

# CHAPEL RIDGE



## ARCHITECTURAL AND SITE DESIGN GUIDELINES

**AMENDED AND RE-INSTATED**  
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# CHAPEL RDIGE

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# CHAPEL RIDGE

## ARCHITECTURAL AND SITE DESIGN GUIDELINES

### 1.0 Introduction

#### 1.1 Objective of the Design Guidelines

This document has been prepared by the Board of Directors (the "Board") of Chapel Ridge Community Association, Inc. ("the Association") for promoting the development of a residential golf community known as Chapel Ridge (the "Development"). The intent of these Guidelines is twofold: 1) to provide design guidance and review of proposed new homes (or modifications to existing homes) that will result in a cohesive, custom home appearance throughout all portions of Chapel Ridge. There will be no distinction made between a custom home review and that of a home that is being constructed as a speculative venture. 2) to expedite your process of building an exceptionally high-quality residence. Throughout the course of the Development, we may review and revise these Design Guidelines, as necessary to reflect changing conditions. It is the responsibility of the property owner to obtain the most current ARB guidelines.

#### 1.2 Relationship to Legal Documents

These Design Guidelines are supplementary to the Declaration, recorded in the Chatham County, North Carolina public records. The criteria are intended to complement the Covenants and should a conflict arise, the Covenants shall prevail.

#### 1.3 Community Master Plan

Chapel Ridge is a Master Planned Golf Community originally developed by Bluegreen Communities, with ownership transferred to SouthStar Communities (the "Declarant"), prior to transfer to the CRCA, and includes approximately 1,000 acres. The overall site includes an 18-hole golf course and associated golf clubhouse under separate ownership. The Association amenities include a Member's Clubhouse, swimming pool, a recreation field, as well as tennis, basketball, and volleyball courts. Each of these amenities will be linked with sidewalks in Phases I and II. It is the intent of the Association to protect the natural features of the community throughout the course of development. Consequently, these Design Guidelines will also reflect that sensitivity in its approach toward the design review and construction of residences within the Development.

### 2.0 Organization and Responsibilities of the Architectural Review Board (ARB)

#### 2.1 Mission and Function

The Covenants state that no structure is to be erected in the Development without being approved by the Architectural Review Board pursuant to Article 9.2 of the Covenants. The ARB works with the Design Guidelines and Covenants to assure an attractive, compatible, and aesthetically pleasing community. The Design Guidelines are used by the ARB for the evaluation of projects submitted to them. **The final decision of the ARB may be based on purely aesthetic considerations. It is important to note that these opinions are subjective and may vary as committee members change over time. The Association reserves the right to revise and update the Design Guidelines as well as the performance and quality standards to respond to future changes.**

#### 2.2 Membership

The ARB is a committee comprised of 3 to 5 members appointed by the Board in accordance with Article 9.2 of the Covenants. The individual members of the ARB shall be approved by the Board. A member of the Chapel Ridge Community Association may not be a member of the ARB.

#### 2.3 Scope of Responsibility

The ARB has the following responsibilities:

1. Reviewing and evaluating each of the plans submitted by an owner for adherence to the Design Guidelines and compatibility of the design with the adjoining sites and common spaces.
2. Approving all new construction.
3. Monitoring the design and process in order to ensure compliance with Covenants and approved construction documents.
4. Interpreting the Covenants and Design Guidelines at the request of the Owners.
5. Approving all modifications to existing structures, including but not limited to walls, fences, exterior painting, material replacements, window tinting, renovations, additions, play structures and landscaping.

6. In the event that a member of the ARB is called upon to review and evaluate a plan for a structure in which the ARB member has a financial or professional interest, the ARB member shall be recused from further involvement with that project and an alternate, approved by the CRCA BOD, shall be substituted.
7. The ARB shall evaluate all architect, builders, residential home designers, general contractors and engineers who are presented by an Owner for participation in the design and construction process. The evaluation shall include verification of a current License, Certificate of Insurance with appropriate coverage, review of a portfolio/resume of previous residential construction.

#### **2.4 Enforcement Powers**

Any structure or improvement that is placed on any home site without ARB approval is considered to be in violation of these Design Guidelines and the Covenants. The CRCA Board has the power to fine the owner for such violations, and the Board and/or ARB may direct that the non-conforming structure be brought into compliance, or be removed, at the owner's expense, subject to the Covenants and the By-Laws of Chapel Ridge Community Association, Inc. (the "Bylaws"). Should the owner fail to comply with the directives of the Board, the ARB will act in accordance with Article 9.10 of the Covenants to bring the non-conforming item into compliance, or have them removed.

#### **2.5 Limitation of Liability**

Design and plan decisions by the ARB do not constitute a representation of warranty as to the quality, fitness, or suitability of the design or materials specified in the plans. Owners should work with their architect and or contractor to determine whether the design and materials are appropriate for the intended use. In addition, decisions by the ARB do not assure approval by any governmental agencies. Owners shall be responsible for obtaining or ensuring that their agent or contractor obtains all required permits before commencement of construction. The Association, the Board of Directors, any committee, or member of any of the foregoing shall not be held liable for any injury, damages, or loss arising out of the manner or quality of approved plans for construction on or modifications to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided in Article 4.6 of the Covenants.

### **3.0 The Design Review Process**

#### **3.1 Conditions of Approval / Rejection of Plans**

Denial or approval by the ARB shall be determined in accordance with Section 3.3. Approval by the ARB shall in no way relieve the owner and/or builder of responsibility and liability for the adherence to any applicable ordinances and codes. Construction documents submitted for review or any portion thereof, may be disapproved based quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation. **The final decision of the ARB may be based on purely aesthetic considerations.**

#### **3.2 Architectural and Contractor Requirements**

All architect, builders, residential home designers, general contractors and engineers must be approved by the ARB prior to engaging in any construction activities, pursuant to Section 9.4 of the Declaration and Section 2.3.8 above. Once approved, an approved architect, builder, residential home designer, general contractor and engineer is not required to re-submit to the approval process, unless prior approval is subsequently withdrawn by the ARB. All plans for the construction of dwellings and other buildings or significant structures in the Development must be designed and drawn by a licensed architect or a professional experienced home designer, and must meet, at a minimum, the building codes of Chatham County and the State of North Carolina. All construction work must be completed under the direct supervision of a general contractor, herein referred to as the builder, who holds license in the State of North Carolina. Site grading and drainage plans must be designed and sealed by a licensed engineer.

#### **3.3 Design Review Process**

The design review process by the ARB is divided into three aspects: (1) a Preliminary Concept Assessment, (2) the review and approval of the Site and Drainage Plan and of the Architectural Plan (3) Review of Landscape Plans.

- (1) The purpose of the Preliminary Concept Assessment is to allow the Owner and ARB to work together to arrive at an approved design that complies with the Design Guidelines and Covenants. For the Preliminary Assessment, the ARB will review design submissions at scheduled ARB meetings. The ARB administrator will review submissions in advance of the scheduled meeting. Construction documents must be submitted to the administrator during business hours seven calendar days prior to ARB meetings. Each submission will be dated and signed in by ARB administrator's staff. Submission requirements are generally outlined in section 9.3 of the Covenants and must specifically include the following:

**Plan submission Requirements for Design Review** (a design review checklist can be found on page 45 of these Design Guidelines)

1. **Site Grading & Drainage Plan** – Minimum scale 1" = 10' when printed on a 24x36 Title Block (Submitted Digitally to the ARB Administrator) and including the following information.
  - a. Owners Name, Lot #, Street name, Plat Number
  - b. Surveyors Name and license #
  - c. Property lines with dimensions and bearings, North arrow
  - d. Building setbacks and easements
  - e. Existing Contours at 2'-0" increments
  - f. Lot Improvements
    - i. House Footprint with dimensions to property lines
    - ii. Decks, patios and porches.
    - iii. Driveways
    - iv. Sidewalks
    - v. Retaining walls
    - vi. Pool
    - vii. Outbuilding
    - viii. Total proposed impervious surface area.
      1. Not to exceed 8,000 sq. ft. Phase 1 & 2
      2. Not to exceed 12,000 sq. ft. Phase 3
  - g. Tree Locations
    - i. Existing tree locations and type of all trees 6" or greater in caliper.
    - ii. Existing trees to be removed marked with an 'X'
  - h. Utilities
    - i. Location of existing utility structures
    - ii. Location of proposed mechanical service area and screen wall
    - iii. Location of grinder pump.
  - i. Driveway Connection detail (See sections 20.0 Driveway Standards)

**The following items are to be prepared and sealed by a licensed NC Civil Engineer**

- j. Proposed 2' increment contours
  - k. Finished floor elevation of Main Level, Garage and lower level if applicable.
  - l. Protection of Existing Conditions to remain
    - i. Clearing limits (See section 22.0 Construction Site Plan)
    - ii. Location of Silt fencing and outlet locations (See section 4.7)
    - iii. Location of Tree protection/Barricade fencing (See section 4.5)
  - m. Site Drainage Plan
    - i. Location of all downspout drainage outflow
    - ii. Catch basins, piping sizes and outlet locations.
    - iii. Designate Swale and diversion ditches
    - iv. Details as required to meet county standards
2. **Architectural Plans** – Minimum scale of 1/4" = 1'-0" when printed on a 24x36 title block (Submitted Digitally to the ARB Administrator)
  - a. FLOOR PLANS
    - i. Designer's name, address, telephone and email
    - ii. Interior rooms dimensioned and named
    - iii. All window and door openings shown
    - iv. Roof overhang with a dashed line
    - v. Total square footage of structure
    - vi. Heated square footage of structure (as defined in section 6.02.)
    - vii. Legend showing heated footage, un-heated footage, garage and drives.
  - b. BUILDING ELEVATIONS
    - i. Front, rear and two side elevations (reverse plan are not acceptable)
    - ii. All elevations labeled so they correspond with site plan
    - iii. Existing and proposed grades indicate on all elevations
    - iv. Brick courses shown
    - v. All materials and finishes called out
    - vi. Fascia, Trim and handrail details

- vii. All decks and terraces shown
    - viii. Service Area Screen wall detail
    - ix. Average roof height as measured from the finished ground level at the four corners (Not to exceed 45')
  - c. **MATERIAL SAMPLES** – Submitted digitally to ARB coordinator in 8-1/2 x 11 format
    - i. Siding materials
    - ii. Roofing
    - iii. Garage door type and color including garage door lite selection
    - iv. Front door type and color
    - v. Window cut sheet
    - vi. Shutter style and color
    - vii. Site lighting
    - viii. Color samples including
    - ix. Body color
    - x. Trim color
    - xi. Stone facing material (cut sheets or photos)
3. **Landscape Plans** – minimum scale of 1" = 10'
- a. Owner's name
  - b. Designer's name, address, telephone and email
  - c. North arrow and scale
  - d. Property lines with dimensions and bearings
  - e. Location of all existing trees to remain over 6" in diameter and tree type
  - f. Location of all structures (including decks, trellises, fences, gazebos, etc.), pavement, and utilities
  - g. Location of all lawn areas and shrub bed lines
  - h. Location of all proposed plant material
  - i. Plant list with quantities, botanical names, common names, sizes and specifications
  - j. Additional drainage requirements not indicated on the submitted site plan
  - k. See section 4.6 for supplemental drainage plan requirements
  - l. Location and specifications of all exterior lighting fixtures
  - m. Total area of lawn in square feet
  - n. Total area of lawn as percentage of site
  - o. At a minimum, the following landscaping will be required for all homes:
    - i. Street trees in a number and location to be determined by the ARB. To include at least one or more 3-inch caliper street tree(s). (Street trees shall be installed per the schedule in Section 24)
    - ii. Street trees shall be 30 feet on center, located an equal distance from the sidewalk so that the trees are in line (approximately 3 feet behind the right-of-way)
    - iii. Evergreen shrubs (3 gal. minimum, 36-48 inches on center) shall be required around the entire foundation of the home, except in areas of ingress and egress
    - iv. Blank areas of walls shall be landscaped with upright shrubs or small trees (4 feet min. height, mature at planting)
    - v. Sod shall be required in front yard area and the two-foot area between the sidewalk and curb
    - vi. Sod will also be required for 4 feet behind the curb or sidewalk
    - vii. Where two driveways are adjacent, sod shall extend 10 feet from the back of the sidewalk or curb line
    - viii. The rear yard may be seeded or sodded.
    - ix. Bark mulch or pine straw shall be used in all plant beds and areas without grass, to be maintained in a weed-free condition
    - x. Side loaded garages shall be screened with shrubs along the property line (4 feet min. height, mature at planting)

For home sites selecting summer creeping grass (Bermuda/zoysia/centipede) a mulch strip must be installed between adjacent properties to prevent grass invading adjacent lawns (3 feet).

- 4. **Photographs of adjacent properties and common spaces**
  - a. **The Applicant shall provide the ARB with photographs of the adjacent properties within a 200' radius on both sides of the fronting street to allow for the ARB to**

**ascertain the type and appearance of homes previously constructed within the immediate neighborhood.**

- (2) During the Approval phase, the ARB will review the application submission, plans for design, and technical issues as set forth in the Design Guidelines, and may approve, approve with conditions, or reject the plans. The applicant or authorized agent must revise the plans, as required, and re-submit to the ARB for Approval. The ARB may, at its sole discretion, grant Approval on the basis of its Preliminary Assessment. Upon Approval by the ARB, the plans shall be deemed Final. No contractor may commence construction prior to obtaining ARB Approval.

The Construction process can commence upon approval of the Site Grading and Drainage Plan and the Architectural Plan. The Landscape Plan must be submitted and approved 60 days prior to the installation of landscape features.

**3.4 Representation and Warranty**

Each application to the ARB shall contain a representation and warranty by the owner that use of the plans submitted does not violate any copyright associated with the plans. Neither the submission of the plans to the ARB, nor the distribution and review of the plans by the ARB shall be construed as publication in violation of the designer's copyright, if any. Each owner submitting plans to the ARB shall hold the members of the ARB, the Association, and the Board harmless and shall indemnify said parties against any and all damages, liabilities, and expenses incurred in connection with the review process of this Declaration.

**3.5 Additional Meetings with the ARB**

If an application for approval is denied, in whole or in part, the applicant may appeal the decision in writing and resubmit the construction documents one week prior to the next scheduled ARB meeting.

**3.6 Variances and/or Exceptions**

From time to time, the Design Guidelines or existing site conditions may impose an undue hardship that may inhibit construction on a particular home site. In such case, the applicant may submit a variance application (in addition to the construction application) to the ARB. The ARB will grant or deny the variance request in writing. No variances are allowed unless the applicant has received a written notice of approval from the ARB. Any variances and/or exceptions granted are unique and do not set any precedent for future decisions of the ARB. All Variances shall be reviewed and confirmed by the CRCA Board prior to the ARB approval being considered final.

**3.7 Fees**

**3.7.1 Design Review Fees**

Design review fees include: document submittal, preliminary document assessment and document approval. Design review fees will be established and published by the ARB. The purpose of these fees is to cover all expenses related to the processing of applications for construction. Unscheduled final presentations will be considered on a case-by-case basis for projects not requiring major engineering or site development changes. The ARB reserves the right to refuse an unscheduled review. The Board reserves the right to change or waive these fees from time to time without prior notice. The design review fee must be included in the preliminary submission. Submissions received without the design review fee will be considered incomplete, and returned to the Owner. The ARB reserves the right to change these design review fees at any time without notice.

**Chapel Ridge Fee Schedule**

**Design Review Fees:**

Full submission of plan review	\$2,400
Existing structures	\$300
Revisions of Landscaping	\$100
Revisions of Landscaping Structures	\$100
Water Tap Fee:	\$2,500 (see para 7.2)
Sewer Tap Fee	\$2,500 (see para 7.2)

Fees subject to change without notice.



**Fees for Additions/Revisions are applicable eighteen (18) months following start of construction. Revisions applied for prior to completion of a project are not subject to additional review fees. The fee for an unscheduled review in order to commence construction is \$150. All fees are non-refundable.**

### **3.8 Renovation / Additions to Existing Structures**

All renovations, additions, or improvements to existing dwelling structures, inclusive of landscape structures, must be approved by the ARB. The applicant or authorized agent shall submit plans showing the nature of the work to be performed, including an application for the revisions. The application shall include the signatures of all adjoining property owners who may be visually impacted by the renovation or addition. Any routine maintenance performed on the exterior of existing dwelling (i.e. painting, replacing roof shingles, etc.) will be submitted on a change request form and submitted to the ARB for approval. Depending on the scope of the change, the ARB may elect to waive any review fee.

## **4.0 The Construction Process**

### **4.1 Construction Time Limit**

All dwellings and other structures must be completed within twelve (12) months from the date of clearing. Exceptions may be granted where such completion is impossible, when continuation would result in great hardship to the owner or builder due to strikes, fires, national emergencies, or natural calamities as deemed by the ARB. If an extension is needed, the builder may submit an extension request, including projected completion date, in writing to the ARB. Failure to complete the project within the deadline will result in special assessments or other enforcement rights as set forth in the Covenants.

If construction has not commenced within six months after the date of Approval, it shall be deemed to have expired unless applicant, prior to such expiration date, has requested and received an extension in writing from the ARB.

### **4.2 Site Inspections:**

#### **4.2.1 Site Clearing Inspection:**

Upon meeting the requirements above and obtaining all required approvals, and prior to beginning clearing, the contractor must schedule a Clearing Inspection with the ARB Administrator. A representative of the ARB shall perform such inspection within five (5) business days after receiving the request of the contractor. Construction may begin immediately following the approval of the Clearing Inspection.

#### **4.2.2 Foundation Survey Review:**

The ARB Administrator shall be provided with a Foundation Survey prepared by a licensed Surveyor or Mapper prior to proceeding with commencement of the framing. An electronic version shall be acceptable.

#### **4.2.3 Architectural Verification Inspection:**

An On-site Inspection will be scheduled within five (5) days of the ARB's receipt of notice by the builder or developer that initial framing and sheathing has been completed. During the On-site Inspection, the ARB shall confirm that all doors, windows, and roof configurations are in accordance with the approved plans. Any deviations noted should be corrected prior to continuing the construction process.

#### **4.2.4 Substantial Completion Inspection:**

An On-site Inspection will be scheduled by the ARB Administrator upon receipt of notice by the builder or developer that the project has been substantially completed. This would normally be within 5 days of being requested. During the On-site Inspection, the ARB will note any applicable issues which might be raised at the final inspection. Any deviations noted should be corrected prior to scheduling of the Final ARB inspection. The intent of this inspection is to facilitate the rapid issuance of the COC.

#### **4.2.5 Final Certificate of Compliance Inspection:**

Upon completion of all construction, structures, landscaping, and drainage must be inspected for compliance with the approved final plans and a stamped final "As-Built" survey that includes the location of the house, driveway, walkways, patios, decks and impervious coverage calculations. Upon passing inspection, a Certificate of Compliance will be issued to the homeowner and copied to the file as set forth in Section 4.13 of these Design Guidelines. The Certificate of Compliance shall be completed in a form substantially similar to the form in Section 28 of these Design Guidelines. The Certificate of Compliance

shall be issued and approved by the ARB prior to the request for a Certificate of Occupancy from the Chatham County Building Department.

#### **4.3. Builder's Sign**

**Upon prior written approval of the ARB, each project can elect to erect a builder's sign (for advertising), or a "marketed by" sign (spec home). Subcontractor signs are not allowed on the property. Any additional signage or displays found on a jobsite may be removed at any time without warning. Builder signs shall be removed at the completion of construction.**

Builder signs shall be installed at the completion of clearing and grading. The sign shall remain properly installed throughout construction. Signs shall be removed at the completion of construction. Specifications for the standard builder's sign can be found in section 13.0. Builder signs may be purchased from one of the vendors listed below or other sign company of choice meeting the sign specifications contained in Section 13. However, even if builder or marketing signs meet the specification set forth in Section 13, all signs must still be submitted to the ARB for approval.

NC Signs  
2305 Silk Hope Liberty Rd  
Siler City, NC 27344  
(919)663-7446

Fast Signs  
1385 Kildaire Farm Road  
Cary, NC 27511  
(919) 460-3300

#### **4.4 Port-A-John**

A port-a-john will be required for each job site. The port-a-john must be placed behind the builder's sign, with the door opening toward the rear of the lot and lattice on both sides. If no builder's sign is present, lattice shall be required to screen the port-a-john. See addendum for examples of proper construction. Portable Toilets shall be placed within the project property lines, not within the right of way.

#### **4.5 Tree Protection**

Tree removal outside of the building envelope must be kept to an absolute minimum. All trees that are 6" in caliper and greater are considered protected. Each applicant must submit a tree survey, inclusive of accurate tree locations, species and caliber. Trees proposed to be removed prior to commencing construction shall be shown on the survey. Tree protection requirements are as follows:

Protective fencing shall be installed at the drip line prior to site work or construction activity. (See section 16.0 for tree protection details.)

The barricade shall be constructed of suitable posts extending a minimum of 4 feet above grade. Posts shall be spaced appropriately and shall be joined continuously by orange plastic mesh fencing.

1. The barricade shall remain in place and in good condition for the duration of the construction activity and shall be the last item removed from the site during final cleanup.
2. Storage, temporary, or otherwise, of equipment or materials is not permitted under the drip line of trees.
3. No signs shall be nailed to trees.
4. No controlled fires will be allowed in a tree save area or elsewhere in the Development.
5. No concrete washout shall be allowed in a tree save area.
6. No petroleum-based products or other potentially hazardous or toxic substances may be disposed of on the project site or within the Development.
7. All trees shall be maintained, cared for and repaired in the event of damage by builders until the property is transferred by lease or sale to a third party.
8. Failure to follow any of the tree protection standards listed above will result in a fine of \$200 per incident
9. If trees designated for preservation are cleared or removed, the builder/homeowner shall be subject to a hearing in front of the Board and may be fined \$100 per inch caliper for each tree removed, pursuant to Section 3.25 of the Bylaws. In addition, replacement trees may also be required. The replacement trees shall be of the same species as a replacement rate of 0.5 caliper for every caliper removed. (For example, if 3-8" caliper trees totaling 24" caliper are removed, they shall be replaced by 12" total caliper of replacement trees.)

#### **4.6 Construction Site Barricades**

Prior to beginning construction, a temporary barricade shall be installed on the property line between the construction site and any contiguous home sites. See section 23.0. It must be constructed of suitable post extending

a minimum of 4 feet above grade. Posts shall be spaced appropriately and shall be joined continuously by orange plastic mesh fencing. The barricade shall remain in place and in good condition for the duration of the construction activity and shall be the last item removed from the site during final cleanup. Storage and passage, temporary, or otherwise, of heavy equipment or materials is not permitted on adjacent properties, golf, utility, or conservation easements, and must be kept within constructed barriers.

#### **4.7 Erosion Control**

The Development is required by the State of North Carolina to maintain high water quality standards within the development. Because of this, all streams surrounding the Development will be tested for water quality during construction and five years after all construction is complete. In order to meet these criteria, an erosion control plan is mandatory for all home sites. The following erosion control measures shall be followed on all job sites.

1. Silt fence shall be installed on the lower portion of the disturbed area, as per the detail provided in section 17.0 of these Design Guidelines. Silt fencing shall be maintained for the duration of construction, until placement of landscaping.
2. A rocked/gravel construction entrance shall be established at the time of initial clearing and grading (see section 18.0 for construction entrance detail.). The gravel construction entrance shall be maintained for the duration of construction (until placement of the concrete driveway and apron is completed.)
3. All roof drains shall be tied to underground piping.
4. All underground piping shall daylight a minimum of 10 feet from the property line.
5. All disturbed areas must be seeded and stabilized within 20 days of establishing final grade around the house.
6. All drainage shall be routed to avoid damage or erosion on adjacent properties, the golf course, and/or conservation easements.

Furthermore, erosion control measures submitted to the ARB shall be maintained by the builder during construction. Failure to properly maintain erosion control measures will result in a fine in accordance with the Bylaws and Section 25, contained herein, or as levied by the Environmental Protection Agency. Each offense thereafter will also incur a comparable fine. In addition, multiple offenders will reimburse the Development for any costs incurred in bringing job site erosion control measures into compliance, as well as for repairing any damage to adjacent properties due to a lack of maintenance. The Association reserves the right to inspect and require modifications /corrections to existing drainage systems adversely affecting adjacent properties and/or easements.

#### **4.8 Site Maintenance**

Contractors and subcontractors must maintain the job site in a clean and orderly condition.

1. No fires are allowed on construction sites. No petroleum-based products or other potentially hazardous or toxic substances may be disposed of on any lot or any drainage ditch, stream, or lake.
2. No materials may be stored or placed in the streets, swale, right-of-way, natural areas, or golf course frontages.
3. Construction materials, materials to be discarded, equipment or vehicles shall not be placed in a designated tree save area. Construction material shall not be placed on the road for longer than a 24-hour period. Material dropped off on the road shall be moved onto the site by the next work day.
4. Only usable construction materials may be stored on a construction site. They must be neatly stacked.
5. All wrapping and packaging materials and food containers must be placed in a covered/enclosed trash receptacle to prevent debris from blowing onto adjacent property.
6. Discarded construction materials and debris must be removed daily or contained within a dumpster or trash enclosure.
7. Dumpsters, debris bins and other trash receptacles shall not exceed capacity. Schedule prompt pick up for dumpsters, bins and receptacles exceeding 75% of capacity to avoid overflow. Dumpsters, debris bins and other trash receptacles shall not be placed on the road.

Care shall be exercised in the storage of materials and debris. Should it become necessary for the Association to clean a site or have a site cleaned, the builder, contractor, or subcontractor will be fined pursuant to the Covenants and Bylaws

#### **4.9 Construction Parking Limitations**

Construction parking on streets is limited to trade and delivery vehicles only. Personal vehicles should be parked on the jobsite where possible. If there is not sufficient room on the job site, personal vehicle parking is permissible on the street. All construction vehicles, delivery vehicles and personal vehicles associated with a given job site must be parked on one side of the street. If construction is in progress on multiple job sites in close proximity, builders shall coordinate parking with their contractors to ensure that parking shall be on only one side of the street. In general, contractors should exercise good judgment in all areas of Chapel Ridge to avoid dangerous traffic congestion in neighborhoods where multiple homes are under construction. Failure to observe these parking requirements will be subject to fine in accordance with the Bylaws and Section 25.

#### **4.10 Right to Inspect Property for Compliance**

Inspection is specifically reserved by the ARB, its agents, and representatives to visit the Owner's property for verifying compliance with the requirements of the ARB. A representative of the ARB may make periodic inspections during the entire construction period; however, it is the builder's responsibility to conform to all construction documents and applicable building codes. The Owner will be notified in writing with a copy to the builder of any items and exceptions noted in the inspection report. Such items and exceptions must be resolved to the satisfaction of the ARB.

#### **4.11 Conduct of Workers**

No harassing, loud behavior or loud radios are permitted. Contractors and workers shall not travel recklessly or at speeds in excess of posted limits. Workers shall not be allowed to travel the property unnecessarily or use the amenities. Any contractor whose workers are in violation of these regulations will be fined in accordance with the Fine Schedule in Section 25.0 and the procedures set forth in Section 3.25 of the Bylaws. Additional violations may result in the contractor being denied access to the property.

#### **4.12 Revisions and Changes**

All revisions and changes shall be submitted in writing to the ARB, through the ARB Administrator, for approval prior to the implementation of such change. All revised drawings, material and color samples must be submitted along with the revision request. The ARB will grant the request in writing. Failure to obtain written approval for any revision during construction will result in fines pursuant to the Covenants and Bylaws.

#### **4.13 Termination / Replacement of Builder**

The ARB shall receive written notification of any decisions by the Owner to terminate or replace a builder during the construction phase. In addition, the new, approved builder shall remove the terminated builder's sign on the home site, and replace it with a sign bearing the new builder's information. Unique situations may arise whereby a residence initially under construction by a builder may be completed by an entity other than another builder upon written approval of the ARB.

#### **4.14 Certificate of Compliance**

When all construction is complete, including landscaping, the builder must request a compliance inspection by the ARB. A Certificate of Compliance request form must be filed at the Association office prior to the scheduling of a final inspection. At this time, a member of the ARB will inspect the project for compliance with the approved plans. If the site is in compliance, the ARB Administrator will provide the owner with a letter stating that they are in compliance. If the site is not in compliance, the ARB will submit a letter to the owner and the builder stating all deviations from the approved plan to the builder. The owner and/or builder shall submit a plan and time schedule for bringing the property into compliance. At the discretion of the ARB and with the approval of the board, a variance may be granted due to extenuating circumstances. The ARB may issue a Pending Certificate of Compliance, approving construction as set forth herein, but excepting completion of landscaping due to constraints including, but not limited to, weather or time of year. Following receipt of the Pending Certificate of Compliance, landscaping must be completed as set forth in Section 11.3. Note: Any unapproved deviation from approved plans may result in fines as prescribed in the Bylaws and in Section 25, or other measures as described in Article 9.10 of the Covenants.

#### **4.15 Alterations / Remodeling / Improvements / Repainting of Approved Structures**

Any exterior change to an existing structure requires approval from the ARB before commencing with work. All exterior changes or renovations shall be submitted to the ARB for approval as stated herein or as outlined in Article 9 of the Covenants. All construction shall be subject to the construction regulations set forth in Section 4.0 of these Design Guidelines. A change request must be submitted and approved prior to work commencement. The ARB may elect to waive any fees based on the scope of the change.

## **5.0 ARCHITECTURAL DESIGN GUIDELINES**

### **5.1 General Standards**

Homes must be designed in conformity with the standards, requirements and guidelines set forth in the Covenants and the Design Guidelines. All footprints and garages must be sited within the setbacks. Plans submitted for review, or any portion thereof, may be approved or denied based on quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation. The final decision of the ARB may be based on purely aesthetic considerations.

### **5.2 Modular Construction**

No modular home or manufactured home shall be placed, erected, constructed or permitted within the development. "Modular home and manufactured home" shall include any prefabricated or pre-built dwelling which consists of one or more transportable sections or components and shall also be deemed to include manufactured building, manufactured home, modular building, modular home, modular construction, and prefabricated construction as defined by the North Carolina State Building Code, 1994 Edition, published by The North Carolina State Building Code Council. The placement of prefabricated and transportable sections onto a permanent foundation and the inspection of the resulting structure by the building inspector under the North Carolina State Building Code shall not exempt such structure from this prohibition. Prefabricated accessory structures, such as sheds and gazebos, must be reviewed and approved in strict accordance with Article 9 of the Covenants.

### **5.3 Dwelling Size / Minimum Standards / Houses**

Minimum square footage shall be defined as a heated floor space of 2600 square feet for a one-story home. Two story homes shall have a heated floor space of 2800 square feet, with a minimum of 1800 square feet on the first floor. Heated floor space does not include garages, covered walks, and / or porches. Variances for minimum floor space may be granted if the site conditions present a hardship. Variances may also be granted if, in the ARB's sole discretion, the resulting appearance of such residential dwelling will preserve and conform to the existing architectural aesthetic.

### **5.4 Dwelling Size / Minimum Standards / Patio Homes**

Patio home sections shall have a minimum of 1900 square feet for a one-story home. Due to the lot sizes, front entry garages are allowed.

### **5.5 Impervious Coverage / Lawn Area**

Impervious areas per home site shall be limited to not to exceed 8000 square feet in Phase 1 & 2; 12,000 sq. ft. in Phase 3. In addition, lawn areas shall be limited to 35% of the total lot size.

### **5.6 Setback Requirements**

Setback requirements are as follows:

1. Front yard setback: 40 feet
2. Side yard setback: 10 feet
3. Rear yard setback: Rear yard setback varies depending upon home site location
  - a. Standard rear yard setback: 30 feet
  - b. Adjacent to buffer zone / conservation easement: 20 feet
  - c. Adjacent to golf course: 40 feet

Recorded plats define whether encroachment in a setback is permitted for a given lot. If such encroachment is permitted in the recorded plats, the ARB shall submit a request for an encroachment in the setback to the Board. The Board, in its sole discretion, shall determine whether a variance is to be granted or denied based on the requirements set out in the Architectural and Site Design Guidelines after careful consideration of the merits of the individual request

### **5.7 Height Requirement**

No building shall exceed 45 feet in height above the average finished ground level when measured at the corners.

### **5.8 Home Design**

While variety is encouraged, a strong emphasis should be placed on following traditional tastes consistent with that of a custom home appearance. All elevations should be congruent and architecturally pleasing. There are to be no "front only" facades and the wrap around technique is to be enforced. Materials and surfaces should be consistent and at a reasonable limit emphasizing architectural detail and features.

### **5.9 Front Porches**

All covered porches visible from the street shall have a minimum depth of six feet. Corner lots are recommended to have a porch follow the street wall around the corner to occupy a minimum of 30% of the side yard elevation facing the adjoining street.

### **5.10 Approved Exterior Siding Material**

1. Approved exterior siding materials:
  - a. Brick
  - b. Cement Stucco
  - c. Cedar Shakes
  - d. Horizontal Wood Siding
  - e. Stone
  - f. Hardi-Plank or approved equal
2. The following exterior siding materials are not approved
  - a. Vinyl Siding
  - b. Vinyl Shakes
  - c. Vinyl/Aluminum Clad Trim

### **5.11 Finished Floor Elevation**

All homes shall be constructed with a minimum dimension of 24" from finished grade to the first floor. Foundation shall be brick, stone, or stucco. Stucco foundations, when not consistent with exterior materials, may only be stepped down at minimum. Stucco foundations should be "true stucco" or at a minimum "parged" with mortar to give the appearance of true stucco.

### **5.12 Roofs**

Pitch of the main roof structure should be no less than 6/12. Pitches for porches, breezeways and other secondary structures may be less, provided they are approved by the ARB. No mansard roofs will be allowed. Contemporary or other irregularly pitched roof styles will not be allowed. All roof penetrations (gas flues, exhaust vents, plumbing vents, skylights, etc.) shall be located on the rear roof slopes so they are not visible from the street. Roof penetrations must be painted a color that is compatible with the roof color. Failure to paint roof penetrations will result in fines. Roof penetrations visible from the street must be approved in writing by the ARB.

Approved roof materials shall consist of the following:

1. 30-year or better dimensional fiberglass shingles.
2. Cedar Shakes
3. Slate
4. Synthetic-Slate
5. Standing seam metal. Accent areas only.
6. Architectural Standing Seam Metal roofs will be reviewed and may be approved on a case by case basis, at the sole discretion of the ARB.

### **5.13 Chimneys**

Chimney finishes are restricted to brick, stucco, dry stack, or cultured stone. No exterior metal fireboxes are allowed unless encased in masonry surrounds.

### **5.14 Garage \ Garage Doors**

All garages should be side or rear loaded. Carports are not allowed. Front loaded garages are permitted if the site conditions and / or setbacks do not provide adequate space for a side or rear-loading garage. Front loaded garages shall be set back 15 feet from the front elevation of the house. The street side elevation of a courtyard garage must incorporate windows, louvers, or shutters as necessary to provide variety. Garages on corner lots shall not face the main collector road. A raised panel garage door with lites is required for all garage doors. Front loading two-car garages shall have a separate garage door for each car.

### **5.15 House Identification**

Chatham County requires that 4" Arabic house numbers be used to identify homes from the street. Metallic and / or wooden house numbers are approved for this use. The ARB reserves the right to approve or deny the use of any house numbering that detracts from the appearance of the home.

### **5.16 Doors**

Exterior doors shall be appropriate to the architectural theme. Exterior sliding doors shall only be permitted on rear elevations. They shall not be visible from the street. Storm and screen doors are not permitted unless they are of the appearance of a typical exterior door. All storm and screen doors shall be approved by the ARB.

### **5.17 Windows**

Windows are restricted to double hung and casement. The use of snap in grilles is acceptable. Window muntins (or grills) will be the same color as the window trim. Storm windows shall not be permitted. Exterior window screens will be consistent with the trim color. Use of glass block shall be reviewed on a case-by-case basis. Skylights and or roof windows will not be allowed on the street side elevations of the home. Dormer windows must also maintain an alignment balance with the home.

### **5.18 Decks and Patios**

Detailing of all patios and decks must be architecturally compatible with the home. Patios and decks shall be designed to serve as an extension of the house. Vinyl underpinning, deck railing and decking are not permitted. Views to the underside of decks and porches must be screened with underpinning or landscaping. Porch screen colors must be submitted to the ARB for approval.

### **5.19 Cornices and Exterior Trim**

The use of traditional crown molding and detailing at cornices, as well as authentic detailing around window and door openings will be an important part of the overall appearance. Such detailing must be consistent on all elevations.

### **5.20 Awnings and Shutters**

Awnings and canopies shall not be affixed to the exterior of the residence. Exterior shutters shall be used consistently on all windows. Shutters must be proportional to the window size. (Shutters if operable would cover entire window.)

### **5.21 Gutters and Downspouts**

Gutters and downspouts shall be required for all homes. All gutters shall be seamless. Color of gutters will be approved as part of the exterior details. Downspouts should be connected to an underground pipe which is directed away from the adjacent lot. Gutter discharge shall be shown on the Site Drainage Plan.

## **6.0 SITE REQUIREMENTS: UTILITIES**

### **6.1 Service Area**

Each home is required to have an enclosed service area. The enclosure can be a shrubbery screened wall or it can be shrubbery so that the items enclosed cannot be seen from the street or by a neighbor. The service area shall contain all utility connections, emergency generators HVAC units, grinder pump control box, trash bins, electrical meter, and irrigation control boxes, and screen the aforementioned from view from the golf course, street, and neighboring properties. The location of the service area shall be shown on the architectural and site drawings.

### **6.2 Grinder Pump / Sewer Tap**

According to our wastewater permit (NCDENR Permit # WQ0022870) certain homes are required to have a grinder pump. If needed, a grinder pump application and installation details can be found on pages 50 and 51. The location of the grinder pump unit shall be shown on the site and / or landscape plans. Grinder pump alarm boxes shall be attached to the house within the service area.

Builders may not complete the circuitry for the grinder pump without the express approval of the ARB. Approval shall be conditioned upon the builder's compliance with all outstanding ARB directives and judgments applicable to that particular residence.

The cost of installing a grinder pump is determined by Aqua NC, depending on the size of the lot. and is part of the cost of the home construction. Installation shall be accomplished by a contractor approved by AquaNC

- 6.3** (a) Unless tap and sewer fees were included in the initial purchase price of a lot/home, tap and sewer fees shall be assessed to lot owners in accordance with the Chapel Ridge Fee Schedule provided herein. The ARB Administrator has a record of Lots for which the fee has not been paid.

#### **6.4 Antennas and Satellite Dishes**

Antennae or satellite dishes designed to receive direct broadcast satellite service which are one meter or less in diameter, antennae or satellite dishes designed to receive video programming services via multi-point distribution services which are one meter or less in diameter or diagonal measurement, or antennae or satellite dishes designed to receive television broadcast signals which are less than one meter in diameter ("Permitted Devices") shall be permitted, provided that any such Permitted Device is placed in the least conspicuous location on the Lot in which an acceptable quality signal can be received and is screened from the view of adjacent Units, streets, and Common Areas.

### **7.0 SITE REQUIREMENTS: ACCESSORY AND DECORATIVE STRUCTURES**

#### **7.1 Outbuildings**

Each home site is limited to one outbuilding (including a detached garage, where applicable.) The location and appearance of outbuildings shall be submitted for ARB approval prior to construction. Outbuildings should be architecturally compatible with the home, and similar in color. All outbuildings shall be within the building setback lines. The buildings shall be oriented so that access is indirect and they do not open on to the street. Pre-engineered metal outbuildings are not permissible.

#### **7.2 Arbors and Trellises**

Arbors and Trellises are permitted. Location, elevations and finishes must be submitted to the ARB for approval prior to beginning construction.

#### **7.3 Fences and Walls**

All fences and walls must be reviewed and approved by the ARB. Fences will be black residential ornamental aluminum or wrought iron. The maximum height of the fence will be 60" and it will be placed in the rear of the home. Homesites on the golf course must have written confirmation from the owners of the golf course. Masonry pillars may be used as accent/support. A copy of the written confirmation must be submitted to the ARB Administrator

Any other style fencing (wood, vinyl, etc.) may be considered for providing privacy, but would not be generally acceptable for the entire backyard.

Plans for any decorative/retaining walls must detail the material to be used, height and dimensions and reason for the wall.

Location and materials used for all retaining walls must be submitted for approval. See Section 3.3 for plan submission requirements. Retaining walls may be constructed of timber, crossties, stone, or an interlocking wall system (i.e., keystone or an approved equal.)

#### **7.4 Flagpoles**

Temporary flagpoles may be attached to the home or garage in order to display the US, NC, or celebratory (holiday) flags. The Community Wide Standard defines the number of temporary flags permitted.

Location and landscaping for permanent flagpoles must be approved by the ARB. The requirements for the flagpoles are:

- 1 Installed in an appropriate footing (usually concrete), not meant to be removed unless the flagpole is replaced.
- 2 The top of the flagpole may not be lower than 15' or taller than 25'. The flag size will be proportionate with the height, i.e., 3' x 5' for shorter poles, 4' x 6' for taller poles.
- 3 Flagpole halyards must be of the type which do not make noise under any wind conditions. Halyards must be securely fastened.
- 4 Poles must be mounted on an appropriate footing and if the footing is visible, it must be screened with adequate landscaping. All flagpoles must be installed per the manufacturer's guidelines.
- 5 The pole may be white, silver or bronze. Pole material must be metal. The pole ornament will be of the same material and color as the pole.
- 6 If the flag is to be flown after dusk, it must be properly illuminated per Flagpole Etiquette Guidelines. Solar lights shining down from the top of the pole are preferred. The flag may be lit with a ground light with a total of 150 watts, shining directly on the flag and without causing light spillage onto adjacent properties.



- 7 Up to two flags may be displayed (United States flag and North Carolina flag or military branch flag).
- 8 The flags and flagpole must be properly maintained at all times. Should the flag become faded, frayed or torn, it must be replaced immediately. If the flagpole becomes scratched, dented, leaning, or if the paint is chipped or faded, it must be replaced or repaired immediately.

#### **7.5 Swimming Pools / Hot Tubs / Water Features**

Any and all proposed swimming pools, hot tubs, fountains, etc. must comply with North Carolina State Law in addition to the Design Guidelines.

Above ground swimming pools are prohibited. Bubble covers for below ground swimming pools are prohibited. Pools may not be installed on the front or side yard of any home. All Plans for swimming pools must be submitted to the ARB for approval. Swimming pools which are installed in the rear yards of lots that are adjacent to the golf course or other lots will be subject to additional screening requirements as imposed by the ARB.

Outdoor Hot Tubs are approved. Location of a hot tub shall be shown on the site plan and or landscape plan. Hot tubs shall not be installed on the front or side yard of any home. Hot tubs installed in the rear of lots adjacent to the golf course or other lots will be subject to additional screening requirements as imposed by the ARB.

#### **7.6 Tennis Courts**

Private tennis courts shall be prohibited.

#### **7.7 Mailboxes**

Mailboxes in the community are restricted to the type and style approved by the ARB. Mailboxes should be ordered and installed during the construction process. No other type of mailbox is permitted. The mailbox should be mounted in the right of way, on the side of the driveway that is closest to the property line. Mailboxes should be installed so as to clear the roadway. A Mailbox Request Form is included with the Guidelines. The cost of the mailbox and installation is the Owner's responsibility.

Prior to the completion of construction, each corner of the property shall be provided with new, or refurbished, 4" x 4" site identification posts. Each post shall be pressure treated, painted white, and shall have both the constructed property and adjacent property lot numbers shown in black numerals. In the event that the adjacent properties have already been constructed and have identification posts already in place, which are in good condition, this requirement may be waived by the ARB.

#### **7.8 Solar Panels**

Installation and use of solar panels must be approved by the ARB. In general, panels will be restricted to the rear of the home and not visible from the street. Exact location and required screening from adjacent properties will be determined by the ARB.

### **8.0 SITE REQUIREMENTS: DRIVEWAYS AND WALKS**

#### **8.1 Driveways**

All driveways shall be constructed of concrete with a uniform pattern of scoring joints. Other driveway materials shall be brick or pavers. Colored or stamped concrete patterns must be submitted and approved by the ARB prior to installation. A minimum 3-foot landscape strip shall separate the drive from the property line. Driveways shall have a minimum width of 12 feet. Driveways shall be connected to the street using a standard curbing detail shown in section 20.0. Driveways shall provide a minimum turnaround space of 24' from the face of the garage plus 3-foot landscape strip or 27' from the face of the garage to the property line. (see section 19.0 for turnaround details.) Entry features used in conjunction with the driveway are subject to ARB approval. The entry features must be discrete and reflect the architectural details and materials of other site elements and the home. These entry features must be set back off the street behind the right-of-way line.

Driveways in the Estate Section requiring drainage pipes must use the header wall detail as shown on page 25.

#### **8.2 Walks**

All material selections and location of walks shall be approved by the ARB.

Any existing offsite section of abutting public sidewalk that has been damaged prior to, or during, construction shall be replaced prior to issuance of the COC.

## **9.0 SITE REQUIREMENTS: LANDSCAPING IRRIGATION, AND LIGHTING**

### **9.1 Landscape Budget and Submission requirements**

Landscape plans shall be submitted and approved prior to installation. Submission requirements for landscape plans are located in Section 3.3 and are included in the Design Review Checklist.

### **9.2 Timing of Landscape Installation**

If landscaping is not complete at the time of the compliance inspection performed by the ARB pursuant to Section 4.13. The ARB may, in its discretion, issue a Pending Certificate of Compliance as set forth in Section 4.13; provided, however, that all landscape installation shall be completed within 45 days of receiving a Certificate of Occupancy. If this deadline cannot be met, the owner may request an extension from the board in writing. Following receipt of a Pending Certificate of Compliance, the owner must notify the ARB in writing when landscaping has been completed. The ARB shall inspect all landscape installation within five (5) days of receipt of such notice to ensure compliance with the Design Guidelines. Non-compliance with the Design Guidelines, failure to meet the 45-day deadline or extended deadline, as applicable, or failure to notify the ARB of the completion of landscaping following the receipt of a Pending Certificate of Compliance, shall result in fines.

### **9.3 Irrigation Requirements**

An automatic, underground irrigation system shall irrigate all landscape areas including lawn areas and plant beds. Each landscape area shall incorporate a design for a closed looped system with automatic zones. Irrigation over spray is not permitted. Irrigation strips may be installed between the sidewalk and curb. It will be the responsibility of the owner to repair sidewalks damaged by irrigation installation.

All above ground water collection devices of a non-decorative nature, including rain barrels and cisterns, shall be pre-approved by the ARB and screened with plantings. Wells are not permitted within the community in accordance with the restrictive covenants.

### **9.4 Lighting**

Pole lights (4' in height) may be installed upon review by the ARB. Down lighting is encouraged to reduce glare, better light drives and paths, and to protect neighboring properties from bright light sources.

Colored lights are prohibited. Spotlights / Floodlights will be considered on a case-by-case basis, depending on orientation and location.

All path and landscape lighting must consist of low voltage lamps. Path and landscape lighting shall have a maximum height of 36".

## **10.0 ADDITIONAL REQUIREMENTS**

### **10.1 Storage of Recreational Vehicles and Equipment.**

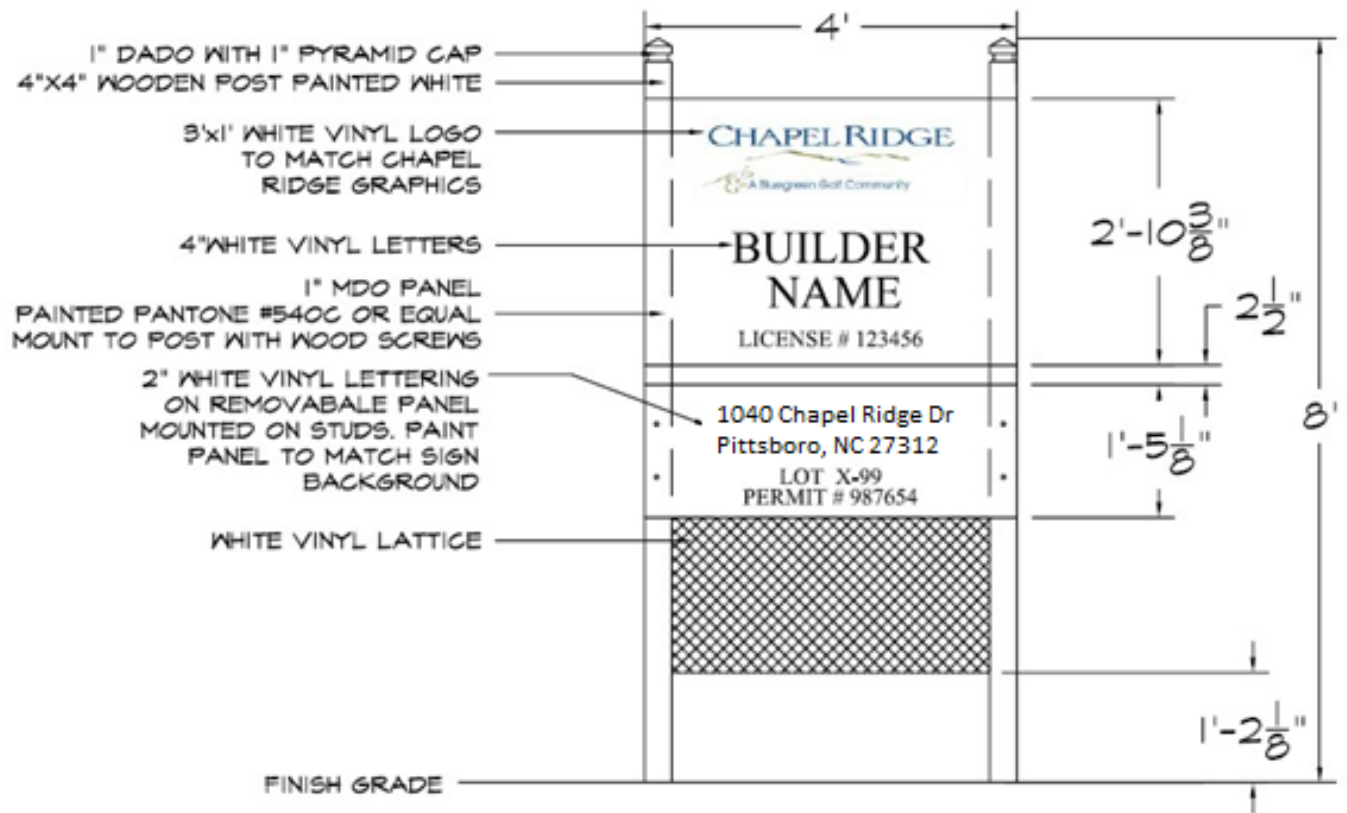
Read Community Wide Standard for requirements.

### **10.2 Signage**

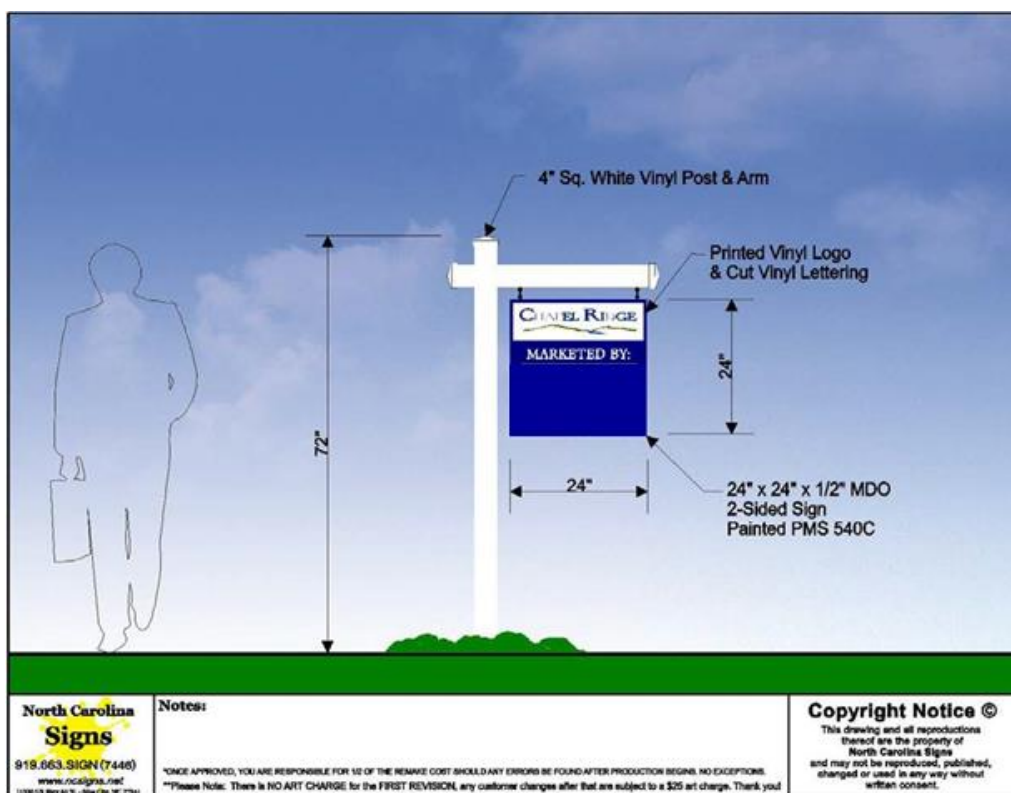
Homes for sale within the property are allowed one "marketed by" sign. This sign shall be approved by the ARB in writing and identical to the example in section 14.0. Additions to this sign ("take one" boxes, balloons, etc.,) shall not be permitted. Undeveloped home sites may not have a "marketed by" or "for sale" sign placed on them under any circumstances. Note change in standard design of "marketed by" sign in addendum.

No other signs, except as provided in Article 9.5(b)(i) of the Declaration of Covenants and/or Community-wide Standard are permitted on the property.

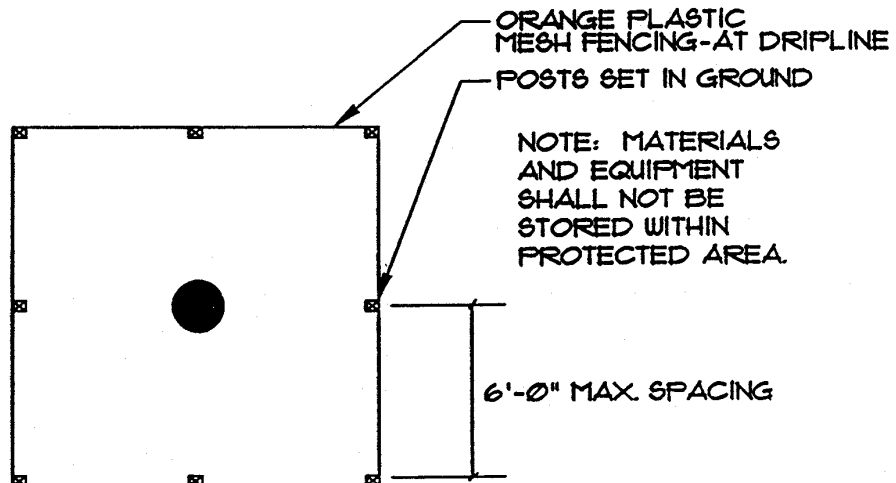
## 11.0 STANDARD BUILDER SIGNS



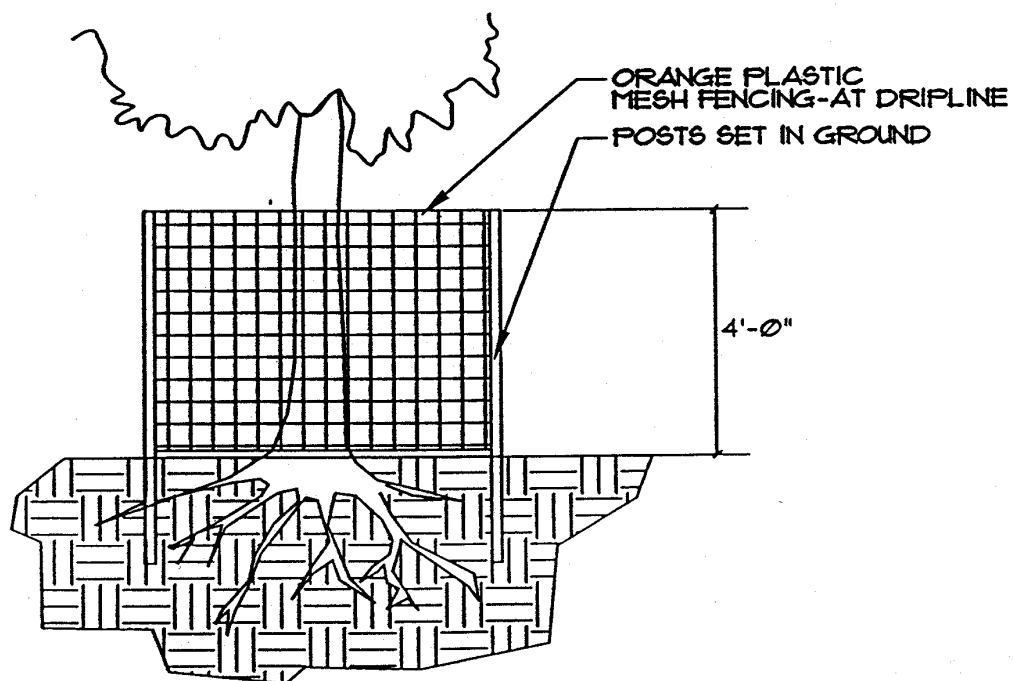
**12.0 'MARKETED BY' SIGN** (substitute new marketing signage standard to be used by Resale homes and new spec homes).



13.0 TREE PROTECTION - INDIVIDUAL TREE PROTECTION

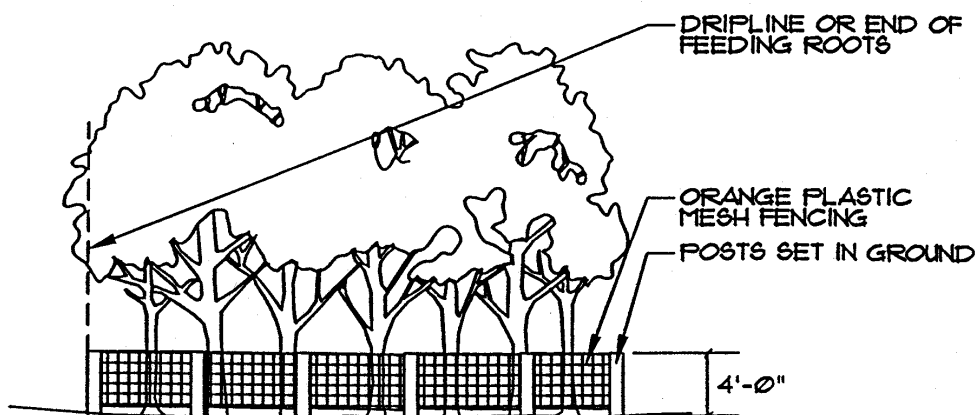


PLAN-NOT TO SCALE

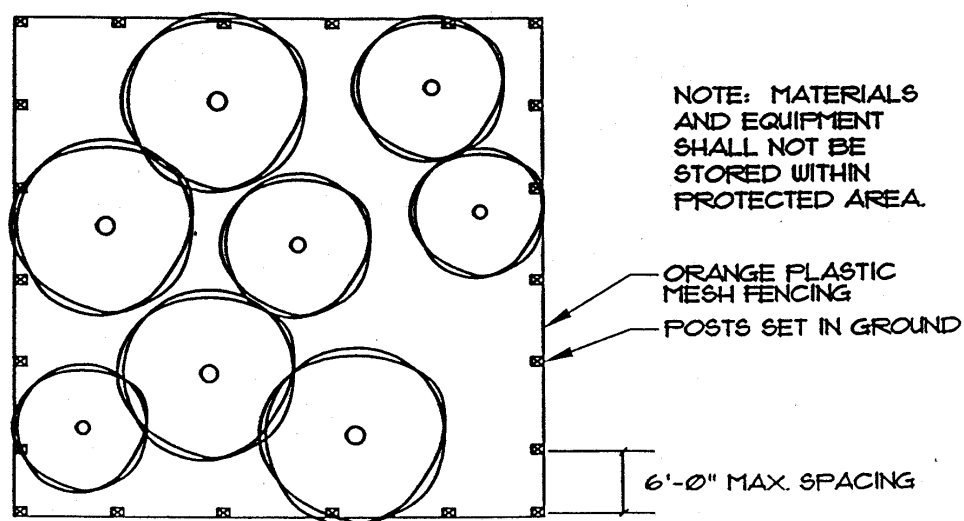


ELEVATION-NOT TO SCALE

14.0 TREE PROTECTION – TREE SAVE AREA



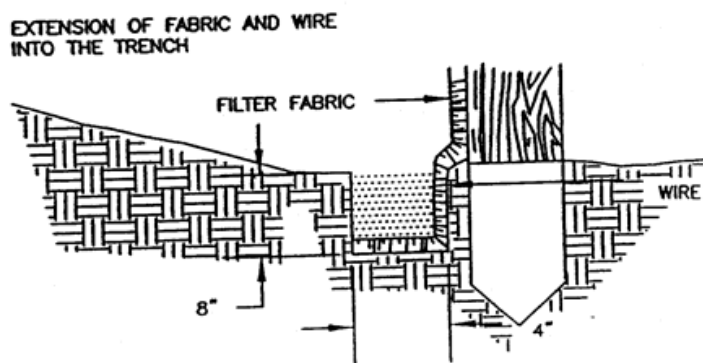
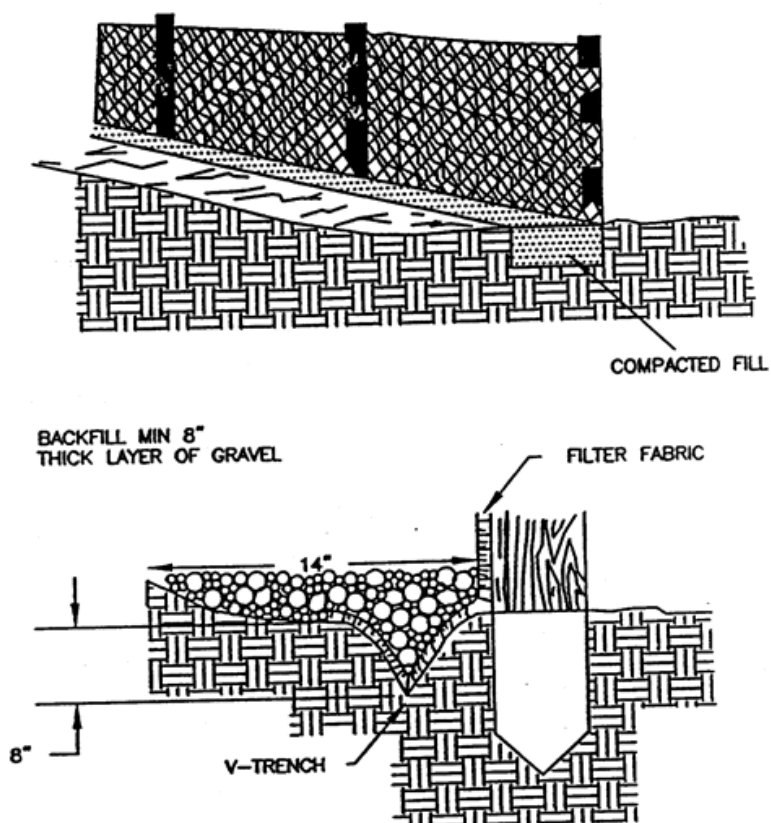
ELEVATION-NOT TO SCALE



PLAN-NOT TO SCALE

TREES AND SHRUBS CLOSELY  
GROUPED MAY BE ENCLOSED IN ONE  
ENLARGED BARRICADE

15.0 EROSION CONTROL – SILT FENCE DETAIL

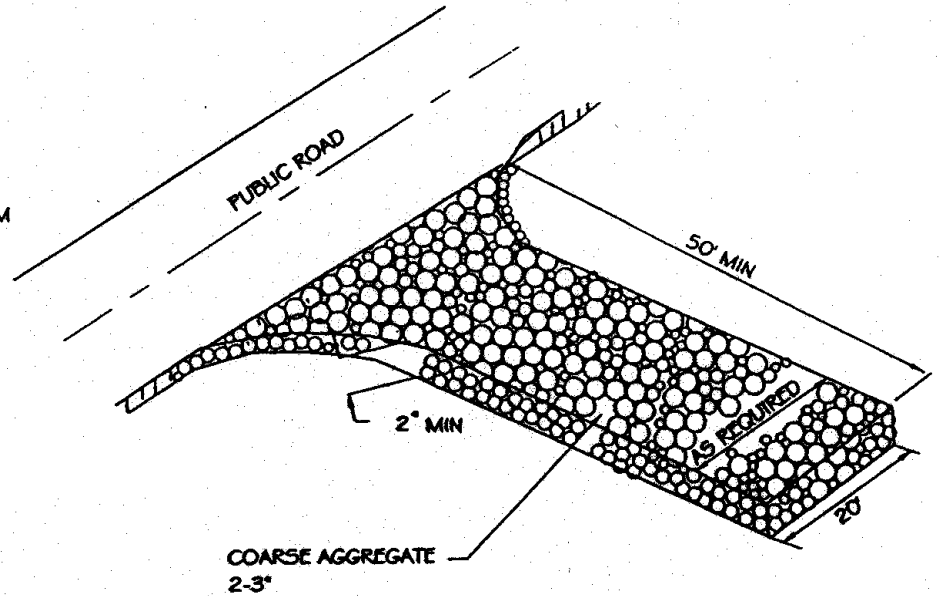


INSTALLATION DETAIL OF  
SILT FENCE

NOT TO SCALE

**NOTES:**

- a. GRAVEL PAD TO BE 12x 50' AND 6" THICK MINIMUM
- b. TURNING RADIUS SUFFICIENT TO ACCOMMODATE LARGE TRUCKS IS TO BE PROVIDED.
- c. ENTRANCE(S) SHOULD BE LOCATED TO PROVIDE FOR MAXIMUM UTILITY BY ALL CONSTRUCTION VEHICLES.
- d. MUST BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR DIRECT FLOW OF MUD ONTO STREETS. PERIODIC TOPDRESSING WITH STONE SILL BE NECESSARY; KEEP SOME HANDY.
- e. ANY MATERIAL WHICH STILL MAKES IT ONTO THE ROAD MUST BE CLEANED UP IMMEDIATELY.



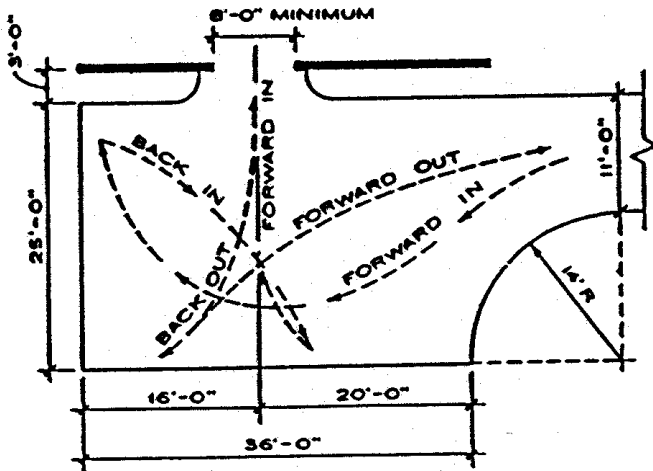
NOTES: APPLICABLE AT ALL POINTS OF INGRESS & EGRESS UNTIL SITE IS STABILIZED. FREQUENT CHECKS OF THE DEVICE AND TIMELY MAINTENANCE MUST BE PROVIDED.

**TEMPORARY CONSTRUCTION ENTRANCE**



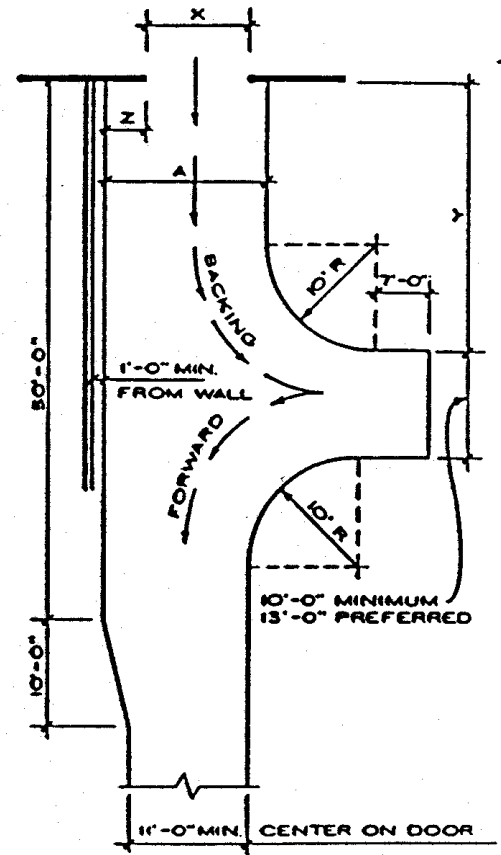
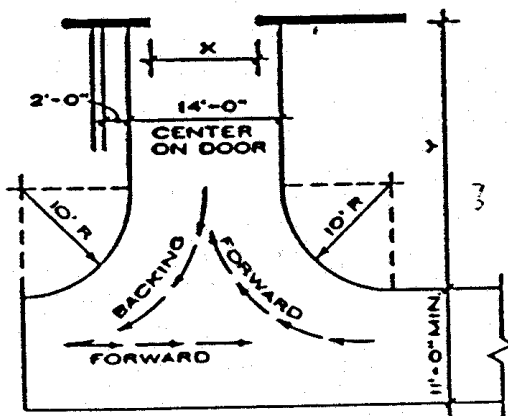
## 17.0 DRIVEWAY STANDARDS – MINIMUM TURN AROUND DIMENSIONS

Standards taken from: Harris and Dines, Timesaver Standards for Landscape Architecture, McGraw-Hill, New York, New York, 1988.



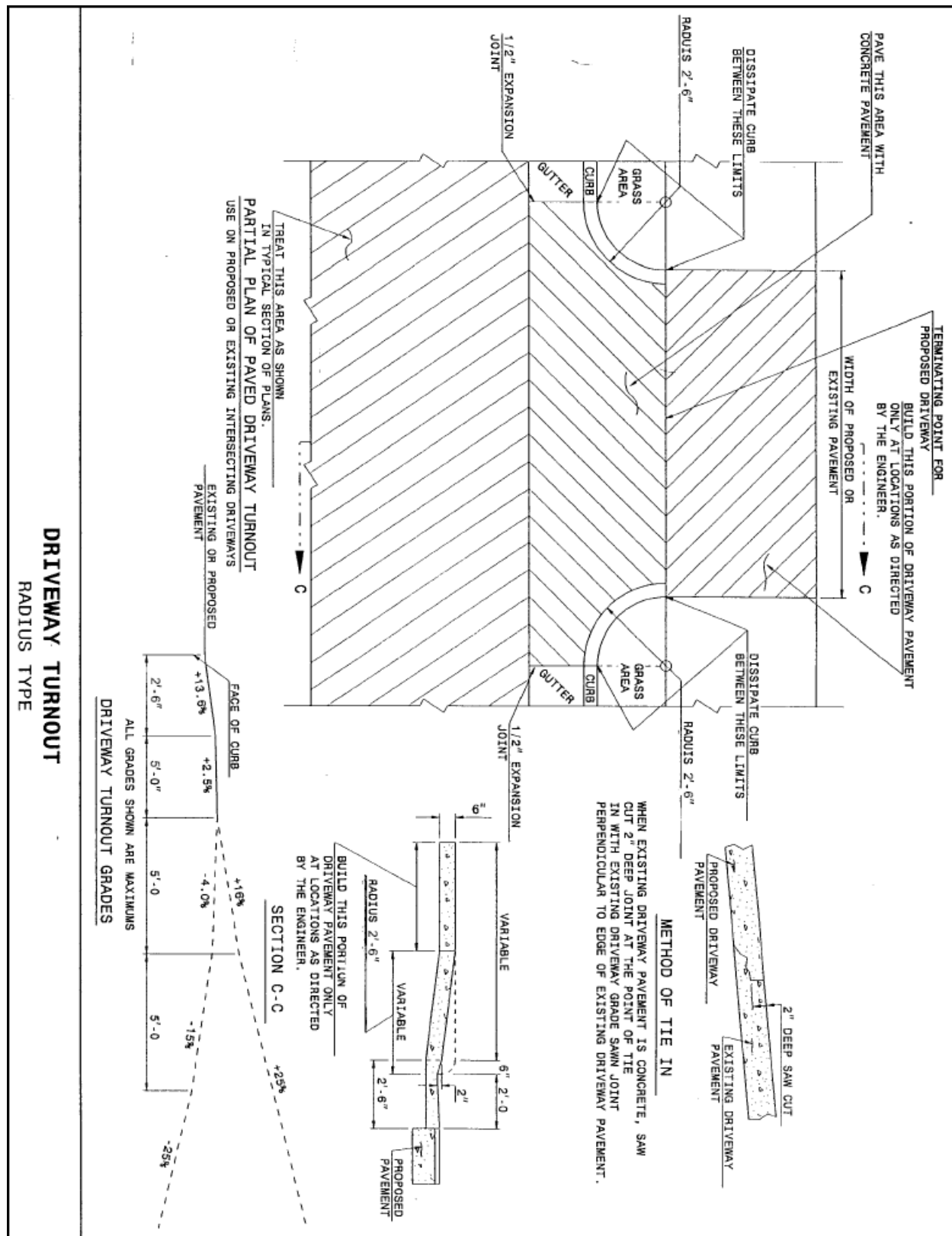
### NOTE

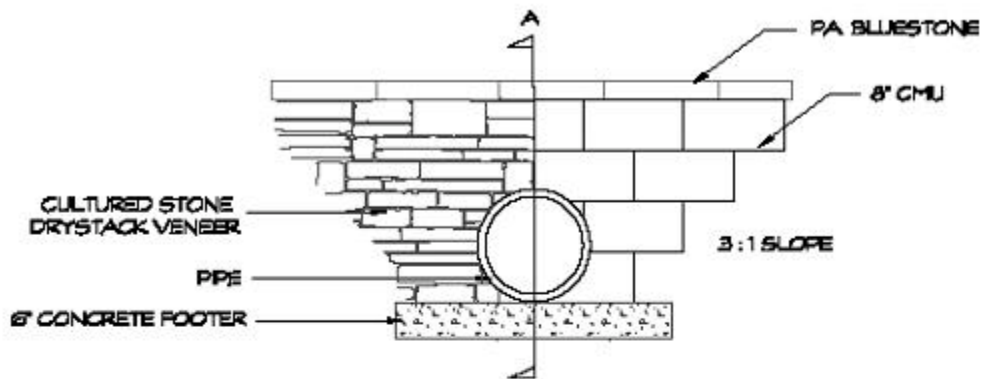
Three manuever entrance for single car garage. Employ only when space limitations demand use. Dimensioned for large car.



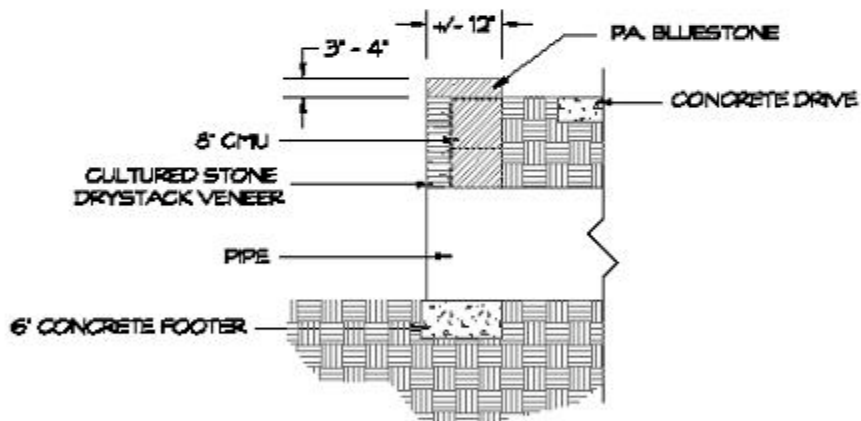
### STRAIGHT IN BACK OUT

	9'-0"	10'-0"	12'-0"	16'-0"
X	9'-0"	10'-0"	12'-0"	16'-0"
Y	26'-0"	25'-0"	23'-6"	24'-0"
Z	3'-4"	3'-1"	2'-0"	3'-0"
A	14'-4"	14'-5"	14'-8"	20'-0"





TYP. HEADER WALL DETAIL



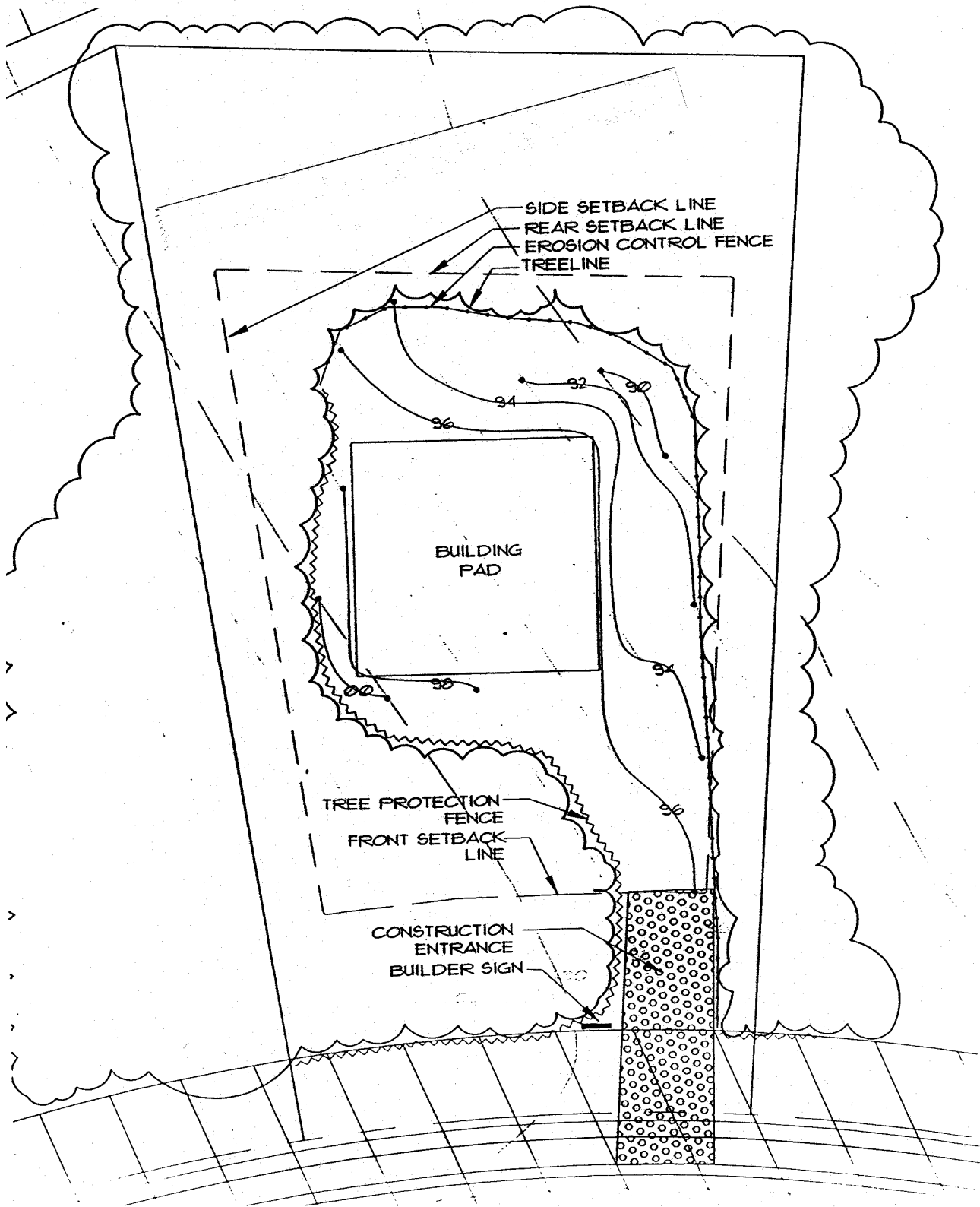
SECTION A - TYP. HEADER WALL

CAP  
PA BLUESTONE (3' - 4')

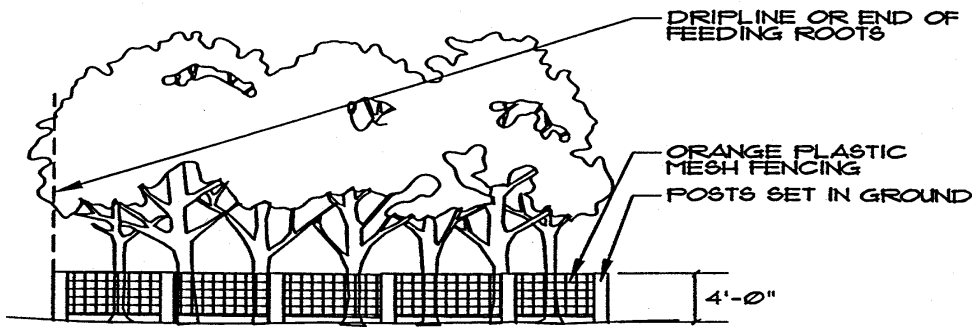
DRY STACK VENEER CULTURED STONE  
60% BUCKTOWN MTN LEDGE  
40% BUCKTOWN HERITAGE

\*\*\*Header walls veneer construction: Cultured stone, brick or natural stone (approved material).

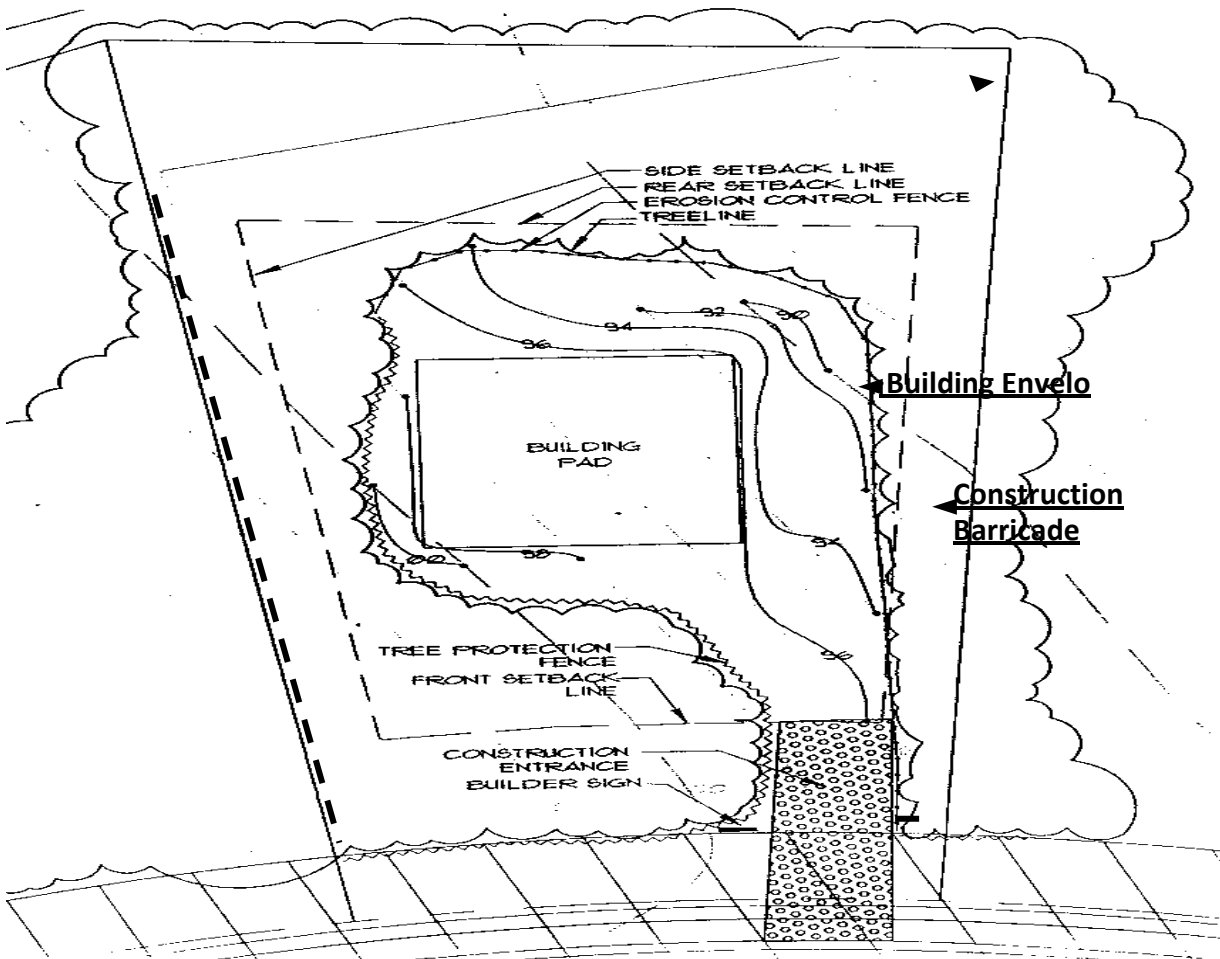
20.0 CONSTRUCTION SITE PLAN (NOT TO SCALE)



## 21.0 CONSTRUCTION SITE BARRICADE



ELEVATION-NOT TO SCALE



## STREET TREE PLANTING SCHEDULE

STREET	COMMON NAME	SCIENTIFIC NAME
Appleblossom	Summer Red Maple	Acer rubrum
Autumn Chase	Summer Red Maple	Summer Red Maple
Barn Owl	Willow Oak	Quercus phellos
Berry Patch	Summer Red Maple	Acer Rubrum
Birdie Court	Summer Red Maple	Acer rubrum
Black Horn Court	Summer Red Maple	Acer rubrum
Bob White	Summer Red Maple	Acer rubrum
Brandon Pines Court	Zelkova Elm	Zelkova serrata
Brandy Mill	Summer Red Maple	Acer rubrum
Brushwood Court	Willow Oak	Quercus phellos
Bur Oak Court	Zelkova Elm	Zelkova serrata
Cabin Creek	Willow Oak	Quercus phellos
Canvas Back	Willow Oak	Quercus phellos
Chapel Ridge Drive	Willow Oak	Quercus phellos
Colonial Ridge	Willow Oak	Quercus phellos
Colonial Trace	Zelkova Elm	Zelkova serrata
Crimson	Willow Oak	Quercus phellos
Deep Creek	Summer Red Maple	Acer rubrum
Downey Bluff	Willow Oak	Quercus phellos
Duck Bill	Willow Oak	Quercus phellos
Fox Trail	Willow Oak	Quercus phellos
Golfer's View	Summer Red Maple	Acer rubrum
Grey Oak	Willow Oak	Quercus phellos
Hazelwood	Summer Red Maple	Acer Rubrum
Hidden Creek	Willow Oak	Quercus phellos
High Ridge Lane	Zelkova Elm	Zelkova serrata
Horn Castle	Willow Oak	Quercus phellos
Lakespur Court	Summer Red Maple	Acer rubrum
Lookout Ridge	Zelkova Elm	Zelkova serrata
Lynn Stone	Summer Red Maple	Acer Rubrum
Mallard	Willow Oak	Quercus phellos
Mist Wood Court	Zelkova Elm	Zelkova serrata
Mossy Creek	Willow Oak	Quercus phellos
Nuthatch	Summer Red Maple	Acer rubrum
Old Hickory	Summer Red Maple	Acer rubrum
Pin Tail Court	Zelkova Elm	Zelkova serrata
Quail Point	Willow Oak	Quercus phellos
Rosefield	Summer Red Maple	Acer Rubrum
Rosewood	Summer Red Maple	Acer rubrum
Spring Hollow	Willow Oak	Quercus phellos
Sunset Ridge	Summer Red Maple	Acer Rubrum
Swallow Tail	Willow Oak	Quercus phellos
Sweet Meadow Lane	Willow Oak	Quercus phellos
Teal	Summer Red Maple	Acer Rubrum
Turkey Trace	Willow Oak	Quercus phellos
Willow Creek	Summer Red Maple	Acer Rubrum

## 23.0 FINE SCHEDULE

The following is a Schedule of Fines for violations of the established Design Guidelines during the construction period. Before a fine is levied, a Cease and Desist Demand will be mailed or faxed to the responsible party, as set forth in Section 3.25 of the Bylaws. \*\*\* If the violation is not corrected within five (5) days, a Notice of Hearing will be issued, as set forth in Section 3.25 of the Bylaws.

ARTICLE	VIOLATION	FINE
4.07	<input type="checkbox"/> Job site debris on site	\$100 - 200.00
4.07	<input type="checkbox"/> Job site debris on adjacent property	\$100 - 200.00
4.07	<input type="checkbox"/> No commercial trash enclosure	\$100 - 200.00
4.07	<input type="checkbox"/> Dumpster/trash enclosure full	\$100 - 200.00
4.06	<input type="checkbox"/> No gravel drive	\$100 - 200.00
4.07	<input type="checkbox"/> Dirt/gravel in road	\$100 - 200.00
4.07	<input type="checkbox"/> Materials in right-of-way or road	\$100 - 300.00
4.06	<input type="checkbox"/> Construction equipment or material on adjacent lot	\$100 - 200.00
4.07	<input type="checkbox"/> Parking violation	\$100 - 200.00
4.07	<input type="checkbox"/> Unapproved trailer/dumpster	\$100 - 100.00
4.03	<input type="checkbox"/> No port-a-john on site	\$100 - 200.00
4.02	<input type="checkbox"/> Construction sign damaged, missing	\$100 - 200.00
12.02	<input type="checkbox"/> Unauthorized sign	\$100 - 200.00
4.07	<input type="checkbox"/> Unauthorized burning	\$100 - 200.00
2.01	<input type="checkbox"/> Unauthorized clearing of lot	\$100 - 5000.00
4.04	<input type="checkbox"/> Unauthorized removal of trees	\$100 - 1000.00
4.11	<input type="checkbox"/> Unauthorized revisions/improvements	\$100 - 500.00
4.10	<input type="checkbox"/> General nuisance/misconduct	\$100 - 500.00
4.10	<input type="checkbox"/> Traveling in excess of posted speed limits	\$100 - 200.00
4.14	<input type="checkbox"/> Unauthorized exterior finishes (e.g., paint, stain, roofing materials or design.)	\$100 - 200.00.
4.06	<input type="checkbox"/> Erosion into drainage facility	\$100 - 500.00
4.06	<input type="checkbox"/> Silt fencing uninstalled/damaged	\$100 - 250.00
4.04	<input type="checkbox"/> Tree fencing uninstalled/damaged	\$100 - 200.00
4.05	<input type="checkbox"/> Construction Barricade uninstalled/Damaged	\$100 - 200.00
4.06	<input type="checkbox"/> Improper routing of drainage	\$100 - 250.00
4.04	<input type="checkbox"/> Damaged tree: 3" caliper or greater	\$100 - 200.00
4.01	<input type="checkbox"/> Driveway apron not installed correctly	\$100 - 200.00
	<input type="checkbox"/> Non compliance with CRCA Governing Documents and Policies	\$100 - 200.00
	<input type="checkbox"/> Violation of the Working Hour Agreement	\$100 - 200.00
	<input type="checkbox"/> Construction deadline expiration/no Certificate of Compliance	\$100 - 2500.00



## CEASE AND DESIST DEMAND

<b>Date:</b>	<b>Home site:</b>
<b>Builder:</b>	

During a general inspection of your property, the following violations were noted:

VIOLATION	
<input type="checkbox"/> Job site debris on site <input type="checkbox"/> Job site debris on adjacent property <input type="checkbox"/> No commercial trash enclosure <input type="checkbox"/> Dumpster/trash enclosure full <input type="checkbox"/> No gravel drive <input type="checkbox"/> Dirt/gravel in road	
<input type="checkbox"/> Materials in right-of-way or road <input type="checkbox"/> Construction equipment or material on adjacent lot <input type="checkbox"/> Parking violation <input type="checkbox"/> Unapproved trailer/dumpster <input type="checkbox"/> No port-a-john on site <input type="checkbox"/> Construction sign damaged, missing <input type="checkbox"/> Unauthorized sign <input type="checkbox"/> Unauthorized burning <input type="checkbox"/> Unauthorized clearing of lot <input type="checkbox"/> Unauthorized removal of trees <input type="checkbox"/> Unauthorized revisions/improvements <input type="checkbox"/> General nuisance/misconduct <input type="checkbox"/> Traveling in excess of posted speed limit <input type="checkbox"/> Unauthorized exterior finishes (e.g., paint, stain, roofing materials or design.) <input type="checkbox"/> Erosion into drainage facility <input type="checkbox"/> Silt fencing uninstalled/damaged <input type="checkbox"/> Tree fencing uninstalled/damaged <input type="checkbox"/> Construction barricade uninstalled/damaged <input type="checkbox"/> Improper routing of drainage <input type="checkbox"/> Damaged tree: 6" caliper or greater <input type="checkbox"/> Driveway apron not installed correctly <input type="checkbox"/> Non Compliance with CRCA Governing Documents and Policies <input type="checkbox"/> Violation of the working hour agreement <input type="checkbox"/> Construction deadline expiration/no Certificate of Compliance	Expires:

*Please correct the above listed violations without delay. If not corrected within five (5) days, the Association will send a Notice of Hearing and may assess fines for the violation post-hearing. If you would like to discuss the above violations, or if they have been corrected, please call:*

The ARB Administrator at (919) 545-5543





## Notice of Hearing

A violation of the Design Guidelines for Chapel Ridge Community Association, Inc. was noted during a property inspection. The nature of the violation and the corresponding potential sanction for such violation are described below. This serves as a formal notice that a hearing before the Board or its designated committee will take place on the date specified below. You may attend the hearing and produce statements, evidence, or witnesses to respond to the violation. If you have any questions, please call (919) 545-5543.

Date of Notice:	Home Site:
Date(s) of Violation:	Builder/Homeowner:
Date of Hearing:	
Location of Hearing:	

VIOLATION	FINE
<input type="checkbox"/> Job site debris on site	\$100 - 200.00
<input type="checkbox"/> Job site debris on adjacent property	\$100 - 200.00
<input type="checkbox"/> No commercial trash enclosure	\$100 - 200.00
<input type="checkbox"/> Dumpster/trash enclosure full	\$100 - 200.00
<input type="checkbox"/> No gravel drive	\$100 - 200.00
<input type="checkbox"/> Dirt/gravel in road	\$100 - 200.00
<input type="checkbox"/> Materials in right-of-way or road	\$100 - 300.00
<input type="checkbox"/> Construction equipment or material on adjacent lot.	\$100 - 200.00
<input type="checkbox"/> Parking violation	\$100 - 200.00
<input type="checkbox"/> Unapproved trailer/dumpster	\$100 - 100.00
<input type="checkbox"/> No port-a-john on site	\$100 - 200.00
<input type="checkbox"/> Construction sign damaged, missing	\$100 - 200.00
<input type="checkbox"/> Unauthorized sign	\$100 - 200.00
<input type="checkbox"/> Unauthorized burning	\$100 - 200.00
<input type="checkbox"/> Unauthorized clearing of lot.	\$100 - 5000.00
<input type="checkbox"/> Unauthorized removal of trees	\$100 - 1000.00
<input type="checkbox"/> Unauthorized revisions/improvements	\$100 - 500.00
<input type="checkbox"/> General nuisance/misconduct	\$100 - 500.00
<input type="checkbox"/> Traveling in excess of posted speed limit	\$100 - 200.00
<input type="checkbox"/> Unauthorized exterior finishes (e.g., paint, stain, roofing materials or design.)	\$100
<input type="checkbox"/> Erosion into drainage facility	\$100 - 500.00
<input type="checkbox"/> Silt fencing uninstalled/damaged	\$100 - 250.00
<input type="checkbox"/> Tree fencing uninstalled/damaged	\$100 - 200.00
<input type="checkbox"/> Construction barricade uninstalled/damaged	\$100 - 200.00
<input type="checkbox"/> Improper routing of drainage	\$100 - 250.00
<input type="checkbox"/> Damaged tree: 6" (pine), 4" (hardwood) caliper or greater	\$100 - 200.00
<input type="checkbox"/> Driveway apron not installed correctly	\$100 - 200.00
<input type="checkbox"/> Non compliance with CRCA Governing Documents and Policies	\$100 - 200.00
<input type="checkbox"/> Violation of the working hour agreement	\$100 - 200.00
<input type="checkbox"/> Construction deadline expiration/no Certificate of Compliance	\$100 - 2500.00

# CHAPEL RIDGE



## *Certificate of Compliance*

*This Certifies that the Residence at*

\_\_\_\_\_, Lot \_\_\_\_\_

*Has been substantially constructed in accordance  
with the Approved Final Plans, as verified by:*

\_\_\_\_\_/\_\_\_\_\_

*ARB Representatives Signatures*

*And is in compliance with the Design Guidelines established by the  
Architectural Review Board*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*ARB Chairperson*

\_\_\_\_\_

*Contractor*

Note: Approval by the ARB does not constitute a representation of warranty as to the quality, fitness, or suitability of the design or materials specified in the plans. In addition, approval by the ARB does not assure approval by any governmental agencies. The Declarant, the Association, the Board, any committee, or member of any of the foregoing shall not be held liable for any injury, damages, or loss arising out of the manner or quality of approved construction on or modifications to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided in Article 4.6 of the Declaration of Covenants.

THIS APPROVAL BY THE ASSOCIATION DOES NOT CONSTITUTE APPROVAL BY CHATHAM COUNTY, THE STATE OF NORTH CAROLINA, THE FEDERAL GOVERNMENT, OR ANY OTHER GOVERNMENTAL OR NON-GOVERNMENTAL BODY/ENTITY. THIS APPROVAL IS NO GUARANTEE THAT CONSTRUCTION OF THE IMPROVEMENTS PROPOSED IN THE PLANS IS POSSIBLE OR ADVISABLE BASED UPON TOPOGRAPHY, SOIL, DRAINAGE, ENCUMBRANCES, OR OTHER LIMITING FACTORS ASSOCIATED WITH THE CHARACTER OF THE LOT.

# CHAPEL RIDGE



## *Certificate of Compliance*

*This Certifies that the Residence at*

\_\_\_\_\_, Lot \_\_\_\_\_

*Has been finally constructed in accordance with  
the Approved Final Plans, as verified by:*

\_\_\_\_\_/\_\_\_\_\_

*ARB Representatives Signatures*

*And is in compliance with the Design Guidelines established by the  
Architectural Review Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*ARB Chairperson*

\_\_\_\_\_  
*Contractor*

Note: Approval by the ARB does not constitute a representation of warranty as to the quality, fitness, or suitability of the design or materials specified in the plans. In addition, approval by the ARB does not assure approval by any governmental agencies. The Declarant, the Association, the Board, any committee, or member of any of the foregoing shall not be held liable for any injury, damages, or loss arising out of the manner or quality of approved construction on or modifications to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided in Article 4.6 of the Declaration of Covenants.

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# CHAPEL RIDGE



## APPLICATION FOR CONSTRUCTION

---

DATE

HOME SITE (SECTION/LOT):

TYPE OF CONSTRUCTION:

- ☐ NEW CONSTRUCTION  
☐ RENOVATION / ADDITION

---

**PROPERTY OWNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

---

**BUILDER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

CELL/:

EMAIL ADDRESS:

N.C. LICENSE #:

---

**ARCHITECT / DESIGNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

---

**APPLICATION CHECKLIST:**

Construction documents, material samples, construction deposit and review fee must be received and approved by the ARB prior to receiving final approval for construction.

## CONSTRUCTION DOCUMENTS:

One set of construction documents must be submitted to the ARB for review. Refer to Section 3.03 and Section 11 for specific requirements for each document. (NOTE: Landscape plans are due at time of dry-in.)

Site Grading and Drainage Plan  
Architectural Plan  
Landscape Plan

One set of material samples must be submitted to the ARB for review.

### **Foundation:**

Material:

Color (include sample):

Mortar Color (if applicable):

### **Walls:**

Material:

Color (include sample):

### **Trim:**

Material:

Color (include sample):

### **Roof:**

Material:

Color (include sample):

### **Soffits / Fascia:**

Material:

Color (include sample):

### **Windows:**

Type:

Manufacturer's Number (include cut sheet):

Color (include sample):

### **Shutters:**

Type:

Manufacturer's Number (include cut sheet):

Color (include sample):

### **Front Door:**

Type:

Manufacturer's Number (include cut sheet):

Color (include sample):

---

**Garage Doors:**Type: 

---

Manufacturer's Number (include cut sheet): 

---

Color (include sample): 

---

**Decks and Railings:**Materials (submit detail): 

---

Color (include sample): 

---

**Patios/Terraces:**Materials (submit detail): 

---

Color (include sample): 

---

**Retaining walls:**Materials (submit detail): 

---

Color (include sample): 

---

**Gables, & Dormers:**Materials (submit detail): 

---

Color (include sample): 

---

**Service Area Screen Wall:**Materials (submit detail): 

---

Color (include sample): 

---

**Driveway:**Materials (submit detail): 

---

Color (include sample): 

---

**Exterior Lights:**Submit cut sheet: 

---

**APPLICATION FEES**

Make all Checks payable to Chapel Ridge ARB

- ☐ Review Fee (\$2400.00)
- ☐ Unscheduled Review Fee (\$150)
- ☐ Revision Review Fee (\$350)

☐☐Date Received: 

---

Received by: 

---

Check # 

---

Date Received: 

---

Received By: 

---

Check #: 

---

**Area Calculations:**

Heated Square Footage:

Total Home Site Area:

Total Impervious Coverage:

Percentage Impervious Coverage

Enclosed, unheated square footage.

**CONSTRUCTION DEPOSIT**

In consideration of the approval of this Application for Construction, and prior to beginning construction, the applicant must deposit with the Association the amount of Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) (the "Construction Deposit"). The purposes of the Construction Deposit are to (i) assure the repair of any damage caused by construction activities and (ii) assure the procurement of a Certificate of Compliance as set forth in Section 4.13 of the Design Guidelines.

Prohibited activities and fines for damages caused by construction activities are set forth in Section 25 of the Design Guidelines. In the event the applicant accrues any fines during construction activities, and the applicant does not pay such fines, the Association may draw up some or all of the Construction Deposit to pay the accrued fines, subject to the proper notice and hearing procedures set forth in the Design Guidelines, Declaration, and Bylaws. The applicant shall then replenish the Construction Deposit within fifteen (15) days of the draw.

Prior to applying for a Certificate of Occupancy from the County's permitting department, applicants must obtain a Certificate of Compliance or Pending Certificate of Compliance from the ARB as set forth in Section 4.13 of the Design Guidelines. Failure to obtain a Certificate of Compliance or Pending Certificate of Compliance prior to the receipt of a Certificate of Occupancy shall result in the applicant's forfeiture of the remaining amount of the Construction Deposit.

Once the applicant has completed its construction activities, including landscaping, and received a Certificate of Compliance from the ARB, the remaining Construction Deposit shall be returned to the applicant. If the applicant has received a Pending Certificate of Compliance due to landscaping delays as set forth in Sections 4.13 and 11.3, the remaining Construction Deposit shall be returned to the applicant following the ARB's inspection and approval of all landscaping as set forth in Section 11.3.

**Agreement**

We further acknowledge and understand that:

1. We have read and understand the Covenants and Design Guidelines and will follow and obey said Covenants and Design Guidelines. Failure to comply with the governing documents will result in fines as outlined in the ARB Guidelines.
2. We declare that use of the plans submitted does not violate any copyright associated with the plans. Neither the submission of the plans to the ARB, nor the distribution and review of the plans by the ARB shall be construed as publication in violation of the designer's copyright, if any. We agree to hold the members of the ARB, the Board, and the Association harmless and shall indemnify said parties against any and all damages, liabilities, and expenses incurred in connection with the review process of this Guideline.
3. We are responsible for completing this project as described by the drawings and specifications approved by the board.
4. We will maintain a clean construction site at all times and install a job sign, commercial dumpster or trash enclosure and port-a-john in conformance with ARB Design Guidelines.
5. We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.
6. We acknowledge and agree to pay the Construction Deposit and understand that any fines we accrue may be deducted from the Construction Deposit.

7. We acknowledge and agree that we shall obtain a Certificate of Compliance or Pending Certificate of Compliance from the ARB prior to applying for a Certificate of Occupancy. We understand that failure to do so will result in automatic forfeiture of the Construction Deposit in its entirety. If the home has not been inspected within 5 business days after notification to the Association that the home is ready for the Certificate of Compliance this provision is waived.
8. We acknowledge and agree that, upon the sale of a property, Chapel Ridge, the Board, and/or the ARB will not disclose settlement or closing numbers to any closing attorney, buyer, title insurance company, or any other party affiliated with a buyer until we have obtained a Certificate of Compliance or Pending Certificate of Compliance from the ARB, provided however, it shall the Association's policy not to disclose the nature of any pending violation or noncompliance, but to simply state to the closing attorney that the lot has yet to obtain a Certificate of Compliance and no closing numbers will be provided until the Certificate of Compliance is obtained. If the home has not been inspected within 5 business days after notification to the Association that the home is ready for the Certificate of Compliance this provision is waived.
9. We acknowledge and agree that we shall be allowed to work from 7 a.m. to 7 p.m. on Monday – Friday, and 8 a.m. to 12 p.m. on Saturday. No work shall be performed on Sunday and holidays (Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day). Requests for indoor work (quiet work) on Saturday pm and Sunday must be requested through the ARB Administrator and approved by the ARB and will be granted on a case-by-case basis. Any indoor work authorized shall not require the use of exterior power equipment.
10. The builder and/or property owner are responsible for applying for all utilities (including, but not limited to, electricity, water, and natural gas) immediately upon receiving approval for construction. Chapel Ridge will not be held responsible for construction delays due to the builder/owner's failure to apply for utilities in a timely manner. Furthermore, Chapel Ridge will not be held liable for the failure of any utility to provide their services to the builder/owner in a timely manner.

APPLICANT HAS CONDUCTED ITS/HIS/HER OWN INDEPENDENT INVESTIGATION OF THE CHARACTER OF THE LOT IN CONNECTION WITH THE PLANS BEING SUBMITTED AND REPRESENTS TO THE ASSOCIATION THAT CONSTRUCTION OF THE IMPROVEMENTS PROPOSED IN THESE PLANS IS BOTH POSSIBLE AND ADVISABLE.

APPLICANT ACKNOWLEDGES THAT THE IMPROVEMENTS PROPOSED IN THESE PLANS TAKE INTO ACCOUNT THE TOPOGRAPHY, SOIL, DRAINAGE, ENCUMBRANCES, AND ALL OTHER LIMITING FACTORS ASSOCIATED WITH THE CHARACTER OF THE LOT. APPLICANT ACKNOWLEDGES THAT BY SUBMITTING THESE PLANS, APPLICANT IS NOT RELYING ON THE ASSOCIATION WITH REGARD TO THE POSSIBILITY OR ADVISABILITY OF CONSTRUCTING THE PROPOSED IMPROVEMENTS UPON HIS/HER/ITS LOT.

Property Owner's Signature	Date
----------------------------	------

Contractor's Signature	Date
------------------------	------





## APPLICATION FOR REVISIONS TO EXTERIOR

DATE

HOME SITE (SECTION/LOT):

TYPE OF CONSTRUCTION:

- ☐ EXTERIOR COLOR / MATERIAL CHANGE
- ☐ ARCHITECTURAL RENOVATION / ADDITION
- ☐ LANDSCAPE RENOVATION / ADDITION

---

**PROPERTY OWNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

---

**CONTRACTOR:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

N.C. LICENSE #:

---

**ARCHITECT / DESIGNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

---

**APPLICATION CHECKLIST:**

Construction documents and material samples must be received and approved by the ARB prior to receiving approval for revisions.

CONSTRUCTION DOCUMENTS:

---

A complete set of construction documents must be submitted to the ARB for review. All exterior modifications to elevations, impervious surface coverage, landscape, and floor plans, etc. must be documented and added to the home site record on file with the POA.

- ☐ Landscape plan, as applicable
- ☐ Site Grading and Drainage Plan, as applicable
- ☐ Architectural Plan

**Additional Square Footage, if any:**

Enclosed:

---

Heated:

---

Impervious Surface:

---

**Adjusted total for Home site record:**

---

MATERIAL SAMPLES:

---

One set of material samples must be submitted to the ARB for review.

---

**Color Change:**

---

Existing: Color Name, Designation #, Manufacturer

---

Proposed: Color Name, Designation #, Manufacturer

---

**Material Change:**

---

Existing: Type, Color, Manufacturer

---

Proposed: Type, Color, Manufacturer

---

---

Detailed description of change/addition: (Include size, height, location, etc.)

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---

---

Estimated Date of Construction:

---

Estimated Date of Completion:

---

Signature of Homeowner or Authorized Agent

---

Date:

# CHAPEL RIDGE



## VARIANCE APPLICATION

Recorded plats define whether encroachment in a setback is permitted for a given lot. If such encroachment is permitted in the recorded plats, the Architectural Review Board shall submit a request for an encroachment in the setback to the Board. The Board of Directors, in its sole discretion, shall determine whether a variance is to be granted or denied based on the requirements set out in the Architectural and Site Design Guidelines after careful consideration of the merits of the individual request. The Owner hereby makes application to the Architectural Review Board, and the Architectural Review Board shall submit this application to the Board of Directors for the following variance:

The variance requested is described in detail as follows:

*(Note: For any variance, include description of encroaching structures, number of feet in existing setback, and amount of intrusion expressed both in feet and inches or feet to tenths and as a percentage of existing setback.)*

The reasons for the request are:

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---

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The impacts of the request on the neighbors and/or development are:

---

---

Affected Contiguous Properties/Owners:

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Estimated Date of Construction:

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Estimated Completion Date:

---

Signature of Homeowner or Authorized Agent

Date:

Signatures of adjacent neighbors \_\_\_\_\_

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## Design Review Checklist

### SITE GRADING AND DRAINAGE PLAN:

1. Site Grading & Drainage Plan – Minimum scale 1" = 10' when printed on a 23x36 Title Block (Submitted Digitally to the ARB Administrator) and including the following information.
  - Owners Name, Lot #, Street name, Plat Number
  - Surveyors Name and license #
  - Property lines with dimensions and bearings, North arrow
  - Building setbacks and easements
  - Existing Contours at 2'-0" increments
  - Lot Improvements
    - House Footprint with dimensions to property lines
    - Decks, patios and porches.
    - Driveways
    - Sidewalks
    - Retaining walls
    - Pool
    - Outbuilding
    - Total proposed impervious surface area.
      - Not to exceed 8,000 sq. ft Phase 1 & 2
      - Not to exceed 12,000 sq. ft. Phase 3.
  - Tree Locations
    - Existing tree locations and type of all trees 6" or greater in caliper.
    - Existing trees to be removed marked with an 'X'
  - Utilities
    - Location of existing utility structures
    - Location of proposed mechanical service area and screen wall
    - Location of grinder pump.
  - Driveway Connection detail (See sections 20.0 Driveway Standards)
  - **The following items are to be prepared and sealed by a licensed NC Civil Engineer**
  - Proposed 2' increment contours
    - Finished floor elevation of Main Level, Garage and lower level if applicable.
    - Protection of Existing Conditions to remain
      - Clearing limits (See section 22.0 Construction Site Plan)
      - Location of Silt fencing and outlet locations (See section 4.7)
      - Location of Tree protection/Barricade fencing (See section 4.5)
    - Site Drainage Plan
      - Location of all downspout drainage outflow
      - Catch basins, piping sizes and outlet locations.
      - Designate Swale and diversion ditches
      - Details as required to meet county standards

### Architectural Plans – minimum scale of 1/4" = 1'-0" FLOOR

#### FLOOR PLANS

- ☐ Interior rooms dimensioned and named
- ☐ All window and door openings shown
- ☐ Roof overhang with a dashed line
- ☐ Total square footage of structure
- ☐ Heated square footage of structure (as defined in section 6.0)

#### BUILDING ELEVATIONS

- ☐ All elevations labeled so they correspond with site plan
- ☐ Finish grade line shown against house

- ☐ Brick courses shown
- ☐ All materials and finishes called out
- ☐ Fascia, Trim and handrail details
- ☐ All decks and terraces shown
- ☐ Service Area Screen wall detail
- ☐ Average roof height as measured from the finished ground level at the four corners. (Not to exceed 45')

### **Material Samples**

- ☐ Siding material (brick sample and mortar colors, if applicable)
- ☐ Roofing cut sheet
- ☐ Garage door type and color, photo/cut sheet
- ☐ Front door type and color, photo/cut sheet
- ☐ Window type, photo/cut sheet
- ☐ Shutter type, photo/cut sheet
- ☐ Site lighting, photo/cut sheet
- ☐ Driveway samples, photo/cut sheet
- ☐ Color samples
  - ☐ Body color
  - ☐ Trim color
  - ☐ Dormers/Gables

### **Landscape Plans** – minimum scale of 1" = 20'

- ☐ Owner's name
- ☐ Designer's name, address, telephone and fax number
- ☐ North arrow and scale
- ☐ Property lines with dimensions and bearings
- ☐ Location of all existing trees over 6" in diameter
- ☐ Location of all structures (including decks, trellises, fences, gazebos, etc.), pavement, and utilities
- ☐ Location of all lawn areas and shrub bed lines
- ☐ Location of all proposed plant material
- ☐ Plant list with quantities, botanical names, common names, sizes and specifications
- ☐ Additional drainage requirements not indicated on the submitted site plan
- ☐ See section 4.06 for drainage plan requirements
- ☐ Location and specifications of all exterior lighting fixtures
- ☐ Total area of lawn in square feet
- ☐ Total area of lawn as percentage of site
- ☐ *As a minimum, the following landscaping will be required for all homes*
  - Street trees in a number and location to be determined by the ARB. At least one or more 3-inch caliper street trees. (Street trees shall be installed per the schedule in Section 23.) Street trees shall be 30 feet on center, located an equal distance from the sidewalk so that the trees are in line (Approximately 3 feet behind the right-of-way).
  - Evergreen shrubs (3 gal. minimum, 36-48 inches on center) shall be required around the entire foundation of the home, except in areas of ingress and egress
  - Blank areas of walls shall be landscaped with upright shrubs or small trees (4 feet min. height, mature at planting)
  - Sod shall be required in front yard area and the two-foot area between the sidewalk and curb
  - Sod will also be required for 4 feet behind the curb or sidewalk
  - Where two driveways are adjacent, extend sod 10 feet from the back of the sidewalk or curb line
  - The rear yard may be seeded or sodded.
  - Bark mulch or pine straw shall be used in all plant beds and areas without grass, to be maintained in a weed-free condition
  - Side loaded garages shall be screened with shrubs along the property line (4 feet min. height, mature at planting)

NOTE: As part of the package, the ARB Administrator will Include plans of adjacent homes and color pictures of the homes as information for the ARB members.



CERTIFICATE OF COMPLIANCE  
APPLICATION CHECKLIST

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---

DATE

HOME SITE (SECTION/LOT):

INSPECTOR:

- ☐ NEW CONSTRUCTION  
☐ RENOVATION / ADDITION

---

**PROPERTY OWNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

---

**BUILDER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

N.C. LICENSE #:

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**ARCHITECT / DESIGNER:**

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

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**APPLICATION CHECKLIST:**

Inspection will be based on approved Final Plans on file with the POA

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**CONSTRUCTION DOCUMENTATION:**

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- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan                      | <input type="checkbox"/> Documentation of Variance(s) |
| <input type="checkbox"/> Building Elevations            | <input type="checkbox"/> Documentation of Revision(s) |
| <input type="checkbox"/> Landscape Plan                 |   |
| <input type="checkbox"/> Site Grading and Drainage Plan |   |

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**EXTERIOR ELEVATION DETAIL:**

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- |  |   |
|--|---|
| <input type="checkbox"/> Wall Vents Painted                    | <input type="checkbox"/> Construction Debris Removed                  |
| <input type="checkbox"/> Gutters/Downspouts Painted            | <input type="checkbox"/> No Structures in ROW                         |
| <input type="checkbox"/> Construction Signs removed            | <input type="checkbox"/> No Unapproved Play or Storage Structures     |
| <input type="checkbox"/> Utility Boxes Painted (delete)        | <input type="checkbox"/> No Unapproved Pool/Hot Tub                   |
| <input type="checkbox"/> Mailbox Installed                     | <input type="checkbox"/> No Unapproved Exterior Color Changes         |
| <input type="checkbox"/> Deck Columns/Railing Painted (delete) | <input type="checkbox"/> No Unapproved Structural Variances           |
|  | <input type="checkbox"/> Paint roof vents                             |
|  | <input type="checkbox"/> Driveway to street installed per guidelines. |

---

**LANDSCAPE DETAIL:**

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- |  |   |
|--|---|
| <input type="checkbox"/> Meets Minimum Planting Schedule                 | <input type="checkbox"/> Foundation Screened                    |
| <input type="checkbox"/> Street Trees Installed                          | <input type="checkbox"/> Screening for Service Area Screen Wall |
| <input type="checkbox"/> Plants Meet Minimum Size Requirements           | <input type="checkbox"/> Screening for Side Loading Garage      |
| <input type="checkbox"/> No Unapproved Water Feature                     | <input type="checkbox"/> No Unapproved Decorative Structure(s)  |
| <input type="checkbox"/> No Unapproved Retaining Wall(s)                 | <input type="checkbox"/> Sod in ROW/Behind Sidewalk             |
| <input type="checkbox"/> No Retaining Wall in ROW                        | <input type="checkbox"/> Sod/Seed Established                   |
| <input type="checkbox"/> Meets Minimum Irrigation Requirements           | <input type="checkbox"/> Mulch in Planting Areas                |
| <input type="checkbox"/> No Unapproved Fence(s)                          | <input type="checkbox"/> Natural Areas Defined and Maintained   |
| <input type="checkbox"/> No Unauthorized Removal of Trees                | <input type="checkbox"/> No Landscaping in Buffer Zone          |
| <input type="checkbox"/> Mulch strip (where summer creeping sod is used) |   |

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**DRAINAGE:**

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- |   |
|---|
| <input type="checkbox"/> No Daylighted Drainpipe onto Adjacent Properties |
| <input type="checkbox"/> Drainage Adequate for Storm Water Management     |
| <input type="checkbox"/> Drainage According to Site Plan                  |

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**Drainage Problems Noted:**

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- |   |  |
|---|--|
| <input type="checkbox"/> Within Lot               | <input type="checkbox"/> In Common Area      |
| <input type="checkbox"/> On Neighboring Lot       | <input type="checkbox"/> On Golf Course      |
| <input type="checkbox"/> In Conservation Easement | <input type="checkbox"/> In Utility Easement |

**Area Calculations:**

Heated Square Footage:

Total Home Site Area:

Total Impervious Coverage:

Percentage Impervious Coverage

**Declaration:**

As the Property Owner(s) / builder of the above described construction project, we acknowledge and agree that the improvements were constructed in accordance with plans and specifications which have been approved by the Architectural Review Board.

We further acknowledge and understand that:

1. We have read and understand the Covenants and Design Guidelines and will follow and obey said Covenants and Design Guidelines.
2. We declare that use of the plans submitted does not violate any copyright associated with the plans. Neither the submission of the plans to the ARB, nor the distribution and review of the plans by the ARB shall be construed as publication in violation of the designer's copyright, if any. We agree to hold the members of the ARB, the Association and the Declarant harmless and shall indemnify said parties against any and all damages, liabilities, and expenses incurred in connection with the review process of this Declaration.
3. We certify that this structure was completed as described by the drawings and specifications approved by the board.
4. The Property Owner(s) is/are responsible for all utilities (including, but not limited to, electricity, water, and natural gas.) Chapel Ridge will not be held liable for the failure of any utility to provide their services to the builder/owner in a timely manner, furthermore, Chapel Ridge will not be held liable for interruption of services due to construction/development of adjacent properties.

ANY APPROVAL BY THE ASSOCIATION DOES NOT CONSTITUTE APPROVAL BY CHATHAM COUNTY, THE STATE OF NORTH CAROLINA, THE FEDERAL GOVERNMENT, OR ANY OTHER GOVERNMENTAL OR NON-GOVERNMENTAL BODY/ENTITY. APPROVAL IS NO GUARANTEE THAT CONSTRUCTION OF THE IMPROVEMENTS PROPOSED IN THE PLANS IS POSSIBLE OR ADVISABLE BASED UPON TOPOGRPAHY, SOIL, DRAINAGE, ENCUMBRANCES, OR OTHER LIMITING FACTORS ASSOCIATED WITH THE CHARACTER OF THE LOT.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date





## APPLICATION FOR GRINDER PUMP INSTALLATION

HOME SITE ADDRESS:	LOT#
<hr/>	
BILLING ADDRESS:	
<hr/>	
CONTRACTOR'S NAME:	
<hr/>	
CONTRACTOR'S PHONE NUMBER:	
<hr/>	
CONTRACTOR'S FAX NUMBER:	
<hr/>	
PROPERTY OWNER:	
<hr/>	
GRINDER PUMP SIZE/MODEL:	
<hr/>	
INSTALLATION DEADLINE:	
<hr/>	
<input type="checkbox"/> GRINDER PUMP CHECK	DATE:
<hr/>	
<input type="checkbox"/> APPLICATION FAXED TO AQUA NC	DATE:
<hr/>	
CHAPEL RIDGE REPRESENTATIVE:	
<hr/>	

1. Obtain pump model from ARB Administrator prior to submitting application.
2. Make grinder pump checks payable to Water and Waste Systems Construction, Inc.
3. Submit application and check to ARB Administrator.
4. Installation details are shown on page 47.
5. I understand that the grinder pump has to be installed and maintained in accordance with the NCDENR permit WQ0022870.
6. I understand that the fees associated with maintaining the grinder pump will be billed by Aqua NC.
7. Please be aware that the cost for grinder pump installation includes setting the grinder, the alarm box and running 150 linear feet of pipe from the sewer tap to the grinder pump. If your grinder pump is farther than 150 linear feet from the sewer tap, or if special equipment is necessary due to geographic location, you will be responsible for any additional installation fees.
8. All individual pump station pump sizes are based upon placement of the pump in the back half of the lot at the existing grade. A homeowner may elect to alter the grading on the lot or construct a finished basement, which would lower the proposed pump station elevation. In this instance, the next size pump should be utilized to accommodate the increase in dynamic head.

Example: A lot designated with an "A" Pump station would use a "B" pump station. A lot designated with a "B" pump station would use a "C" pump station.

PROPERTY OWNER/BUILDER SIGNATURE	DATE
<hr/>	



## Grinder Pump Installation Check List – Before Installation & Grinder Pump Start Up

Plumbing installed and lines from house foundation to stub out marked. Building inspectors in some locations are requiring a clean out (wye coupling) between foundation and grinder pump. Please have your plumber install.

Distance from stub out to grinder pump location has to be less than 10 feet. Wire connected to pump is only 10 feet.

Grinder pump tank should be at water proof line on foundation of house.

Contractor's electrician is responsible for wiring the panel to the house according to the required specifications for the grinder pump model being installed.

Connection charge includes 150 feet of pipe. If more is needed there will be an additional charge at a rate of \$6.00 per foot.

If power and gas have been installed please have utilities located and marked.

If possible have grinder pump installed before driveway is completed, if not please install 4 inch pipe under driveway.

Please remove all building material/trash from sewer lines and stub out. Contractor needs easy access to install.

The cost for the grinder pump installation includes setting the grinder, the alarm box and running 150 linear feet from the sewer tap. If special equipment is necessary due to geographic location, you will be responsible for any additional installation fees \$200.00 per day for Jack Hammer & Air Compressor with additional labor rate of \$43.00 per man per hour.

---

Signature

---

Date



CHAPEL RIDGE MAILBOX ORDER FORM

**CUSTOMER:** \_\_\_\_\_

**LOT #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_  
(if different from above)

**PHONE – AREA CODE** \_\_\_\_\_

**HOME:** \_\_\_\_\_ **WORK:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**POST TYPE: IMPERIAL 210R-6 CAST ALUMINUM SYSTEM PLEASE CHECK ONE:**

\_\_\_\_\_ \$378.80 DELIVERY ONLY      \_\_\_\_\_ \$408.80 (INSTALLED IN CONCRETE)

**DELIVERY/INSTALLATION DATE REQUESTED:** \_\_\_\_\_

**\*\*PLEASE ALLOW 1 TO 2 WEEKS FOR DELIVERY OR INSTALLATION. \*\***  
**\*\*CUSTOMER DOES NOT HAVE TO BE PRESENT. \*\***

**SPECIAL INSTRUCTIONS FOR DELIVERY/ INSTALLATION:**

\_\_\_\_\_  
\_\_\_\_\_

**MAKE CHECK PAYABLE TO:**

**STREETSCAPES & WINDOWWORKS**  
**5723 COUNTRY CLUB ROAD, SUITE Q**  
**WINSTON-SALEM, NC 27104**

**PHONE: 1-336-946-2164**

**FAX: 336-946-0289**

## 911 House/Unit/Mobile Home Numbering

The owner of any house, building, mobile home, apartment or condominium complex shall be required to post the assigned number (including any letters) in an approved area on the property according to the following requirements:

(A) The minimum height of the number (s) placed on a house, building, mobile home lot/site, or unit shall not be less than four (4) inches; however, the building number of an apartment, townhouse, or condominium complex also shall not be less than four (4) inches high, and shall be placed either in the approximate center of the building or on the street end of the building so that it is clearly visible from either the public or private street from which it is addressed.

(B) Numbers and letters of the assigned address shall be displayed in Arabic numerals and letters – not in script. (See the illustration for the address 123 – B)

**1 2 3 – B == Correct**

**One Hundred Twenty Three – B == Not Correct**

(C) In the event a building is not visible for one hundred (100) feet from the public street or road on which it is addressed, or the lot on which the building is located is landscaped in such a manner that the numbers cannot be seen from the public street or road, the assigned building number shall also be posted on the property within a ten (10) foot perimeter of the entrance or driveway whereby the number is visible and readable from either direction of travel from the street or road on which it is addressed.

(D) A sign to give the street address of a mobile home park shall be erected and displayed at the entrance of the mobile home park. Individual homes within the park shall be marked in a uniform manner by placement at or near the individual home on pedestal or post (not less than three (3) feet nor higher than five (5) feet above ground level) containing the assigned number of the individual mobile home. \*\*Under Chatham County Ordinances, "A mobile home park is any plot of ground or plots of ground, usually under single ownership, which has been planned and/or improved for the placement of more than three (3) mobile homes for dwelling and/or sleeping purposes."

(E) The color of the number (s) placed on a structure or pedestal shall be in contrast to the color scheme of the house, building, mobile home, or pedestal, so that the number is clearly visible and shall be maintained in a clearly visible manner.

## Examples of Port-o-let Screening



# County of Chatham

## Assigned 911 House/Unit/Mobile Home Address

Name of Owner/Occupant \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ (Please get # from GIS/Tax Department)

911 Address Number (s) \_\_\_\_\_

Your Street Name is \_\_\_\_\_

Date: \_\_\_\_\_

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The Owner shall post the assigned number (s) at all times as required according to standards listed on the back of this sheet. Building numbers shall not be obstructed from view by shrubs or vegetation as viewed from the public or private street from which the building is addressed.

Violation of the numbering ordinance is a misdemeanor under GS 14-4. After the owner has been notified, each day that the violation continues shall be a separate violation of the Ordinance.

Ordinance adopted: August 16, 1993.

**\*\* Post address on lot as soon as building permit is issued!**  
**A Certificate of Occupancy shall not be issued until the assigned number is posted in full compliance with requirements on back .**

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**(To request address review, call (919) 542-2811, ext. 263)**

911 House #.doc Rev-4-5-2000