

Mountain Brook

PROPERTY OWNERS ASSOCIATION

DESIGN APPLICATION REVIEW PACKAGE

Revised 29 October 2021

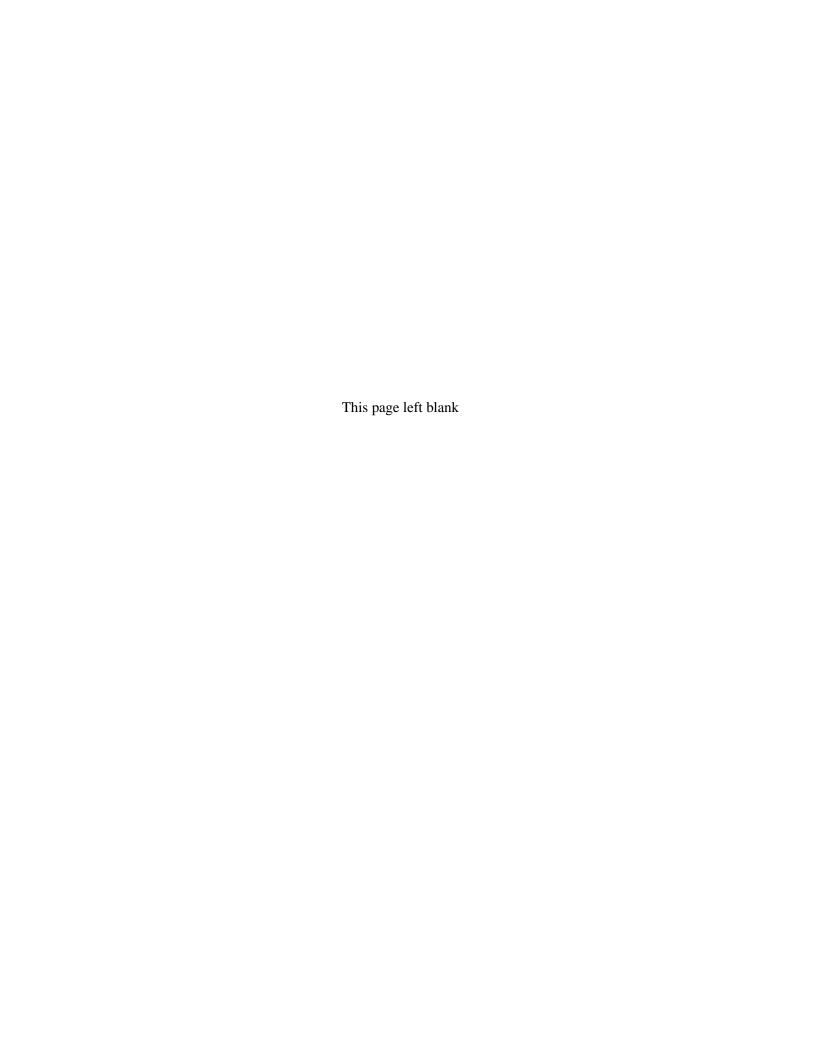


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1. <u>DESIGN REVIEW PROCESS</u>

The Design Review Process for new home construction and other prominent structures consists of a *Preliminary Plan Review*, a *Final Construction Plan Review*, and specified *on-site Construction Reviews* to verify that the actual construction is in conformance with the approved Final Construction Plans. The ACC will conduct the specified Final Construction Review when the approved construction is completed. When the ACC determines that the construction has been completed as approved, the Final Review will be signed-off with written notification of completion being sent to the Owner.

When sign-off on the Final Construction Review has occurred, the Design Review Process is complete. If the project is found to be incomplete or is not in compliance with the approved plans, the Association will take whatever action it deems necessary, including imposing fines, to ensure completion and compliance of the project as described in the By-Laws. Owners are <u>strongly</u> encouraged to work with a designer/architect who is knowledgeable and experienced in mountain home design (Mountain Architecture) and <u>construction</u>.

1.a Contacts

When getting ready to build, please inform IPM, Mountain Brook's management company, and give your contact information and Mountain Brook lot number. Feel free to contact them with any process-related questions you may have.

IPM P.O. Box 580 Arden, NC 28704 Phone: 828-650-6875

Fax: 828-654-8270

- (1) Owners will establish their POA accounts for access to the <u>Mountain Brook</u> website¹. Be sure that you are working with the latest Design Guidelines and Design Review Application Package (downloadable from the website).
- (2) Submit design applications and questions to the following email address:

info@ipmhoa.com

¹ https://www3.senearthco.com



(3) Make checks payable to **Mountain Brook POA** with the Owner's POA Account Number in the memo line. Mail to:

IPM P.O.Box 1279 Commerce, GA 30529

1.b Review and Impact Fees

The following fees are required to be paid at the time the Owner submits the Preliminary Plan Review Application for construction of a new home.

- (1) A Review Fee of \$2,000.
- (2) Road impact fee of \$500. The road impact fee covers extra wear and tear on the road system that occurs during the construction process. It does not cover real damage, accidental or otherwise to the road shoulders, drainage systems, vegetation or other Mountain Brook property.
- (3) Construction Compliance/Road damage deposit of \$1,000 to be refunded after sign-off on the Final Review minus any non-compliance issues or road-damage assessments. The deposit will be held without interest to the Owner; any interest accrued shall be for the benefit of the ACC function. Compliance and damage will be assessed at the discretion of the ACC.

1.c Preliminary Plan Review

Please read the Mountain Brook Design Guidelines carefully. This first and vital step in the Design Review Process gives the Owner the opportunity to present his conceptual design ideas to the ACC on paper through the Designer. Due to the high probability of changes and revisions being made during this initial step, it is *strongly* recommended that these preliminary plans be rough drawings, although to scale, and *not* final construction drawings. Along with a completed Preliminary Plan Review application, Owners must submit the required fees as stated in Section 1.b, and plans that include the following (all plans must be emailed as PDF documents to info@ipmhoa.com):

(1) Preliminary schematic site plan at a scale of 1 inch = 20 feet. The plan must include existing topography certified and sealed by a licensed Surveyor with a maximum contour interval of two feet. The following must be identified on the preliminary schematic site plan: Property boundaries and acreage, proposed grading/walls, house site along with any other proposed structures, driveway, parking area, potential tree (in excess of 8" in diameter measured at 6" above existing grade at the base of tree)



and shrub removal, septic system, utility areas, etc. Neighboring homes, garages, and other structures must be shown in outline form (drip line to drip line). For minimum and desired setback lines review the Mountain Brook Covenants, Article 4.

- (2) Conceptual floor plans at a scale not smaller than 1/8 or 1/4 inch = 1 foot showing overall house dimensions, room sizes, windows, and doors. All rooms shall be labeled as to function.
- (3) Conceptual elevations (all sides) at a scale not smaller than ¼ inch = 1 foot showing all exterior materials, windows, doors, decks, height above foundation cap, etc.

If the Association accepts the proposed Preliminary Plans, the Owner will be sent an acceptance letter within 30 days. Owners may then have their Designers proceed with final construction drawings. If the proposed Preliminary Plans are not accepted, a letter will be sent to the Owner within 30 days stating the reasons for the non-acceptance. Once each reason for non-acceptance is addressed and *all* required changes are made to the Preliminary Plans, the Owner may resubmit to the Association for review.

1.d Final Construction Plan Review

After receiving Preliminary Plan Review acceptance, Owners may direct their Designers to proceed with the Final Construction Plans. When completed, Owners shall submit a Final Construction Plan Review application along with PDF plans. These plans must include the following:

- (1) A final site plan showing all items required for the Preliminary site plan plus any proposed new topography (grading, drainage, cut and fill), etc., at a scale of 1 inch = 20 feet or larger.
- (2) Erosion control plan at a minimum scale of 1 inch = 20 feet that clearly indicates the following:
 - (a) Two-foot topographic contours showing existing grades, certified and sealed by a licensed Surveyor.
 - (b) Proposed two-foot topographic contours and stormwater management elements including, but not limited to, roof leaders and down-spouts, infiltration trenches, rain gardens, rain barrels, swales, and culverts with accompanying construction details indicating methods, materials, and finishes.
 - (c) Location of tree protection fencing and barriers.
 - (d) Grade control elements including, but not limited to, retaining walls with accompanying construction details indicating methods, materials, and finishes.



- (e) Temporary erosion control measures.
- (3) Floor plans showing complete construction details at a scale of $\frac{1}{4}$ inch = 1 foot. They shall include location of exterior HVAC units, exterior light fixtures, all utility locations, meters and easements, if applicable, trash enclosure with type of screening noted, fuel tank size and location, etc.
- (4) Elevations (all sides) at a scale not smaller than $\frac{1}{4}$ inch = 1 foot showing all exterior materials, windows, doors, decks, height above foundation cap, etc.
- (5) A color and materials board with samples of the proposed exterior paint/stain color scheme and any proposed siding, stone, brick, roofing material, etc.
- (6) A copy of the approved County Building Permit.
- (7) A copy of the approved County On-Site Wastewater Disposal Application.

If any of the above requirements are absent or incomplete, the Association will not be able to conduct this phase of the review process and will return all submitted items to the Owner with a letter detailing the absent required exhibit(s).

Once the Association receives a complete submission, a decision shall be rendered within 30 days of receipt. If the Association approves the proposed Final Construction Plans and the color/material samples, the Owner will be sent an approval letter and may then schedule their Contractor(s) to begin construction. If the proposed plans are not approved, a letter will be sent to the Owner within 30 days of receipt of the submittal stating the reasons for disapproval. Once each reason for disapproval is addressed and *all* required changes are made to the Final Construction Plans and color and materials samples, the Owner may resubmit to the Association for review.

1.e Building Codes

All construction should comply with state and local building codes, fire codes, electric and plumbing codes. Compliance is the responsibility of the Owner/Contractor and they shall be responsible for obtaining all required permits and approvals, and comply with all applicable OSHA safety regulations in the course of their work. Association approval and reviews are separate and independent of government inspections.

The basis for the Association's approval of plans and materials is aesthetics and not engineering design. By approving submitted plans and materials, the ACC, developer and Mountain Brook Property Owners Association assumes no liability or responsibility for any defect in any structure constructed from such plans and its specifications.



1.f Construction Reviews

After receiving Final Construction Plan approval and before construction has commenced, the Association or its designate will make the following scheduled and non-scheduled reviews to ensure that the work performed is in compliance with the approved plans:

- (1) Specified Preliminary Site Layout Review Before grading and clearing begin, but after building footprint and vegetative removal has been marked, the Owner, Designer, or Builder shall contact the Association to schedule its review.
- (2) Unspecified Intermediate Construction Reviews During construction the ACC will conduct occasional, on-site visits in order to ensure that construction occurs within specified timelines, according to the design plan, and with minimal impact on the environment.
- (3) Specified Final Construction Review After completion of the approved construction, the Owner, Designer, or Builder shall contact the Association to schedule the Final Construction Review. Before notifying the Association to schedule the Final Construction Review, Owners shall make sure the following requirements have been met:
 - (a) Completion of all construction and exterior painting/staining.
 - (b) Mulching must be complete. Submit a landscaping plan for approval <u>prior</u> to the final construction review. This plan shall address hardscaping (if any) and structural plants (trees, shrubs) for all areas that are visible from the street. See the Design Guidance for details.
 - (c) Removal of dumpster, portable toilet, other temporary facilities, temporary utility pole, and all other construction-related materials and debris.
 - (d) Repair of any damage to right-of-way, common areas, and adjacent areas caused during construction.
 - (e) Repair of any damage to the roadway, including structural or scarring, pavement stains, and concrete spills. Replanting of grass or other damaged plants.
 - (f) A copy of the 'as-built' plans detailing actual location of the septic tank and system to be submitted electronically to the ACC.



1.g Field Changes

Changes of any kind to the approved Final Construction Plan Review documents are *not* allowed without prior approval from the ACC. The ACC realizes that circumstances arise from time to time during construction that require a change to the originally approved plans. If such a circumstance arises, the ACC will expedite the request as quickly as possible. If changes are made without prior approval by the ACC, the Owner may be assessed a fine and could be required to modify the construction to comply with the originally approved plans at the expense of the Owner.

1.h Completion Deadlines

If no work commences within six months of the Association's Final Construction Plan Review approval letter date, approval will be rescinded and the plans considered disapproved. If the Owner wishes to pursue the project after the approval has been rescinded, a new Application along with two sets of plans must be submitted for review. Exterior construction and mulching must be completed within 12 months from beginning of construction (Covenants, Article 5).



MOUNTAIN BROOK

2. CONSTRUCTION AND CONTRACTOR RULES

The Construction and Contractor Rules will apply to all Contractors, their Employees, Sub-Contractors, and all Service Personnel while on the premises of Mountain Brook. Although it is the Association's desire that each worker take responsibility for their own behavior and adherence to these rules, it is ultimately the responsibility of the Owner. It is, therefore, *strongly* recommended that Owners make their Architect, Contractors, Sub-Contractors, Service Personnel, etc., aware of these rules by giving them a copy.

2.a Construction Hours

Construction will be allowed from **8:00 am to 6:00 pm** on Monday through Saturday. *No* construction will be allowed on Sundays or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. There will be no loitering on job sites or Mountain Brook property after working hours.

2.b Speed Limit

The speed limit within Mountain Brook shall be obeyed at all times. Unless otherwise posted, the speed limit shall not exceed 22 miles per hour. The Association has the right to suspend access to the community by any Contractor with more than two speeding violation notices. Roads and private driveways are not to be blocked for any reason.

2.c Discarding of Trash

All personnel working within Mountain Brook are to properly discard and secure their trash. Lunch bags, drink cans or bottles, wrappers, and other trash are *not* to be thrown from any vehicle nor be left unsecured so they could possibly blow out of a vehicle.

2.d Portable Toilet

All construction sites are required to have a portable toilet on the premises. Portable toilets shall be located within the property boundary and are to be screened from view as much as possible. Portable toilets shall be regularly serviced and not allowed to create a nuisance due to neglect or any other reason.

2.e Tree, Shrub, and Plant Removal

No removal of any trees, shrubs, or any other type of plants shall take place, except what is required for the County Health Department survey and proposed septic system location inspection, until the Owner has received Final Construction Plan Review approval in writing from the ACC.

2.f Construction Trash and Debris

Throughout the construction project, all trash, debris, construction materials, and waste shall be picked up, contained and kept neat daily. Dumpsters are to be emptied as soon as they reach their capacity.

MOUNTAIN BROOK

2.g Burning and Burying Trash

Burning or burying trash, debris, or any other material shall not be allowed.

2.h Advertisements

No advertisement signs are to be placed on the job site. Building permits and job-site telephones must be installed on a post or structure, not on a tree trunk. Mountain Brook POA requires an Owner to show proof of his contractor's liability insurance regulations prior to a building start.

2.i Cleaning Vehicles and Equipment

Cleaning of vehicles and equipment on the streets is prohibited. Concrete delivery trucks must be washed out on the construction site where the delivery is made. Contractors and company employees violating this ordinance will be held responsible for the complete removal and clean-up of spills and/or debris.

2.j Construction Vehicles / Trailers / Equipment

Storing of construction vehicles, trailers, and equipment may be left on-site while needed, but shall *not* be allowed to be left on any street. All vehicles are required to have proper muffler systems, and all job sites noise is to be kept to a reasonable level.

2.k Utility Damage

Contractors will be required to notify the POA prior to any road trenching done in conjunction with their duties. The Mountain Brook POA will issue a permit for such work. If any telephone, cable TV, electrical, water, gas, drainage, or other lines are cut, it is the Contractor's responsibility to immediately contact the utility company whose lines have been cut and to notify the Association.

2.l Miscellaneous Damage

Any damage to streets, curbs, drainage, inlets, streetlights, street markers, mailboxes, walls, lakes, etc., shall be the responsibility of the Contractor. If the damage is not repaired within 30 days of the incident, or sooner if deemed necessary by the Association, the Association will repair the damage and the Owner of the Property/Unit the Contractor is working on will be assessed for all costs incurred.

2.m Firearms

Firearms are *not* allowed within the Mountain Brook Community except for those carried by law-enforcement personnel. Hunting is *not* allowed within Mountain Brook at any time.



2.n Erosion Control Measures

- Before stripping soil, install temporary sediment barriers along property lines in low areas and at drain inlets where runoff will occur.
- As cleaning progresses, provide temporary diversions, barriers, mulch, etc. to minimize erosion.
- Periodically remove collected sediment to maintain the barriers in an effective condition.
- Revise temporary protective measures as site conditions are changed. Do not permit gaps in the protection.
- Install utilities early in the construction work and stabilize slopes promptly thereafter.
- Place temporary aggregate base course on driveways until time for paving.
- Complete any pavements or walks, as called for on the drawings.
- Finish grade and establish permanent cover.
- Remove and dispose of temporary protective devices and accumulated sediments and provide final stabilization where required.
- Contractor is responsible for repair of roads and shoulders of public roads.
- Contractor shall protect the on- and off-site property from siltation, especially the streams, lakes, and ponds.



3. Preliminary Design Plan Approval

Please read the <u>current</u> Architectural Design Guidelines Carefully.

- Contact licensed surveyor to prepare lot boundary, setback, tree, and topographical survey.
- Determine preliminary home design; meet with architect or designer to establish proposed location of home and driveway on the lot.
- Develop conceptual floor plans and elevations (sketch stage).
- Submit two copies of the preliminary submittal package to the ACC. The preliminary submittal package must be accompanied by the completed Preliminary Review Form and Application which include the following:

Site Plan Submittals: two copies of the following plus an electronic version (PDF):

- Scale of 1" = 20' 0'.
- Property lines with dimensions and bearings.
- Tree survey showing all existing mature trees.
- Dwelling to be indicated as exterior wall with entry area and stairs delineated and deck lines shown and noted.
- Building accurately located from property lines.
- Location, dimension, and material for sidewalk and driveways (and other significant site improvement).
- Existing contours (2'o" contour interval minimum).
- Proposed contours (2' o" contour interval minimum), or sufficient spot grades to indicate the finish grades of the site.
- Finished Floor Elevations (FFE) noted.
- Proposed finished spot grades at each corner of house and proposed drainage
 patterns showing how surface drainage is to be handled. This shall include any
 erosion control devices to be used (i.e.; silt fence, check dams, etc). Each lot
 owner is required to route storm water runoff on a manner that is consistent
 with the natural drainage patterns that existed prior to construction.
- Setback limits shown.
- Limits of construction activity (no grading, traffic, construction, or storage of materials will be permitted beyond these limits).
- Exterior lighting location and type.
- Septic tank and drain field location per the governing state agency.
- Construction dumpster and toilet location.



Architectural Plan Submittals: Two copies of the following plus an electronic version (PDF):

Floor plans at minimum scale of 1/4" = 1'0"

- Room use labeled.
- All walls shown.
- All windows shown.
- All fixtures, cabinets, and appliances shown as required to elevate exterior windows location.
- Plans fully dimensioned.
- Elevations at a minimum scale '/" = 1'0" for all exterior elevations (all elevations show detail).
- Show how building related to finished grade levels.
- Indicate and depict the proposed building material on all elevations.
- Indicate overall height from finished floor elevation to highest ridge of roof. Roof plans at a minimum scale of $\frac{1}{8}$ " =1'0"

Sections and details from footing to roof.

- Typical wall section from footing to roof.
- Typical handrail detail.
- Typical column detail.
- Typical fence or screening detail.
- Exterior windows and doors.
- Exterior electrical plans only with catalog cuts of exterior fixtures.
- Submit manufacture's sample chips or brochures of actual appearance and colors of proposed exterior material.
- An authentic sample of roofing material.
- Complete the ACC color board for exterior siding, trim, window and door, shutter colors, and foundation material and color.

To do:

- Submit a copy of the Preliminary Review Form.
- Submit checks (per para. 1.a.(3))
- After ACC preliminary approval (or suggested modifications), stake the lot indicating the house location, septic field, driveway, trees to be removed, and applicated setback lines (by surveyor).
- Schedule site inspection with Builder, Owner, and ACC prior to Final Review.

Note: Any incomplete submittal will not be accepted for further action.



PRELIMINARY DESIGN PLAN REVIEW

Address of Project	Lot	See	Plat
Owner			
Address			
Telephone			
Email			
Architect			
Address			
Telephone			
Email			
Contractor			
Email			
Telephone			
Job Foreman			
Telephone			
Heated Square Footage per level			

EXTERIOR MATERIAL DESCRIPTION (Optional at Preliminary Review):

Foundation			
	Color/Mfg./Name/Number		
Walls			
	Color/Mfg./Name/Number		
Windows and Doors			
	Color/Mfg./Name/Number	CLAD [] Wood []
Roofing			
	Color/Mfg./Name/Number		
Garage Doors			
	Color/Mfg./Name/Number		
Paved Areas			
	Drives		

ACC Action	Approved	
	Disapproved	



4. Final Design Plan and Construction Approval

- 4.a Incorporate any changes or modifications and submit the following final review package to the ACC for Final Review:
 - Exterior colors and roofing material
 - Final construction documents and site plans (3 copies).
 - Final Review Form.
 - Check for Owner Compliance Deposit
 - Check for Road Usage Fee
 - Signed Construction Agreement.
- 4.b Reserve scheduled time for final meeting.
- 4.c Contract with state licensed builder (if not already done).
- 4.d Secure county building permit.
- 4.e Install requirements for job site: Dumpster, silt fence, and other erosion control measures, builder's sign, and temporary sanitary facilities.
- 4.f Secure Construction Authorization Permit from the ACC.
- 4.g Commence construction.



FINAL DESIGN PLAN AND CONSTRUCTION REVIEW

Address of Project		Lot Sec	Plat			
Owner						
Address						
Telephone						
Email						
Architect						
Address						
Telephone						
Email						
Contractor						
Email						
Telephone						
Job Foreman						
Telephone						
Heated Square Footage per level						
HECKLIST						
Preliminary Stakeout		Square Foota	ge Required/ Actual		1	
Site Topo/Tree Survey		HVAC				
Schematic Floor Plans		Other				
Schematic Elevations						
XTERIOR MATERIAL DESC	RIPTIONS:					
Foundation						
	C	olor/Mfg./Name/Nu	mber			
Walls	C	olor/Mfg./Name/Nur	mh o r			
Windows and Doors*		Dior/Mig./Marrie/Nor	nbei			
Willidows alld Dools"	Co	olor/Mfg./Name/Nur	mber	CLAD [] Wood []
Roofing						
,	Co	olor/Mfg./Name/Nur	nber			
Garage Doors						
D l A	Co	olor/Mfg./Name/Nun	nber			
Paved Areas	Dr	ives				
ACC Action	Approved					
	Disapproved					



 $f{*}$ When possible, attach images for windows and doors

COLOR BOARD

Owner	Lot Number:
Contractor	Section:
Paint Field Color:	Paint Trim Color:
Paint Accent Color:	Roofing Material Sample:
Photo/Color Copy, or Description of Stone	Second Roofing Material Sample (optional):
Material and Manufacturer:	

The Mountain Brook Design Guidelines offer a range of Sherwin Williams and Cabot paint colors. Other brands may be submitted for ACC approval.



- 5. Landscaping Plan:
- 5.a Preparation: Prior to installing landscaping, we recommend asking for ACC approval to remove dangerous or untreatable, diseased trees close to your home. A trained arborist can provide this type of assessment.
- 5.b Design: **Before the Final Construction Review,** the Owner shall submit to the ACC a landscaping plan that describes:
 - (1) Hardscape structural elements such as retaining walls, walkways, stairs, and fences.
 - (2) Placement of structural plants such as trees and shrubs to be installed in all areas visible from the streets, to include buffers between house and street. Adequate screening of the house from the street and appropriateness for a forest setting will be primary considerations for approval. We recommend consulting with a local garden center and to refer to Annex B for a list of recommended and prohibited (invasive) plants.
 - (3) Submit two copies of the following plus an electronic version (PDF):
 - (a) 1" = 20' scale
 - (b) Type, material and location of the proposed hardscape, if any
 - (c) Locations and number of proposed plant materials
 - (d) Type and limit of grassed area
 - (e) Plant list with botanical or common name, quantity, and size
- 5.c Installation: Hardscape and structural plants (trees and shrubs) of this landscaping plan must be installed no later than **six months** after completion of construction.



Annex A – Owner's Design Review Checklist

This checklist is for the **property owner's personal use only** and provides a quick reference to the steps required for building in Mountain Brook.

The definitive sources for the building process are the *Design Application* Review Package (DARP) and the *Declaration of Restrictive and Protective* Covenants for Mountain Brook. The *Design Application Review Package* (DARP) and the *Declaration of Restrictive and Protective Covenants for Mountain Brook* are the official documents to be used for reference.

These documents can be found on the Property Owners Association website (https://www3.senearthco.com).



Annex A - Owner's Design Review Checklist

Step 1: Preliminary Plan Review

1.	Review fee - \$2,000
	Date submitted:
2.	Road impact fee - \$500
	Date submitted:
3.	Construction Compliance/Road damage deposit of \$1,000 Date submitted:
Step	1.2: Preliminary Plan (see DARP pg 43 para 1.c)
-	Preliminary Review Form
	Date submitted:
2.	Preliminary schematic site plan
	Date submitted:
3.	Conceptual floor plans
	Date submitted:
4.	Conceptual elevations (all sides)
	Date submitted:
Step:	ւ։ Preliminary Plan approved by ACC
Date:	
	Step 1 Complete
•	Step 1 Complete County Building Permit Date approved:
	• •
•	County Building Permit Date approved: County On-Site Wastewater Disposal Application:
• Step	County Building Permit Date approved: County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including:
• Step	County Building Permit Date approved: County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan
• Step 1. 2.	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2))
• Step 1. 2. 3.	County Building Permit Date approved: County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details
• Step 1. 2. 3. 4.	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides)
• Step 1. 2. 3. 4. 5.	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides) Color and materials board
• Step 1. 2. 3. 4. 5.	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides) Color and materials board Copy of the approved County Building Permit
• Step 1. 2. 3. 4. 5. 6. 7.	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides) Color and materials board Copy of the approved County Building Permit Copy of the approved County On-Site Wastewater Disposal Application.
5. 6. 7. Date s	County Building Permit Date approved: County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides) Color and materials board Copy of the approved County Building Permit Copy of the approved County On-Site Wastewater Disposal Application. Submitted:
5. 6. 7. Date s	County Building Permit Date approved:County On-Site Wastewater Disposal Application: 2: Final Construction Plan Review (see DARP pg 5 para 1.d) including: Final site plan Erosion control plan (see DARP pg 5 para 1.d(2)) Floor plans showing complete construction details Elevations (all sides) Color and materials board Copy of the approved County Building Permit Copy of the approved County On-Site Wastewater Disposal Application.

Step 2 Complete



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MOUNTAIN BROOK ARCHITECTURAL CONTROL COMMITTEE

Annex A - Owner's Design Review Checklist

Step 3: Construction Phase

Ste	p 3.1: Preliminary Site Layout Reviews (see DARP pg 7 para 1.f(1))
	Lot staked by surveyor indicating house location, septic field, driveway, trees to beremoved, and setback lines – Date:
	• Schedule site inspection with Builder, Owner, and ACC Representative. Date scheduled:
•	Preliminary Site Layout Review took place on:
	p 3.2: Home Construction Review construction and contractor rules (see DARP pg 9 para 2) Clearing and Grading Begins – Date:
	Construction Begins – Date:
	Landscaping Plan Submitted and Approved – Date:
	Home Construction Complete - Date:

Step 3 Complete

Step 4: Final Construction Review (see DARP pg 7 para 1.f(3))

- Will be conducted upon completion of:
 - 1. All construction and exterior painting/staining
 - 2. Mulching around the house
 - 3. Landscaping intalled (see DARP pg 18 para 5.c)
 - 4. Removal of dumpster, portable toilet, other temporary facilities, temporary utility pole, and all other construction-related materials and debris
 - 5. Repair of any damage to right-of-way, common areas, and adjacent areas caused during construction
- Copy of the 'as built' plans detailing actual location of the septic tank and system submitted to the ACC – Date:
- Final Construction Review with ACC scheduled Date:

Step 4 Complete

Step 5: Claim Construction Compliance / Road Damage Deposit (see DARP pg 3 para 1a(c)).

Step 5 Complete



Annex B - Recommended and Prohibited (Invasive) Plants

1. Recommended Plants:

Mountain Brook is considered USDA Plant Hardiness Zone 7b, but can dip into Zone 6b in the mountains. The soil is acidic and consists of heavy to sandy clay. Observe which areas are in sun, part shade, or deep shade; and which areas are dry or wet. Native plants that are also deer-resistant are your best choice. Talk to your local Garden Centers and Nurseries about plants that work in this area. White Pine, Carolina Hemlock, and certain Dogwoods are under attack from invasive pests and should be avoided.

2. **Prohibited Plants:** The following plants are considered invasive and must not be planted.

(a) Trees (invasive):

Albizia julibrissin	Mimosa
Paulownia tomentosa	Princess Tree
Ailanthus altissima	Tree-of-Heaven
Acer Platanoides	Norway Maple
Pyrus calleryana Decne.	Bradford Pear

(b) Shrubs (invasive):

Ligustrum sempervirens	Privet
Berberis	Barberry
Eleagnus angustifolia	Russian Olive
Eleagnus umbellate	Autumn Olive or Autumn Berry
Euonymus alatus	Burning Bush
Mahonia	Mahonia
Lonicera sempervirens	Bush Honeysuckle
Polyginum cuspidatum	Japanese Knotweed
Rosa multiflora Thunbergia	Multiflora Rose

(c) Vines (invasive):

Apelopsis brevipedunculata	Porcelainberry
Akebia quinata	Fiveleaf Akebia
Celastrus orbiculata	Oriental Bittersweet
Lonicera japonica	Japanese Honeysuckle
Pueraria montana lobata	Kudzu
Euonymus fortunei	Wintercreeper
Hedera helix	English Ivy
Parthenocissus quinquefolia	Virginia Creeper



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Parthenocissus tricuspidata	Boston Ivy, Grape Ivy, Japanese Ivy
Polygonum perfoliatum	Mile-a-Minute
Wisteria floribunda	Japanese Wisteria
Wisteria sinensis	Chinese Wisteria

(d) Grasses, Annuals, Perennials (invasive)

Alliaria petiolate	Garlic Mustard
Artemisia Vulgaris	Mugwort
Centauria biebersteinii	Spotted Knapweed
Chusquea sp.	Bamboo
Coronilla varia	Crown vetch
Hydrilla verticillata	Waterthyme
Lespedeza sp.	Lespedeza
Lythrum sp.	Purple Loosestrife
Miscanthus sinensis	Maidenhair Grass (most varieties)
Microstegium sp.	Japanese Stiltgrass
Phalaris arundinacea	Reed Canarygrass
Setaria sempervirens	Millet or Foxtail Grasses
Vinca major and minor	Periwinkle varieties

For information on a growing list of invasive plants refer to: https://www.inaturalist.org/guides/2455
https://www.ncwildflower.org/plant_galleries/invasives_list

