

## Major Exterior Renovations, Repairs or Improvements

An approved application shall be necessary for major repairs, upgrades, or any modifications that change the dimensions, the external appearance, or access to any existing building or to an existing driveway or wall, any addition to the existing footprint and/or surface, and significant landscaping or terrain modification. These include but are not limited to room additions, deck expansions, or the erection of a wall or hardscape with a surface of more than twenty (20) square feet. Prior approval is also necessary for any other modification of the property that includes any two of the following: excavation, tree removal, or use of heavy equipment.

### **Application/Inspection Fee: \$50-\$650 due with application (non- refundable)**

The application/inspection fee will be determined based upon the number of staff hours needed to administer the application and make site visits to ensure compliance with the Architectural Guidelines. Factors that affect the fee include the complexity of the application and site plan, the location and the grade of the site, the type of construction, the number of site visits at each stage of construction, the need to develop an equipment and materials staging plan, and the need to have a traffic management strategy to keep roads and rights-of-way clear so that traffic flow is not impeded.

Applications will be reviewed and a decision rendered within 14 to 30 days from the date received in the ARB office. Construction must begin within 12 months after plan approval and completed 12 months after project commencement.

Any change or variation of the project from the original application will require resubmission of an application to reflect the modifications. The new application may require additional fees for review and inspection. Failure to notify the ARB of plan modifications and/or failure to submit new application materials may result in a fine of up to \$100/day until the revised application is submitted and approved.

### **Construction Fee Deposit: \$1500 due with application**

Fees charged against this deposit are of three kinds.

The first fee deducted will be for the **ordinary wear and deterioration** caused by heavy equipment and material loads traversing Wolf Laurel roads. The ARB Administrator, in consultation with the owner and the contractor, will calculate the total fee based upon the estimate of the number of heavy equipment vehicles to be used and the amount of materials to be delivered for the project. This estimate will be adjusted based upon actual usage as the project proceeds to completion as monitored by the ARB Administrator and the Security gate staff. **The Heavy Equipment/ Materials Fee Schedule is as follows: single rear axle dump truck or delivery truck: \$20, tandem axle dump truck or delivery truck: \$30, and heavy equipment on truck and trailer: \$40.**

The second fee deducted from the deposit will be for any **excessive damage** to Wolf Laurel roads determined to be directly attributable to the construction project and that has not been repaired to the satisfaction of the ARB by the owner or the owner's contractor or workers. In some instances, the success of needed repairs cannot be immediately determined; the affected section of the road(s) must be subjected to extended traffic and weather conditions in order to determine the effectiveness of the repair. In these instances, a portion of the deposit will be kept in escrow for up to six months after the initial repair has been attempted in order to ascertain its adequacy and durability.

The third fee that may be deducted from this deposit is for failure to comply with the construction rules and regulations set forth in the Architectural Guidelines. Fees may be assessed at up to \$100 per incident and doubled or trebled for repeated non-compliance.

**The deposit must be replenished as necessary to maintain a minimum reserve of two-thirds of the original deposit until the ARB final project review and approval.** The deposit will be returned less the fees deducted for ordinary wear and deterioration, excessive road damage and/or for non-compliance as explained herein.

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

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

**ARB**

**Major Exterior Renovation Checklist**

**ARB Application Form**\_\_\_\_\_

**ARB Application Fee Check**\_\_\_\_\_

**Construction Fee Deposit Check**\_\_\_\_\_

**County Building Permit (Recommended)** \_\_\_\_\_

**Boundary Survey by Licensed Land Surveyor**\_\_\_\_\_

**Description of Project**\_\_\_\_\_

**Site Plan** (If construction footprint changes) \_\_\_\_\_

Building Footprint plus 30 ft. from Perimeter\_\_\_\_\_

North Arrow\_\_\_\_\_

Adjacent/Bordering Streets and Rights of Way\_\_\_\_\_

Utilities and Easements\_\_\_\_\_

**Setbacks**

Front – not less than 20 feet\_\_\_\_\_

Sides - not less than 25 feet\_\_\_\_\_

Back – not less than 25 feet\_\_\_\_\_

Material Staging Plan \_\_\_\_\_

Construction Equipment and Traffic Plan \_\_\_\_\_

**Stakeout** requirements met\_\_\_\_\_

Foundation corners\_\_\_\_\_

**Architectural Plans/Blueprints for modifications/additions**\_\_\_\_\_

Foundation Plans\_\_\_\_\_

Floor Plans\_\_\_\_\_

Elevations\_\_\_\_\_

Predominant roof pitch 7/12 or better\_\_\_\_\_

**New outbuildings** (Freestanding Garages/Sheds) \_\_\_\_\_

Permanent Foundations \_\_\_\_\_

**Color/Materials** Specifications and Samples (if different from existing structure)\_\_\_\_\_

Siding/Exterior Wall

Stone\_\_\_\_\_

Log/Timber\_\_\_\_\_

Wood\_\_\_\_\_

Hardiplank\_\_\_\_\_

Other (requires ARB approval) \_\_\_\_\_

**Roofing**

Wood Shingles/Shakes \_\_\_\_\_  
Composite Shingles \_\_\_\_\_  
Metal \_\_\_\_\_  
Other (requires ARB Approval) \_\_\_\_\_

**Exterior Paints and Finishes** \_\_\_\_\_

**Foundation Finish**

Stucco \_\_\_\_\_  
Rock \_\_\_\_\_  
Earth-tone Brick \_\_\_\_\_  
Other (requires ARB approval) \_\_\_\_\_

**Retaining Walls** \_\_\_\_\_

Stone \_\_\_\_\_  
Filled with Native Stone \_\_\_\_\_  
Heavy Timber \_\_\_\_\_  
Concrete Block (requires ARB Approval) \_\_\_\_\_  
Poured Concrete (requires ARB Approval) \_\_\_\_\_

**Driveway Surface**

Concrete \_\_\_\_\_  
Asphalt \_\_\_\_\_  
Gravel \_\_\_\_\_

**Steep Slope** Requirements Exist? \_\_\_\_\_

County Foundation Approval Needed & Received \_\_\_\_\_

Soil Disturbances to be:

Hydro seeded \_\_\_\_\_  
Manually seeded \_\_\_\_\_

**Outdoor lighting** per AG page 13 \_\_\_\_\_

**Fencing intended** per AG page 14 \_\_\_\_\_

**Tree Removal Plan**

Not required (all tree removal within construction Footprint) \_\_\_\_\_  
Required (additional 8 inch diameter trees to be removed) \_\_\_\_\_  
All 8 inch diameter trees to be removed are tagged \_\_\_\_\_  
County GIS overhead lot photo annotated (suggested) \_\_\_\_\_

**Wolf Laurel Major Exterior Renovation**

**Property Owner:** \_\_\_\_\_ **WL Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
\_\_\_\_\_ **Email:** \_\_\_\_\_  
**Project:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Enclosed with Application:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan                               | <input type="checkbox"/> Boundary Survey          | <input type="checkbox"/> Architectural Plans (including outside lighting) |
| <input type="checkbox"/> Tree Cutting Plan                       | <input type="checkbox"/> Roof & Siding Sample     | <input type="checkbox"/> Stake out is complete                            |
| <input type="checkbox"/> ARB Application Fee                     | <input type="checkbox"/> Construction fee Deposit | <input type="checkbox"/> Materials Staging Plan                           |
| <input type="checkbox"/> Construction and Equipment Traffic Plan |   |   |

**Materials:**

**Exterior Appearance:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Sample:** \_\_\_\_\_  
**Roof: Type:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Sample:** \_\_\_\_\_

**It is understood that:**

Drainage must not alter the natural flow onto or across the land of another. Culverts must be a minimum of 18 inch HDPE pipe. Silt fence and any other method of erosion must be maintained.

All construction, material storage, equipment storage and vehicle parking must be kept on the permitted lot and outside of the road right-of-way. Use of the road and/or the road right-of-way will only be approved on a daily basis and with the proper traffic control and signage outlined and approved in the permit.

If any construction is begun on this project, whether or not approved by the Wolf Laurel Architectural Review Board, I agree to pay promptly any fines, assessments or other charges which may result from such construction under the provisions of the Wolf Laurel Architectural Guidelines and Wolf Laurel Protective Covenants

I acknowledge that I am required to abide by the Wolf Laurel Architectural Guidelines and the Amended and Restated Declaration of Protective Covenants Restrictions and Reservations.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The following is to be completed by the Architectural Review Board**

Please make checks payable to Wolf Laurel RMS

**Date Application / Inspection Fee Received:** \_\_\_\_\_ **\$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Date Construction Fee Deposit Received:** \_\_\_\_\_ **\$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Project Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Completed: Date:** \_\_\_\_\_ **Inspected by:** \_\_\_\_\_ **Date:** \_\_\_\_\_