

FAIRFIELD GLADE COMMUNITY CLUB ARCHITECTURAL CONTROL COMMITTEE

NEW HOME REQUIREMENTS

Effective 10/26/2023

(Approved by the Fairfield Glade Board of Directors 10/26/2023)

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**Fairfield Glade Community Club
Architectural Control Committee**

New Home Requirements

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These requirements apply to the construction of all new homes built on properties in Fairfield Glade subject to the Amended & Restated Declaration of Covenants and Restrictions (Declaration) of the Fairfield Glade Community Club (FGCC). The property owner (FGCC member) is solely responsible for ensuring all work contracted for or performed is in compliance with these requirements and any applicable provision of the Declaration.

As written in the Declaration Article XII, Architectural Controls, Section 2. Single Family Lots (b):

“The ACC shall have the sole discretion to determine whether the plans and specifications submitted for approval are acceptable to the ACC in connection with the approval rights. Any disapproval by the ACC may be based upon any ground whatsoever so long as such disapproval is consistent with the objectives and purposes of this Declaration, including, but not limited to, purely aesthetic considerations, provided that such disapproval is not arbitrary or capricious. Any denial of plans and specifications by the ACC may be appealed to the Board pursuant to such policies and procedures respecting appeals as may be adopted by the Board.”

Unless specifically stated otherwise, any exterior construction, changes, or modifications addressed in this document requires approval by the Architectural Control Committee (ACC) and/or the Architectural Control Office (ACO).

Failure to obtain approval or proceeding with any work prior to approval shall result in a fine per the current New Home Requirements Fine Structure.

This document supersedes all previous specifications and requirements and should be carefully read before proceeding with plans and any contract. These requirements support the Declaration but do not cover that document in its entirety, nor is it intended to be all inclusive.

If you have any questions, please call the ACO at 931-707-2149 or email at accpsc@fairfieldglade.cc.

I. PRE-APPLICATION REQUIREMENTS

- A. All Community Club dues, assessments, fines, and charges, owed by the Member to FGCC, must be paid in full before the ACC will consider a request for the construction of a new home.
- B. All sewer fees, if applicable, must be paid in full at the FGCC Administrative Office prior to clearing the lot.

II. APPLICATION PROCEDURE

Obtain and complete the "New Home Construction Packet" from the ACO Office.

III. REQUIRED PRE-CONSTRUCTION DOCUMENTS AND BUILDING FEES

The below documents are required before the ACC will review the drawings. All of the application documents listed below shall be submitted in a single, complete package with the appropriate fees to the:

Architectural Control Office (ACO)
7827 Peavine Road
P.O. Box 2000
Crossville, TN 38558-2000
Telephone: (931) 707-2149

- A. Completed Application Check List for New Home Construction.
- B. Completed New Home Application.
- C. Completed Color Sample Sheet including material specifications and samples, with color swatch samples attached for each color used. (Minimum size is two (2) inch square.)
- D. Completed Tree Requirements Worksheet for New Home Construction.
- E. Proof of Current General Liability Insurance (minimum \$1,000,000). Fairfield Glade as additional insured.
- F. Proof of Current Worker's Compensation Insurance.

- G. Proof of Builder's Risk Insurance, which must be effective as of proposed starting date.
- H. Copy of current Contractor's License (or Property Owner Pledge Agreement – refer to Appendix A).
- I. Copy of Septic System Approval from Tennessee Department of Environment and Conservation (if applicable).
- J. Copy of recorded deed, in either property owner's or builder's name, on file with FGCC.
- K. Copy of certified property survey (must be provided before Clearing Inspection requested).
- L. One (1) complete set of 24" x 36" unmarked drawings and one set of pdf drawings. A title block is required in the lower right corner of each drawing indicating property owner's name, builder, subdivision, block, lot, draftsman, date drawn, & sheet number (e.g., 1 of 3). Each set of drawings shall include:
 - 1. Plot Plan and Final Grading Drawing at scale 1" = 10' (Appendix B) (If a plot plan is too large to be scaled at 1" = 10' and fit on a standard 24" x 36" sheet, a scale of 1" = 20' will be accepted)
 - 2. Elevation Drawings at scale of 1/4" = 1'
 - 3. Floor Plan(s) at scale of 1/4" = 1'
- M. New Home Application and Cancellation Fees.
 - 1. The New Home Application Fee is based on the size of the home (living area) to be constructed in accordance with the current New Home Requirements Fee Structure.
 - 2. Postponements
 - a. If the application is withdrawn for the purpose of postponement after ACC approval, then an administrative fee will be assessed.
 - b. Postponed plans must be resubmitted to the ACO for approval within ninety (90) days of postponement. Maximum number of postponements allowed is one (1). Failure to resubmit will be deemed a cancellation.
 - 3. Cancellations
 - a. If the application is cancelled after approval, but before the lot is cleared, then all of the above monies will be refunded with the exception of an administrative fee. ACC approval of the plans shall be considered null and void.
 - b. If the application is cancelled after the lot is cleared, then the builder will remove all signs of construction and if required, trees will be planted so that at a minimum, the lot conforms to the current [Tree Policy](#). The ACO will inspect the lot, and once the lot is accepted by the ACC, all of the above monies will be refunded with the exception of an administrative fee.
 - c. If construction is not begun within the allotted postponement period, then the approval becomes null and void. All of the above monies will be refunded with the exception of an administrative fee.

IV. REVIEW PROCESS

Approval of the drawings or items subsequently inspected by the ACC/ACO does not in any way relieve the builder, architect, designer, or property owner of their responsibility for

the structural integrity of the home; safety or welfare of the inhabitants; or construction quality.

FGCC assumes absolutely no responsibility for structural integrity of the home, construction quality, safety or welfare of the inhabitants, or for errors in dimensions, surveys, corner stakes, or setbacks. Inspections by the ACC/ACO are made relying on information provided by the builder, architect, designer, or property owner.

- A. The ACC meets twice a month per a Fairfield Glade Board of Directors [approved schedule](#). During the months of November and December the ACC meets once per month.
 - 1. The deadline for the submission of documents is close of business on the Friday eleven days prior to a meeting.
 - 2. If that Friday is a holiday, then the application documents shall be submitted by close of business the prior workday.
- B. To ensure that the new home will be in harmony with existing dwellings on adjoining or surrounding lots, and with the site's topography, the ACC will visit the site to consider the submitted proposed plans and specifications. If the design does not meet with Fairfield Glade standards, a resubmission may be required before approval is granted.
- C. After review by the ACC/ACO the submittal will be:
 - 1. Approved with/without additional requirements
 - 2. Disapproved with an explanation
- D. Except for the duplicate plans, all items submitted for review shall be retained by the ACC until written final inspection has been completed.
 - 1. Upon request, duplicate plans will be returned to the owner or builder after ACC approval. After sixty (60) days, unclaimed duplicates shall be destroyed. E. Preliminary Review (Optional)
 - 1. If the house plans are unusual or if there is a special situation, upon request by the property owner the ACC may provide a preliminary review and an opinion on the drawings without the need to submit the other documents listed above. A preliminary indication does not constitute approval.
 - 2. The administrative fee for a preliminary review by the ACC is per the current New Home Requirements Fee Structure.
 - 3. If the plans are approved within 12 months, the administrative fee shall be applied to the New Home Application Fee.

V. DETAILS REQUIRED FOR BUILDING PLAN DRAWINGS AND SPECIFICATIONS

- A. Plot Plan and Final Grading Drawing
 - 1. Lot dimensions, street names, lake and golf course lines, roof valleys and ridges, driveway, sidewalks, and landscaping plan shall be provided.
 - 2. Exterior Setting
 - a. A plot plan is required to show the exterior perimeter building line and the roof overhang line of the home in relation to the lot lines and the street. (Appendix B).
 - b. The dimensions from the property lines to the roof overhang lines shall be shown for all elevations.

3. Setbacks

Setbacks on all lots shall be as shown on the recorded Subdivision Plat. If setbacks are not shown on the plat, then the setbacks shall be in accordance with the [Declaration](#) as follows:

- a. All setbacks are measured from the property line. To avoid infringing on setbacks, measurements are taken from the roof overhang perpendicular to the property line.
- b. Gutters are excluded from setback requirements.
- c. Setbacks for lots adjacent to a lake, golf course, or recreation area shall be twenty (20) feet. This line shall be measured from the property line or lakeshore at normal level (described in Article XIII, Section 6, of the [Declaration](#)) from whichever line is closer to the proposed structure.

4. Landscape Plans

Landscape plans may be submitted separately but must adhere to New Home Completion dates.

- a. Soil Retention
 - i. If fill is to be used to maintain grades indicated on the drawings, or if the site is such that retaining walls or other measures are necessary due to severe slopes (30% or greater) to existing grade, details shall be provided for retaining walls, walks, drives, turn-arounds, etc. to attain finish grade. Retaining walls must be inside the established setbacks.
 - ii. Soil retention solutions, including retaining walls, must be addressed on the initial plot plan submitted.
 - iii. Block or poured retaining walls must be faced with brick, stone or split-faced block. Any other materials must be specifically approved by the ACC.
- b. Tree clearing must be in accordance with the current [Tree Policy](#).
- c. Property owners are required to maintain a thirty-six (36) inch minimum clearance around the grinder pump in order to provide easy access by the maintenance department should a problem occur with the pump.

5. Lake Front Property

For lake property the actual shoreline at normal level, accurate to within twelve (12) inches horizontally, shall be shown in addition to the property line. The minimum setback is required to be from the actual shoreline or the property line – whichever is the lesser distance from the most protruding point of the structure. Normal water level is described as the crest of the spillway or the elevation at which water starts to break over and flow down the spillway. Due to water level fluctuations, building on Lake Dartmoor requires that more attention be given to this matter.

6. Other

- a. All features such as driveways, walks, retaining walls, fences, light posts, driveway headwalls, seawalls, and docks shall be shown on the plot plan or on additional drawings with sufficient construction details and descriptions to enable the ACC to make an informed evaluation.
- b. Utility service lines above or below grade shall be shown.

- c. Where a septic tank is necessary, the septic tank and the field line location shall be shown on the plot plan. The Tennessee Department of Environment and Conservation requires the soil above the field lines be seeded or sodded. Mulch is not permitted.

B. Plot Plan Showing Contour Lines (If required)

1. If the lot has a severe slope (20% or greater), a topographical survey (represented by two (2) foot contour lines showing existing and proposed grading) may be required on the drawing.
2. The relationship of the road elevation to the garage floor elevation is required on the drawing.

C. Elevation and Floor Plans

1. The square footage of the heated and non-heated areas of the house shall be indicated on the floor plan.
2. Comprehensive elevation drawings showing the front, both sides and rear of the house along with floor plans are required. The drawings must show:
 - a. Existing and finished grades with dimensions on all corners.
 - b. Floor level lines, exposed block foundation, and garage floor elevation to existing and finished grade dimensions.
 - c. Exterior finishing materials.
 - d. Proposed treatment of the front and rear entrances of the home (i.e. steps, porches, decks, patios).
 - e. Fireplace type (i.e., ventless, direct vent, full chimney).

VI. GENERAL SPECIFICATIONS

A. Area and Height

1. The size of the house shall be no less than the minimum square footage of heated finished living area specified on the recorded subdivision plat, except where a Supplemental Declaration applies.
2. Houses are limited to two and one half (2½) stories on the front (street side) elevation by the [Declaration](#).

B. Foundation Walls

1. The maximum foundation height is determined by the house corner located at highest ground level point. The maximum foundation height at this point can be no more than thirty-two (32) inches above existing grade.
2. Exposed concrete or block walls shall have stucco applied and painted to match the siding as closely as possible or shall be faced with an approved color-compatible material. Split-faced block is acceptable.
3. Foundation pre-treatment for termites is required.
4. Foundation shrubbery at least eighteen (18) inches in height is required on all street, lake, and golf course frontages.

C. Architectural Features

1. The front of the house shall contain several architectural design features which add character and which are normally associated with an attractive house, such as: porticos, wide steps, planters, fieldstone or brick, bay or specially designed windows, entrance doors with sidelights, shutters, faux windows and other decorative trim.

2. The sides and rear of the home shall be attractive and also contain some of these features, especially when facing a street, golf course, or lake. Each twenty-two (22) foot expanse of any wall must provide architectural features of sufficient size and mass to provide an attractive and balanced appearance. In some instances, a single architectural feature may be insufficient to provide that attractive and balanced appearance.

- a. If an isolated window is used, the minimum size shall be three (3) square feet.

- b. Exceptions may be given for exterior garage walls adjacent to the front entrance.

D. House Colors

1. The house colors must be compatible and harmonize with the color of other structures in the area. Bright or harsh colors are not in keeping with the ambiance of our community.
2. Chosen colors should be consistent with the wooded, natural environment of Fairfield Glade.
3. Trim must harmonize with the primary house color.
4. If the property owner wishes to alter the color scheme at any time the new color(s) must be submitted to the ACC/ACO for approval.

E. Garages (A building for housing a motor vehicle or vehicles) 1.

A garage is required for all new houses.

2. A pedestrian door or window in the garage is required for convenience, ventilation, and emergency egress.
3. Garage doors must appear to be the same height and must appear to have a height of no more than eight (8) feet.
4. Garages on merged lots must have a garage door and driveway.
5. Garages on merged lots must be the same material and color as the main house.
6. Driveways for garages on merged lots must be the same material and color as the main house driveway.
7. Garages on merged lots must be physically connected to the main house by more than a sidewalk or driveway.
8. Driveways for garages on merged lots must physically connect to the main house driveway.

F. Roofs

1. Architecturally appropriate roof material is required.

- a. Acceptable quality materials include asphalt or fiberglass shingles, shakes, slate, tile, metal, and composites.
 - b. Roof colors must harmonize with the surrounding dwellings and be consistent with the wooded, natural environment of Fairfield Glade.
 - c. Bright or harsh colors will not be approved.

2. The roof pitch for the roof over the primary parts of the home and garage structure

(including detached garages) will be a minimum of six (6) inches of rise to twelve (12) inches of run (6/12) and clearly shown on drawings. The roof pitch for

secondary roof structures such as a roof over a front entry must be at least four (4) inches of rise to twelve (12) inches of run (4/12).

3. Metal flanges of skylights and solar tubes and all exposed roof flashing must match the roof color. G. Siding Material

1. An attractive siding material is required. Acceptable materials include wood, stone, brick, composites, Dryvit, and vinyl.
2. All unfinished materials shall be painted, sealed, or stained. H. Fireplace Chimneys and Gas Vents

1. The tops of wood burning chimneys shall extend at least two (2) feet higher than any portion of a building within a horizontal distance of ten (10) feet.
2. A chimney chase is required and must be sized to allow for pipe clearance on all sides. The minimum chimney chase size shall be two (2) feet x four (4) feet.
3. Metal flanges of vents and all exposed roof flashing must match the roof color.

I. Propane Tanks

Shall be screened in accordance with the [Propane Tank Screening Specifications Policy](#).

J. Decks and Porches

1. All support posts for decks, porches, and wood steps extending to ground level shall be supported on pre-poured concrete pads unless the posts rest on bedrock. All support posts must be anchored at their base.
2. Wood support posts for all decks and porches averaging more than four (4) feet above ground shall be a minimum of six (6) inches.
3. Concrete block piers, steel or aluminum columns or posts are acceptable if finished to meet the minimum six (6) inch square size or larger.
4. Cantilevering is an acceptable alternative.
5. If the floor averages four (4) feet or less above ground, continuous decorative screening is required. Shrubbery, eighteen (18) inches or higher, is acceptable screening. If plantings are to be used, see the "Plants for Screening" document available at the ACO.
6. A deck or porch on the front of a house shall have a continuous foundation wall if the floor averages less than four (4) feet above ground level. K. Natural Fire Pits
 1. Shall not be larger than 48 inches in diameter
 2. Shall be constructed with non-flammable material such as stone, brick, or fire

L. Driveways and Sidewalks

1. The surface shall be concrete, asphalt, or brick pavers.
2. Concrete driveways shall terminate eight (8) inches from the hard surface roadway, and the interfacing end must not be higher or lower than one and one-half (1½) inches above the level of the existing road surface.
3. Driveways shall be a minimum width of twelve (12) feet wide.
4. For ease of ingress and egress, the driveway may be flared a maximum of two (2) feet on each side.
5. Sidewalks, minimum width of forty-two (42) inches, are required to connect the driveway to the front entry of the home.

M. House Numbers

FGCC requires permanently installed green reflective address signs, available from the FG Fire Dept. (at a minimal charge) on the mailbox post or other suitable post in the front yard within four (4) feet of the road for easy identification by emergency vehicles (Security, Fire and EMS). Please contact the ACO at 931-707-2149 for further information.

N. Mailboxes

1. Concrete block, brick, stone, and other solid supports may be allowed if approved by the ACC/ACO.
2. When a mailbox must be installed on the opposite side of the street from the residence to which it belongs, it shall be located near an extension of the side property line on the side of the street on which it is to be situated. This is to minimize the intrusion of the mailbox on the neighboring property.

O. Fences

The installation of a fence shall be in accordance with the current [Fence Policy](#).

P. Docks

1. The installation of a dock or pier shall be in accordance with the current [Dock Policy](#) and/or [Dock Policy Agreement](#).

Q. Seawalls and Walkways

1. The Director of Community Maintenance must be called at 931-707-2127 to assist in determining the height of the seawall. Do not depend on heights of neighboring walls.
2. Seawalls shall be constructed along the property line adjoining the lake or along the shoreline at the normal lake level per Article V, Section 5.
3. Consideration shall be given to the setting of elevations for homes on lake front lots to alleviate possible flooding. Normal water level is described as the crest of the spillway or the elevation at which water starts to break over and flow down the spillway.
4. Block or poured walls must be faced with brick, stone, or split-faced block.
5. Walkways to a lake are required to be as inconspicuous as possible. This can be accomplished by staining or coloring the cement a neutral color. Stone or brick walkways are permitted.

R. Unattached Buildings (excluding garages)

1. Unattached buildings including workshops, storage sheds, greenhouses, gazebos and combined use buildings are not allowed on undeveloped lots.
2. Only one unattached building may be permitted on any developed residential lot.
3. Unattached buildings are limited to twelve (12) feet in overall height from the existing grade and:
 - a. Gazebos - one hundred sixty eight (168) square feet of floor space.
 - b. All other buildings - one hundred twenty (120) square feet of floor space.
4. Setback requirements, as indicated on the subdivision plat, shall be adhered to.
5. Storage sheds shall be in accordance with the current [Storage Shed Policy](#).

6. The color, materials and siding used in the construction of each building shall match those used on the house.
 7. Full glass doors are not acceptable for any detached building.
 8. Roofs for all buildings must have multiple planes and use roofing materials which match those used on the house.
 9. Any wood used in the construction of the building that comes within six (6) inches of ground level must be pressure treated wood or equivalent.
 10. The structure floor must be wood, gravel or concrete.
 11. Use continuous foundation or skirting and appropriate landscaping to reduce visual impact.
 12. Any building whose floor level is eighteen (18) inches or more from ground level must adhere to the requirements for decks and porches set forth in Section VI.J.1-6 of these requirements.
 13. The first thirty-six (36) inches of any building, must be solid, non-translucent building material compatible in appearance with those used on the house. The internal but visible framework for the remainder of the structure must be permanent, durable building materials. Round tubing is not an acceptable choice.
 14. All translucent and transparent material used in greenhouse construction must be permanent, rigid and warranted from discoloration. Material specification sheets must accompany plans submitted for approval.
 15. Gazebos
 - a. Defined as small structures usually open on the sides, are allowed.
 - b. Due to Gazebos various building styles and applications, they may be considered unattached buildings at the sole discretion of the ACC.
- S. Exterior Lighting
1. Must be in accordance with the [Exterior Residential Lighting Policy](#).
 2. Refer to the current [Flag and Banner Policy](#) for the guidelines regarding illuminating the United States flag during the hours of darkness.
- T. In-Ground Flagpoles
- The installation of an in-ground flagpole shall be in accordance with the current [Flag and Banner Policy](#).
- U. Solar Panels (photovoltaic systems)
- The placement and installation of solar panels shall be in accordance with the current [Solar Panel Installation Policy](#).
- V. Grinder Pumps (if installed)
1. Property owners are required to maintain a thirty-six (36) inch minimum clearance around the grinder pump in order to provide easy access by the Maintenance Department, should a problem occur with the pump.
 2. The discharge from the grinder pump to the road cannot have any permanent structures installed over it. Prior to approval the ACC/ACO must contact the Sewer Department to identify the location of the grinder pump discharge.
 3. RV dump stations are prohibited.
- W. Fire Hydrants

1. Property owners are required to maintain a thirty-six (36) inch minimum clearance around the fire hydrants in order to provide easy access.
2. Landscaping must be kept below the crown level of the hydrant and only planted on the house side.
3. Mulch is allowed around the hydrant.

VII. CHANGES TO HOMES UNDER CONSTRUCTION

- A. Any exterior changes to plans or specifications must be submitted on the original approved drawing(s) with the revision date noted on all revised prints.
- B. Proposed changes shall be highlighted along with a dated written request explaining the proposed changes.
- C. Up to ten (10) line items may be submitted per Change Order.
- D. A fee for each Change Order will be assessed.
- E. Failure to obtain written approval or proceeding with any work prior to approval shall result in a fine.

VIII. CONSTRUCTION GUIDELINES

A. Builder Responsibilities

1. Licensing

All builders performing work in Fairfield Glade are required to have a valid General Contractor's License issued by the State of Tennessee.

2. The estimated cost of construction shall not exceed the maximum dollar value specified on the contractor's license.
3. Builders are responsible for the actions of any subcontractor they employ.
4. Failure to abide by the general rules of FGCC or to cooperate with the ACC/ACO may jeopardize a builder's ability to obtain future approvals.
5. The ACO reserves the right to withhold approval for any work by any builder found to be in non-compliance with state laws, local laws, or these requirements.
6. The builder is responsible for providing access to a portable toilet for the work force within one hundred (100) yards of the new home construction site.

B. Construction Site Cleanliness

1. Once the lot is cleared, a gravel access road to the location of the house must be installed before any work is done at the site. Where a roadway culvert is specified, the culvert shall be installed in the roadway ditch at the same time as the gravel access road. Tracking mud or dirt from the site onto any paved or graveled roadway shall be minimized and shall be removed by the end of the day.
2. Delivery and removal trucks may be parked on the shoulder of the road only if extreme care is taken to keep dirt and rocks off the roadway and shoulders.
3. The construction site shall be kept clean and neat at all times. Trash receptacles or a dumpster are required on the job site. Trash shall not be allowed to blow or be washed onto adjacent properties or roadways.
4. Dumping residual concrete on property other than the construction site shall result in a fine.

C. Ditches

1. FGCC is not responsible for maintaining ditch lines. FGCC's only responsibility is to ensure that normal roadway water is adequately carried by the ditches.
2. The depth of the roadway ditch shall be kept low enough to allow the ditch to carry all the water during a typical rain event of ½" to 1" per hour.
3. Backfilling, refilling, or leveling the roadway ditch is not allowed. Installing underground piping in drainage ditches and backfilling is also not permitted.
4. In the interest of sound surface water management, flumes in ditches that are made of concrete or flagstone are not allowed as they amplify the impact of the surface water flow downstream. Loose rock should be sized to control surface water movement of the average rainfall of between ½" to 1" per hour. Loose rock should be of adequate size to prevent becoming dislodged and traveling downstream.
5. Upon completion of construction both sides of the roadway ditch between the road and the property line shall be landscaped or treated with topsoil and seeded with grass. Any other ditch line or nearby back slope area damaged as a result of construction work shall also be landscaped or treated with topsoil and seeded.
6. Mulch shall not be used in any ditch line.
7. The property owner is responsible for mowing and maintaining ditch lines.
8. Bridges or other structures are not permitted to extend into the right-of-way.

Contact the Director of Community Services at the ACO (931-707-2136) for assistance or questions.

D. Culverts

1. Roadway culverts shall be made of approved material: ABS or galvanized steel with a 12" minimum diameter. The culvert may not exceed 25' in length.
 2. A headwall constructed of stone or brick is required.
 3. FGCC is not responsible for maintaining culverts. FGCC's only responsibility is to ensure that normal roadway water is adequately carried by culverts.
- #### E. Silt Control Measures
1. Adequate soil erosion control is required on all construction sites.
 2. Silt control measures shall be installed where needed on each property.
 3. The ACO Inspector will determine the location, type, and number of all silt control measures.
 4. The builder is responsible for installing and maintaining all silt control measures. Those measures will be removed within thirty (30) days after landscaping is complete.
 5. Steps for the construction of a silt fence can be found in Appendix C.
- #### F. Drainage
1. If there is a natural ditch or swale running through the lot, it is the property owner's responsibility to build the home safely away from this watercourse or to divert the flow to protect the house.
 2. Property owners adjoining a golf course shall not extend drains from downspouts into the twenty (20) foot golf course setback.
 3. Builders are responsible to ensure that any change made in the contour of the lot does not redirect water away from roadside ditches or the natural low points onto neighboring properties. A five (5) foot wide easement along the side of all lots is for

drainage and utilities. Any drainage problem must be resolved, or the responsibility established in writing before the ACO considers approval for construction. FGCC is not responsible for drainage problems that may exist on a lot or as a result of the lot location in relation to water run-off from surrounding property.

4. Provisions shall be made to drain the surface water away from the sides of the home. A minimum of six (6) inches of fall or at least a two (2) % slope away from the grade line at the base of the house to a swale or ditch is required. If gutters are installed, then down spouts with splash blocks or underground drainpipes are required to direct water away from foundation walls.
5. Drain water from downspouts, sump pumps, or footing drains will not be directed into grinder pumps or gravity sewer connections.
6. Drainage swale between homes must be provided as required by the ACO. G.

Burning and Fire Protection

1. No burning is allowed on any construction site.
2. Burning on site will result in fines. H. Miscellaneous

Guidelines

1. Working Hours

- a. To maintain a high level of security and to minimize noise and nuisances, construction is permitted Monday through Saturday between the hours of 7:00AM and 5:00PM. Consideration should be given to the type of work performed on FGCC observed holidays. Contact the ACO for additional information.
- b. Should an unusual situation arise, the ACO shall be contacted for specific authorization to be on the site after hours.
 - i. Names of all employees who will be working, vehicle descriptions and license plate numbers of all vehicles that will be at the site, along with the time they are expected to vacate the property shall be provided.
 - ii. When permission has been received, the builder may then proceed with the after-hours work.

2. Contractor Demeanor

Each contractor is required to minimize the adverse effect of construction to the surrounding neighbors and community. These efforts include, but are not limited to:

- a. Radio volume is not to cause a nuisance to neighbors.
- b. Foul language is not allowed.

3. Construction Vehicle Requirements

- a. Unless necessitated by unusual circumstances, construction vehicle parking shall be restricted to only one side of the road, and will not block roadways, driveways, or mailboxes.
- b. The right-of-way shall not be used at any time to park equipment or to store construction materials or debris.
- c. Roadway culverts or ditches shall not be blocked in any way.
- d. Trucks may not be parked on paved road right-of-way to load unless there is no other alternative.

- e. No steel track equipment shall be unloaded or operated on any paved road at any time.
 - f. No construction traffic is allowed on any golf course or other common property unless specific written approval is obtained from the appropriate authority. The builder and/or property owner shall make reimbursement for any damage to the golf course or common area.
 - g. During the construction phase, construction trailers / equipment left on site for extended period of time shall be minimized.
4. Signs
- a. Installation of signs will be in accordance with the current [Sign Policy](#). I. Cul-de-sac Island Maintenance
 - 1. Residents on a street may improve the cul-de-sac at their own expense with written approval from the ACO.
 - 2. When the residents no longer have the ability, desire, or resources to perform the necessary work, the areas will be returned to a natural state.

IX. COMPLETION SCHEDULES

A. Exterior and Interior Completions

1. The exterior of any single family detached structure, garage or outbuilding approved by the ACC shall be completely finished according to the New Home Construction Completion Date Schedule adopted by the Board of Directors August 26, 1999, as listed below:

<u>Building Sizes</u>	<u>Exterior Completion Interval</u>	<u>Final Completion Interval</u>
up to 1,999 sq. ft.	8 months	14 months
2,000 sq. ft. – 2,999 sq. ft.	9 months	15 months
3,000 sq. ft. – 3,999 sq. ft.	10 months	16 months
4,000 sq. ft. or larger	12 months	18 months

2. No inspection will be made until requested by the builder.
3. Extensions will be given on a case-by-case basis.
4. Failure to complete either the exterior or interior of the home in the above time frames shall result in a fine.
5. Both the builder and the property owner shall be jointly and severally liable for all fines imposed pursuant to these requirements. The builder's liability arises under the contractual provisions of the New Home Application and the property owner's liability arises under the contractual provisions of the New Home Application and per [Declaration](#) Article XIV, Section 2(b).
6. Although the property owner is ultimately responsible for the payment of all fines imposed, the builder will initially be billed for those fines. In the event of nonpayment by the builder within the time specified when the fines are imposed, the property owner will be notified and billed for these fines.
7. Builders and Property Owners may not make any new requests to the ACO until all current fines, fees and assessments are paid in full including:
 - a. Inspections
 - b. Approval of existing submittals

- c. Approval for new plans on this or any other property
- 8. A fine does not deprive the FGCC from taking over the work later if deemed necessary as per [Declaration](#) Article XII, Section 2(f).

X. INSPECTIONS

A. General Information

- 1. FGCC does not accept responsibility for failure of structures, materials, or workmanship even though the same may have been approved by the ACC/ACO.
- 2. Inspections are made to ensure compliance with ACC/ACO requirements only.
- 3. The ACO conducts seven (7) required inspections of all single detached houses under construction to assure compliance with the current New Home Requirements.
 - a. There are no fees charged for the seven (7) required inspections.
 - b. If an error is found on a scheduled inspection or the work is not approved, another inspection is required.
- 4. At least forty-eight (48) hours (two working days) notice to the ACO is required for any inspection.
- 5. Inspections will be made during normal working hours. No inspections will be made on weekends or on FGCC observed holidays.
- 6. Ignoring or bypassing a required inspection shall result in a fine.
- 7. Other sanctions may be imposed in addition to the fine.
- 8. Periodic unscheduled inspections of the site may be made.
 - a. These unscheduled inspections will be made to ascertain such things as: site maintenance, effective silt control measures, adherence to exterior elevation drawings, and adherence to the construction schedule.
 - b. The construction site may be inspected at any time. B. The Seven Required Inspections

1. ACO On-Site Inspection

- a. Survey pin placement must be complete, and the pins marked with surveyor's colored tape.
- b. At their discretion, the ACO may require that the corners of the new house be staked and the property lines marked with string.

2. Location and Clearing Inspection

- a. It is the responsibility of the builder to submit proof to the ACO that a valid survey (with the placement of pins at all corners according to recorded subdivision plat) has been performed prior to requesting the "Location and Clearing Inspection".
- b. Prior to requesting the "Location and Clearing Inspection" the builder must submit the Cumberland County Building Permit to the ACO.
- c. Absolutely no work shall be started on the lot until final pins are installed and the inspection performed.
- d. All dimensions to lot lines shall be checked.
 - i. Prior to this inspection, the corners of the new house shall be staked, and the property lines marked with string.
 - ii. If the setback requirements are not adhered

to, or the house is not located according to the approved plot plan within the allowed tolerances, the footer cannot be installed until corrections are made.

iii. The builder is responsible for providing a reference stake at the location of the highest corner of the house. The reference point elevation will be utilized during the sill plate inspection.

e. The ACO will provide the builder with a Completion Schedule.

f. Silt control measures for the site will be determined.

3. Layout Inspection

a. This inspection is performed after the footings have been poured, but before the concrete blocks or forms are installed.

b. All corners must have nails in the exact location of each corner of the house and a string line or reference stake shall be in place exactly on the lot line perpendicular to each of these corners for easy reference. The tolerance for this layout is as follows:

Distance from	
Minimum Setback Line	Tolerance
0 ft. to 2 ft.	+/- 1 inch
2 ft. to 4 ft.	+/- 6 inches
Over 4 ft.	+/- 12 inches

c. All dimensions to lot lines shall be checked. If the setback requirements are not adhered to, or the house is not located according to the approved plot plan within the allowed tolerances, the blocks cannot be installed until corrected.

d. At the discretion of the ACO inspector, a registered surveyor's written certification attesting to the accuracy, plus or minus one (1) inch of the layout may be required if any of the following items are true:

i. any part of the structure is within five (5) inches or less of the setback line, or ii. the lot has complicated geometry or topography, or

iii. the ACO Inspector finds it difficult to make an accurate determination due to the structure's complicated geometry.

e. Silt control measures, if applicable, shall be in place.

4. Sill Plate Inspection

a. The ACO inspector will utilize the reference point identified during the Location and Clearing inspection.

b. This inspection will be performed after the block or forms have been completed, but before any framing or structural work has been initiated.

c. The maximum foundation height is determined by the reference point. The maximum foundation height at this point can be no more than thirty-two (32) inches.

d. The elevation of the top of the blocks or concrete shall coincide with the ACC approved drawings within a tolerance of +/- 8 inches.

5. Exterior Inspection

a. This inspection is to be performed prior to or on the date required as directed Section IX.A.1.

- b. All exterior work shall be completed for this inspection and the house built per the drawings submitted to the ACC.
- c. Completion of the following items is required for the Exterior Inspection:
 - Colors, as approved
 - Roofing
 - Chimney cap (if applicable)
 - Fascia and soffit in place
 - Siding
 - Paint and stain
 - Doors and windows installed
 - Shutters (if applicable)
 - Rough grading 6.

Driveway and Culvert Inspection

- a. The driveway must be completely formed, and the culvert installed per the Road Superintendent's sizing.
- b. The inspection shall be performed before the concrete is poured or other driveway material is installed.
- c. The culvert must be undamaged and free of dirt and debris.

7. Final Inspection

- a. This inspection is to be performed prior to, or on the date required, as directed by Article IX. Section A.1, Completion Schedules.
- b. The grinder pump must be turned on and operational per FGCC standards.
- c. If weather conditions hindered the completion of:
 - Driveways and walks
 - Headwalls
 - Landscaping
 - Porches, stoops, and decks (if applicable)

then an extension of up to sixty (60) days from the date for Final Inspection (or April 30th for homes receiving their Final Inspection during the months of November to February inclusive) may be allowed to complete these items.

XI. VARIANCE, WAIVER AND APPEAL PROCESS

- A. The property owner may file a variance, waiver request or appeal by using the process defined in the [Variance, Waiver and Appeal Policy](#).

APPENDIX A PROPERTY OWNER ACTING AS GENERAL CONTRACTOR

A property owner may be permitted to act as his own general contractor if he provides the ACO with a Performance Bond or Pledge Agreement guaranteeing certain specific performance plus all of the applicable documentation listed in Section II. The amount of the Bond or Pledge agreement shall be the total estimated value of the house when completed and shall not be less than the square foot value of the heated living area. The Bond or Pledge Agreement shall guarantee the completion of all exterior work in accordance with the provisions of Section IX. The work shall be of good quality, done by skilled craftsmen, and shall be completed in accordance with the drawings and specifications submitted to and approved by the ACC.

Upon any non-compliance, as determined by the ACO, or its representative, and upon certification of the facts to both the Pledgor and the bank, the ACO may draw against the balance remaining in the deposit with the bank listed in the Bond or Pledge Agreement.

PERFORMANCE BOND AND PLEDGE AGREEMENT

The value of the Performance Bond and Pledge Agreement shall be based on \$85.00 per square foot of the heated area of the house, which is the estimated cost less overhead and profit.

APPENDIX B SAMPLE PLOT PLAN

1. All plot plans must be drawn to scale, 1"=10', or 1"=20' if 1"=10' does not fit on standard 24" x 36" paper;
2. Show building line and roof overhang line (specifically overhang).
3. Show dimensions from overhang or closest point on all sides to property line.
4. Specify lot dimensions, street names, lake lines, golf course lines, driveway width and flare dimensions, and turn-around dimensions.
5. Show grinder pump location/septic tank location, field lines, and well location (if applicable).
6. Specify landscaping, i.e., "developed", "under brushed" or "natural" areas.
7. Show roof ridges and valleys on plot plan.
8. Show all items proposed, including (but not limited to): seawalls, docks, fences, retaining walls, driveways, turn-arounds, sidewalks, light posts, mailbox post, driveway headwalls, propane tanks (and screening) and special cut and fill.
9. Specify draftsman, date, lot number, and scale (lower right-hand corner).

APPENDIX C STEPS IN CONSTRUCTION OF A SILT FENCE

Construction: Posts (minimum length, 5 ft.) should be set in the ground 2 feet or more at a spacing of 2 to 6 feet. Stapling or attaching the fence to existing trees should be minimized. The filter cloth attached to the fence should be a minimum of 2 feet in height above grade. This filter cloth must be TerraTex SC, Mirafi 100X, or an equally comparable fabric with special approval by the ACO.

Filter cloths will be used in most situations. At the discretion of the ACO Inspector, Burlap Cloth or Straw Bales can be used alone or with filter cloth for specialized protection. The filter cloth should be secured to the top of the fence by suitable tie wire or hog rings, and the bottom of the cloth should be keyed into the ground sufficiently to prevent water from flowing beneath it.

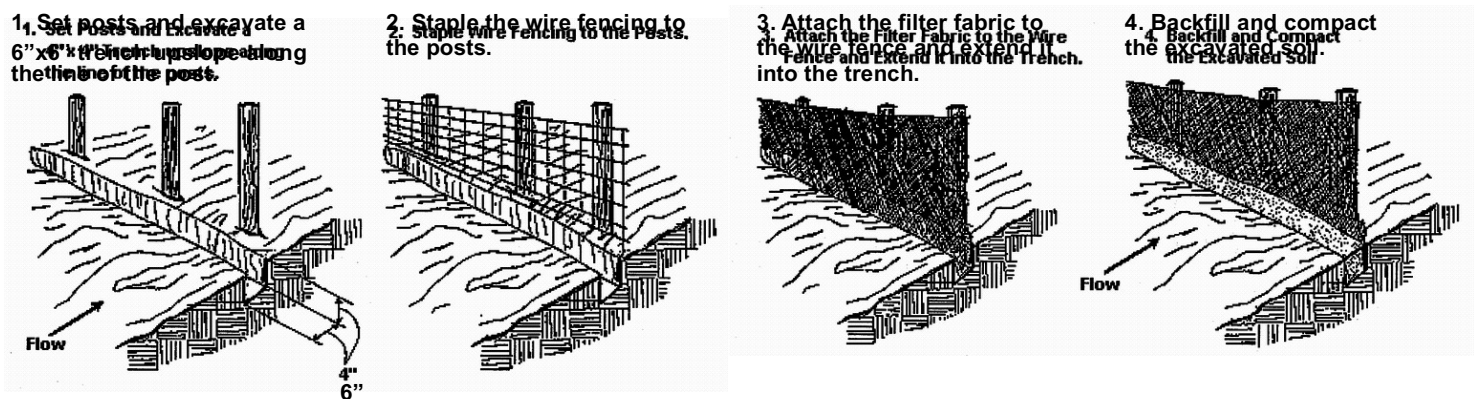
The normal sequence for construction of a silt fence is as follows: (see Figure 1):

1. Drive fence posts.
2. Construct small trench a minimum of 6" deep and 6" wide on front side of fence.
3. Staple or attach wire fence.
4. Cut filter cloth into necessary width.
5. Staple or attach filter cloth to wire fence allowing sufficient material for use in the bottom of trench.
6. Bury the filter cloth a minimum of 6 inches to prevent undermining.

It is good practice to construct the silt fence across a flat area in the form of a horseshoe. This aids in ponding the runoff and allowing sedimentation.

Maintenance: Silt fences should be inspected periodically for damage such as tearing by wind, animals, or equipment and for the amount of sediment, which has accumulated. Removal of the sediment is generally necessary when it reaches $\frac{1}{2}$ the height of the silt fence. In situations where access is available, machinery can be used; otherwise, it must be removed manually. The key elements to remember are:

1. The sediment deposits should be removed when heavy rain is expected.
2. The sediment removed should be placed in an area where there is little danger of erosion. **FIGURE 1**



SILT FENCE DETAIL
Not to scale