

**SUNSET BAY
PLAN APPROVAL CHECK LIST
01/2005**

LOT#: _____ PHASE# _____

DATE PLANS SUBMITTED: _____

HEATED SQ. FT. REQUIRED 1,600 (exclusive of garages, basements, etc.)

HEATED SQ. FT. SUBMITTED _____

OWNER: _____

CURRENT ADDRESS: _____

CITY / STATE: _____ PROPERTY ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____ Gretna, VA 24557

CELL PHONE OR PAGER: _____

FAX: _____

BUILDER: _____

ADDRESS: _____

CITY / STATE: _____

PHONE: _____

CELL PHONE OR PAGER _____

FAX: _____

PLAN NAME AND NUMBER: _____

NO CLEARING, GRADING OR CONSTRUCTION SHOULD COMMENCE BEFORE WRITTEN APPROVAL IS OBTAINED. ONCE HOUSE PLANS ARE APPROVED, THE FOUNDATION MUST BE STAKED OUT AND AN INSPECTION ORDERED. APPROVAL OF THE LOCATION MUST BE GIVEN PRIOR TO CONSTRUCTION BEGINNING. PLEASE CALL SUNSET BAY HOMEOWNERS ASSOCIATION FOR THIS INSPECTION.

ALL ITEMS ON THIS FORM MUST BE COMPLETED. THE ARCHITECTURAL REVIEW FEE AND ROAD BOND MUST BE PAID AND HOMEOWNERS ASSOCIATION DUES MUST BE CURRENT BEFORE APPROVAL OF ANY PLANS WILL BE GIVEN.

YOU MUST SUBMIT SEVERAL SNAPSHOTS TAKEN FROM THE ROAD SIDE AND SEVERAL SNAPSHOTS TAKEN FROM THE APPROXIMATE CENTER OF THE LOT FACING THE REAR OF THE LOT OR TOWARD THE LAKESIDE OF THE LOT SHOWING THE ENTIRE WIDTH OF THE LOT AND ITS VEGETATION AND TREES.

IF YOU OWN A WATERFRONT LOT, PLEASE TAKE SEVERAL SNAPSHOTS FROM THE LAKE SIDE TOWARD THE LOT SHOWING THE ENTIRE WIDTH OF THE LOT ALONG THE SHORE LINE AND ITS VEGETATION AND TREES.

HEATED SQ. FT: 1ST FLOOR _____
(To be completed) 2ND FLOOR _____
BASEMENT _____
Other _____
Total _____

EXTERIOR FINISH: (circle all that apply:) Brick Stone Stucco Siding Other: _____

EXTERIOR MATERIALS (SPECIFY MANUFACTURER, PRODUCT NAME, & COLOR)

BRICK: _____ COLOR: _____

SIDING: _____ COLOR: _____

ROOF: (architectural shingles are **required**) _____ COLOR: _____

TRIM: _____ COLOR: _____

DOORS / SHUTTERS: _____ COLOR: _____

DRIVEWAY & WALKWAYS: _____

OTHER: _____

GARAGE DESCRIPTION: _____

HOUSE PLANS MUST INCLUDE ELEVATIONS, FLOOR PLANS AND ROOF PITCH.

SITE PLAN MUST BE SUBMITTED SHOWING LOCATION OF HOUSE, DRIVEWAY, WALKWAYS, WELL (IF APPLICABLE), SEPTIC FIELD, REPAIR AREA (IF APPLICABLE), INCLUDING DISTANCES FROM PROPERTY LINES.

A LANDSCAPING PLAN MUST BE SUBMITTED PRIOR TO COMMENCEMENT OF ANY CLEARING, GRADING OR CONSTRUCTION OF ANY NATURE.

FIREPLACE? YES NO QUANTITY _____ **CHIMNEY**
TYPE MATERIAL _____

OPEN DECK? YES NO QUANTITY: _____ TOTAL SQ. FT.: _____

COVERED PORCH? YES NO QUANTITY: _____ TOTAL SQ. FT.: _____

SETBACK REQUIREMENTS ARE MET AND APPROVED BY THE COUNTY.

Owner / Builder Date

SEPTIC LAYOUT HAS BEEN APPROVED BY THE COUNTY.

Owner / Builder Date

A fee of \$250 must accompany the two sets of house plans submitted for review. Plans will be retained for future review. Plans need to be sent to Sunset Bay Homeowner's Association, Inc., Box 511, Lexington, NC 27293-0511.

NOTE: Plans must include a completed: Plan Approval Check List, two full sets of the proposed house plans, (including elevations, floor plans and roof pitch) site plan showing house placement including distances from property lines, driveways, walkways, septic and well placement, (if applicable) and a landscaping plan showing plants, shrubs, decks, fencing, etc. Materials and colors used for the exterior of the above must be approved.

CHECK#: _____ DATE: _____ PAID BY: _____

CHECK FROM BUILDER OR OWNER, MADE PAYABLE TO THE **SUNSET BAY HOMEOWNERS ASSOCIATION, INC.** IN THE AMOUNT OF \$500 FOR ROAD BOND. THIS AMOUNT IS REFUNDABLE UPON COMPLETION OF HOME CONSTRUCTION, IF THE ROAD PAVEMENT AND ROAD SHOULDERS NEAR AND IN FRONT OF THE SUBJECT LOT ARE MAINTAINED, THROUGHOUT THE CONSTRUCTION PROCESS, IN THE SAME GOOD CONDITION AS WHEN CONSTRUCTION BEGAN.

CHECK#: _____ DATE: _____ PAID BY: _____

NOTE:

NO CLEARING, EARTH MOVING OR CONSTRUCTION OF ANY NATURE SHOULD BE DONE THAT COULD DAMAGE THE APPROVED SEPTIC AND REPAIR AREA. CHECK WITH THE COUNTY HEALTH DEPARTMENT PRIOR TO ANY CONSTRUCTION.

The property owner is responsible for placing and maintaining a stone driveway to facilitate the delivery and distribution of building materials at a centralized staging area on the subject lot. No materials of any nature are to be unloaded or stored in the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and shoulders of the roads caused by the repeated parking of vehicles, heavy equipment and trucks. During construction and after completion of construction, a Sunset Bay Homeowners Association representative will inspect the roads and road shoulders near and in front of the subject property. The owner will be responsible for any necessary repairs.

Upon final completion of home construction, landscaping, proper installation of a driveway culvert, paving of driveway, as approved, and the installation of the approved mailbox, the homeowner should request an inspection from the Sunset Bay Homeowners Association. **All construction must be completed before request for refund of road bond.** If there is no damage to roads or shoulder of the roads, the \$500 road bond will be refunded.

Signature of person submitting plans

Signature of person submitting plans

PLANS RECEIVED By: _____ DATE: _____

PLEASE CONTACT AN OFFICER OF THE **SUNSET BAY HOMEOWNERS ASSOCIATION, INC.** IF THERE ARE ANY QUESTIONS REGARDING THE INFORMATION CONTAINED HEREIN.