



# HOLLY BEND PRESERVE

## Holly Bend Preserve Architectural Review Committee Plan Submission Form

First step is to refer to the Holly Bend Preserve (HBP) Declaration of Covenants (DoC) before you start the process to design any structure or improvement to your site.

Article 5 section 2 of the HBP DoC states that No Improvement shall be erected, constructed, placed, maintained, or permitted to remain on any Site until the plans have been submitted to and approved in writing by the Architectural Review Committee (ARC), which shall determine in its sole discretion whether or not the proposed Improvement, and all features thereof, is consistent with the Design Guidelines as set forth in Section 3 of Article V of the DoC.

### Owners Construction Guidelines Checklist:

- Minimum Heated Area of Main Residence must be a minimum of 1500 Square Feet (exception for lots 68-74 which must be a minimum of 1000 Square Feet to include “daylight” basements).
- Must be built with Brick, Stone, Split-log, Stucco, Cedar Shake, Hardie Board or Natural Wood Exteriors Board or Natural Wood Exteriors (Vinyl and aluminum siding are NOT permitted).
- Minimum Setback Requirements on the PLAT shall be observed – Setbacks of Structure(s) be staggered and be used to preserve trees and assure Vistas of Open Areas.
- Submit a Preliminary Site Plan disclosing the proposed location of the structure(s) to the ARC.
- Once Preliminary Plans are approved by the ARC, submit Completed Plans as detailed under Article V, Section 4 of the HBP DoC.
- Before any house may be occupied, it must be completely finished. The owner of any residence must complete landscaping of the same within six (6) months of assuming occupancy.
- The approval by the ARC of an Owner’s Plans for the construction for an Improvement upon any Site is **NOT** intended to be an approval of the structural stability, integrity or design of a completed improvement, the safety of any component therein, or the compliance thereof with Pickett County regulatory requirements but is required **solely** for the purpose of insuring compliance with the HBP DoC and further insure the harmonious and orderly architectural and aesthetic development and improvement of the Sites contained within the HBP development.
- Preliminary to constructing ANY Improvement, an Owner shall obtain all necessary Public Permits and Approvals required by any governmental authority exercising appropriate jurisdiction over the HBP development or any particular Site, as the case may be.
- No construction shall be commenced upon a Site until the HBP HOA has given written approval of the Owner’s contractor; provided, however, no liability shall accrue to the HBP HOA on account of such approval.
- Refer to the Plat to ensure Plans meet minimum setback requirements.
- No Owner shall excavate earth from any of the Sites for any business or commercial purpose, and no elevation changes will be permitted which could materially affect the surface grade of the Site without consent of the ARC.
- Sites owned by the same Owner, that are contiguous, may be combined upon consent of the HBP HOA for the purpose of placing approved Improvements thereon, but they shall retain their status as Individual Sites for the

*We endeavor to be the best neighbors we can be to one another and our community*

Holly Bend Preserve HOA  
1000 Holly Bend Drive  
Byrdstown, TN 38549

purpose of voting and Impositions. Individual Sites may not be re-subdivided to create a smaller area than originally deeded to an Owner and/or shown on the Plat.

**When you are ready to submit Plan(s) to the ARC, please submit plans (as described below), as well as answers to the questions (provided below) through [www.hoaguru.com](http://www.hoaguru.com).**

**Preliminary Submission of Plan:** In the course of the preparation of Plan, the Site Owner shall first submit a Preliminary Site Plan disclosing the proposed location of all Improvements to be placed upon the Site, which shall be reviewed by the Committee and either approved or disapproved by it.

If the Preliminary Site Plan is approved by the ARC, the Owner shall proceed with the completion of the Plan. If, on the other hand, the Preliminary Site Plan is disapproved, the Owner shall cause such modifications to be made to the same as shall be necessary to obtain the approval of the ARC. Once the Preliminary Site Plan has been approved by the ARC, it shall be followed by the development of the Owner's Plans for the improvement of the Site.

**Submission of Plans:** The Owner shall submit the Plans for the proposed Improvement to the ARC, who will refer the same to the HOA Architect. **The cost of the HOA Architect's review of submitted plans must be paid in advance by the Owner.** Once payment is received, the ARC Committee will submit the plans for architect review and continue with the process.

***Alternatively, the Owner may submit his Preliminary Site Plan and Plans at one time, in which event, both shall be reviewed by the ARC at the same time.***

Site Plans prepared for such Improvement(s), which shall be prepared by a licensed architect or approved home designer acceptable to the Architect, and shall include, at a minimum, the following:

Submit a plot drawn on a scale of one inch (1") equals twenty feet (20'), and reflecting:

A survey of the Owner's Site. Show the dimensions of the Site and Site area, location of any utilities crossing the Site, as well as the contours of the land drawn at two-foot (2') intervals.

The relationship of the proposed Improvement to each Site line, to the rear property line and to the front property line.

Finished floor elevations of the first floor, garage and basement, if any, of all Improvements, together with all exterior color schemes and/or building materials.

Any detached structures to include barns, running sheds, swimming pools, guest houses, other detached structures, walls and/or fences on the site.

A landscaping plan of the entire Site, including driveways, sidewalks and terraces.

Such other information may be necessary to evidence compliance by the Plans with the Design Guidelines (Article V section 3).

Submit elevation drawings of the front, sides and rear of any new structure included within the Improvements, together with the overall height of any new buildings to be constructed, measured from the average grade at the front elevation.

**Please provide the following information with submission of Preliminary Site Plan and/or Submission of Plans.**

1. Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Structures and improvements to be constructed on Sites are not limited to any particular architectural style, but must be built with Brick, Stone, Split-log, stucco, cedar shake, Hardie Board or Natural Wood exteriors to comply with approved Site Plan and plans and specification, therefore. **NO Vinyl and/or Aluminum Siding are permitted.**

List the materials that will be used on the exterior of the structure(s) to be built:

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3. Total floor area of main residential structure upon the site (exclusive of open porches, patio, breezeway, and attached garages): \_\_\_\_\_ square feet. Minimum requirement, without exclusions listed above, is 1500 square feet of enclosed interior space appropriately heated and cooled. Lots 68 – 74 minimum total enclosed interior space shall be 1000 square feet and may include “daylight” basements.

4. If a Detached Garage, Carport, pool/guest house or other outbuilding is part of the Plan submission, is it:

Facing the street in front of the residence? \_\_\_\_\_

Visible from the street? \_\_\_\_\_

5. Are the Improvements in compliance with the General Notes on the Plat? \_\_\_\_\_

6. Are the Improvements in compliance with the Plat minimum setback requirements? \_\_\_\_\_

7. Height of boundary fence, wall, patio/courtyard wall? \_\_\_\_\_

8. Is the fence or wall constructed along the street? If a retaining wall, what is the height? \_\_\_\_\_

***If plans need to be submitted to the HOA architect, please check with the Architectural Review Committee chairman as to the cost before mailing a check. Please make the check out to Holly Bend Preserve HOA and mail it to:***

**Holly Bend Preserve HOA  
1000 Holly Bend Dr  
Byrdstown, TN 38549**