damages due to negligence may be charged back to the property owner or builder.

2. Architectural Review Fee

- Basic Service:** \$1,400 due at time of submission for application review (prior to construction start) includes one subsequent review to address potential deficiencies in the initial application, and foundation and site grading review.
- Additional Reviews:** *(as required)* \$650 each for each Additional Review beyond the basic service covered until approval is reached.
- Preliminary/Partial Review:** *(optional, as requested)* \$650 for each preliminary/partial review where a property owner requests preliminary feedback on limited preliminary design information (The amount of information provided in this step is limited to preliminary drawings).
- Additional Service:** *(optional, as requested)* \$160/hr., billed in hourly increments and payable by the lot owner at the time of the consultation.

MAJOR IMPROVEMENT APPLICATION FEES

1. Development Impact Fee
No Development Fee is charged for Major Improvement Applications.

2. Architectural Review Fee
 - a. **Basic Service:** \$450 for application review due at the time of application submission.
 - b. **Additional Reviews:** (as required) \$300 each for each Additional Review beyond the basic service covered until approval is reached.
 - c. **Additional Service:** (optional, as requested) \$160/hr., billed in hourly increments and payable by the lot owner at the time of the consultation.

MINOR IMPROVEMENT APPLICATION FEES

1. Development Impact Fee: None

2. Architectural Review Fee: None