

THE SANCTUARY ARCHITECTURAL REVIEW
FULL SUBMITTAL
FORM ONE (PG 1 of 3)

SUBMIT THIS FORM,
AND YOUR APPLICATION FEES ONLY, TO:
THE SANCTUARY AT LAKE WYLIE HOME OWNERS ASSOCIATION
C/O CAMS - Association Manager (AM)
Attn: Kelly Tulacz, 10450 Wildlife Road, Charlotte, NC 28278 704.504-8158
ktulacz@camsmt.com

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

COMPLETE THE FOLLOWING:

Lot Number: _____
Lot Street Address _____
Lot Owner: _____
Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Mailing Address _____
City: _____ State: _____ Zip: _____
Registrant Telephone: (____) _____
Builder (if selected) _____

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- Initials _____ Homeowner's fees paid to HOA for current quarter (include if not previously paid).
- Initials _____ Architectural Review fee \$1,680 (\$1180 if already submitted Schematic Fee)
- Initials _____ Compliance Security Deposit for dwelling construction: \$5,000.00
- Initials _____ Compliance Security Deposit for dwelling landscaping \$5,000.000
- Initials _____ Construction Escrow Information Form (see Construction Escrow Form attachment)
- Initials _____ Acknowledgement of Road Impact Fee \$1,500 (Non-Refundable)
- Initials _____ Insurance Forms Attached (see "Insurance Requirements" attachment)
- Initials _____ Resale Certificate or Waiver of Right of First Refusal
- Initials _____ Signed Marketing Fee Acknowledgement Form (from Declarant; please contact Teri Edwards: 980-321-5180; teriaedwards2018@gmail.com)

General Note: The fees listed are HOA fees and do not include any local government fees

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This portion of the form must be completed in full prior to commencing the review. If the Association Manager does not have this on file prior to construction, you will not be issued authorization to submit your plans. If all subcontractors have not yet been identified, please note as TBD (To Be Determined). When known, please resubmit this portion of the form to the Association Manager. Also, if you change subcontractors or need to add to the list, please contact the Association Manager. You will be accountable for all subs entering the community.

Address of Lot: _____

Homeowner: _____ Phone Number: _____

Contractor: _____ Phone Number: _____

Job Foreman: _____ Phone Number: _____

Architect/Engineer/ Designer: _____

Surveyor: _____

Lot Clearing/Grading: _____

Termite Co.: _____

Concrete: _____

Building Supply Company: _____

Framer: _____

Mason/Exterior Finish: _____

Water Proofing: _____

Gutters: _____

Roofing: _____

Electrician: _____

Plumber: _____

Lighting Company: _____

Wood Flooring: _____

Tile Work: _____

Carpet: _____

Cabinet Makers/Installers: _____

Painter Interior/Exterior: _____

Appliances: _____

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Heating & Air: _____

Garage Door: _____

Landscaping: _____

Other – Please specify type of company as well: _____

ATTESTED TO (print name): _____ Title: _____

Signature: _____ Date: _____

BUILDER AND OWNER AND/OR REGISTRANT ACKNOWLEDGES THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINES AS OUTLINED IN EDITION DATE AS NOTED ON THE BOTTOM OF THIS PAGE:

By: (Property Owner signature) _____

Print name: _____ **Date:** _____

By: (Builder signature) _____

Print name: _____ **Date:** _____

Company: _____ **NC Contractor License #** _____

Contractor License Limit: _____

Areas In Box To Be Completed By SHOA Only

TOTAL Review Fee(s). \$ _____	Check #: _____	Date: _____	Paid By: _____
\$ _____ / _____ Compliance Security Deposits	Check #s: _____ _____	Dates: _____ _____	Paid By: _____ _____
SHOA Fees Current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Insurance forms attached	<input type="checkbox"/> YES <input type="checkbox"/> NO
Submittal Received By: _____	Date: _____		
Gate Code Issued: _____	Date: _____		
Application Entered on the ARC Web Site _____	Date: _____		

NOTE: ATTACHED TO THIS APPLICATION THE OWNER MUST INCLUDE A COPY OF CONTRACTOR INSURANCE

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FORM ONE MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM.

ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF THIS SUBMITTAL: _____ LOT #: _____ ORIGINAL ____ RESUBMITTAL ____ (check one)

PROPERTY ADDRESS: _____

OWNER'S NAME: _____

CURRENT ADDRESS: _____

CITY/STATE/ZIP: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

EMAIL: _____

GENERAL CONTRACTOR: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

NOTE: WHERE OWNERS ARE CONTRACTING WORK THROUGH PRIME SUBCONTRACTORS PROVIDE THE FOLLOWING. THIS INFORMATION IS NOT REQUIRED WHERE ALL WORK IS CONDUCTED THROUGH THE GC. ALSO PROVIDE THE REQUIRED INSURANCE INFORMATION FOR ANY CONTRACTOR PER ARTICLE 8.5

HVAC CONTRACTOR: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ELECTRICAL CONTRACTOR: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

PLUMBING CONTRACTOR: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

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LANDSCAPE CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____
MAILING ADDRESS: _____
PHONES(S): _____ E-MAIL _____
CITY/STATE/ZIP: _____

ARCHITECT/DESIGNER: _____
NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____
MAILING ADDRESS: _____
PHONES(S): _____ E-MAIL _____
CITY/STATE/ZIP: _____

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE HAS GIVEN PERMISSION FOR THE SACC TO COPY THEIR WORK FOR ITS USE: YES _____ NO _____

PLAN NAME: _____

HEATED SQ. FT. *1	1 ST FLOOR	_____	(SEE FOOTNOTE BELOW)
	2 ND FLOOR	_____	
	BASEMENT	_____	
	OTHER	_____	
	SUBTOTAL	_____	(Heated)
UNHEATED SQ. FT.:	SUBTOTAL	_____	(Under Roof)
TOTAL SQ. FT. (ADD SUBTOTALS):		_____	(Under Roof)

Identify any construction or landscaping equipment to be used that is a track type loader or excavator.

EXTERIOR MATERIALS: (Specify website for Manufacturer, Product Name, & Color for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: _____ COLOR: _____
STONE: _____ COLOR: _____
STUCCO: _____ COLOR: _____
SIDING: _____ COLOR: _____
OTHER: _____ COLOR: _____
ROOF: _____ COLOR: _____
WINDOWS: _____ COLOR: _____

¹ The HEATED SQUARE FOOTAGE shall be measured to the inside face of the interior finish materials of the perimeter walls.

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TRIM: _____ COLOR: _____

DOORS: _____ COLOR: _____

SHUTTERS: _____ COLOR: _____

DRIVEWAY: _____ COLOR: _____

DRIVEWAY APRON: _____ COLOR: _____

PATTERN: _____

WALKS: _____ COLOR: _____

OTHER: _____ COLOR: _____

GARAGE DOOR: _____ COLOR: _____

(Front Loading Not Permitted)

FIREPLACE? YES NO QUANTITY _____ CHIMNEY: _____
(Material Type)

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS ARE NOT PERMITTED.

OPEN DECK? YES NO QUANTITY: _____ TOTAL SQ. FT.: _____

PATIO? YES NO QUANTITY: _____ TOTAL SQ. FT.: _____
COVERED YES NO QUANTITY: _____ TOTAL SQ. FT.: _____ PORCH?

CONFIRM THAT YOU ARE ALSO SUBMITTING THE FOLLOWING:

Initials: _____ **DESCRIPTION OF HOME AND AMENITIES:**

A complete set of plans and elevations, wall sections and details along with a full set of specifications. Each drawing list the lot number.

Initials: _____ **SITE PLAN:**

A Site Plan prepared by a licensed land surveyor is provided for the full site. The features of the survey include the following:

- a) All boundary lines and setbacks, easements, and rights of way.
- b) Existing contours and finish contours noted at 2 - foot intervals along the full width of the site beginning at the street curb and extending a least 40 feet beyond the last disturbed area on the site.
- c) All planned construction, including the main home and amenities including driveways, retaining walls, decks and patios, and denoting the planned elevation of the main floor above mean sea level.
- d) The front and closest side footprint of homes to the left and right of this home (only if on adjacent lots).

Initials: _____ **EXISTING TREE SURVEY:**

- a) A plan which shows the location and identification of all hardwood trees to be saved and removed with a caliper of $\geq 6"$ at the base 15 feet outside the boundary of the home.
- b) Tree protection measures.

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FORM TWO (PG 4 of 4)**

Initials: _____ **EROSION CONTROL AND SITE MANAGEMENT:**
a) A Drainage and Erosion Control Plan and including stone driveway. b) Show portable toilet, dumpster, and spoil locations.

Initials: _____ **PRODUCT LITERATURE:**
Materials brochures photocopied and sent digitally, for each material and color.

Initials: _____ **PHOTOS:**
a) Digital photos of the site, labeled as to view location and orientation.
b) Detailed photos of the full length of the street and curb especially showing any pre-construction damage.

Initials: _____ **LANDSCAPE PLAN:**
A copy of the Landscape Plan submitted with a legend identifying all landscape elements, pools, patios and fences. Submittal of the landscape plan may be delayed to the time of the dry-in inspection (Article 4C) Submittal of this plan after the dry-in inspection may result in an additional review fee.

Initials: _____ **CONTRACT:** As specified in Article 4B.3

Initials: _____ **Builder/Contractor's Liability Insurance forms**

Initials: _____ **VISUALLY PERMEABLE FENCES:**
Fences proposed herein comply with being visually permeable where required by these guidelines.

THE EDITION DATE OF THE GUIDELINES USED FOR THIS SUBMITTAL IS NOTED BELOW. THE UNDERSIGNED CERTIFIES THAT IT WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, SITE CLEARING, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.

I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by The Sanctuary Homeowners Association prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 30 days, or if not approved, with re-submittals for non approvals within an additional 30 days from my re-submittal, are at my sole expense.

Lot Owner Signature

Date

UPLOAD THIS FORM TO THE SITE NOTED IN THE INSTRUCTIONS SENT FOLLOWING PAYMENT OF YOUR FEES

ALL INFORMATION, INCLUDING THIS FORM SHOULD BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

**THE SANCTUARY ARCHITECTURAL REVIEW FULL SUBMITTAL
FORM THREE (PG 1 of 1)**

(one page, use three times during course of construction)

REQUEST FOR ON-SITE REVIEWS

UPLOAD THIS FORM IN SAME MANNER AS FORM TWO

1. PRE-CONSTRUCTION ON-SITE REVIEW:

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE ARTICLE 3.11)

MARK THE LOCATION OF THE SILT FENCING WITH STRING OR TAPE LINE AND STAKE THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS. STAKE-OFF THE DRIVEWAY. INSTALL OR STAKE-OFF THE STONE DRIVE. INSTALL THE SAMPLE BOARD. MARK TREES TO BE SAVED AND REMOVED.

NOTE: THE SILT FENCE, THE CONSTRUCTION FENCING, THE TREE PROTECTION, AND THE STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES. SUBMITTAL FIVE REFERS.

Signature of Person Requesting Review:

Date

2. REVIEW AT DRY-IN:

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR THE BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

Signature of Person Requesting Review:

Date

3. CONSTRUCTION REVIEW:

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR THE BUILDER SHOULD CALL FOR A CONSTRUCTION REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY BOND MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR THE BUILDER.

Signature of Person Requesting Review:

Date

UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO SCHEDULE AN ON-SITE EVALUATION.

FOLLOW THE INSTRUCTIONS SENT FOLLOWING PAYMENT OF YOUR FEES (SUBMIT THIS FORM DIGITALLY)

Sanctuary on Lake Wylie Document FULL Submittal Submission List

The following is intended as Guidance for drawing submittals to the ACC. By following this checklist, you can be assured that you will have submitted all that is required for the architectural review. Submitting anything less than what is listed may prolong the response time for your review.

The Construction Documents (CD's). These are the required drawings and specifications FOR ALL STRUCTURES TO BE BUILT ON THE PROPERTY that are not only needed for the formal ACC review but should be detailed sufficiently for use during construction.

What is required for a Construction Document Submittal?

The following items must be submitted to the ACC for Construction Document approval for each structure. (Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

- a) The Construction Document Request Form and Fees must be sent to the Association Manager. See attached.
- b) Submit the following to the review portal in PDF Only. **YOU MUST NAME THE DRAWING BY ITS CONTENT BEFORE UPLOADING. UNDESIGNATED DRAWINGS WILL BE REJECTED.**
 - a. **Floor plans:** Indicate all rooms and sizes, along with square footage of the total heated area and square footage of unheated area. Show the finished floor elevation (FFE) of the first floor with respect to finished topography.
 - b. **Roof plan** indicating slopes and finish materials. Show dormers, cupolas, and finials where applicable and extent of or approximate location of solar panels and lightening protection system.
 - c. **Elevations:** Provide front, rear, and side elevations indicating building materials and finishes, windows, doors, and trim. Elevations to be site-adapted showing correct location of grade against the wall with respect to the actual topography. Show floor to floor heights.
 - d. **Typical Wall Sections:** 1. The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. 2. Provide both Transverse and Longitudinal sections through any front porch including front door.
 - e. **Details:** Key details needed to clarify significant features of and unique element of the home's exterior.
 - f. **Structural and Foundation:** Sealed engineering drawings, specifications, and details for all occupied structures, as required by local authorities for the building permit, shall also be provided to the ACC.
 - g. **Specifications:** 1. On the schedule provided, call out by manufacturer name and style all exterior materials to be exposed to view including roofs, walls, windows and doors, trim, columns, timbers shutters, pavers, walkways and driveways, screen walls, grills or ornaments and include light fixtures attached to walls or posts.
 - h. **Samples:** Provide as a composite PDF, digital photos (available from manufacturer websites) of all material items identified under specifications showing colors and finishes. Actual physical samples of these elements, other than light fixtures will need to be placed on a physical "sample board" at site staking.
 - i. **Site Plan.** 1. Show the lot lines, required setbacks, easements and horizontal dimensions that locate the residence and other proposed structures. 2. Show the calculated SF of the site, the proposed area to be cleared and provide both the SF and Percentage of the proposed cleared area. 3. Provide SF and Percentage calculation for all impervious area proposed for the site. 4. Show all proposed driveways, walkways, patios, decks, pools and other recreational equipment. 5. Show the permitted location for any on-site septic field and repair area and identify it as a drain field system (calculated as part of the cleared area) or aerobic drip system with lines placed between existing trees (not considered cleared area). 6. Show existing topographic contours at two-foot increments within the area to be disturbed using dashed lines and use solid lines for proposed finished contours. The submittal will be rejected if existing and finished contours are not noted. 7. Denote the finished floor elevation of the main floors of all proposed structures. 8. Show retaining walls: Show locations and provide engineering design and calculations for any exterior retaining wall with over four feet of unbalanced fill. Identify the materials of construction including finish materials. 9. Show the finished condition at each culvert end using headwall, rip rap or stone.

The Sanctuary Homeowners Association Architectural Guidelines Jan 2022 Edition

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORM ONE

- j. **Drainage Plan:** This document is required for each site whether steep or shallow. This drawing must be prepared by a licensed Surveyor, Civil Engineer or Landscape Architect. 1. Show all water flow on the site for disturbed areas and all areas downstream of disturbed areas including driveways, building pads, pools and septic areas - both primary and repair. 2. Show location of septic pumps where applicable. 3. Show locations and details of construction and specifications of materials for drainage basins. Include driveway culverts within street drainage swales. 4. Identify site elevation on both left and right lot lines in the swales and culvert inverts at the driveway. 5. Except for roadway drainage on common areas at roads, the licensed professional shall endeavor to show that water from this site is not concentrated in such a way to produce increased volume or velocity of water onto an adjacent lot, or deposit silt into the lake waters or onto roadways or street drainage swales.
- k. **Erosion Control - Plant Protection Plan:** May be incorporated within the Drainage Plan drawing 1. Show embedded silt fencing on the downhill side of all disturbed areas, or as required by local authorities. 2. Show double fencing with WWF reinforcing where drainage is concentrated or at very steep locations. 3. Provide other filtration mechanism as needed for a responsive design. 4. Show protection measures for trees and vegetation near the construction area intended to not be disturbed during construction.
- l. **Septic Field Details and County Approval:** Provide the drawings and permit for the septic system, identifying it as to its type. In the event an off-site septic system is to be used, show the location of this field on a drawing or on an aerial view photo from a GIS source. Show also the routing of the service line from the pump location at the house to the drain field.
- m. **Outbuildings:** Provide plans and elevations for any proposed outbuildings including Detached Garages, Guest Houses, Cabanas, Garden Sheds or Utility Structures.
- n. **Detailed Landscaping Plan:** 1. Indicate proposed finished grades, hardscape elements as well as landscape on a single plan. 2. Show location, size, species, quantity, spacing, and other landscaping details. 3. Provide a plant schedule. 4. Show proposed automatic irrigation system or rain collection system. 5. Show extent of low-level landscape lighting. Submittal of plans with the construction documents is recommended, but plans may be submitted for approval as late as the on-site Dry-In review. Reference the Landscape Guidelines for plant size evaluations used by the ACC.
- o. **Photographs:** Digital photos documenting any damage to the road edge along the full road frontage should be taken prior to clearing/construction. Include road surface, road shoulder, and drainage swale. These photos are for the benefit of builder and owner to avoid the cost of repair of pre-existing damage.

Variance: Include any request for a Variance at this time. (Form available within portal documents). Typically, a variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that conflict with Guideline requirements.

A variance request is attached _____ yes _____ no. (NO is assumed if not otherwise indicated)

EXPECTED START _____ **EXPECTED DRY-IN** _____ **EXPECTED FINAL** _____

Other data: The ACC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary to fully understand the design intent.