

The Arbor Architectural Review Committee (ARC)

Checklist for New Construction Applications

ARC application review and approval is necessary before owners may make ANY exterior modifications to their property, including clearing, site prep, and construction. The Arbor ARC Design & Review Guidelines and application forms can be found at the Architecture Tab on the Resident Portal on Town Square (<https://townsq.io>) or the The Arbor at Lake James POA website <https://thearboratlakejamespoa.com> If you have any questions, please contact info@ipmhoa.com

The following documents are required by the Arbor ARC for review of your application for New Construction. Items 1-10 must be submitted before a site review is scheduled; items 11 & 12 may be submitted prior to the start of construction. Please review sections 2.1 and 2.2, A-M of the ARC Guidelines when preparing these documents. All documents are to be professionally prepared. Hand drawn documents are not acceptable.

1. A completed Application to Begin New Construction form (revised 01/23/26 version)
2. Detailed house plans/blueprints (see section 2.2, H. House Plans of the ARC guidelines) noting the heated square footage of each floor. All elements of section H will be evaluated. All four exterior elevations must be shown with architectural detailing. Exterior details and materials should be marked and clear. Drawings lacking detail may need to be revised before review can be made.
3. A detailed Site Plan drawn to scale. The plan is to show the site and orientation of the house and driveway on the lot, and the locations of the septic tank, primary and repair drain fields, and the well. The site plan should detail all setbacks, any easements, clearing limits, construction erosion control, and permanent storm water control.
4. Lot survey map showing contours and reference points, e.g. large trees, along with proposed tree and native landscape removal. The detailed Site Plan can be combined into one document with the Contour Survey Map with all the required detail listed in item 3.
5. All ARC applications must include a topographical survey map and an engineered (preferably Engineer Prepared/Stamped) lot drainage plan for erosion control. This requirement was approved at the Property Owners Annual meeting on 9/13/2025 effective immediately.
6. Septic and Well Permits
7. Signed Access Waiver Form for Inspections by the ARC
8. Signed Pre-Construction Meeting Checklist
9. Payment of the \$250 Application Fee and \$1500 Road Bond Fee. IPM will charge these fees to the Owner's account when the Application is submitted. Once the Fees are paid and received either electronically or by check, IPM will notify the ARC of the submitted Application, and the ARC will start the review of documents.
10. "Color Board" showing external colors and materials including windows, stone, siding, doors, roofing, paint colors. Pictures of the colors and materials submitted electronically are needed for review.
11. Building Permit from McDowell Co (Builder gets this; submit prior to start of build)
12. Shoreline Stabilization Permit for all waterfront lots (submit prior to start of build)