



# Architectural Guidelines

GlenLaurel Preserve Homeowners Association, Inc.  
&  
Architectural Review Committee

**DESIGN REVIEW  
APPLICATION PACKAGE**



## DESIGN REVIEW APPLICATION PACKAGE

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## Authority and Definitions



## Design Review Process



# Architectural Guidelines



## Exhibits and Forms



## Authority Definitions and Rights

The following rules, regulations, and definitions have been extracted from the Declaration of Covenants, Conditions, and Restrictions for GlenLaurel Preserve ("CC&R's"); this has been provided to ensure consistency and an understanding throughout the regulatory documents associated with the GlenLaurel Preserve community. For extensive clarification on the established rules regarding the Guidelines and Review Process, please consult the CC&R's, or a GlenLaurel Preserve consultant. Any member of the GlenLaurel Preserve and Evergreen Homebuilders family will be happy to help you throughout the process should you need any assistance.

### 1. *Defined Entities*

- a. "ARC": Architectural Review Committee, as defined in Article V (5.2.2.) of the CC&R's.
  - i. This committee shall have jurisdiction over architectural and administrative matters in a particular review case.
- b. "ARC" shall also denote the same person(s) or entity as that which comprises the "Declarant" and "Reviewer."
  - i. Terms upon transfer of control from Declarant to ARC are detailed extensively in Article V (5.2.2.–5.4.) of the CC&R's.
- c. "Reviewer": The committee or entity having jurisdiction over architectural and administrative matters in a particular review case.

### 2. *Noted Extractions:*

- a. Regarding the Design Review Process
  - i. No activity shall commence on any Lot until an application for approval has been submitted to and approved by the Reviewer.
  - ii. The Reviewer may establish and charge reasonable fees for review of applications hereunder and may require such fees to be paid in full prior to review of any application. Such fees may include the reasonable costs incurred in having any application reviewed by architects, engineers, or other professionals.
  - iii. The Reviewer shall make a determination on each application within thirty (30) days ("Response Period") after receipt of a completed application and all required information.
    1. Note: Should supplemental information be required, the Response Period is such prolonged, as defined in Section 5.4.2. of the CC&R's.
- b. Regarding the Architectural Guidelines ("Guidelines")
  - i. Guidelines are intended to provide guidance to Owners regarding matters of particular concern to the ARC/Reviewer in considering applications hereunder.
  - ii. Guidelines are not the exclusive basis for the ARC/Reviewer's decisions, and compliance with the Guidelines does not guarantee approval of any application.



## DESIGN REVIEW PROCESS

### Design Review and Application Process:

This process is for new home construction and other structures to be built within GlenLaurel Preserve. The process is not to be waived under any circumstances, and failure to comply with the established process will result in monetary and/or disciplinary fines as given by the Reviewer. If the project is found to be incomplete or not in compliance with approved plans, the ARC redeems the right to take whatever action it deems necessary. This is to ensure the harmony and fullness of the development as a community. Owners are strongly encouraged to work with a designer and/or builder who are knowledgeable of the Design Review process and the elements of mountain home design and construction.

The primary objective of the Design Review is to ensure the preservation and the natural harmony of the community. Also, by way of the Review process, the ARC seeks to prevent excessive grading, the clearing or removal of trees and vegetation which could disrupt natural water course/drainage or aesthetically blemish the existing environment; ensure that the sites and configuration of structures and landscaping is integrated with the land; ensure that scenic views are not blocked; provide a coherent mountainous architectural theme throughout the community with design and construction of all buildings; minimize the eradication of indigenous plant life while providing beautiful landscape for the setting of the homes; establish a process by which all Owner's are able to comply within the standards already set forth by the CC&R's.

**Note:** This Design Review Process, nor such approval from the Reviewer, shall in no way be regarded as approval needed from any other municipal requirement; the Owner/applicant must also individually seek to comply with all other county codes and/or requirements of any other governmental, official, or regulatory agency.

### Range of Approval Needs:

Plans for any product of construction to be implemented within GlenLaurel Preserve must be submitted to, and approved by, the Reviewer (ARC). The Design Review Process is intended and required for all construction, modification, remodeling, and landscaping, including but not limited to:

- a) Buildings, walls, fences, garages, sheds, roads, driveways, walkways, patios, decks, outdoor lights, fuel tanks, fixed sporting equipment, wells, statuary or any other decorative structure;
- b) Grade modification including cutting, filling, re-grading, or any drainage modification work;
- c) Altering the exterior of existing structures in any way including repainting/re-staining, replacing windows or doors, re-roofing, etc.;
- d) Any internal remodeling which requires a Transylvania County Building Permit;
- e) Alteration or removal of any vegetation/live trees.



## Design Review Procedure:

The first step in the Design Review process is the presentation of the design to the ARC on paper. During this step, the Owner should provide (at one time):

- a) Design Review Application, completed in full
- b) A non-returnable Review fee (\*These fees are preliminary and may be revised from time to time at the discretion of the Declarant to accommodate the cost of administering the Reviewer's work.) Applications will include a project identification under one of the following categories:
  - i. New Residence (based on square footage of all areas under roof) at the rate of \$\_\_\_\_\_ per sq. ft. (\$\_\_\_\_\_ minimum)
  - ii. Addition (any physical alteration of the exterior envelope of the structure, including swimming (pools) \$\_\_\_\_\_
  - iii. Alteration (visible external effect but no envelope foundation change) \$\_\_\_\_\_
  - iv. Internal remodeling – no fee required
  - v. Tree removal, exterior repainting/re-staining, roof finish replacement or other minor external changes
- c) In addition to the above Application fee, for new construction, there is a \$\_\_\_\_\_ Road Impact Fee. The road impact fee covers the corrosion and excess wear on the road system that occurs during the construction process. It does not cover critical damage, accidental or otherwise, to road shoulders, drainage systems, vegetation or other GlenLaurel Preserve property.
- d) All required schematics including but not limited to those listed in the following types of reviews: Preliminary Review; or, Final Review.

### Preliminary Review (Optional)

If the Owner/applicant is concerned about the acceptability of the project design, a preliminary review may be requested by submitting an application for plan review, with the appropriate box checked, along with the full fee. The submission must include a site plan, at an appropriate scale showing; the required setbacks; the footprint of all structures dimensioned to the property lines; the tree survey; existing grade elevations; and sketches of the building elevations. Note: The response to the Preliminary Review is intended as solely informational; approval to such review is in no way binding on the Reviewer to subsequently approve the final plans.

## **Final Review Submittal Requirements:**

### ***Site Plan***

- a) Should include existing topography certified and sealed by a licensed surveyor
- b) Must identify all of the following but not limited to:
  - a. The required setback lines along with the extreme edges of all proposed vertical construction (over eighteen inches (18") above final grade) including, but not limited to, the building and its roof overhangs, porches, decks, service yards, fences, heating/air conditioning equipment, etc.; should be dimensioned to the property line;
  - b. Major site features on the near edges of adjacent properties including the edges of vertical construction, roads, paths, waterways, drainage features. sewer or collection basins or culverts (with sizes and inverts), etc.;
  - c. All proposed horizontal construction (less than eighteen inches (18") above final grade) including driveways, parking areas, paths, walkways, planters, pools. decks, patios. etc.;
  - d. The location of any other fixed structures, not directly related to the residence sited on the property;
  - e. Grading and drainage plan including erosion control measures (on separate sheet if necessary) indicating all planned changes from original grade;
  - f. Service entry to lot for water, electricity, telephone, cable TV and sanitary sewer.

### ***Landscape Plan***

In general the landscape plan should aim to preserve the native vegetation, removing only those trees necessary for construction; some clearing or thinning will be acceptable for the health of the remaining trees, view, and breeze, although only upon ARC review. Ground cover brush and under-story should be cleared sensibly and conservatively. Clearing of large areas will not be approved, and tree removal must be approved by the ARC under the previously stated regulation found in the CC&R's.

The objective of any proposed landscape design should be to integrate the house design with the natural and existing environment of the site. The required plan includes a landscaping diagram (overlay of site plan) showing the size, species and location of all existing (that which shall be retained) trees and shrubs, species and size at planting with indication of size at maturity of proposed individual trees, shrubs and plant materials; grass and mulched areas; gardens; along with the footprint of buildings and horizontal construction. This diagram should also include the location and type of all exterior lighting.

**Note:** Please refer to the "Approved Plant" and "Prohibited Plant" lists (EXHIBIT GLP-A) for specific listings.

### ***Architectural Plans***

Fully dimensioned and annotated architectural plans at a scale of 1/4 inch per foot, and should include:

- a. Floor plans with calculation of heated/air conditioned area (in sq. ft.) by floor and for the total building.
- b. Elevation views of all sides showing treatment of all exterior surfaces, finished main floor elevation, other floor elevations, maximum building roof height above the main floor, original and final grade levels;
- c. Construction details appropriate for understanding architectural detailing and structural sections including dimensioned roof/wall section(s), chimney treatment, trim, lattices, service yard, posts/columns, railings, etc.;
- d. Complete distinction of any other structures (planters, decorative posts, pole lights. flagpole, sport equipment, pool, waterfall/fountain structure, etc.) to be erected whether attached or separate from the main building.

### ***Exterior Materials and Finishes*** (see also *Architectural Guidelines*)

Complete definition and identification (including samples) of all exterior materials and finishes is required including, but not limited to, siding, soffits, fascia, trim, roof; window frames, mullions, doors, chimneys roof projections exposed foundation, etc. (as indicated more precisely in the Architectural Guidelines established for GlenLaurel Preserve).

### ***Variances***

If the proposed construction includes any variances, each such variance must be separately identified and requested on the Variance Request Form (EXHIBIT GLP-E).

Variance approval will be based on architectural merit, the positive impact of the item to the property owner, the street, neighborhood and natural environment. The Reviewer may seek input from neighbors, where appropriate.

If, during its review of the Application for Building Permit data, the Reviewer discovers a variance that was not requested, the Reviewer will take no further action pending clarification or variance request by the applicant.

### **Reviewer Response**

The Reviewer will consider the application and all materials provided by the Owner. Please allow the thirty (30) day Response Period to review and consult other advices if necessary. The Reviewer may:

1. Approve the application, with or without conditions;
2. Approve a portion of the application and disapprove other portions;
3. Disapprove the application; or
4. Request further or additional information.

**Note:** the Reviewer may, but is not obligated to, specify the reasons for any objections or offer suggestions for curing any objections.

### **Project Approval and Commencement**

If the project is approved, the Reviewer will prepare a GlenLaurel Approval/Agreement Letter (EXHIBIT GLP-C) and Building Permit (EXHIBIT GLP-D) which authorizes the start of construction. The permit must be prominently posted at the site, along with any other county or state required permits.

Unless a variance is granted in writing that may cause delay, if construction does not commence on a project for which plans have been approved within two (2) months after the date of approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to reapply for approval before commencing construction of any proposed improvements.

Once construction is commenced, it shall be diligently pursued to completion. All work shall be completed within one year of commencement unless otherwise specified in the notice of approval or unless the Reviewer grants an extension in writing, which it shall not be obligated to do. If approved work is not completed within the required time, it shall be considered nonconforming and shall be subject to enforcement action by the Association or Declarant.

### **Post Approval**

Any change resulting in a revision to the submitted and approved design (architectural, landscape, or site) plans requires ARC approval, submitted using the Change Request Form (EXHIBIT GLP-F) along with modified plans showing the proposed changes.

If any construction not shown on the approved plans is discovered prior to project closure, such changes must be submitted for approval immediately, following all directive procedures. Administrative fees may be applied by the Reviewer regardless of subsequent approval or disapproval or the changes made. If the Reviewer disapproves the change, it must be restored to the original approved condition.

### ***Driveway Inspection***

When the applicant has completed preparations for the pouring or laying of the driveway, the applicant must contact the ARC Administrator for an inspection of the driveway, drainage swale, and/or culvert for elevations, sizes, and materials. Forms or lines on the ground must clearly delineate the areas to be paved. The driveway shall not be poured or laid until the ARC approves the layout and drainage by signing the "Driveway Permitted" line on the GlenLaurel Building Permit.

### ***In progress Inspections***

During the course of construction, the ARC and/or Declarant will routinely inspect the site to ensure that work is proceeding in compliance with the approved project plans and documents, and that construction is progressing following all rules and regulations set forth. If deficiencies or non-compliance is noted, the builder or applicant, as appropriate, will be notified as to corrective actions that should be taken.

### ***Final Grade Inspection***

As the project nears completion, all disturbed areas of the lot shall be brought to a final grade, reasonably prepared for the approved landscaping plan implementation. Before any landscaping shall commence, the applicant must call for a final grade inspection to be completed by a representative of the ARC. Failure to complete the inspection prior to planting may result in a fee.

### ***Contractor Registration***

All architects, designers, builders, or contractors therein who wish to work on a project within GlenLaurel Preserve must be registered with the ARC and approved as such. This can be done at time of application by submitting all names of such contractors that will be working on the project to be approved/completed. There is no intent to limit GlenLaurel design to any particular architect, designer, or builder; additionally, there is no intent to restrict design parameters or talent. Registration is intended to ensure that those who do plan to work within GlenLaurel Preserve are aware of all rules, regulations, and are known to be compliant with the philosophies and policies of the Community. Registration and approval of Contractors facilitates a successful program for the developer and ensures a high quality end product for the Owner, instilling quality control in the building process.

Approved contractors will be expected to be thoroughly familiar with all GlenLaurel Preserve guidelines, rules, regulations, and provisions found within all regulating documents.

**Builder Responsibility** (Please also see Approval/Agreement Letter [EXHIBIT GLP-C])

1. Displaying Building Permit (EXHIBIT GLP-D), posted at the construction site.
2. Erecting a sign displaying all contact information for contractors working on the project.
3. Arranging for temporary water and electric service availability at the site.
4. Proper installation, maintenance, cleaning, and removal of temporary construction materials and equipment. All structures must be approved by the ARC and must be removed when the intended use has ended.
5. Insuring all subcontractor and tradesmen compliance with guidelines and requirements of GlenLaurel Preserve.
6. Financially responsible for damage to roads, common areas, or any property that is beyond normal wear and tear to the roads caused by normal traffic.
7. Compliance with the following items (to be checked regularly by the ARC):
  - a) Site work may not begin until permit is issued;
  - b) Permits and builder identifications must be posted for easy visibility from the street;
  - c) Trash containers (dumpsters) and portable toilets must be on site prior to construction; must be arranged to be emptied regularly;
  - d) Job site to be organized and free from litter;
  - e) Disposal of paints, chemicals, or other substances harmful to the environment must be accordance with state and local law; may not be disposed of on site;
  - f) Lot clearance only to the extent of the approved plan and construction area;
  - g) All construction activity, materials, personnel must be located within the property boundaries and within approved cleared limits;
  - h) Site must be free from nuisance behavior such as loud radios, objectionable behavior or language by workers;
  - i) Hunting and fishing are not permitted by contractor or subcontractor personnel;
  - j) Alcohol and drug use is not permitted by contractor or subcontractor personnel;
  - k) Trash burning on job sites is prohibited;
  - l) Loitering on job site after work hours is prohibited;
  - m) Roads and private drives may not be blocked for any reason;
  - n) Trash hauling trucks should be covered so as to keep trash from exiting the containers;
  - o) Erosion control measures must be installed prior to any excavating work
  - p) Drainage may not be impeded.



## ARCHITECTURAL GUIDELINES

### Concept/Vision

This set of architectural guidelines is a compilation of thoughts and goals, meshed with the experience and philosophies of our team of developers, builders, salespeople, planners, architects, and landscapers. Our professionals have developed an acute sense regarding architecture and design, and they have such put forth their ideas and beliefs for the purpose of these guidelines.

The purpose is simply to assure the agreeable development of an aesthetically pleasing and naturally balanced community of homes. We anticipate preserving the natural splendor of the environment while also enhancing the homeowners' involvement within the community. This will certainly be promising with your observance and compliance with rules for design and construction as described herein.

We have given ourselves the responsibility of providing a community that will stand as a featured highlight for not only the town of Brevard, but also for the North Carolina mountain area as a whole. The area's natural topography and vista is important to the vitality of this community, and we are excited about using these guidelines so as to enhance that vivacity.

We invite you to join our endeavors and participate in the enrichment of GlenLaurel Preserve. Welcome!

# Home Exterior Guidelines

## 1. *Building Mass*

In order to maintain order and consistency within the community, it is important to keep building mass restrained. Massing will be assessed by the ARC on an individual basis with consideration architectural balance and natural harmony.

- a. Buildings should not overwhelm the lot on which they sit; buffer requirements will be directed with ARC approval.
- b. Homes may have detached accessories such as garages, provided that they are of equal quality and likeness to the main house. These additives must be submitted, reviewed, and approved by the ARC separately.

## 2. *Exterior Walls*

The goal is to integrate the building with the natural surroundings of the topography. Exterior trim and foundation walls should be designed in conjunction with the exterior wall material motif. The exterior colors should be natural, painted in earth tones or stained in finishes of an earth tone color. All materials and colors are subject to review and approval by the ARC.

- a. *Acceptable Materials/Finishes:*
  - i. Concrete-stucco
  - ii. Stone
  - iii. Wood weatherboards with trim
  - iv. Wood shingles/shakes
- b. *Unacceptable Materials/Finishes:*
  - i. Vinyl or aluminum siding

## 3. *Accompanying Exterior Materials*

- a. *Shutters*
  - i. Operable or stationary shutters are permitted; must fit window size precisely.
  - ii. Should be of painted or stained wood and in a tone complementary with the exterior walls and the house in general; subject to ARC approval.
- b. *Chimneys*
  - i. Must be complementary to the exterior walls and house design and aesthetic; subject to ARC approval.
- c. *Roofs*
  - i. Pitch minimum = 7"/12
  - ii. Shape should be gable, hip, half-hip, or combination of aforementioned; flat roofs are not permitted, other than as used for dormers, eyebrows, and other desired "craftsman" architectural detail.
  - iii. The design and materials of eaves, rakes, soffits, and such overhangs shall be complementary with the exterior walls and the house in general.
  - iv. Roof additives such as vents, gutters, and down-spouts must be of good quality and should be complementary to the main building and exterior walls. Contrasting colors are not permitted.
  - v. *Acceptable Materials:*
    1. Architectural grade asphalt shingles
    2. Metal roofing
    3. Wood shakes
- d. *Windows and Dormers*
  - i. Windows should be of tall proportions and arranged to provide a cohesive articulation and decoration to the house exterior.
  - ii. Window glass must be plain, no color or stained glass is permitted.
  - iii. Windows can be single or double hung, casement, or awning and must be traditional in style, size, and proportion.

- iv. Large “view” windows, consisting of largely glass, should be composed with attention to the traditional style of the mountain home.
  - v. No extravagant casing or trim around windows or dormers; all surroundings should be appropriate and complimentary to the home in general.
- e. *Doors and Entryways*
- i. Main entrances must be of traditional appearance and complementary to the house in tone, scale, and proportion.
  - ii. Hardware should be appropriate to the size and style of the door; acceptable finishes include black iron, bronze, and other natural finish metals.

#### 4. *Exterior Surroundings*

The designed features that surround the home should certainly complement the architectural standard of the home and community as a whole. Additionally, all supplementing elements must be integrated with the natural topography of the land.

##### a. *Designing for Landform and Retaining Walls*

- i. Retaining walls must complement the exterior and the style of the architecture of the house.
  1. Acceptable materials: stone, interlocking landscape blocks, berm plantings; all subject to ARC approval.
  2. Unacceptable materials: pressure treated timbers and railroad ties, stucco covered concrete, concrete block.

##### b. *Fences*

- i. Fences should be simple in design, compatible with the homes style and exterior, and complimentary to the arts and crafts architectural design of the community.
- ii. No fence or fencing type barrier of any kind shall be placed, erected, allowed, or maintained upon any Lot without the prior written consent of the ARC. Under no circumstances shall any fence be placed, erected, allowed, or maintained upon any Lot closer to the street than the rear one-third (1/3) of the residence located on the Lot.

##### c. *Driveways, Trails, Pavement*

- i. Driveways should be integrated with natural topography and finished with the following appropriate materials: gravel, stone, brick, and asphalt. If concrete is painted, it must be done so in a natural tone, subject to approval by the ARC.
- ii. Decorative pavers are discouraged, but may be approved by the ARC with acceptable materials, design, layout, and overall compliance with grading.
- iii. Trails should be comprised on gravel, mulch, and/or another natural substance of muted and natural tone.

#### 5. *Landscaping*

The goal is to add elements that will enhance the natural environment and harmonize with the existing topography. The plantings should complement the overall design concept of the house.

##### a. *Tree Removal*

- i. To preserve the native vegetation, remove only those trees necessary for construction; some clearing or thinning will be acceptable for the health of the remaining trees, view, and breeze, although only upon ARC review as stated in the CC&R’s.
- ii. **Mandatory ARC approval for tree removal includes, but not limited to, any tree with a diameter of six (6) inches or more as measured at an elevation of three (3) feet above ground level.**

##### b. *Ground cover*

- i. Brush and under-story should be cleared sensibly and conservatively. Clearing of large areas will not be approved.

See separate lists for Acceptable and Prohibited Plant Lists (EXHIBIT GLP-A).





# Application to Review Plans

GlenLaurel Preserve – Architectural Review Committee  
Send to:

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address of Project: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Architect/Designer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Builder/Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Note:** Architects and builders must be approved by the ARC; applicants must comply with all requirements of the ARC Guidelines and Procedures.

1. Project Type:

- New Residence
- Addition
- Alteration
- Minor Change
- Commercial

2. Review Type:

- Preliminary  
Include:
  - Site Plan (including tree survey)
  - Building Elevations
- Final  
Include:
  - Site Plan
  - Architectural Plans
  - Landscape Plans
  - Finish/Color Samples

3. Number of Variance Requests attached (if any): \_\_\_\_\_

4. Use of home:
- Owner's Primary Residence
  - Owner's Vacation/Second Residence
  - Other: \_\_\_\_\_

5. Fee Enclosed: \_\_\_\_\_

6. Proposed Building Data:
- a) Lot "usable" area \_\_\_\_\_ sq. ft. (area within setbacks for this lot)
  - b) Total building footprint (including decks, garage, etc.) \_\_\_\_\_ sq. ft.
  - c) Heated area: Main floor \_\_\_\_\_ sq. ft.; Second floor \_\_\_\_\_ sq. ft.;  
Total \_\_\_\_\_ sq. ft.
  - d) Main floor elevation above Mean Sea Level \_\_\_\_\_ ft.
  - e) Existing ground elevation above Mean Sea Level at building (center) \_\_\_\_\_ sq. ft.
  - f) Elevation of highest point of building main ridge \_\_\_\_\_ sq. ft.

7. Exterior Finishes

Note: All of the following items must be specified and samples should be included for final approval

Item	Material	Color	Manufacturer
Roofing	_____	_____	_____
Siding	_____	_____	_____
Fascia/trim	_____	_____	_____
Soffits	_____	_____	_____
Front door	_____	_____	_____
Garage door	_____	_____	_____
Other ext. doors	_____	_____	_____
Windows/frames	_____	_____	_____
Mullions	_____	_____	_____
Shutters	_____	_____	_____
Chimney	_____	_____	_____
Decks/porches	_____	_____	_____
Driveway	_____	_____	_____
Walks/patio	_____	_____	_____
Exposed foundation	_____	_____	_____
Other	_____	_____	_____
...	_____	_____	_____

8. Description of project if not new residence, addition, or alteration:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that I have read the current guidelines and procedures, that I have complied with all applicable parts of those guidelines and that the information presented above is true and correct to the best of my knowledge. (Application must be signed by owner, architect, and builder.)*

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Builder Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Accepted:

\_\_\_\_\_  
Board Designate

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Acceptable and Prohibited Plant Lists

GlenLaurel Preserve – Architectural Review Committee

### ACCEPTABLE PLANT LIST:

#### LARGE TREES

Red Maple (*Acer rubrum*)  
Sugar Maple (*Acer saccharum*)  
Katsuratree (*Cercidiphyllum japonicum*)  
American Yellowwood (*Cladrastis kentukea* [lutea])  
Tulip Poplar (*Liriodendron tulipifera*)  
American Sweetgum (*Liquidambar styraciflua*)  
Black Gum (*Nyssa sylvatica*)  
Chestnut Oak (*Quercus montana*)  
White Oak (*Quercus alba*)  
Swamp White Oak (*Quercus bicolor*)  
Southern Red Oak (*Quercus falcata*)  
Mountain Brook (*Quercus phellos*)  
Northern Red Oak (*Quercus rubra*)

#### SMALL/FLOWERING TREES

Yellow Buckeye (*Aesculus flava*)  
Serviceberry (*Amelanchier*)  
Ironwood (*Carpinus caroliniana*)  
Eastern Redbud (*Cercis canadensis*)  
Fringetree (*Chionanthus virginicus*)  
Flowering Dogwood (*Cornus florida*)  
Kousa Dogwood (*Cornus kousa*)  
Carolina Silverbell (*Halesia caroliniana*)  
Sweetbay Magnolia (*Magnolia virginiana*)  
Hornbeam (*Ostrya virginiana*)  
Sassafras (*Sassafras albidum*)  
Japanese Stewardia (*Stewartia pseudocamillia*)  
Japanese Styrax (*Styrax japonicus*)

#### EVERGREEN TREES

Holly (various) (*Ilex*)  
Norway Spruce (*Picea abies*)  
Eastern White Pine (*Pinus strobus*)  
Canadian Hemlock (*Tusga canadensis*)

#### EVERGREEN SHRUBS

Glossy Abelia (*Abelia x grandiflora*)  
Common Boxwood (*Buxus sempervirens*)  
Inkberry Holly (*Ilex glabra*)  
Mountain Laurel (*Kalmia latifolia*)  
Doghobble (*Leucothoe fontanesiana*)  
Japanese Pieris (*Pieris japonica*)  
Cherry laurel (*Laurocerasus prunus*)  
Catawba Rhododendron (*Rhododendron catawbiense*)  
Rosebay Rhododendron (*Rhododendron maximum*)  
Yew (*Taxus x*)  
Viburnum (*Viburnum*)

#### DECIDUOUS SHRUBS

Bottlebrush Buckeye (*Aesculus parviflora*)  
Chokecherry (*Aronia*)  
Butterfly bush (*Buddleia davidii*)  
Summersweet Clethra, "Hummingbird" (*Clethra alnifolia*)  
Dwarf Fothergilla (*Dotherygilla gardenia*)  
Hydrangea (*Hydrangea*)  
Virginia Sweetspire, "Henry's Garnet" (*Itea virginica*)  
Pinkshell Azalea (*Rhododendron vaseyi*)  
Meyer Lilac (*Syringe meyeri*)  
Viburnum (*Viburnum*)

#### EVERGREEN GROUNDCOVERS

Galax (*Galax*)  
St. John's Wort (*Hypericum*)  
Allegheny spurge (*Pachysandra procumbens*)

#### DECIDUOUS GROUNDCOVERS

Slender Deutzia, "Nikko" (*Deutzia gracilis*)  
St. John's Wort (*Hypericum*)  
Foamflower (*Tiarella cordifolia*)

#### VINES

Crossvine (*Bignonia capreolata*)  
Clematis (*Clematis x jackmanii*)  
Climbing Hydrangea (*Hydrangea anomala* subsp. *petiolaris*)  
Trumpet Honeysuckle (*Lonicera sempervirens*)

#### FERNS

Northern Maidenhair Fern (*Adiantum pedatum*)  
Lady Fern (*Athyrium filix – Femina*)  
Japanese Painted Fern, "Pictum" (*Athyrium niponicum*)  
Hay Scented Fern (*Dennstaedtia punctiloba*)  
Leatherwood Fern (*Dryopteris marginalis*)  
Ostrich Fern (*Matteucia struthiopteris*)  
Cinnamon Fern (*Osmunda cinnamomea*)  
Christmas Fern (*Polystichum acrostichoides*)  
New York Fern (*Thelypteris novboracensis*)

#### GRASSES & SEDGES

Feather Reed Grass (*Calamagrotis acutiflora stricta*)  
Fountain Grass (*Pennisetum alopecuroides*)  
Switchgrass (*Panicum virgatum*)  
Little Bluestem (*Schyzachyrium scoparium*)  
Indiangrass (*sorghastrum nutans*)  
River Oats (*Chasmantheum latifolium*)

**ACCEPTABLE, continued:**

**PERENNIALS**

Astilbe (Astilbe)  
Blue Wild Indigo (Baptisia australis)  
Plumbago (Ceratostigama plumbaginoides)  
Shasta Daisy (Chrysanthemum)  
Coreopsis (Coreopsis)  
Crocoshia, "Lucifer" (Crocoshia x)  
Cheddar Pink, "Baths Pink" (Dianthus gratianopolitanus)  
Coneflower (Echinacea purpurea)  
Joe Pye Weed (Eupatorium purpureum)  
Blanket Flower (Gaillardia x grandiflora)  
Sweet Woodruff (Galium odoratum)  
Bloody Cranesbill (Geranium)  
Lenten Rose (Helleborus occidentalis)  
Daylily (Hemerocallis liliaceae)  
Heuchera (Heuchera americana)  
Hosta (Hosta)  
Iris (Iris)  
Verbena (Verbena)  
Garden Phlox (Phlox)  
Solomon's Seal (Polygonatum biflorum)  
Black-eyed Susan, "Goldsturm" (Rudbeckia fulgida)  
Three-lobed Coneflower (Rudbeckia triloba)  
Sage (Salvia)  
Autumn Joy Sedum (Sedum x)  
False Solomon's Seal (Smilacina racemosa)  
Goldenrod (Solidago)

**PROHIBITED PLANT LIST**

(Invasive or exotic vegetation)

**TREES**

Mimosa (Albizia julibrissin)  
Princess Tree (Paulownia tomentosa)  
Tree-of-Heaven (Ailanthus altissima)  
Norway Maple (Acer platanoides)

**SHRUBS**

Privet (Ligustrum sp.)  
Japanese Barberry (Berberis Japonica)  
Japanese Knotweed (Polygonum cuspidatum)  
Bush Honeysuckle (Lonicera sp.)  
Russian Olive (Eleagnus angustifolia)  
Autumn Olive (Eleagnus umbellata)  
Burning Bush (Euonymus alatus)  
Multiflora Rose (Rosa multiflora)

**VINES**

Oriental Bittersweet (Celastrus orbiculata)  
Japanese Wisteria (Wisteria floribunda)  
Chinese Wisteria (Wisteria sinensis)  
Japanese Honeysuckle (Lonicera japonica)  
Kudzu (Pueraria Montana)  
Climbing Euonymus (Euonymus fortunei)  
English Ivy (Hedera helix)  
Porcelainberry (Ampelopsis brevipedunculata)  
Akebia (Akebia quinata)  
Mile-a-Minute (Polygonum perfoliatum)

**GRASSES, ANNUALS, PERENNIALS**

Maidenhair Grass (Miscanthus sinensis)  
Japanese Stiltgrass (Microstegium sp.)  
Garlic Mustard (Alliaria petiolata)  
Waterhyme (Hydrilla verticillata)  
Lespedeza (Lespedeza sp.)  
Crownvetch (Coronilla varia)  
Purple Loosestrife (Phalaris arundinacea)



## Approval / Agreement Letter

GlenLaurel Preserve – Architectural Review Committee

Send to:

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Architect: \_\_\_\_\_

Builder: \_\_\_\_\_

Approval is granted as per certain recorded covenants, for the construction of a \_\_\_\_\_ (1 – Residence; 2 – Addition; 3 – Alteration) subject to the acceptance by the owner and builder of the following conditions:

**Note:** All changes must be submitted by the owner or his agent in writing. All approvals of changes must be in writing signed by the Reviewer or Declarant.

1. The construction in all aspects will be in accordance with the drawings approved by the Reviewer on (date) \_\_\_\_\_ and "Application to Review Plans" dated \_\_\_\_\_ and approved by the Reviewer on (date) \_\_\_\_\_ with the exception of the following open items, if any:  
\_\_\_\_\_  
\_\_\_\_\_

2. The construction will be situated upon the lot in accordance with the approved site plan dated \_\_\_\_\_. Please note that there may be a penalty for siting variances. Additionally, in the case of a subsequent ARC disapproval, the committee can require that the variance be rectified.

3. Drainage swales, culverts, etc will be installed whenever construction adversely affects the drainage of the natural water shed or causes excessive runoff to adjacent properties. Temporary erosion control measures must be in place by the time of batterboard/forms inspections. Any damage during construction to the drainage of the natural water shed will be repaired by the owner. Once the owner has been notified of the damage to the drainage of the natural water shed, he shall have thirty (30) days within which to repair said damage. Failure to repair may result in a fee.

4. All changes from the approved plans, including materials or colors, must be approved by the committee in writing. Please note that noncompliance with the approved plans and specifications may result in a fee. The actual penalty will be set by the ARC based on the extent of the authorized changed. The Owner may also be required to correct or modify the non-compliance as the ARC may determine.

5. The Owner, through the general contractor and/or other representatives, has the responsibility of bringing the following rules to the attention of all persons working on the construction project. Note: Builders must be registered with and approved by the ARC. Permits will be not issued to unapproved builders.

- a. Names of subcontractors and suppliers with work scheduled outside the normal trade hours shall be approved by the association manager. Normal trade hours are Monday-Friday, 7:30am-6:30pm; Saturdays, 7:30am-4:30pm; work is prohibited on Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- b. A portable toilet is required at the job site during construction. Placement should be well back on the lot, away from the street and adjoining residences.
- c. Construction workers are not permitted to fish or hunt in GlenLaurel Preserve.
- d. Construction site will be reasonably free of litter and discarded construction debris. Metal containers provided for such debris must be emptied regularly to prevent overflowing. A reasonable cleanup shall occur before departure from the site on each working day.

- e. The possession and/or consumption of alcohol or drugs is prohibited.
  - f. The possession and/or use of firearms or other weapons in GlenLaurel Preserve is prohibited.
  - g. Nuisance activity/noise is prohibited.
  - h. Construction trash fires are prohibited
  - i. All property lines and clearing limits must be clearly delineated and strung, and all delineates shall remain so during construction.
  - j. Access through adjacent lots is prohibited. Parking, staging, and equipment storing are prohibited on adjacent properties and on common areas bordering the street or lot.
  - k. Pets are prohibited on the job site.
  - l. All contractor personnel are expected to comply with GlenLaurel regulations as well as OSHA safety regulations.
6. Work shall not be started until a Building Permit has been issued. The penalty for starting any construction work without approval and Building Permit may result in a fee and/or legal action by the ARC.
  7. The landscape material installation shall not being until sign-off on the final grade has been granted and shall be in accordance with the approved landscape drawings. Additionally, landscape material shall be in place no later than thirty (30) days after the completion of the home. At final inspection of the completed landscape installation, the ARC, in its sole judgment, will determine if the guideline objectives have been met.
  8. No trees, bushes or underbrush may be removed from the lot of adjacent lot of common property without writted approval from the ARC. All trees and naturalized areas which are not expressly authorized to be removed pursuant to approved plans will be protected during construction. Silt barriers must be erected depending on slopes of affected lot to prevent run-off debris from entering natural drainage areas, street drainage, or adjoining property.
  9. Owner will be responsible for approved repairs to curbs, paving, utility lines, mailboxes, adjacent properties and other common property damaged as a result of construction or other site improvement or non-approved clearing of any type. These approved repairs are to completely in a reasonably prompt time frame.
  10. Roads and curbs shall not be cut without prior approval of the ARC.
  11. Construction shall be completed (Certificate of Occupancy issued) within twelve (12) months from the issuance of a GlenLaurel Preserve Building Permit, unless a written extension is granted by the ARC.
  12. In the event that construction (including exterior color compliance) and landscaping are not completed in accordance with the approved drawings and conditions stated herein, the ARC will give ten (10) days notice to bring the violation into compliance if no extension has been granted. After ten (10) days, a fee will be considered. Restorative action may then be effected in accordance with said conditions; Owner hereby agrees to allow ARC employees and independent contractors an easement to enter upon the lot to perform the work necessary to correct the violation.
  13. It is understood that the ARC or the GlenLaurel Preserve Association is not obligated in any way to take any of the actions provided for in the preceding paragraphs.
  14. No approval of plans, location or specifications, and no publication of architectural standards guidelines by the ARC shall ever be construed as representing or implying that such plans, specifications, or standards will, if followed, result in properly designed or constructed building or that such standards comply with pertinent law.
  15. The parties hereto do accept and approve these conditions pursuant to the approval documents and the issuance of GlenLaurel Preserve Building permit.

Construction may not commence until this contract is read, signed by all above parties below, and the GlenLaurel Preserve Building Permit is issued. Unless construction has commenced, this approval expires sixty (60) days after the date of this contract. Contract may be changed only in writing with agreement of both parties and will become, upon signing, a legally binding agreement between the owner, the builder/contractor, and the GlenLaurel Preserve Architectural Review Committee and its respective heirs, successors, and assigns.

***I hereby certify that I have read and understand the guidelines and procedures stated herein.***

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor/Builder Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
ARC/Association Administrator:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*\*This letter of acknowledgement and contract must be signed by the OWNER, ARCHITECT, AND BUILDER; it must be returned in full to the ARC Administrator either by hand delivery or certified mail.*





# BUILDING PERMIT

GlenLaurel Preserve – Architectural Review Committee  
Send to:

Lot #: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Builder: \_\_\_\_\_

Architect: \_\_\_\_\_

**Clearing, Batter boards, and Forms Only Permit:**

Committee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Construction Permit:**

Committee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Driveway Permit:**

Committee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Grade Permit:**

Committee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved Plan Changes:**

No. \_\_\_\_\_ Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No. \_\_\_\_\_ Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No. \_\_\_\_\_ Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No. \_\_\_\_\_ Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Post in a location visible from street.**



# Variance Request

GlenLaurel Preserve – Architectural Review Committee  
Send to:

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address of Project: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification for Variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please submit a separate Variance Request Form for each specific variance, should there be more than one.

\_\_\_\_\_  
Applicant's Signature

- Owner
- Agent
- Builder

**APPROVED**

Subject to: \_\_\_\_\_

\_\_\_\_\_

**DISAPPROVED**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

