

## Homeowner Application for Building Approval

From

The Summit at Hamburg Mountain Architectural Review Committee

Thank for contacting the Architectural Review Committee (ARC) for The Summit at Hamburg Mountain regarding building on a vacant lot. Both the Town of Weaverville and The Summit at Hamburg Mountain have regulations that impact building on Summit lots.

In order to comply with the Town of Weaverville requirements, your builder will need to fill out and submit to the Town of Weaverville an Application for Zoning Permit. A current copy (as of October 2020) of the Application for Zoning Permit is enclosed, as well as the Zoning Permit Site Plan Checklist. The site plan checklist is extremely comprehensive and it is extremely hard to comply with Weaverville's requirements without having a new survey prepared; for that reason, we recommend you obtain a new survey of the property. Having a current survey will also come in handy when addressing The Summit at Hamburg Mountain requirements.

The workflow at Town of Weaverville Zoning office is as follows. Your builder will fill out the form and submit it to the Town of Weaverville Zoning Officer. The contact information is on the form. The zoning administrator will visit the property and review the stakes on the ground to document the proposed building site does not violate any of the zoning requirements (primarily front, rear and side setbacks). The administrator will then provide the builder with a Certificate of Zoning Compliance with the builder will then use in obtaining your building permit.

The Summit at Hamburg Mountain uses the same front, rear and side setbacks as the Town of Weaverville so compliance with the Town of Weaverville means you also will comply with The Summit at Hamburg Mountain requirements.

Most of the homeowners who want to build at The Summit are from out of town and are not familiar with local resources. There is a list of builders and architects who have built for past applicants. If you need a list to assist you, please contact the head of the ARC. Any list provided should not be regarded as a recommendation of a particular builder or architect. The Summit at Hamburg Mountain has no "required" or "recommended" architects or builders. In fact, use of an architect is not required and several lots have been built with "stock" plans obtained online. When your building plans are obtained, you and your builder must ensure the plans meet The Summit at Hamburg Mountain design guidelines.

Whether you use a builder or an architect, the ARC requests that your builder or architects visit Longstreet Court and view the completed homes built prior to choosing a house plan or drawing a completely new plan. While the homes built vary in style of houses, they are all compatible in their use of appropriate exterior materials that harmonize with the other homes.

The ARC reviews each submittal both individually and also with an eye toward ensuring the new house (each equally important), once approved, will present a harmonious appearance when considered in alignment with its neighbors. Architects and builders can assist in this process by choosing exterior materials and colors that blend with their neighbors and align with a consistent community standard.

A set of the current CC&Rs are available on The Summit at Hamburg Mountain website located under documents. When you purchased your lot, you became subject to these CC&Rs and your Realtor should have provided you a set of the requirements. The ARC wants to make sure you have the complete and most current set of documents. Some of these restrictions might have an impact on the design choices you make on your home. We are also including a sheet detailing the specific CC&Rs that apply to building a home, with the request that you specifically review those in particular. In the application you submit, you will be asked to sign that you will comply fully with those restrictions.

The design guidelines are fairly comprehensive and envision all design choices have been made prior to the submission to the ARC for review so that the ARC can view the submittal as a whole. An exception to this is the landscape plan which can be submitted once final grading has been completed so the homeowner and their landscaping professional can accurately create a landscape plan. The CC&Rs are a good starting point for building requirements, but we encourage early and frequent communication with the ARC as you work on designing and building your home.

Depending on the location of your lot, a septic field is required. As a result, the lots must have a renewed septic permit from Buncombe County Environmental Health in order for your builder to obtain a building permit. The lots have expired septic permits which will have to be evaluated for renewal. A licensed soil scientist will have to do the evaluation and file for a new septic permit. This process has proved to slow down the building process for other lot owners and we encourage you to make this step a priority so it does not affect your completion date. The ARC has the names of several soil scientists to pass along to you if you would like.

If you have any questions, please contact me.

Eddie Diaz  
Eddiaz8284@gmail.com

# TOWN OF WEAVERVILLE APPLICATION FOR ZONING PERMIT

Planning and Zoning Department, 30 South Main Street, P.O. Box 338, Weaverville, NC 28787  
(828) 484-7002--- fax (828) 645-4776 --- [jeller@weavervillenc.org](mailto:jeller@weavervillenc.org)

Permit Fee Based Upon Size of Structure

OWNER/APPLICANT NAME:

PHONE NUMBER:

PROPERTY ADDRESS:

PIN:

LOT AREA (acres):

ZONING DISTRICT:

BRIEFLY DESCRIBE THE PROJECT INCLUDING PROPOSED SQUARE FOOTAGE:

All applications shall be accompanied by a general site plan draw to scale and containing all elements deemed necessary to ensure compliance with the code of ordinances as determined by the Zoning Administrator.

Prior to submission of the application and site plan, all property corners shall be in place and proposed buildings and structures shall be accurately located upon the lot by stakes or other acceptable means.

It is the applicant's responsibility to obtain a copy of the Town of Weaverville Planning and Development Ordinances and to be fully aware of the regulations detailed therein.

Appropriate measures shall be taken to control erosion and sedimentation related to construction or any other land disturbance activity. Properties found to be noncompliant with municipal ordinance or other local or state rules and regulations may be subject to permit revocation or civil penalties issued to the property owner. Additional information related to erosion and sedimentation controls can be obtained upon request.

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner.

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## OFFICE USE ONLY

FEE:	DATE PAID:	<input type="checkbox"/>	CHECK	<input type="checkbox"/>	CASH	<input type="checkbox"/>	CARD
SITE PLAN DECISION	<input type="checkbox"/> APPROVED	<input type="checkbox"/>	DISAPPROVED	DATE:			
<input type="checkbox"/>	APPROVED WITH CONDITIONS:						



**All Design Review Submittals must include all the items listed below.**

**Survey done by a Licensed North Carolina Surveyor with all dimension and bearings shown, drawn at  $\frac{1}{4}''=1'$  scale, with the surveyors signature block and signed by the surveyor**

**Existing contours drawn at 5' intervals, indicating elevation above sea levels**

**Existing tree locations of every tree 12" in diameter or larger at ground level and species.**

**North Arrow**

**Building Setback Lines**

**Easements of Record**

**Rights-of-Way**

**Proposed house site perimeter at foundation level showing distance to all boundaries and finished floor elevations**

**Patio and Decks**

**Drainage Plan both inflowing and outflowing showing final elevations as contemplated by the final grading plan. Drainage must not be designed to flow water onto an adjacent neighbor's property.**

**Roof Pitch (minimum 5:12 allowed)**

**Proposed Tree Removal Plan to insure that no more than 20% of trees are removed per CC&R requirement.**

**Full set of Building Plans (all pages) at full size (typically 17" x 24") plus all four elevations (Front Rear, Left, Right) at 8 1/2" X 11" size**

**Proposed Mailbox Design showing height, length, width, and all proposed materials**



Final Design Review Submittal

Date: \_\_\_\_\_ Lot Number \_\_\_\_\_

Lot Owner: \_\_\_\_\_

Builder: \_\_\_\_\_

Builder Information		Owner Information	
Addr		Addr	
Addr		Addr	
Phone		Phone	
Email		Email	

Builders: Please include the following information with the submittal:

Builder License Number and Type:	
Copy of Builder General Liability Policy Declaration page	
Copy of Builder Workman's Compensation Policy Declaration page	

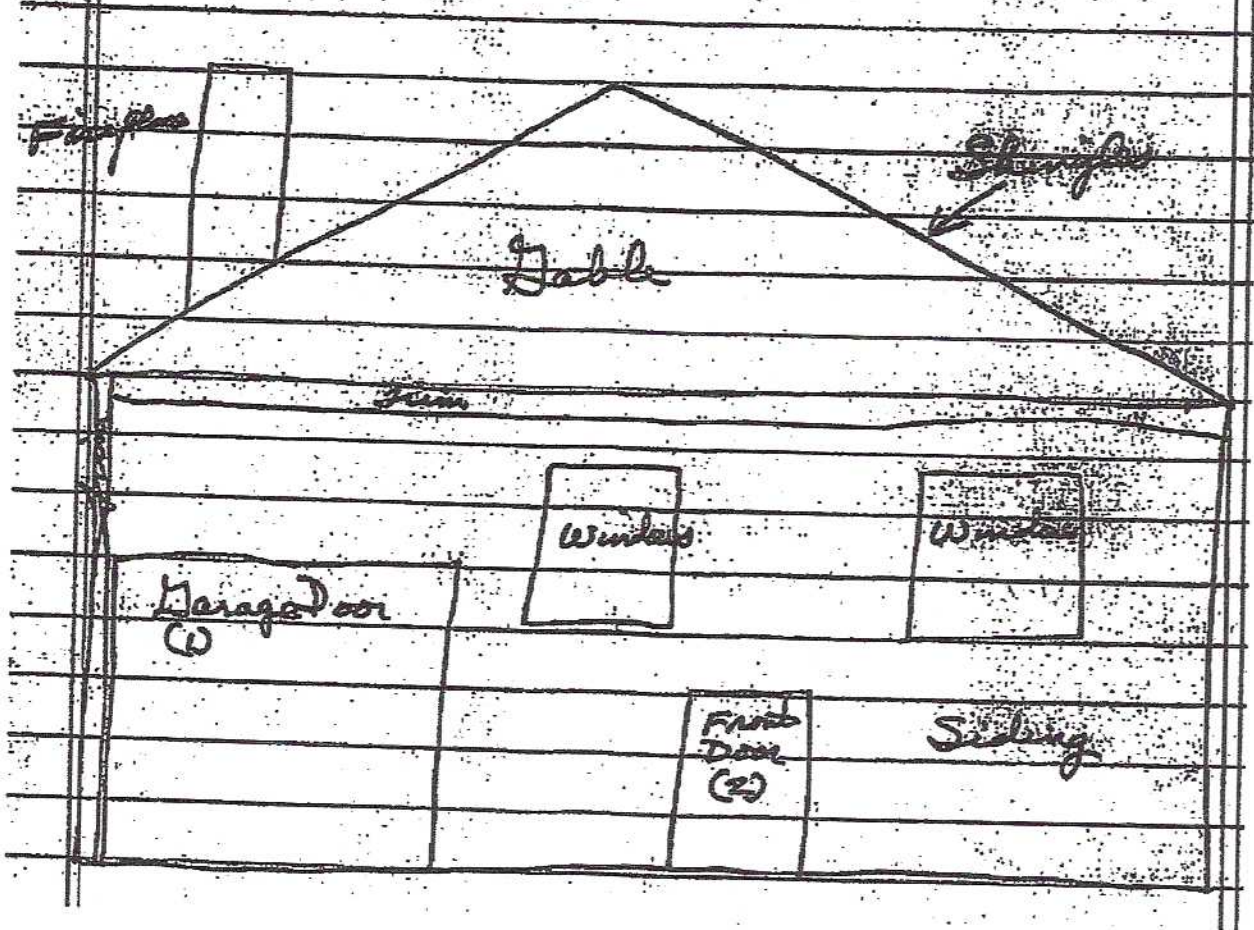
Builder will make Summit of Hamburg Mountain an additional insured on both the General Liability Policy and The Builders Risk Policy.\*\*\*

Please include an 8 1/2" by 11" view of all four sides of the house: Front, Left, Right, Rear. Your builder or design professional can show you how to accomplish this. On the next sheet are the specifications for the four sides of the house with a number beside each. Example: (1) Garage Door, (2) Front Door etc.) For each of the exterior views of the house (Front, Rear, Left, Right), please put the exterior specification number on the view at the point where it occurs on your submittal. All exterior elements should be identified. If we do not have a number for one or more of your exterior elements, please add a number and the information on a separate sheet of paper.

All design choices must be made and approved prior to the start of construction with the exception of 1) exterior color choices and 2) final landscape design. Exterior color choices must be submitted within 30 days of being "dried in" (rough exterior shell being done). Final landscape plans must be submitted as soon as the final grading has been done.

Please allow up to two weeks processing time for a preliminary approval or any questions. Submittals should be emailed to Eddie Diaz at [eddiaz8284@gmail.com](mailto:eddiaz8284@gmail.com)

(Sample)



**Square Footage From Building Plans:**

Main floor \_\_\_\_\_

Upper floor \_\_\_\_\_

Basement \_\_\_\_\_

Garage \_\_\_\_\_  
(Garage SF does not count as heated)

Decks: \_\_\_\_\_  
Exterior deck does not count in SF

**Summit at Hamburg CC&Rs require 3000SF which we enforce.**

Bedrooms: \_\_\_\_\_

Baths: \_\_\_\_\_

**Note: you will be limited to the number of bedrooms for which you have a septic permit. That highlights the importance of renewing your expired septic permit with Buncombe County Environmental Health. Summit at Hamburg CC&Rs do not address number of bedrooms, only Buncombe County Environmental Health does. Buncombe County Permit Office checks the number of bedrooms on the septic evaluation versus the number of bedrooms on the building permit request for agreement prior to issuing a building permit.**

**Property Owner/Builder Affidavit**

**I hereby certify that I will construct the above dwelling in accordance with the design criteria and representations made on this application, including plans specifications and oral representations. All construction guidelines will be adhered to by all parties. The owner has been given a full set of the Summit at Hamburg Mountain CC&R's and agrees to adhere to all CC&R's and to insure that the builder meets all CC&Rs as well.**

\_\_\_\_\_  
**Builders Company Name**

\_\_\_\_\_  
**Lot Owner's Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**MATERIAL SPECIFICATIONS**

(1) Garage Door	Manufacturer:
Material:	Color:
(2) Front Door	Manufacturer:
Material:	Color:
(3) Columns	Manufacturer:
Material:	Color:
(4) Windows	Manufacturer:
Material:	Color:
(5) Body of House Material	Manufacturer:
Material:	Color:
(6) Trim	Manufacturer:
Material:	Color:
(7) Accent Pieces/Shakes	Manufacturer:
Material:	Color:
(8) Foundation Covering	Manufacturer:
Material:	Color:
(9) Windows	Manufacturer:
Material:	Color:
(10) Roof Material	Manufacturer:
Material:	Color:
(11) Soffit, Fascia, Cornice	Manufacturer:
Material:	Color:
(12) Fireplace Penetration Covering	Manufacturer:
Material:	Color:
(13) Wind Shroud above Fireplace	Manufacturer:
Material:	Color:
(14) Gutters	Manufacturer:
Material:	Color:
(15) Exterior Vents	Manufacturer:
Material:	Color:
(16) Any other Wall or Roof Penetrations	Manufacturer:



**MATERIAL SPECIFICATIONS**

<b>Material:</b>	<b>Color:</b>
<b>(17) Exterior Lighting</b>	<b>Manufacturer:</b>
<b>Material:</b>	<b>Color:</b>
<b>(18) Driveways and Sidewalks</b>	<b>Locations:</b>
<b>Material: Concrete or pavers only</b>	<b>Color: Natural Only</b>
<b>No Tinting or Stamped Mats</b>	
<b>(19) Hardscape (Walls or Fencing)</b>	<b>Location:</b>
<b>Material:</b>	<b>Color:</b>
<b>(20) Exterior Artwork/Sculptures/Yard Art</b>	<b>Location:</b>
<b>Material:</b>	<b>Color:</b>
<b>(21) Exterior Shutters</b>	<b>Manufacturer:</b>
<b>Material:</b>	<b>Color:</b>
<b>(22) Decks:</b>	<b>Manufacturer:</b>
<b>Material:</b>	<b>Color:</b>
<b>No pressure-treated wood decks</b>	
<b>(23)</b>	<b>Manufacturer:</b>
<b>Material:</b>	<b>Color:</b>

## The Summit of Hamburg Mountain

- 6.05 Landscaping drainage cannot be changed to disadvantage a neighbor.
- 9.02 Architectural Review Fee of \$5000.00. Fee is returnable when house is completed if not used.
- 9.03 Foundation can't be above street level.
- 9.04 No Dwelling shall contain less than 3,000 heated SF and not more than 8,000 heated SF.
- 9.05 Construction completion should be within 365 days from beginning of construction. Exception approval must be in writing to the ARC. Landscaping must be 75% complete within 18 months from commencement of construction.
- 9.06 Storage of Construction Material: The ARC request construction materials be removed once their purpose in the construction is completed.
- 9.07 All Dwellings shall face to the front of the street and be parallel to the street.
- 10.05 Restrictions on type of vehicles to be parked at Dwellings.
- 10.08 Storage tanks shall be buried underground or completely fenced and not be visible.
- 10.09 Satellite Dishes and Antenna restrictions.
- 10.10 Restriction on the number and type of Pets.
- 10.14 Exterior Lighting Restrictions.
- 10.15 No Exterior Laundry or Open Fires.
- 10.16 Mailbox design must be approved by the ARC.
- 10.17 Restriction on Rental and Leases of Houses.
- 10.20 Tree Cutting Restrictions. No clear cutting and restriction on quantity, size, and removal of trees. A Tree Removal Plan must be submitted to the ARC.
- 10.22 Yard and Lot Maintenance is the Obligation of the Homeowner.