

LAKE NORMAN WOODS HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW PROCESS AND APPLICATION  
FOR BUILDING AND SITE PLAN APPROVAL

This Architectural Review Document is hereby approved by the Lake Norman Woods Homeowners Association Board of Directors.

Signed

Date

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## TABLE OF CONTENTS

	Page #
ARCHITECTURAL REVIEW PROCESS	3
ARCHITECTURAL REVIEW COMMITTEE	3
APPLICATION AND REVIEW DOCUMENTS	4
SITE PLAN REVIEW PROCESS	5
BUILDING PLAN REVIEW PROCESS	6
CONSTRUCTION PROCESS AND REGULATIONS	6
LIMITATIONS DISCLAIMER	7
DESIGN FEATURES	8
Recommended Materials List-----	8
Chimneys and metal flues-----	8
Grading and drainage-----	8
Driveways-----	8
Walls and Fences-----	9
Pools and Spas-----	9
Exterior Lighting-----	9
Alterations to Approved Plans-----	9
Additions-----	9
Sewage Grinder Pumps and Backflow Prevention Devices---	9
GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL	10
APPLICATION FOR ARCHITECTURAL NEW BUILD	11
APPROVAL ADDITIONAL CONDITIONS FORM	12
APPLICATION FOR SEWER CONNECTION	13
APPLICATION FOR ARCHITECTURAL MODIFICATION	14

## ARCHITECTURAL REVIEW PROCESS

The goal of these guidelines is to encourage a community of individual outstanding architectural statements that when viewed together produce an equally outstanding community environment. The architectural designs should be customized for each lot to maximize the natural features that exist. It is not the intent of these guidelines to dictate specific architectural styles that must be used within the community, but rather to give property owners, their architects or designers a set of guidelines that will make the entire community a more attractive place to live.

The Architectural Design Guidelines have been established to provide property owners, architects and contractors with a set of parameters for the preparation of their drawings and specifications.

The Architectural Review Committee must approve plans for any buildings, residence, or other structure, including but not limited to: fences, pools, walls, riprap, piers or other improvements prior to construction or installation.

## ARCHITECTURAL REVIEW COMMITTEE

In order to ensure the quality of the community, a plan review process has been established to review individual building plans. The authority to approve or disapprove site and building plans is provided by the recorded Covenants, Conditions and Restrictions for Lake Norman Woods. The Community Covenants, Conditions and Restrictions have created the mechanism for the Architectural Committee to review, approve or disapprove all individual building plans within the community. The Committee's goal is to maintain within the overall community pleasing aesthetic relationships of buildings and not to restrict individual creativity or preferences.

The Architectural Review Committee is composed of not less than four or more than five members appointed by the Board of Directors. Prior to commencement of any home site preparation or construction activity of any type on any lot, an application for review and approval of such work must be submitted by the property owner or his respective agent to the Architectural Review Committee. Included with the application shall be such documents and other information requested by the Committee and outlined in the Architectural Guidelines. Upon approval by the Committee, the property owner can begin construction.

## APPLICATION AND REVIEW DOCUMENTS

Each submittal must be accompanied by:

- A. Architectural Review Application- The purpose of this document is to identify the lot or lots to be developed, the owner's name, and the builders or contractors, and to provide a record of approval, conditions of approval, and approval dates.
- B. Site Plan – A site plan must be submitted to the review Committee pursuant to the Declaration of Covenants, Conditions and Restrictions. Any proposed removal of trees measuring six inches or more at the ground level that are not within ten feet of the proposed dwelling, or any accessory building must also be indicated on the site plan. The site plan must show the location and dimensions for the proposed buildings from the property lines to the proposed building corners. Any outbuildings or site elements (pools, walls, fences, garages, shed, etc.) must be dimensioned on the plan. This plan must also show significant changes to grade or topography, unique site features (stream, gullies, rock outcrops, etc.), and the extreme site conditions. Driveways, patios, entry walkways, air conditions, fuel tanks, and garage enclosures are to be located and drawn to scale. Deck sizes and locations must be shown along with stairs to lower grade. Landscaping, driveways, and the building of fences within utility easements are permissible, but it is the responsibility of the property owner if in the future there is a need to remove same for access to such utilities.
- C. Architectural Drawings- A set of building architectural plans at a scale of (1/4"=1 ft.) showing entrances, elevations, exterior views, and window locations shall be provided. No plan shall be approved unless the proposed house has the minimum required square footage per floor of enclosed, heated living area per Declaration of Covenants, Conditions and Restrictions.

The square foot requirements are: For lots 2 through 8 the minimum requirement is 2200 sq. ft. with 1100 sq. ft. minimum on main level of enclosed heating living area. Lots 9 through 66 the minimum sq. ft. requirement is 1800 sq. ft. with 1100 sq. ft. on the main level of enclosed heated living area. Finished basements will not be counted as enclosed heating living area in all lots, lots 2-66.

- 1. Basement Plan – Walkout basement plans are to have indicated windows, doors, and patio areas, stoops, size and location of deck, of deck columns, retaining walls and exterior view. The basement floor plan is required to correspond with the site plan orientation.

2. First floor plan – Must show decks, patios, stoops, porches, front and back entry steps with sizes, materials and finishes.
  3. Second floor plans – Indicate and draw to scale lower roof projections, roof overhangs, cantilever projections and chimney locations.
  4. Roof Plan – Indicate all roof areas and corresponding slopes. No flat roofs shall be permitted on residences. Indicate and label the roof material and color. Locate and label all projections, chimneys, skylights and solar collectors.
- D. Building Elevations – Elevation drawings of all sides shall be provided indicating complete size of building and details on trim materials and finishes. All elevations are to indicate materials, color, finish, window types, trim, and fascia details. The proposed finish grades against the elevations must be indicated, along with air conditioning condensing unit screens, fuel tank screens, trash container screens, and decks. The elevations should indicate maximum height from the first floor finished grade to the uppermost roof peak.
- E. Materials – the Committee reserves the right to require the submission of sample boards of construction materials showing actual samples of exterior materials, finishes and colors, or may require photographs, photo copies or literature of exterior site materials. The maximum size of each sample board shall be 24” x 36”.
- F. Application Package – The applicant (owner, builder, architect, or authorized representative) must submit the application form and one set of required plans, drawings, survey maps, and documents for the records of the Architectural review Committee.

## SITE PLAN REVIEW PROCESS

A site plan must be submitted to the Architectural review Committee pursuant to the Declaration of Covenants, Conditions and Regulations. All applicants must submit an accurate drawing or survey map of the proposed building site, showing the boundary lines and dimensions as well as the footprint of the proposed dwelling footprint dimensions and dimensions to the property lines. The site plan will be developed under the guidelines as laid out in the Sections titled APPLICATION AND REVIEW DOCUMENTS, paragraph (B). Pursuant to the Declaration of Covenants, Conditions and Regulations, the Committee shall have no more than ten (10) business days from the receipt of a completed site plan application package to approve or respond to the owner or agent.

If the Committee takes no action within said period, the plan is deemed approved and clearing can begin. The applicant must obtain a receipt for the application being submitted from a member of the Architectural Committee to begin the 10 business day review period.

The owner is responsible for complying with Catawba County Zoning Ordinances, any other governing regulations and all requirements of the Lake Norman Woods Declaration of Covenants, Conditions and Regulations.

## BUILDING PLAN REVIEW PROCESS

A Building Plan must be submitted to the Architectural Review Committee pursuant to the Declaration of Covenants, Conditions and Regulations. The Building plan will be developed under the guidelines as laid out in the section titled APPLICATION AND REVIEW DOCUMENTS paragraphs [ C.1,2,3 and 4, D, and E]. The design review should be a simple and straightforward process. The final design review should incorporate any comments from the previous meetings and reviews for the subject property. Upon final agreement of the plans, qualifications, and materials being used, all parties shall affix signatures on the review application as well as any separate comment sheets attesting to agreement. Approval is granted by the Architectural review Committee when a majority of the committee members have reviewed the agreement and agree that the plans are acceptable and they will then be signed. Construction may begin. The exterior and other structured must be completed within one (1) year after construction has commenced unless the Architectural Review Committee grants an extension due to causes beyond the control of the owner and builder. All construction must be completed and a Certificate of Occupancy granted within eighteen (18) months after the start of construction.

## CONSTRUCTION PROCESS AND REGULATIONS

The lot owner is responsible for ensuring that the contractors comply with the attached General Rules for Contractors and Service Personnel during the building period. Regular visits of the job site and community by the Architectural Review Committee or the Homeowners Association Board of Directors will keep the Committee informed of any violations. A written notice of any infraction can be issued to the lot owner when signed by any three (3) members of the Architectural Review Committee or the Lake Norman Woods Homeowners Association Board of Directors. If any violation is not corrected within a five-day period after receiving written notice, the condition can be corrected by the Committee or Lake Norman Woods Homeowners Association and charged back to the lot owner.

The Architectural Review Committee or the Homeowners Association Board of Directors will periodically make site visits to the building site to ensure compliance with the approved site and architectural plans. The Committee or Board of Directors will send written notification to the owner listing any items that need attention to bring the site/building into compliance with the approved plans. Failure to correct any substantial deviation from the approved plans will be addressed by the Architectural Review Committee and the Committee may, upon approval of three (3) members, require the owners to correct the deviation. The Committee may choose to correct the situation and charge the cost back to the owner and/or may use the Lake Norman Woods remedies to Violation Procedure.

The Committee will also make record of any contractor who failed to correct any deviation and may disapprove future projects listing that contractor. They will primarily be concerned with the home's site location accuracy, elevations, location of structures, the exterior plan features, and materials used.

#### DISCLAIMER

No approval of plans, location, or specification and no publication of architectural standards or recommendations shall be construed as representing or implying that any such plans, specifications or standards will, if followed, result in a properly constructed residence. Such approval and standard shall in no event be construed as representing, warranting or guaranteeing that any residence or improvement thereto will be built in a good workmanlike manner or that the plans and specifications with respect thereto shall result in a residence of any particular quality, or that the plans and specifications comply with building codes or zoning ordinances. Neither the Lake Normans Woods Home Owners Association or the Architectural Committee shall be responsible or liable for any defects in any plans or specifications submitted, revised or approved under the restrictive covenants or under the Architectural Committee Review Board procedures, nor shall the Lake Norman Woods Home Owners Association or the Architectural Committee have any responsibility for any defects in construction pursuant to any such plans and specifications. Each property owner shall have sole responsibility for compliance with the plans as approved by the Architectural Committee and agrees to hold the Lake Norman Woods Home Owners Association and the Architectural Committee harmless from any failure thereof caused by the property owners, architect or builder.

## DESIGN FEATURES

### A. Recommended Materials List:

#### 1. Exterior walls may incorporate any of the following;

- Brick
- Stucco or synthetic plaster (e.g., Dryvit )
- Stone
- Approved Wood Siding

Exterior walls may not be finished using aluminum siding. Neither exposed concrete block, nor modular or pre-fabricated construction is to be allowed. Vinyl siding is not recommended for the body of homes, but some types of vinyl siding may be approved by the Committee for boxing and trim, on a case by case basis, when high standards of appearance are met.

#### 2. Roofing may incorporate any of the following:

- High quality architectural shingles [no three tabs]
- Slate Tile Cedar Shingles / Cedar Shakes
- Standing seamed metal roofs [must submit a sample and be pre-approved]

### B. Chimney and metal flues:

Masonry chimneys and wood flue enclosures when used shall be compatible in design, location, and color with the house. All metal flues and chimney caps will be painted.

### C. Grading and Drainage:

Grading for a home site or any grading involving tree removal must not begin until a site plan has been approved by the Architectural Review Committee. Water runoff and control is the responsibility of each owner. Water runoff for each building site must be directed to the natural drainage areas or storm drainage facilities. The drainage and erosion plans must be shown on the site plan.

### D. Driveways:

Primary driveways must be paved with asphalt or concrete within six (6) months after construction of a dwelling is completed. Any colorization to the driveway material must be approved by the Architectural Review Committee.

### E. Walls and Fences:

Walls and fences should be designed to be compatible with the total surrounding environment and should not block views of natural areas. Special consideration should be given to the design, placement, and impact on views of the neighboring home site. All walls



and fences must first be approved by the Architectural Committee prior to installation. It is recommended that walls / fences be constructed using solid masonry, wood, split rail, or wrought iron with columns, and should use the same materials as found in the architecture of the residence. Chain link or welded wire fencing is not permitted. Maximum height of walls and fences will be four (4) feet. Front yard fences are not permitted. Side yard fences may be located no closer than half way up to the front of the dwelling line on either side from the rear line of the dwelling. No solid fencing is permitted on side yard fences.

#### F. Pools and Spas:

The location of pools and spas must be approved by the Architectural Committee prior to installation. The location of pools should consider setbacks, views both to and from the pool area, terrain, and fencing and privacy screening. Pool and equipment enclosures must be architecturally related to the residence and other structures and screened so as not to distract adjoining property owners because of noise or view.

#### G. Exterior Lighting:

The location, placement and direction of lighting should enhance the landscape and residence and not infringe upon adjacent property owners. All accent lighting should utilize direct-task type fixtures and be set as close to the grade as possible.

#### H. Alterations to Approved Plans:

In the event exterior changes or material modifications are made to an approved plan during the construction process which alters the character of the house, it is the responsibility of the lot owner or designated agent to immediately notify the Architectural Review Committee for administrative approval of the change to the approved plan.

#### I. Additions:

Additions or any alterations to existing structures are required to follow the same guidelines as new construction.

#### J. Sewage Grinder Pumps and Backflow Prevention Device:

All new homes are required to have a sewage grinder pump and backflow prevention device installed. The grinder pump/ backflow prevention installation form must be completed by the licensed installer and all hookup fees must be paid in full before any connection is made to the Lake Norman Woods sewage disposal system. All pumps shall be sized per the N.C. plumbing code. Please note that you are still responsible for obtaining any required state/county or other governmental building code plumbing inspections.

## GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONAL

Lake Norman Woods Homeowners Association intends to enforce the regulations listed below. Notification of violation will be sent to the property owner defining those items not in compliance with the rules and regulations. Noncompliance to the General Rules for Contractors and Service Personnel may result in monetary penalties. Please refer to the Lake Norman Woods HOA Remedies to Violation Procedures. Lot owners will be held responsible for compliance. This remedy may be in addition to any other remedies already described in this application.

1. Contractors are required to keep the job site as clean as possible. Trash, such as lunch bags, cans, and other materials, must be removed daily. All debris stockpiled for removal should be located in an inconspicuous location. Stockpiling of trash or any materials on adjacent lots or streets is not permitted. If trash or debris on the site becomes a noticeable problem, notification to the responsible party will be given by the Architectural Review Committee or the Lake Norman Woods HOA Board of Directors.
2. Proper erosion control is the responsibility of the contractor. Adequate silt fencing and gravel at the drive entry must be maintained. The streets must be kept free of mud and debris.
3. Contractors will use only the utilities provided on the immediate site on which they are working.
4. Portable toilets are required and are the responsibility of the contractors. They can not be located on the right of way and must be sanitized at least weekly.
5. Washing of any truck, vehicle or equipment on the streets is not permitted. Any washing of concrete delivery trucks must be done on the construction site.
6. Operators of vehicles are required to see that they do not spill any materials while in the community. If spillage does occur, it is the responsibility of the contractor to report and clean up the spillage. The repair of any damage is the responsibility of the lot owner or his contractor.
7. Any damage to streets and curbs, drainage culverts, inlets or pipes, street lights, street markers, mailboxes, walls, fences, etc., is the responsibility of the property owner or his contractor. Any repairs done by the Homeowners Association will be charged to the property owner.
8. If any telephone, cable TV, electrical, water or utility lines are cut or damaged, it is the responsible party's obligation to report such accident to the utility owners and pay for any charges.

**APPLICATION FOR ARCHITECTURAL REVIEW FOR NEW BUILD**

Owner(s) \_\_\_\_\_ Lot # \_\_\_\_\_

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

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

General Contractor or Agent: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**REQUEST FOR PLAN APPROVAL**

Check one or both: ( ) Site Plan ( ) Architectural Plans

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Accepted by \_\_\_\_\_ (LNW Architectural Committee Member)

Date \_\_\_\_\_

First Floor Heated Square Footage: \_\_\_\_\_ Second Floor Heated Square Footage: \_\_\_\_\_

Approved: ( ) Yes ( ) No ( ) If checked subject to conditions (attached)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

I (Owner) \_\_\_\_\_ understand that approval is subject to the conditions attached (if any) to this application. I also acknowledge receiving a copy of the Lake Norman Woods HOA GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL and that the lot owner is responsible for seeing that they are followed.

(Note: sign two copies: one for owner's proof of application and one copy for LNW HOA records).

**CONDITIONS FOR APPLICATION APPROVAL**

Owner(s) \_\_\_\_\_ Lot# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

I/we have received a copy of the conditions for approval of our application and agree to follow them.

**SIGNATURES:**

Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

**Committee Members:**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LAKE NORMAN WOODS HOA  
[LKN@gmail.com](mailto:LKN@gmail.com)

**APPLICATION FOR SEWER CONNECTION**

Owner(s): \_\_\_\_\_ Lot# \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Enclosed is a check for \$4500.00 made payable to Lake Norman Woods H.O.A. to cover the Sewer Connection Fee. This fee must be paid prior to hookup to the sewer system as well as having installed the grinder pumps and backflow prevention devices.

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

Owners(s)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sewage Grinder Pump and Backflow Prevention Device:

Licensed Installer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NC License Number: \_\_\_\_\_

**APPLICATION FOR ARCHITECTURAL REVIEW FOR MODIFICATION**

Owner(s) \_\_\_\_\_ Lot # \_\_\_\_\_

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

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

General Contractor or Agent: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**REQUEST FOR APPROVAL**

Description of architectural modifications to your property. Please provide detailed information and attach documentation:

Requested by \_\_\_\_\_ Date \_\_\_\_\_

Accepted by \_\_\_\_\_ (LNW Architectural Committee Member)

Date \_\_\_\_\_

Approved: ( ) Yes ( ) No ( ) If checked subject to conditions (attached)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

I (Owner) \_\_\_\_\_ understand that approval is subject to the conditions attached (if any) to this application. I also acknowledge receiving a copy of the Lake Norman Woods HOA GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL and that the lot owner is responsible for seeing that they are followed.

(Note: sign two copies: one for owner's proof of application and one copy for LNW HOA records).

