

Appendices

(Revised February 2017)

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REQUIREMENTS FOR ISSUANCE OF A BUILDING PERMIT

The Housing Committee shall insure that the prospective homeowner and general contractor/builder have met the following requirements in order for a High Vista Community Building Permit to be issued:

1. Two complete sets of building plans and specifications will be provided and retained by the HC.
2. Two plot plans will be provided that show the location of the building and driveway on the lot, with all setbacks indicated. Prior to the start of construction the HC representative and the owner/builder will verify setbacks as staked on the building site.
3. A topographical survey will be provided.
4. The HC will review and approve the provided plans and specifications only after assuring they are in compliance with High Vista covenants and architectural guidelines, particularly as they apply to square footage, exterior materials, driveway design, runoff abatements, and lot line setbacks.
5. Any trees that are to be removed to accommodate the building must be first approved for removal prior to any site preparation or location of building materials and equipment. Any tree of 6" or greater diameter (18.84" in circumference) at 1' high that is to be removed will be marked with ribbon tape prior to the review process except those in the building envelope.
6. A foundation survey will be submitted to the HC when the foundation is marked or when it is completed if within two feet of setback.
7. The general contractor must provide proof of current contractor's liability insurance of not less than \$1,000,000.00. The general contractor will also provide proof that all subcontractors are either covered under this policy or under another liability policy of not less than \$1,000,000.00.

Building Permit Application

General Information:

Lot #: _____ Date: _____

Address: _____

Architect/Designer: _____

Address: _____ Phone: _____

General Contractor: _____

Address: _____ Phone: _____

Exterior Materials Details/Descriptions (Colors, materials.)

Foundation _____

Exterior Walls _____

Exterior Doors and Windows _____

Garage Doors _____

Driveway(s) _____

Paved Areas: _____

Check List

Elevations/Floor Plans (2 sets) _____

Site Plan (2 sets) _____

Color Sample (2 sets) _____

Details _____

Areas:	Square Feet
Main Floor	_____
Living Area	_____
Garage	_____
Other	_____

Construction Application Deposit & Agreement

I, _____ as property owner and
I, _____ as contractor for the above
construction project, acknowledge and agree that the above described deposit is being held by
_____ in order to insure that improvements will be completed in
accordance with plans and specifications that have been approved by the Housing Committee.
We further acknowledge and agree that: 1. We have read and understand the Covenants and
Restrictions applicable to the Architectural Guidelines and will follow and obey the said
Covenants, Restrictions and Guidelines. 2. We are responsible for completing the project as
described by the drawings and specifications approved by the Housing Committee. 3. We will
maintain a clean construction site at all times and install a job sign, dumpster and job toilet in
conformance with the Architectural Guidelines. 4. We are responsible for the conduct of all
workers performing services on this project at all times while they are engaged by us. 5. We
understand that any surety deposit will be returned after Final Inspection approval with no
interest added. We understand that any monies paid out for the correction of changes not
approved by the Housing Committee or the costs of work necessary to reinstate the appearance
of untidy sites will be deducted from the deposit. 6. We understand that if the work is not
completed within the permit period or is not completed as per approved plans and specifications,
we forfeit any claim to the surety deposit.

Property Owner's Signature

Contractor's Signature

Application approved this _____ day of _____ 20_____

Housing Committee Member

Contractor Information: Name: _____

Address: _____

Phone: _____ License#: _____

Construction Location Address & Lot # _____
Owner: _____ New or Exterior Improvement

SCHEDULE OF FEES

Building Permit—New Construction (Non-refundable) \$3500.00

Surety Deposit (May be refundable) \$1500.00

****Note: Please tender two (2) separate checks** – a check in the correct amount for the construction permit (non-refundable), an additional check in the correct amount for the surety deposit (refundable from the surety escrow account.) Surety deposits are refunded to the homeowner provided there is no damage to High Vista property i.e., roads. The surety deposit must be tendered by the lot owner.

Building Permit—3 month extension (Maximum 4) \$250.00 each

Provisional Site Development Permit - \$250.00

Building Permit—Additions and Alterations:

A-Minor remodel, with no structural changes:

Cost not to exceed \$10,000.00 Fee: \$100.00 B-Major remodel, with any structural changes:

Cost up to \$75,000.00 Fee: \$500.00

C-Renovation / remodel with a cost of \$75,000.01, to \$175,000.00 Fee \$ 750.00

D-Renovation / remodel above \$175,000.00 Fee: same as new home construction schedule (currently \$3,500.00)

E-The Housing Committee may require a \$1500 surety deposit for landscaping construction.

B,C&D require scale drawings, including floor plans and elevations, following all other existing new construction guidelines.

The above building permit fees are all non-refundable. Refundable Surety deposits, B=\$1,000.00, C&D=1,500.00

The Housing Committee, in consultation with the Roads Director, reserves the right to require larger surety deposits for projects that, based on scope, create above average risks of road damage. These fees are subject to change by the HOA Board. Check with the HOA Office or the Housing Committee Director prior to applying for a Building Permit.

Construction Guidelines for Contractors

1. The property owner is responsible for all construction activity at the site. The contractor or the contractor's site supervisor, however, is expected to make certain that day-to-day activities of all employees and subcontractors at the site and traveling within High Vista conform to the Guidelines and Protective Covenants.

2. No construction vehicles are permitted on Country Club Road between Vista Falls Road and the Country Club upper parking lot. Truck routes are clearly marked and should be followed by all construction vehicles larger than pick-up trucks. The back gate is not to be used by construction vehicles at any time. **All construction vehicles must enter through the main gate.** A list of the names of individuals/sub-contractors requiring admittance to High Vista for construction purposes shall be provided to the Main Gate Security guard in advance. The Contractor's cell phone number must also be supplied on this list.

3. The property owner must provide proof of the contractor's liability insurance coverage and contractor's license to the Housing Committee Chairman.

4. The construction site will be maintained in a reasonable orderly manner.

5. Construction vehicle weight limits are:

- a. Single-axle trucks - 10,000 lb. Net Weight
- b. Tandem-axle trucks - 20,000 lb Net Weight
- c. Concrete trucks - 5 yards maximum

Tri-axle trucks and tractor-trailer combinations are not permitted. Any exception requires prior approval from the Housing Committee Chairman.

6. Silt fences shall be erected to protect slopes and roadside drainage before any grading begins. (See Silt Fence Design & Installation Requirements described in General Regulations.)

7. Asphalt or concrete curbing is not permitted adjoining any High Vista right of way.

8. The speed limits shall be observed and all vehicles must avoid road shoulders for passing or turning around. Vehicles parked at the site shall not block though traffic on roadways.

9. The installation of water taps must be coordinated with the Carolina Water Services in the Estates and the Hendersonville Water Department in the Falls.

10. The Housing Committee reserves the right to visit the construction site at any time to ensure that all regulations regarding grading, runoff, and right of way integrity are followed as well as to insure that construction form and materials are according to approved plans. See appendix for HC Supervisor Checklist which will be used by the HC Site Supervisor during construction.

Pre-Construction Checklist:

The following steps shall be completed **before** construction may begin:

1. Provide forms and fees detailed on pages 6-8.
2. Obtain Henderson County and Mills River or Buncombe County Building Permits.
3. Locate dumpster, portable toilet, and approved permit box on job site.
4. Obtain any pertinent water tap, and sewer tap or septic field permits,
5. Install silt fence (See Silt Fence Design and Installation Requirements described in General Regulations)
6. Stake out house and property lines
7. Identify all trees to be removed up to 20' from the building foundation and driveway(s).

BUILDING PERMIT CHECKLIST

LOT #: _____

LOT ADDRESS _____

LOT OWNER(s) _____ PHONE _____

MAILING ADDRESS _____

CONTRACTOR (COMPANY) _____ PHONE _____ MAILING
ADDRESS _____

SITE SUPERVISOR _____ PHONE _____ CELL _____

HVHOA Site Supervisor _____ PHONE _____
CELL PHONE _____

BUILDING PERMIT REQUIREMENTS PERMIT # _____

Elevation & Floor plans received (2 sets) _____ Approved _____

Site Plan received (2 sets) _____ Approved _____ Conditions
of approval _____

Contractor Proof of Liability Insurance received _____ Exp. Date _____ Contractor
License received _____ Exp. Date _____ Foundation Survey
received _____ (If within 2 feet of setback)

Checks to HVHOA received (building permit & surety deposit) _____
HVHOA Assessments Paid _____

Color Samples (2 sets) _____

Construction Application Deposit & Agreement Form _____

Provisional Site Development Permit Checklist

LOT #: _____

LOT ADDRESS _____

LOT OWNER(S) _____ PHONE _____

MAILING ADDRESS _____

CONTRACTOR (COMPANY) _____ PHONE _____ SITE

SUPERVISOR _____ PHONE _____

Cell Phone _____

HVHOA Site Supervisor _____ PHONE _____ CELL
PHONE _____

PERMIT REQUIREMENTS PERMIT # _____

Written Description of work including schedule received _____ Approved _____

Sketches / Drawings Received _____ Approved _____

Applicable Photos (owner's option) Received _____

Conditions approval _____

Contractor Proof of Liability Insurance received _____ Exp. Date _____ Checks
to HVHOA received (building permit & surety deposit) _____

HVHOA Assessments Paid _____

Construction Application Deposit and Agreement Form. _____

Construction Site Supervisor Checklist

Date: _____ Building Permit: _____

H. C. Supervisor Name: _____ Phone Number: _____

Lot Owner: _____ Phone Number: _____

Cell Number: _____

Address & Lot Number _____

Current Address: _____

Contractor: _____ Phone Number: _____

Cell Number: _____ Email Address: _____

Received Copies of elevations and Building Site Plans _____

General Contractor has provided a list of individuals/subcontractors to the High Vista main gate security guard. (names, cell phone numbers)

Colors are submitted for Siding, Trim, Shingles, rock, etc. ____

Review Stake Out of Building Site and Setbacks with Builder and/or

Lot Owner _____

Silt Fence in place and per requirements in General Regulations _____

Trees to be Removed Outside of Building Envelope Marked with

Ribbon and Photos Taken, if Necessary _____

Contractor Sign with County Building Permits Attached & Set of Plans

Prior to Excavation _____

3/4" Crushed Run Rock, Road Bond or Similar Rock on Drive Appropriate

Distance After Excavation and Before Construction _____

Portable Toilet Placed as Far From Street as Possible with the Door Facing Away From

Street and Neighboring Homes _____

If Foundation is Close to Minimum Setbacks Required, then Second Survey Needed Immediately After Footings Placed (two feet or less) _____

Dumpster on Site _____

Check Frame Stick Construction & Roof Trusses for Conformance to Plan _____

Site Cleanliness and Silt Fence condition Checked as Needed _____

One Foot Square Color Sample(s) Applied and/or Approved _____

If Required by Pitch, Driveway Surface Drain Installed or Pitch Modified at Street

Connection per Plan Approval _____

Construction drainage – including silt/mud or other debris did not cause damage to roads, adjacent lots or properties _____

Landscaping as per Plan (weather permitting) _____

Final Inspection with Housing Director for Return of Surety Deposit _____

Returned to Housing Director _____

High Vista Homeowners Association, Inc. Final Residence Checklist for Surety Deposit Refund

Lot #: _____ Street Address: _____
 Owner(s): _____
 Phone#: _____

	YES	NO
1. Have the building provision of the Protective Covenants been complied:	_____	_____
2. Is there any obstruction to the free flow of rain water through the natural drainage ways on the property?	_____	_____
3. Is there any construction related erosion of the lot or of adjoining lots?	_____	_____
4. Has there been any curbing built into the roadway?	_____	_____
5. Has any tree larger than 6" in diameter been cut down? (other than for construction purposes)	_____	_____
6. Are the lot and building site free of dumpster, construction debris, litter, and materials?	_____	_____
7. Is there any construction - related damage to the road? (sign-off below of Road's Chair)	_____	_____
8. Is there any construction related damage to the gates? (sign-off below of Security Chair)	_____	_____
9. Is there any construction related damage to the water system?	_____	_____
10. Is there any silt/mud runoff to adjacent lots or properties related to improper silt fence installation or upkeep?	_____	_____
11. Conditions: _____		

 Road's Chair

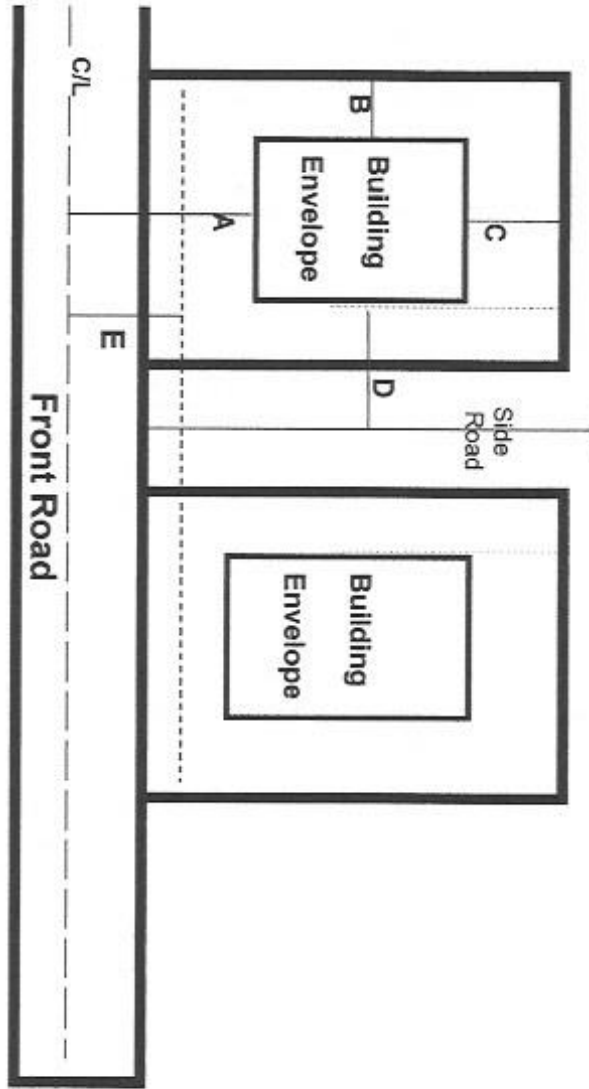
 Security Chair

 Owner(s)

 HVHOA – Housing Chair

DATE: _____

TYPICAL SINGLE FAMILY RESIDENCE LOT SETBACKS
(NOT TO SCALE)



- A - Front Setback - 40' from center of Road
- B - Side Setback - 15' from Lot Boundary (5' for "C" Lots)
- C - Rear Setback - 20' from Lot Boundary (30' on Golf Lot)
- D - Side Setback-Adjoining Street.....40' from center of Side Road
- E - Utility Easement - 30' from Center of Road

Schedule of Fines

VIOLATION	FINES
Open Burning	\$ 100.00 / incident
No Building Permit	\$ 100.00 / incident
Violation of Setback	\$ 100.00 / incident
Non-conforming Structure	\$ 75.00 / day
Unauthorized Signage	\$ 25.00 / day
Unauthorized Tree Removal	\$100.00 / tree + replacement trees
Free Running Dogs	\$ 50.00 / incident
Unauthorized Entry	\$ 50.00 / incident
On-Street Parking	\$ 25.00 / day
Speeding / Reckless Driving	\$ 100.00 / incident
Recreational Use of Non-Autos	\$ 50.00 / incident
Offensive Activity	\$ 50.00 / day
Roadside Hazards	\$ 50.00 / day
Unauthorized Road Signs/Obstruction	\$ 50.00 / day
Non-Payment Due, Fees, Etc.	Interest plus late fees
Unightly Condition, Littering	\$ 25.00 / day
Unsanitary Conditions	\$ 100.00 / day
Unauthorized On-Property Storage	\$ 25.00 / day
Exposed Propane Tanks	\$ 50.00 / day
Underage Golf Cart Driver	\$ 100.00 / incident
No Provisional Site Dev. Permit	\$ 100.00 / incident
Violation of Architectural Guidelines	\$ 100.00 / day
Other Violations	\$ 100.00 / day

EXISTING CONSTRUCTION REMOVAL (“TEAR DOWN”) PERMIT/AGREEMENT

Surety Deposit \$5,000, Tear Down Fee \$500

PURPOSE OF AGREEMENT

Clearing Property for Resale _____
Clearing Property to Rebuild _____

I, _____ as property owner and
I, _____ as contractor for the above project,
acknowledge and agree that the above described surety deposit is being held by High Vista Home Owner’s Association in order to insure that the project will be completed timely within a period of **six months**. **We will furnish written notification to neighbors of this activity prior to commencement and file these letters with the Housing Committee.** We further acknowledge and agree that: 1. We will maintain a clean site at all times and install dumpster and job toilet in conformance with the Architectural Guidelines, 2. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us, 3. We understand that if this is a permit for potential resale any surety deposit will be returned after Final Inspection approval with no interest added, 4. We understand that any monies paid out for the costs of work necessary to reinstate the appearance of untidy sites will be deducted from the deposit, 5. We understand that if the work is not completed within the permit period we forfeit any claim to the surety deposit, **6. We understand that if this is a permit to prepare the site for rebuilding, this surety deposit will be applied to the building permit fee and surety deposit required for new construction.**

Property Owner’s Signature

Contractor’s Signature

Approved this ____ day of ____ 2__, by _____, Housing Committee

Contractor Information: Name: _____

Address: _____

Phone: _____

License#: _____

Location: Address & Lot # _____

Owner: _____

