

CHIMNEY HILL OWNERS ASSOCIATION INC.

**ARCHITECTURAL CONTROL COMMITTEE
BUILDING/ALTERATION APPLICATION**

Attached please find the Chimney Hill Owners Association (CHOA) Architectural Control Committee's (ACC) Building/Alteration Application for Building Permit and the ACC Rules and Guidelines (as amended on November 18, 2006). A check list is also attached that should be submitted with application.

Please review the Rules and Guidelines for Building and fully complete the permit application. Only completed applications (including appropriate permit fee) and plans will be reviewed by the ACC. Please also note that CHOA assessments and any special assessments must be paid in full prior to committee review. Application, plans and fee must be submitted no later than 48 hours prior to ACC committee meetings. Meeting dates are posted at the CHOA administrative office, # 9 Haystack Road, Wilmington, Vermont, (802) 464-2181. During the "building season" (April - November) the committee usually meets at least once per month.

Town of Wilmington Zoning permits including driveway permits, if on a town road, are also required for new home construction and renovations (this includes outbuildings, decks, and additions). CHOA building applications can be reviewed prior to receipt of a Town permit but a CHOA permit will not be issued until an approved town permit is received by the CHOA administration office. Town permit applications can be obtained at the Town Administrative offices (next to the Wilmington police station) or by calling (802) 464-8591.

If you have any questions concerning the application, information contained in this letter or the ACC rules and Guidelines for Building, they should be addressed to the CHOA Executive Director or ACC Committee Chairperson(s). After a CHOA building permit is issued we encourage owners to contact the CHOA administration office when the project is half completed so that an interim inspection can take place. Any alterations to the original approved plans must be submitted and approved by the ACC; failure to comply with this provision will result in fines. **Important Notes: Chimney Hill Building permits expire one year after the approval/issue date. Water service to new home construction will not be activated until a final inspection of the property is completed (by an ACC member or its designee), deficiencies (if any) are corrected, maintenance and/or association fees are paid and a Certificate of Compliance is issued by the ACC.**

The ACC requests a landscaping plan for new home construction and other exterior alterations. This plan must be submitted at time of application. The plan should include the area of clearing (for both home, septic, and other), removal of cleared and construction debris, erosion control, additional plantings (if any), impact on adjacent property owners or CHOA common lands and continued maintenance of grounds. Areas of clearing should be noted on the plot plan submitted with the application packet. Chimney Hill Owners Association is a "wooded" community and as such "clear cutting" of the property is discouraged. Special needs or requests concerning landscaping and driveway/parking location(s) should also be addressed in the landscape plan.

Because Chimney Hill is a predominantly second home community and homes are in close proximity to one another the welfare and quiet enjoyment of neighboring homes must be taken into consideration. Therefore, exterior construction of any nature should not commence before 9:00 AM and should not continue past 7:00 PM. Failure to comply with this restriction may result in fines and work stoppages.

Please note that an "as-built" plan must be completed by a licensed Vermont engineer or surveyor at the end of construction and before a Chimney Hill Certificate of Compliance is issued (see Rules and Guidelines for more information).

CHIMNEY HILL OWNERS ASSOCIATION, INC.
APPLICATION FOR BUILDING PERMIT & CERTIFICATE OF COMPLIANCE

Type of Application, i.e. House, Deck, Addition, Other _____

All applications must be completed as stated on attached Checklist and be submitted no later than 48 hours before the Architectural Control meeting. The undersigned hereby requests a Chimney Hill Building Permit for the following use, to be issued on the basis of the representations contained herein. Permit void in the event of misrepresentation or failure to undertake construction within 6 months of the date of approval. Construction must be completed one (1) year after issuance of Building Permit.

Owner: _____
Name Address Telephone

Applicant/Agent: _____
Name Address Telephone

(If Agent, letter of authorization is required)

Contractor: _____
Name Address Telephone

Plumber: _____
Name Address License # Telephone

Lot # _____ Deed recorded in Vol. _____, Page _____ of the Wilmington Land Records.

Estimated start of Construction Date: _____

Estimated Completion Date: _____

Date Town of Wilmington Permit Applied For: _____

Dimensions: Front _____ Side _____ Square ft. _____

Square ft.: 1st floor _____ 2nd Floor _____ Basement _____

Number of Bedrooms: _____ Number of Bathrooms: _____

Siding material: _____ Siding color: _____ Trim color: _____

Roofing material: _____ Roofing color: _____

Type of Foundation: (full or crawl) _____ Piers: _____ Foundation Finish: _____

Septic System Design: (type) _____

Approved by Licensed VT Engineer (name and license #): _____

Off Street Parking: (# of cars) _____ Lot Marker in Place: _____

Survey Pins Placed in all projections on Lot (must be indicated on plot plan)? _____

Town Permit(s) applied for? _____ If yes what date: _____

Submitted with site plan, septic plans, floor plans, elevations, and a \$ _____ application fee, this _____ day of _____, 20____ as stated on the attached Architectural Control Building Application checklist.

I certify that the statements above are true and that any deviations from information submitted or misrepresentations will make null and void any approvals granted by the Architectural Control Committee. I further understand that the Architectural Control Committee may move at law if substantial changes are made to the plans submitted.

Signature of Owner

Received by CHOA: _____

Signature of Builder or Agent

CHIMNEY HILL OWNERS ASSOCIATION, INC.
 ARCHITECTURAL CONTROL COMMITTEE (ACC)
 REQUEST FOR BUILDING PERMIT CHECKLIST

Owner's Name(s): _____ CHOA Lot #: _____ Road: _____

1) All submissions must contain the following (where applicable) prior to review by the ACC:

	YES	OFFICE USE
a) All submissions will be to scale and detailed.	_____	_____
b) Two (2) copies of floor plans showing square footage (scale of 1/4" = 1'). Use of rooms and/or areas must be clearly specified in the plans (bedroom, bathroom, etc.).	_____	_____
c) Two (2) copies of elevation (all sides) including stairs, decks, porches, etc. (min. scale of 1/8" = 1').	_____	_____
d) Two (2) copies of site plan showing actual location of building, septic (if applicable), driveway, parking, drainage, culverts, decks and walkways. All property survey pins must be in place, indicated on site plan and verified.	_____	_____
e) Certified septic system (if applicable) designed, signed and stamped by a licensed Vermont engineer. <u>Note:</u> design must conform with number of bedroom(s) as submitted on floor plans.	_____	_____
f) Copy of approved Town of Wilmington Zoning and Building permit.	_____	_____
g) All documents submitted must be signed and dated by the owner of record or his/her agent if authorized in writing (attach copy of authorization).	_____	_____
2) A fee of \$ _____ must accompany application (see ACC Rules and Guidelines for appropriate permit fee).	_____	_____
3) Chimney Hill Assessments, including any special assessments, must be paid in full prior to application review.	_____	_____
4) Landscape plan (see cover letter).	_____	_____
5) State of Vermont Plumbers Work Notice.	_____	_____
6) Post construction "as-built" submitted.	_____	_____
7) Certificate of Compliance issued.	_____	_____

I, owner(s) of record of Chimney Hill lot # _____, have received a copy of the Chimney Hill Owners Association, Inc. Architectural Control Committee Rules and Guidelines for Building and have read the contents and, by signing, agree to abide by the requirements as stated therein.

Signed this _____ day of _____, _____.

Signature

Signature

Signature of Agent (if applicable)

Note: Missing or incomplete items from the above checklist will result in the delay of your application being reviewed and the issuing of a Chimney Hill building permit.