

CHARLTON PLACE
ARCHITECTURAL REVIEW COMMITTEE

Rules and Regulations

APPENDIX 1

BUILDER APPLICATION
FORM A

I. General Information:

Company Name: _____
Contractor Name: _____
Mailing Address: _____
Cell Phone Number: _____ Office Phone Number: _____
E-mail Address: _____

II. List Primary Lender and Three Current Credit References:

Contact Name	Phone Number	Address	Business Name
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

III. List Customer Reference:

Contact Name	Phone Number	Address
1.	_____	_____
2.	_____	_____

IV. Address and Date of Completion of the Last Five Houses Built:

Address	Lot #	Date of Completion
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Shall Have Attached All Of The Following To Be Considered For Submittal:

- V. Attach A Copy Of Your Mississippi Builders License.
- VI. Attach A Copy Of Your Liability Insurance (MINIMUM OF \$500,000.)
- VII. Attach A Copy Of Your Workman's Compensation.
- VIII. Attach Exterior Pictures of Last Five Houses Completed.
- IX. Provide Full Disclosure Of Any Litigation Pending or Active.

THE INFORMATION PROVIDED IS TRUE AND ACCRUATE.

SIGN: _____

DATE: _____

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**BUILDER/ CONTRACTOR INSURANCE VERIFICATION
FORM B**

The undersigned builder/ contractor herein verify there is in place workers compensation coverage on the general contractor, all subcontractors, laborers, and all other individuals working on the following described property.

The builder/contractor agrees to hold harmless and indemnify the Highway 22 Property, LLC, its Architectural Review Committee and/or committee members for all occurrences that take place on the work site or in connection with this project.

PARCEL NUMBER: _____

Further, said builder/ contractor acknowledges and agrees that the Rules and Regulations of the Highway 22 Property, LLC. and its Architectural Review Committee (ARC) shall be followed. All approvals shall be obtained prior to any work commencing upon any said lot. The builder/ contractor acknowledge that new homes cannot be occupied until a final approval has been given and approved in writing by the Charlton Place ARC.

Builder/ Contractor (print full name)

DATE

Builder/ Contractor (signature)

DATE

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ARCHITECTURAL REVIEW APPLICATION
FORM C

NOTICE: All submittal requirements shall be submitted to the Charlton Place ARC no later than 4:00 p.m. the Monday prior to the ARC meeting. The ARC meets as needed unless otherwise noted by the Architectural Control Coordinator.

Applicant Information:

Date: _____ Parcel Number: _____

Applicant: _____ Heated & Cooled Sq. Ft.: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Builder Information:

Name: _____ Phone Number: _____

Mailing Address: _____

Architect/Designer Information:

Name: _____ Phone Number: _____

Mailing Address: _____

Landscape Architect/ Designer Information:

Name: _____ Phone Number: _____

Mailing Address: _____

Type of Review: *check review that applies

_____ Initial Review Fee _____ Re-submittal Review Fee

_____ Post Review Fee _____ Addition Review Fee

Estimated Cost of Improvement / Start / Finish Dates:

Estimated cost of improvements to lot: _____ Estimated Start to Finish Date: _____

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ARCHITECTURAL CONTROL ACKNOWLEDGEMENT
FORM D

Permission to Enter Property:

Permission is hereby granted for members of the ARC to enter on the property to make reasonable observations of the construction site.

Agreed: _____

Date: _____

ARC Rules and Regulations:

I have fully read, understand, and I agree to comply with the Charlton Place ARC Rules and Regulations.

Agreed: _____

Date: _____

Plan Approval:

I fully understand that Plan Approval shall be valid for a period of six (6) months only from the final approval date upon the approved set of plans in which I will receive, and commencement of construction thereafter will require re-approval and that construction must be complete within a maximum period of 12 months after beginning construction. I understand that the project must be constructed in accordance with the drawings and information approved by the Architectural Review Committee.

Agreed to by the Owner: _____

Date: _____

DESIGN IS HEREBY APPROVED SUBJECT TO "REDLINE" REVISIONS ON PLANS:

Architectural Control Coordinator, Charlton Place

Approved by: _____

Date: _____

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All Color selections must be included with this form with their locations noted here or on the building elevation drawings.

PLAN SPECIFICATIONS
COLOR AND MATERIALS
FORM E

Exterior Finish: Brick Selection:	_____	Color Name: _____	Refer. Number: _____
Mortar:	_____	Color Name: _____	Refer. Number: _____
Stucco:	_____	Color Name: _____	Refer. Number: _____
Stone Selection:	_____	Color Name: _____	Refer. Number: _____
Siding:	_____	Color Name: _____	Refer. Number: _____
Trim:	Material: _____	Color Name: _____	Refer. Number: _____
Shutters:	Material: _____	Color Name: _____	Refer. Number: _____
Windows:	Material: _____	Color Name: _____	Refer. Number: _____
Front Door:	Material: _____	Color Name: _____	Refer. Number: _____
Garage Door:	Material: _____	Color Name: _____	Refer. Number: _____
Columns:	Material: _____	Color Name: _____	Refer. Number: _____
Porch:	Material: _____	Color Name: _____	Refer. Number: _____
Chimney:	Material: _____	Color Name: _____	Refer. Number: _____
Roof:	Material: _____	Color Name: _____	Refer. Number: _____
Drive:	Material: _____	Color Name: _____	Refer. Number: _____
Walks:	Material: _____	Color Name: _____	Refer. Number: _____
Patio/Terrace:	Material: _____	Color Name: _____	Refer. Number: _____
Fence:	Material: _____	Color Name: _____	Refer. Number: _____

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Courtyard/
Retaining/Walls Material: _____ Color Name: _____ Refer. Number: _____

Pool/ Spas: Material: _____ Color Name: _____ Refer. Number: _____

Outdoor
Structures Material: _____ Color Name: _____ Refer. Number: _____

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ARC SCHEDULE OF FEES AND DEPOSITS
FORM F

Each applicable fee shall be submitted with plans. All damage deposits and ARC fees shall be written out into two completely separate checks for depositing purposes. All review fees shall be accompanied by a copy of the filed deed to the parcel under review for proof of ownership.

1. Initial Review Fees and Damage Deposits:

(a) Initial Review Fee \$1,000.00

Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Architectural review & the lot number

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(b) Damage Deposit \$2,500.00

Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Damage deposit & the lot number

(c) Re-submittal \$150.00 (For Architectural, Site & Grade, and Landscape alterations) Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Architectural review or Damage deposit & the lot number

2. Post-Construction Fees:

*If not included with Initial Review Fee submittal the following fees shall apply:

(a) Residential Addition \$250 Fee (heated & cooled, non-heated & cooled areas) Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

(b) Damage Deposit \$1,000.00 (Residential Additions)

Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

(c) Minor Review Fee \$150 (Fences, Courtyard Walls, Pools, Spas, other structures etc.)

Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

A pool construction application must be submitted with proposed pool drawings, damage deposit, and minor review fee.