

**HFCA Manager's/ARC Checklist  
For Remodeling, Maintenance, or Landscape Projects**

In its sole discretion ARC may apply any or all requirements contained in "F - New Construction" depending upon the scope of the project. Please review the information at the end of this document.

**Encourage owner and contractor to meet with ARC rep and manager prior to start of project for substantial renovations.**

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Lot \_\_\_\_\_

Description of Job: \_\_\_\_\_

Final Inspection: by: \_\_\_\_\_ date \_\_\_\_\_

ARC representative \_\_\_\_\_ date \_\_\_\_\_

<b>Fines and assessments paid in full? Y N</b>	<b>Application complete? Y N</b>
<b>Estimated completion date</b> _____ <b>Variance needed? Y N</b>	<b>Copies of applicable rules and regulations given to owner and contractor? Y N</b> (ARC Guidelines Sections include Section F. New Construction if applicable.)
<b>Fees and deposits collected? Y N</b> \$250 application fee for additions within footprint \$500 application fee for additions of more than 1,000 square feet Footprint expansion fee of \$2 per added heated or unheated sq ft and/or \$0.50 per added sq ft of decking \$1,000, \$1,500, or \$3,000 contractor's compliance deposit (depending on square footage)	<b>Any work prior to application? Y N</b>
<b>Satisfactory plans and specs? Y N</b> plans stamped by architect &/or engineer plans approved by county building authority	<b>Tree permit obtained if there is tree removal? Y N</b> <b>Proof of current general liability insurance obtained? Y N</b>
<b>Setbacks maintained? Y N</b> (building front, side, and rear property lines 5' setback for appurtenant structures, parking areas, driveway, retaining wall)	<b>Appurtenant structures added? Y N</b> (location and materials described in plans lampposts, columns, walls, signs, mailbox, fences, retaining walls, parking area, rock columns, railroad ties, generator, HVAC compressor or heat pump located and screened)
<b>If included, are driveway and carport criteria met? Y</b> (carport does not open onto street driveway is paved for first thirty feet driveway is asphalt or concrete )	<b>If baths/bedrooms added, (circle one) septic or sewer (If septic, new permit included?) Y N</b>

<b>Vent stacks located behind roofline from front?</b> Y N <b>Roofing matches original?</b> Y N <b>and what is specified-type and color?</b> <hr/> <b>meets pre-approved list?</b> Y N <b>spark arrestor if wooden shakes used?</b> Y N <b>Concrete block, foundation walls, and chimneys</b> stuccoed smooth and painted Y N <b>Foundation walls properly screened w/ landscaping?</b>	<b>Siding/painting matches original?</b> Y N <b>and what is specified-type and color?</b> <hr/> <b>meets pre-approved list?</b> Y N <b>Decks and porches?</b> Y N More than 6' above grade underside screened w/ wood lattice or landscaping if exposed to view
<b>Screening from street or golf course view as applicable for:</b> gas tank generator a/c compressor/heat pump(s) Y N	<b>Landscaping included?</b> Y N See Mgr's/ARC landscaping checklist. show and list all trees to be removed
<b>Any change in drainage?</b> Y N Piping to handle change or discharge documented If culvert added, size and location documented Storm drainage cannot discharge onto adjoining lots or streets <b>Erosion control included?</b> Y N	<b>Landscape plan submitted and includes:</b> location of the improvement on the property existing trees and plants w/ names location of trees to be removed proposed trees and plants w/ names fences, walls, and walkways design and materials water features (HFCA installed meter required) no water sprinkler system connected to HFCA water system
<b>Grass (25% or less of house sq. footage incl. garage)</b> Y N	<b>Job identification sign</b> no larger than 2 1/2' by 2 1/2' Y N <b>Port-A-John location per guidelines?</b> Y N
<b>No TV antennas allowed</b> <b>18" satellite dishes permitted with location approved by Manager</b>	<b>Above ground gas tank permitted w/ prior approval and screening approved by ARC</b>

**Examples of project activity that invoke additional requirements:**

**1) Blasting**

- a) Liability insurance with HFCA named as additional insured shall be required.
- b) D. Rules for Contractors and Workers.

- Blasting is only permitted by prior written permission from the ARC and then only if the proper safety precautions are observed (blasting mat, fill dirt, etc.) Blasting must be in accordance with all NC State laws. Proof of adequate insurance for each blasting job is required. The fine for blasting without ARC permission is per occurrence. Blasting permits are the responsibility of the General Contractor. The contractor is responsible for notifying HFCA at least one full business day (24 hours) prior to blasting. HFCA will notify homeowners of the anticipated blasting.

**2) Drilling for foundation prep**

- a) D. Rules for Contractors and Workers.

- Excessive construction noise, such as jack hammering, will only be permitted for twelve (12) working days without prior permission.

**3) Dirt work requiring heavy equipment**

- a) Liability insurance with HFCA named as additional insured shall be required.

**4) Use of crane**

- a) Liability insurance with HFCA named as additional insured shall be required.

**5) Substantial renovation** a) Copy of Contractor's license must be submitted. b) Liability insurance with HFCA named as additional insured shall be required.