

**GENERAL APPLICATION FORM: EXTERIOR IMPROVEMENTS
(MUST BE COMPLETED FOR ALL PROPOSED EXTERIOR IMPROVEMENTS)**

FORM TO BE FILED WITH CONNESTEE FALLS ADMINISTRATION OR SENT VIA EMAIL TO cfpoa@comporium.net

UNIT:	LOT:	Conneestee Street Address:	
OWNER INFORMATION			
OWNER NAME: _____			
Mailing Address: _____		Unit: _____	
City: _____		State: _____	Zip Code _____
Owner Phone: _____		Owner Email Address: _____	
Owner Signature: Please Complete Application with your Signature below.			
CONTRACTOR INFORMATION (If Applicable)			
CONTRACTOR NAME: _____		CONTACT PERSON: _____	
Mailing Address: _____		Unit: _____	
City: _____		State: _____	Zip Code _____
Phone: _____		License Number: _____	

STANDARD APPLICATION REQUIREMENTS AND PROPERTY OWNER SIGNATURE

All applications shall comply with the requirements listed below.

1. A permit from the Architecture and Environment Committee (A&EC) shall not be approved for any exterior Improvement unless the Owner-applicant is in good standing with the Conneestee Falls Property Owners Association (CFPOA).
2. If approved, all work included within a permit application shall be completed within six (6) months of the date of A&EC approval.
3. Installation of Improvements approved by the A&EC shall comply with applicable Restrictive Covenants, Bylaws, and Rules and Regulations of the CFPOA.

OWNER RESPONSIBILITIES

The Owner is responsible for the following: (1) to ensure that all work included as part of an approved permit takes place only on the Owner’s property; and (2) to ensure compliance with A&EC and general manager approvals, and with applicable Restrictive Covenants, Bylaws, and Rules and Regulations of the CFPOA.

ADDITIONAL INFORMATION

Please attach additional supporting information, including site plans, landscape plans, sketches, photographs, product details, and any other illustrative materials. If applicable, please use graph paper (available at CFPOA offices) for small sketches to illustrate the type and general location of proposed Improvements.

OWNER SIGNATURE. Application must be signed or it cannot be acted upon by the A&EC.

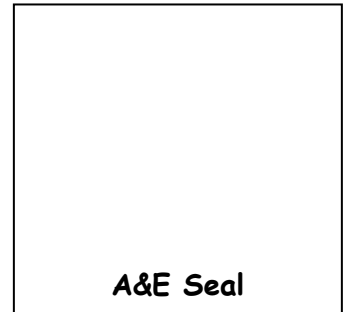
X _____
Owner Signature

Date

ACTION BY A&E COMMITTEE AND GENERAL MANAGER

A&E COMMITTEE ACTION. Approved Denied Deferred Other*

Limitations or Recommendations:



GENERAL MANAGER ACTION FOR COMMON AREA IMPACTS. Approved Denied Other*

Limitations:

General Manager's Signature

Date

PART A. LANDSCAPING/TREE OR VEGETATION REMOVAL OR TRIMMING FORM

Instructions.

- (1). Please check all boxes in Table 1 that apply to your landscape or landscape feature project.
- (2). Please include a drawing, sketch or landscape plan by a landscape designer, contractor or yourself.
- (3). Please complete the Project Description in the area provided on the back of this form.
- (4). If possible, include plans, photos of the area, features or vegetation affected by the proposed project.
- (5). When applicable, please include dimensions for all proposed work.
- (6). Sign the application on Page 1 of the General Application Form.

TABLE 1. PROPOSED CHANGE TO LANDSCAPE FEATURES AND VEGETATION	
Proposed Change	Information to be Included in Project Description or Below
<input type="checkbox"/> Tree Removal. Removal of tree/trees larger than 3 inches in diameter measured 4.5 feet from the ground. NOTE: Identify each tree with tape provided by CF. Trees to be REMOVED to be identified with RED tape.	<ul style="list-style-type: none"> • Number of Trees to be removed: _____ • Type of tree (oak, pine, etc.) if known. Tree type(s): _____ • Reasons for removal of each tree: _____
<input type="checkbox"/> Tree Trimming. Removal of tree limbs from trees larger than 3 inches in diameter measured 4.5 feet from the ground. NOTE: Identify each tree with tape provided by CF. Trees to be TRIMMED to be identified with YELLOW tape.	<ul style="list-style-type: none"> • Total number of trees to be trimmed: _____ • Type of tree (oak, pine, etc.) if known: _____ • Reasons for trimming of each tree: _____
<input type="checkbox"/> Native Species Removal. Removal of native species, including Mountain Laurel and Rhododendron. NOTE: Identify each plant/group with RED tape provided by CF.	<ul style="list-style-type: none"> • Total number of plants to be removed: _____ • Type of plant (mountain laurel, rhododendron, etc.) if known. • Reasons for removal of each plant: _____
<input type="checkbox"/> Native Species Trimming. Trimming of native species, including Mountain Laurel and Rhododendron. NOTE: Identify each plant/group with YELLOW tape provided by CF.	<ul style="list-style-type: none"> • Total number of plants to be trimmed _____ • Type of plant (mountain laurel, rhododendron, etc.) if known: _____ • Reasons for trimming of each plant: _____
<input type="checkbox"/> Landscape Installation. Installation of new landscaping, including trees, shrubs, and other plantings and wood, stone or other materials included as part of the landscape Improvements	<ul style="list-style-type: none"> • Description of proposed project including names, size, location and numbers of new materials. • Description of wood, stone and other project materials.
<input type="checkbox"/> Drainage/Change in Water Flow. Water flow changes that might result from landscape project.	<ul style="list-style-type: none"> • Description of drainage/water flow change. • Type of materials to be used. • Impact, if any, on adjacent/common/CF properties or lakes. • Proposed erosion control measures, if necessary.
<input type="checkbox"/> Fence. Addition of fence for landscape purposes, excluding dog run.	<ul style="list-style-type: none"> • Proposed location. • Type of materials to be used. • Color of materials, paint, stain, etc., to be used.
<input type="checkbox"/> Retaining Wall. Installation/Replacement/Repair/ Relocation or Expansion of retaining wall.	<ul style="list-style-type: none"> • Description of drainage/water flow change. • Materials to be used. • Impact, if any, on adjacent/common/CF properties or lakes. • Proposed erosion control measures, if necessary.
<input type="checkbox"/> Installation of other Landscape Features. Including exterior or driveway/secondary lighting, water feature, boulders, or gravel/stone path, etc.	<ul style="list-style-type: none"> • Description of proposed project features. • Description of materials to be used.
<input type="checkbox"/> Common Area or Road Right-of-Way. Change or addition to existing vegetation, drainage or other Improvements within Common Area or right-of-way.	<ul style="list-style-type: none"> • Description of proposed project features. • Description of materials to be used.
<input type="checkbox"/> Firewise Projects. Fill out the proposed changes that achieve Firewise recommendations, including tree and native species removal of trimming and landscaping installation	<ul style="list-style-type: none"> • Total Number of trees or native species to be removed. _____ • Total number of tree or native species to be trimmed. _____ • Describe landscape installation on next page under project description.

PART B. IMPROVEMENTS TO EXISTING STRUCTURES

Instructions.

- (1) Please check all boxes in Table 2 that apply to your project.
- (2) Please complete Table 3 to indicate nature and color of materials proposed to be used.
- (3) Please sign the application on Page 1 of the General Application Form.

TABLE 2. PROPOSED EXTERIOR IMPROVEMENTS INCLUDING TEMPORARY STRUCTURES/IMPROVEMENTS	
<input type="checkbox"/> Accessory/Freestanding Structure: Add/Replace/Expand shed, carport, garage, gazebo, etc.	<input type="checkbox"/> Exterior Lighting. Exterior lighting for driveways, walkways, docks, etc.
<input type="checkbox"/> Dish Antennae: Installation/Relocation.	<input type="checkbox"/> Gutters/Downspouts: Installation/Replacement or Addition or Repair.
<input type="checkbox"/> Deck: Installation/Addition/Replacement/Reconstruction.	<input type="checkbox"/> HVAC: Installation/Replacement & Screening.
<input type="checkbox"/> Dock: New/Expansion or Repair.	<input type="checkbox"/> Paint: Re-Paint Existing Residence/Structure.
<input type="checkbox"/> Dog Run: Installation/Replacement/Addition or Repair.	<input type="checkbox"/> Propane Tank: Installation/Replacement & Screening.
<input type="checkbox"/> Doors/Windows/Trim: Replacement/Installation or Repair.	<input type="checkbox"/> Roof/Skylight: Re-Roof Existing Residence/Structure or Add/Replace Skylight.
<input type="checkbox"/> Drainage: Clearing/Grading/Change to WaterFlow.	<input type="checkbox"/> Screened Porch: Construct/Replace/Expand or Repair.
<input type="checkbox"/> Driveway: Change to Footprint/Location/Type of Surface or Repair.	<input type="checkbox"/> Shed: Construct/Replace/Expand or Repair.
<input type="checkbox"/> Firewise Projects Describe below the proposed changes that achieve Firewise recommendations, including deck and structure modifications using fire resistant materials, addition of screening under decks, chimney cap screening and propane tank burial or relocation.	
<input type="checkbox"/> Other: (Describe Below in Project Description)	
NOTE: All colors for exterior Improvements must be consistent with approved Connestee Falls colors. Colors for paint, stains, vinyl siding, roof shingles or panels, composite materials, etc., must be consistent with approved color boards. Color boards are located in the Connestee Falls administration office.	

PROJECT DESCRIPTION. Describe proposed project in detail. Please indicate in Table 3 (Page 6) the “Project Materials Listing” Section, the materials description, manufacturer and color/ID number for all materials to be used for the project. Include sample of material in the color/style proposed to be used. Description should provide adequate information and include, when applicable, one or more of the following: (1) survey of the affected Lot; or (2) a site plan, landscape plan, drainage plan; or a drawing/sketch to indicate location and nature of proposed Improvements or changes. Please attach additional project description sheet if needed. If possible, include photos of the area, features or vegetation affected by the proposed project. If landscape work included in project, please complete Part A of this form.

Who will supervise the work? _____

TABLE 3. PROJECT MATERIALS LISTING

TYPE OF IMPROVEMENT	DESCRIPTION OF MATERIAL	MANUFACTURER	PAINT/STAIN COLOR SAMPLE AND ID NUMBER*
• Chimney/Chimney Cap			
• Decks and Railings			
• Door, Front			
• Doors, Other			
• Garage Door			
• Gutters & Downspouts			
• Porch			
• Roof			
• Shutters			
• Siding, House			
• Trim, House			
• Windows			
• Other Improvement			
• Other Improvement			

***NOTES:**

- (1) PROVIDE A SAMPLE OF EACH PAINT COLOR TO BE USED. SAMPLE MUST BE INCLUDED WITH APPLICATION.
- (2) IF PAINT, STAIN OR OTHER COLORING IS NOT TO BE UTILIZED, PLEASE NOTE ITEM IS TO BE "UNFINISHED OR NATURAL". IF COMPOSITE MATERIALS TO BE USED, PROVIDE A SAMPLE OF COLOR.
- (3) FOR REPAINTING PROJECTS, INCLUDE PAINT MANUFACTURER, PAINT COLOR/ID NUMBER TO BE USED FOR HOUSE SIDING, TRIM, FASCIA, SOFFITS, BAND BOARDS, GARAGE DOORS, SHUTTERS AND DOORS. PAINT COLOR & ID NUMBERS ARE AVAILABLE AT THE CONNESTEE FALLS ADMINISTRATION OFFICE.