

**Plantation Pointe**  
**Construction Plan Requirements & Checklist**  
**Revised March/April 2018**

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**1. All sections of this document must be completed by the property owner/builder.** The property owner must sign this completed document. No work of any kind (grading, clearing, construction) may begin until the Architectural Review Committee (ARC) has given its written approval to the property owner.

**2. It is the responsibility of each property owner to make sure that their builder, contractors and sub-contractors adhere to The Declaration of Restrictive Covenants of Plantation Pointe Subdivision (800-806 and 807-816) and the Construction Plan Requirements & Checklist (CPRC).**

**3. Once the ARC approves the CPRC and gives the property owner written permission to begin clearing, grading, or construction, no changes may be made to the CPRC. To request any changes, additions, modifications, (e.g., pools, hardscapes, fences) etc. during the construction period or anytime in the future, the property owner must submit a written request to the Chairperson, ARC. No changes, additions, modifications, etc. will be made until the ARC has approved the request in writing. Verbal permission is not binding! Violation of this procedure may result in significant penalties.**

**NOTE: If the original house plans indicate “future” construction/addition you must indicate this on the checklist and you have two choices. You can either (1) leave the Construction Bond with the ARC until you have completed the “future” construction or (2) request the return of the Construction Bond after the ARC has inspected your home. When you are ready to begin the “future” construction you would follow the guidelines as if it was new construction. In either case, the homeowner will be responsible for meeting all the requirements and procedures contained in the Declaration of Restrictive Covenants and Construction Plan Requirements & Checklist (CPRC).**

**SECTION A: OWNER & BUILDER INFORMATION**

Date Plans Submitted \_\_\_\_\_ Date Plans Returned \_\_\_\_\_

Property Owner \_\_\_\_\_ Lot # \_\_\_\_\_

Current Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone #'s: Home \_\_\_\_\_

Office \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email address \_\_\_\_\_

Owner will act as the builder \_\_\_\_ Yes \_\_\_\_ No

My building plans indicate “future” construction/additions \_\_\_\_ Yes \_\_\_\_ No

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Please highlight on your plans those areas of future construction/additions.

<b>√= Approved by ARC</b>	<b>ARC Approval Checklist Key</b>	
	<b>D=Date</b>	<b>By=Initials of ARC Member</b>

<b>4. Builder License:</b>		√	D	By
Owner shall verify that the builder has a contractor’s license adequate to build the proposed home. A current and valid North Carolina contractor’s license number must be submitted with the house plans. In some cases, the property owner may act as the builder.				

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Builder \_\_\_\_\_

I will be acting as my own builder \_\_\_\_ Yes \_\_\_\_ No

Builder's NC License Number \_\_\_\_\_ Classification \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City / State/ Zip \_\_\_\_\_

Phone #'s: Office \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email address \_\_\_\_\_

Permission granted for construction and any designation of approved licensed contractors shall not constitute or be construed as an approval, warranty or guaranty, express or implied, by Plantation Pointe Homeowners' Association and/or the Architectural Review Committee or its designated agent of the structural stability, design or quality of any building or other improvement or of the contractor's qualifications who constructs such building or other improvement. Additionally, the property owners acknowledge that they are responsible for obtaining all appropriate permits regarding shoreline stabilization, and for wetlands, zoning, erosion control, building code compliance and/or any other applicable federal and/or state ordinance, law or regulation.

**SECTION 3: KEY ARC CONTACTS & FEES**

The Architectural Review Committee point of contact is:

Jane Duralia  
6136 Plantation Pointe Dr., Granite Falls, NC 28630  
[jane.duralia@gmail.com](mailto:jane.duralia@gmail.com)  
828-396-1601

Checks should be made payable to Plantation Pointe Homeowners Association, Inc and delivered to the ARC Chair, Jane Duralia (at the above address) along with the 2 copies of Blueprints of the house plans, plus the **fully completed** Construction Plan Requirements and Checklist (CPRC).

**5. Fees Submitted**

	Date Received	Check Number	
\$250 ARC Review*			<b>Non-refundable</b>
\$500 Road Bond**			<b>Refund date -</b>
\$2,500 Construction Bond***			<b>Refund date -</b>
\$1,500 Road Usage Fee ****			<b>Non-refundable</b>

Property owner current on dues \_\_\_\_ Yes \_\_\_\_ No

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- \* - **6.** The Architectural Review fee of **\$250** must have with it a fully completed Construction Plan Requirements and Checklist and two sets of **DETAILED** house plans for review by the ARC. No adjustments are to be made on the blueprint which alter the design. **A completed, accurate set of blueprint must be submitted.** One set of plans will be retained by the ARC.
- \*\* -- **7. (a)** The **\$500** road bond may be paid by the Builder or Property Owner. This amount **may be Refundable** upon completion of home construction, landscaping, hardscaping and installation of approved mailbox pending final inspection and approval by the ARC. **Refund is also contingent upon the condition that the road pavement and road shoulders near and in front of the subject lot are maintained throughout the construction process and are in the same good condition as when construction began.** The \$500 road bond can be in your contract with your builder. You may require the builder to place the bond and be responsible for the actions of the sub-contractors.
- \*\*\* **7. (b)** The **\$1500** Road Usage Fee is **Non Refundable**. This is retained in the road maintenance repair and resurfacing bank account to maintain quality of the community roadways. The fee is intended to protect the Homeowners Association from any unnecessary road repairs caused by careless contractors/subcontractors, and to ensure proper reseeded, clean-up, etc. of right-of way and drainage swales after construction is completed.
- \*\*\*\* **8.** A **\$2500** Construction Bond is required after the Architectural Review Committee (ARC) approves the house plans and before construction can begin. The Construction Bond may be **Refundable** upon final completion of home construction, all landscaping, hardscaping, proper installation of driveways and concrete culvert, lot improvement and installation of approved mailbox, the owner requests a final inspection and approval by the ARC. The Construction Bond will be used to insure that the property owner adheres to all construction requirements. The property owner will be notified, in writing, by the Plantation Pointe Homeowners Association, Inc (PPHOA)/ARC of any area not in compliance with the Construction requirements. A date to have the construction in compliance with the CPRC requirements will be determined by the PPHOA/ARC and the property owner notified of that date. Should the property owner wish to protest the decision by the PPHOA/ARC, a formal process has been established to address any alleged violations or conflicts with the PPHOA/ARC decisions. This process is described on the Plantation Pointe Homeowners' website, [www.plantationpointe.net](http://www.plantationpointe.net).

**Before approval for building will be granted, all builders/contractors will submit the following documentation and adhere to these procedures:**

1. Provide a list of all sub-contractors and vendors that will be used during the construction.
2. Assign a personal code for each sub/vendor to be used for access at the construction entrance.
3. Builder/contractor will notify each sub/vendor of their personal code and ensure they are aware that it must be used at the construction entrance to gain access into Plantation Pointe.

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4. Access is available Monday thru Saturday from 6 a.m. to 8 p.m. No Sunday access is available unless a request is made in advance to Rob Matthews.
5. Personal codes can be from 1 – 10 digits in length. The only exception is the lead digit cannot be a “0”.
6. To gain entrance, enter the code followed by the “# “sign.
7. It is the builder/contractors responsibility to remind all their subs/vendors that they are not to use the front gate to exit the neighborhood. All construction vehicles, *(including, but not limited to, pick-ups, cars and vans), must use the construction entrance only and observe the 25 mph speed limit throughout Plantation Pointe roadways.*
- 8. It is the contractor/builder’s responsibility to call NC 811, who will send out appropriate company representatives ( i.e. Century Link, Duke Energy, Natural Gas, etc.) to mark their lines, between the property lines and the street, before any ground work begins.**

Please submit your list of subs/vendors with their personal codes to:

Ground/ Maintenance and Security Chairman Rob Matthews [rmgms17@yahoo.com](mailto:rmgms17@yahoo.com)

Rob will provide a copy of the list to the ARC chair to be kept in the Building file for that property.

Each lot owner will be responsible for any damage to the front and construction entrances caused by their builder (contractor) or sub-contractors.

Upon final completion of home construction, all landscaping, hardscaping, proper installation of driveway and concrete culvert, lot improvements and installation of approved mailbox, the owner may request an inspection from the Homeowners Association. If all work is completed as approved and there is no damage to roads or road shoulders including adjacent property the \$500 road bond will be refunded.

	<p><i>Deliver payments, this form (entire 12 pages completed) plus 2 copies of Blueprints House plans to:</i></p> <p>Jane Duralia 6136 Plantation Pointe Drive Granite Falls, NC 28630 <a href="mailto:jane.duralia@gmail.com">jane.duralia@gmail.com</a> 828-396-1601</p>	<p><i>Construction Gate Entrance Code Contact:</i></p> <p>Rob Matthews <a href="mailto:rmgms17@yahoo.com">rmgms17@yahoo.com</a></p> <p>Plantation Pointe Homeowner's Association PO Box 627 Hickory, NC 28603-0627</p>
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**9.** My signature indicates I have read and agree with the CPRC for building a house in Plantation Pointe and that my builder has a copy of this document.

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Signature of property owner

Date

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**SECTION C: OWNER/BUILDER REQUIREMENTS**

**10.** All homes must meet setback requirements, as set forth in the recorded plat, deed restrictions, homeowners' association documentation and governmental regulations and guidelines.

**SETBACK REQUIREMENTS**

Setback requirements are met and approved by Caldwell County.

\_\_\_\_\_  
Property Owner/ Builder signature \_\_\_\_\_  
Date

**SEPTIC REQUIREMENTS**

**11.** Septic layout has been approved by Caldwell County. Please include a copy of the updated septic permit.

\_\_\_\_\_  
Property Owner/ Builder signature \_\_\_\_\_  
Date

**12.** Once detailed house plans have been approved and the foundation staked out, the property owner must request an inspection by the ARC of the placement of the home. Written approval of the location of the house must be given by the ARC to the property owner before construction may continue.

**13. Photographs:** Prior to any clearing, grading, or construction, the owner must submit the following photographs of their property and adjacent properties, where requested. The pictures must clearly show:

		√	<b>D</b>	<b>By</b>
The entire roadbed in front of the property and adjacent properties, including shoulders, ditches, and common areas				

		√	<b>D</b>	<b>By</b>
The entire property with the current location of all trees and vegetation				

		√	<b>D</b>	<b>By</b>
The entire shoreline and the shoreline of adjacent properties, if the property is waterfront				

The pictures will be used to compare the condition of the property and shoreline before, during, and after work is completed.

**14.** Written approval of home construction plans by the Architectural Review Committee is required prior to commencement of any clearing, grading or construction. After written approval is received from the Architectural Review Committee, no clearing, grading, earth moving, or construction of any nature should be done that could possibly damage the approved septic and repair area. It is the responsibility of the property owner/builder to obtain all necessary permits from the appropriate regulatory agencies.

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**15.** In some situations, partial clearing of property without submitting house plans and a CPRC may be allowed to improve the property or when construction of the home will begin at a later time. The property owner must submit a letter/email to the ARC requesting permission to clear the property. The property owner states the scope and intent of the clearing. Photographs, as described above in #13, must be submitted with the request. The road bond of \$500 is required. The road bond may be refunded after the clearing is completed and the property owner requests an inspection from the ARC and receives written approval for a refund from the ARC. The ARC may not authorize a refund if it believes the property owner has violated any PPHOA requirements. In this case, the Board will follow the process described in the Alleged Violation Resolution Process. The process is described on the PPHOA website, [www.plantationpointe.net](http://www.plantationpointe.net).

**16.** Detailed house plans must include a completed Construction Plan Requirements and Checklist, two full sets of DETAILED architectural or engineered house plans (including elevations, floor plans and roof pitch), site plan showing house placement including distances from property lines, driveways, walkways, septic tank placement and a detailed landscaping, hardscaping plan showing current and future plants, shrubs, decks, fencing, pools, etc. (Plant landscaping plans may be submitted later in the construction process.) Materials and colors used for any exterior elements must be approved by the ARC.

**17. Safety Fencing:**

Before construction begins, safety fencing must be installed at the edge of the pavement across from the building site and along the street running the entire width of the lot to protect the road shoulders.  
If the homeowner does not have the builder install fencing prior to the beginning of construction the Homeowners Association will install the fencing and bill the homeowner in the amount of \$350 for materials and installation.

	√	D	By

**18. Dumpster:**

A dumpster is required during construction and must be located on the lot.

	√	D	By

**19. Ongoing Compliance:**

The property owner is responsible for staying in compliance with all the construction requirements, which includes, but not limited to the following:

- cleaning up trash, mud, etc from the construction site or roadway
- installing and maintaining a stone driveway and silt fencing during construction
- ordering a dumpster to remain on site at the beginning and during construction
- removal of any temporary buildings not approved by the ARC
- damage to another owners property

	√	D	By

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**SECTION D: CONSTRUCTION REQUIREMENTS**

<p><b>20. Exterior Construction:</b>            The exterior of the home must be completed within one year of the date of commencement.</p>		√	D	By
<p><b>21. Stories:</b>            No dwelling unit should exceed 2½ stories.</p>		√	D	By
<p><b>22. Roof:</b>            The roof over the main structure of the house must be at least an 8/12 pitch.</p>		√	D	By
<p><b>23. Shingles:</b>            Architectural grade shingles are required unless otherwise approved by the ARC</p>		√	D	By
<p><b>24. Heated living area:</b>            Each home shall have an enclosed, heated living area (exclusive of open porches, garages, and other unheated spaces) not less than:            2,200 sq. feet on the main level for one and one and a half story houses, and            1600 sq. feet on the main level for two and two and a half story houses.</p>		√	D	By
<p><b>25. Foundations:</b>            Solid brick or stone covered block or stucco covered foundations are required.</p>		√	D	By
<p><b>26. Prohibited Exterior Materials:</b>            The following exterior materials are prohibited, but are not limited to:            asbestos shingles, aluminum siding, vinyl siding, imitation brick or stone roll siding, exposed concrete and concrete block.</p>		√	D	By
<p><b>27. Temporary Stone Driveway:</b>            The property owner is responsible for ensuring the builder places and maintains a stone driveway to facilitate the delivery and distribution of building materials at a centralized staging area on the property. This temporary 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</p>		√	D	By
<p><b>28. Storage of Building Materials:</b>            No materials of any kind are to be unloaded or stored in the road or road right-of-way</p>		√	D	By
<p><b>29. Adjacent Property:</b>            If another homeowner's property is to be used for storage, parking, etc, during construction, written permission must be received from the property owner and submitted to the ARC for approval. The property must be returned to its original or better condition once construction is completed.</p>		√	D	By



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<b>30. Culvert:</b>		√	D	By
Concrete pipes are required for the culvert at the street end of all driveways <b>Ask ARC for material that may be used on culverts along the driveway.</b>				

<b>31. Ongoing Inspection:</b>		√	D	By
During construction and after completion of construction an ARC 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.				

<b>32. Finished Driveway:</b>		√	D	By
Driveway must be finished in concrete, asphalt, pavers, or other approved materials. The driveway must be constructed and maintained in accordance with the rules, regulations, and specifications approved by the Architectural Review Committee and all requirements of the NC Department of Transportation.				

<b>33. Approved Mailbox:</b> (Revised 10/4/16)		√	D	By
Only the mailbox approved by the Architectural Review Committee may be used. The mailbox must be installed according to US Postal regulations. The approved mail box can be purchased from Carolina Mailboxes, Inc., 9535 Monroe Rd, Charlotte, NC 28270. Toll free 877-845-0850; <a href="http://www.carolinamailboxes.com">www.carolinamailboxes.com</a> . Go on line and just put in 311 and the approved mailbox will come up. <b>Do not put in Imperial or K6...just 311</b> The approved mail box is: Imperial 311-K6 in black color.				

<b>34. Driveway Columns:</b>		√	D	By
In certain circumstances columns may be allowed to illuminate and/or define a driveway entrance. Each request will be decided on an individual basis. Plans for driveway columns must be submitted with house plans to the ARC. Set back will be determined by the ARC. Maximum dimension is 24 inches square and 5 feet high exclusive of any lighting. Materials must stylistically match the house construction. Only adornment may be lighting consistent with house exterior lighting. Circular drives may have no more than 2 columns. Mailboxes built into the columns will NOT be allowed.				

<b>35. Gas and Oil Tanks:</b>		√	D	By
All gas and oil tanks placed on the property must be installed according to county regulations and screened from view from both the roadways and lake.				

<b>36. Large Satellite Dishes:</b>		√	D	By
Large satellite dishes must be screened from view from both the roadways and lake.				

<b>37. Towers and Antennas:</b>		√	D	By
No free-standing towers or antennas are permitted.				

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<b>38. Deer Stands</b> No deer stands are permitted.		√	D	By

<b>39. Garbage Cans:</b> Garbage cans must be screened from view from both the roadways and lake.		√	D	By

<b>40. Dog Lots/Outside Pens</b> No dog lots or outside pens allowed.		√	D	By

<b>41. Contractor Signage:</b> Contractors may display a (one) sign on a lot for purposes of identification. The sign must be of professional quality and approved by the ARC.  No billboards, advertising, commercial, or <b>other</b> signs of any description or type shall be displayed on or near the lot. This includes <i>For Sale</i> or <i>For Rent</i> signs,		√	D	By

**SECTION E: CONSTRUCTION SPECIFICATIONS**

**42.** A detailed invoice for materials may be requested to verify construction specifications.

GENERAL INFORMATION

<b>43. Heated square feet:</b>		√	D	By
1 <sup>st</sup> floor _____				
2 <sup>nd</sup> floor _____				
Basement _____				
Other _____				
Total _____				

EXTERIOR MATERIALS AND SPECIFICATIONS

<b>44. Exterior finish:</b> <i>Circle all that apply</i> Brick Stone Stucco Hardie Plank® Other _____ No vinyl or aluminum siding or log or all wood homes will be approved.		√	D	By

<b>45. Brick:</b> Mfg. _____  Style _____  Color name _____		√	D	By

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		√	D	By
<b>46. Other exterior materials:</b>				
Mfg. _____				
Style _____				
Color name _____				
Mfg. _____				
Style _____				
Color name _____				

		√	D	By
<b>47. Roofing (Architectural grade shingles required):</b>				
Mfg. _____				
Color name _____				
Grade & years of warranty _____				

		√	D	By
<b>48. Exterior Trim:</b>				
Style _____				
Color _____				

		√	D	By
<b>49. Exterior Doors:</b>				
Style _____				
Color _____				
Material _____				

		√	D	By
<b>50. Shutters:</b>				
Style _____				
Color _____				

		√	D	By
<b>51. Windows:</b>				
Style _____				
Material _____				
Color _____				

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<b>52. Driveway:</b>		√	<b>D</b>	<b>By</b>
Material _____				
Thickness _____				

<b>53. Walkways/Parking, Turnaround Areas:</b>		√	<b>D</b>	<b>By</b>
Material _____				
Thickness _____				

<b>54. Deck &amp; Porch:</b>		√	<b>D</b>	<b>By</b>
Material _____				
Color _____				

<b>55. Fireplace:</b>		√	<b>D</b>	<b>By</b>
_____ Yes _____ No      Number of Fireplaces _____				
Chimney type(s) _____ Material(s) _____				

**SECTION F: ADDITIONAL INFORMATION**

**56.** Please include in this section any additional information you believe is important for the ARC to have as they review the CPRC.

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Thank you.