

# Architectural Control Committee (ACC) Checklist

## 18 June 2013

Dear Lot Owner:

Please refer to this checklist of items needed for lot improvement building plan authorization from the Architectural Control Committee (ACC). This checklist is based on the Rock Harbor's DECLARATION OF RESERVATIONS AND RESTRICTIVE COVENANTS, dated 20 September 2006; should there be a conflict the Covenants have precedence. Please review and understand the restrictive covenants as they apply to building construction, namely Articles IV, V, and VII.

***NOTE:** Please provide all information in electronic (PDF format) form. Paper copies are acceptable, but may delay the ACC review process and issuance of your authorization.*

**Preliminary Authorization** (Please allow 15 calendar days after all required documents have been received for Preliminary Authorization)

\_\_\_\_\_ Two (2) copies of blue line schematic drawings of home/outbuilding showing elevation on all four (4) sides, color scheme, and building materials. A general description of exterior finish specifications and materials must be presented.

\_\_\_\_\_ Two (2) copies of site plan disclosing location of all intended improvements on lot. The site plan should include placement and orientation to street of house/outbuilding, driveway, fencing, swimming pools and retaining walls (as applicable).

NOTE: The ACC will notify you of its Preliminary Authorization and/or request additional information.

**Final Authorization** (Please allow 30 calendar days after all required documents have been received for Final Approval)

\_\_\_\_\_ Signed copy of Rock Harbor ACC Building Standards

\_\_\_\_\_ Contractor/Builders name

\_\_\_\_\_ Proof of insurance that includes as a minimum Builders Risk, Transportation, General Liability (\$IM), Workmen's Compensation; Rock Harbor Property Owners Association, Inc. (POA) listed as additional named insured

\_\_\_\_\_ List of Subcontractors to be used

\_\_\_\_\_ Planned Schedule of Construction Milestones  
○ Lot grading/Footers/Foundation \_\_\_\_\_ (month/year)

- Exterior Dry-in \_\_\_\_\_ (month/year)
- Exterior Final Finish \_\_\_\_\_ (month/year)
- Lot Final Grade \_\_\_\_\_ (month/year)

\_\_\_\_\_ Copy of portable toilet and dumpster contract or receipt of payment

\_\_\_\_\_ Letter of Financial Assurance (Bank Commitment Letter or similar)

\_\_\_\_\_ Copy of signed disclaimer from Contractor and Owner

\_\_\_\_\_ Contractor must adhere to best management practices for soil erosion and at a minimum install and maintain stone entrance to site and install silt fence.

\_\_\_\_\_ Copy of building permit from Claiborne County Courthouse (Claiborne County Mayor's Office, Tel 423.626.5236) NOTE: Claiborne County will NOT issue a Building Permit without an approved Claiborne County Health Department Permit for septic system.

NOTE: The ACC will notify you of its Final Authorization and/or request additional information.

**Substantial Completion Letter**

\_\_\_\_\_ Signed copy of Rock Harbor ACC Building Standards

\_\_\_\_\_ Scheduled ACC appointment for Exterior Completion Inspection

NOTE: Schedule appointment with ACC for Exterior Inspection Completion when you expect to have all ACC exterior requirements completed. Copies of your correspondence to the ACC will be kept and placed in your file.

**Useful Utility Service Information:**

Potable Water: The Rock Harbor Community has municipal water throughout the development; lot owners are required to connect to the system. Contact Claiborne Utilities District, 630 Davis Drive, PO Box 606, New Tazewell, TN 37824; Tel 423.626.4282; FAX 423.626.3972

Electric and Telephone: The Rock Harbor Community has buried electric and telephone service throughout the development. Powell Valley Elec Coop, 325 Straight Creek Rd, New Tazewell, TN 37824, Tel 423.626.0706, FAX 423.626.0711; CenturyLink Telephone, [www.centurylink.com](http://www.centurylink.com), Tel 423.626.4242

Septic System: Each lot within Rock Harbor Subdivision has been inspected by Waterfront Group's soil scientists and a certified sewage disposal area has been delineated and approved for your specific lot by the Claiborne County Health Department, 620 Davis Drive, PO Box 606, New Tazewell, TN 37824; Tel 423.626.4291; FAX 423.626.2525