

Architectural Review Committee
Plan Submission Requirements
For the Construction of a Residential Home

ARC has 45 days ("Approval Period") to review and approve construction plans within Harbor Landing. The Approval Period does not start until ALL of the required conditions have been met and the required submissions have been received by the ARC. Minimum requirements for submission of a construction request for a residential home with or without accessory buildings are as follows:

1. Lot Owner must be in good standing (no outstanding fees/dues)
2. A non-refundable fee of \$250 (payable to Harbor Landing Homeowner's Association).
3. Warren County Building Permits and two (2) sets of architecturally stamped blueprints
4. Warren County Building Permit for well
5. Warren County Building Permit for septic
6. Dominion Generation "approval letter" for boathouse (if applicable)
7. A refundable \$500 road bond (payable to Harbor Landing Homeowner's Association)
8. Snapshots (photographs) of the construction site from the following views:
 - a. From center of lot in (4) four directions -both sides, front and back
 - b. Roadway _ views of entire width taken from each property line showing where the roadway meets the lot lines and the ditches (if applicable).
9. Scaled drawing of plot or site plan of lot that indicates the position of the planned construction relative to the lot-lines and setbacks (i.e. home/size orientation, driveway, well, septic, garage, boathouse, sidewalks, etc.).
10. Completed Owner/Builder Contact Information and Acknowledgement (signatures required)
11. Completed Construction Information

Please fill out the attached forms completely and upload them into your Frontsteps portal. Please mail check(s) to:

Harbor Landing Homeowners Association
c/o CAS Mgt.
PO Box 83
Pinehurst, NC 28370

*please include your name, customer account number & Harbor Landing Address or Lot # on the check.

Contact Information and Acknowledgement
For New Home Construction

Date: _____

Harbor Landing Lot#: _____

Owner Contact Information:

Builder Contact Information:

Full Name: _____

Full Name: _____

Address: _____

Address: _____

City/State/Zip Code: _____

City/State/Zip Code: _____

Phone #1: _____

Phone #1: _____

Phone #2: _____

Phone #2: _____

Fax #: _____

Fax #: _____

Email: _____

Email: _____

By providing signatures below, builder and lot owner agree that they have read and understand the Harbor Landing covenants, restrictions, conditions, declarations, construction and use guidelines, rules and regulations, and that all construction will be completed based on those constraints. Any issues that deviate from the constraints will be brought to the Harbor Landing ARC attention immediately by the lot owner and/or builder.

Owner: _____
(Signature)

Builder: _____
(Signature)

Date: _____

Date: _____

CHECK ALL THAT APPLY TO THIS PLAN SUBMISSION:

Home _____ Well _____ Septic _____ Garage/Carport _____

Walkways _____ Boathouse _____ Fence _____ Storage Shed _____

Landscape _____ Deck _____ Patio _____ Screen Porch _____

Other (specify) _____

*Submit construction information on each checked item.

Construction Information

Single-Family Home (plans and permits required)

Plan Manufacturer/Architect/Designer: _____

Plan Identification Name / Number: _____ Proposed Heated Square Footage: _____

Basement: _____ First Floor: _____ Second Floor: _____ Other: _____

Total Heated Square Footage: _

Foundation Material:	
Foundation Finish:	Color
Exterior Material:	
Exterior Finish:	Color
Chimney Material:	
Chimney Finish:	Color
Roof Material:	
Roof Pitch (over main dwelling structure):	Color
Exterior Trim:	Color
Doors/Shutters:	Color
Deck Material:	
Deck Finish:	Color
Covered/Screened Porch Material:	
Covered/Screened Porch Finish:	Color
Patio Material:	
Patio Finish:	Color

Septic (permits and site plan required):

Well (permits and site plan required):

Garage/Carport Material (plans and permits required):	
Exterior Material:	Color
Exterior Finish:	Color
Roofing Material:	Color
Boathouse (plans and permits required)	
Exterior Material: Exterior Finish:	Color
Roofing Material:	Color
Outbuilding (plans required, permits if applicable)	
Exterior Material: Exterior Finish:	Color
Roofing Material:	Color
Finished Driveway Material:	
Landscaping (site plan required):	

Snapshots:

From center of lot in (4) directions and (2) along the roadway opposite your lot in both directions showing shoulder/ditches.

Other (please specify):

Architectural Review Committee – Issues, Guidelines/Clarification and

Approved/Prohibited Materials

Below is information that might be helpful as you plan and prepare for your new construction/improvement project. Any errors or omissions of the information provided below are the sole responsibility of the Homeowner and/or General Contractor.

The ARC shall make decisions or modifications to this list as necessary. All changes shall be approved by the majority vote of the Board of Directors. The most current version will be published on the HOA website.

Issue	Guidelines	Approved Materials	Prohibited Materials
Antenna/Towers, free standing	NOT allowed	n/a	n/a
Boathouse as a “first” construction on a lot	Since boathouses are “on” Lake Gaston and governed by Dominion Power, construction before the single-family dwelling is allowed		
Construction Completion	Construction of exterior of home must be completed within 12 months; construction of other improvements must be completed within 4 months	n/a	n/a
Contact Information for ARC	Harbor Landing HOA c/o Omega Management 160 NE Maynard Road, Suite 210 Cary, NC 27513 Phone: 919-461-0102	n/a	n/a
Driveway, Construction/ Temporary	Property owner responsible for maintenance of a stone driveway during the construction process	Minimum coverage of 4 inches of #57 or #67 washed stone	

Driveway, Culvert	Culvert material must meet all requirements of NCDOT	Concrete, Corrugated aluminum or corrugated steel	
Driveway, Finished	Finished driveway must be of a solid surface material and shall meet all requirements of NCDOT. Must be completed within 12 months of completion of exterior of home	Tinted concrete, asphalt, pavers	
Dumpster, Construction	Required at all times during a new home construction	Must be located on lot	
Fee, ARC Review	A non-refundable \$250 fee is required with each ARC plan submission for new home construction. The review fee may be waived for submissions for accessory buildings or improvements	Check payable to: Harbor Landing HOA c/o CAS Mgt. PO Box 83 Pinehurst, NC 28370	
Fences	As designated by ARC	Must provide description, picture, or sample of fencing material to ARC	No dog lots, not barbed-wire, chicken wire or other metal-wire material
Foundations	Exposed concrete or block foundations must be covered	Stone, brick, stucco	
Garbage Cans	Must be Screened from view and must be out of site from both the roads and the lake	Screen from view	
Gas and Oil Tanks	Must be screened from view and must be out of site from both the roads and the lake	Screen or Bury	

House, Minimum square footage	Refers to the total heated living space exclusive of open porches, decks, garages, etc.	Minimum of 1,800 square feet lakefront and minimum 1,600 square feet otherwise	
House/ Building, exterior materials		Cedar Shakes, Hardi-Shakes/Plank, Lap Siding, Vinyl Siding, Brick	Asbestos shingles, tar paper, aluminum siding, imitation brick or stone roll siding, exposed concrete or concrete block
Inspection, ARC initial	Conducted after the initial survey of lot is completed and the foundation has been located on the lot.	n/a	n/a
Inspection, Final ARC	Conducted after the exterior of the home is complete	n/a	n/a
Loading/unloading of building material		Owner's lot	No loading or unloading of building material allowed on right-of-way or common areas
Mailbox	As designated by the ARC	Imperial model from Carolina Mailboxes in Charlotte, NC, Lowes	Novelty type, e.g. fish, bass, windmill, etc.
Permits, Building/construction	Copies of signed/authorized building permits for each proposed construction/improvement project are requested with Plan submission		
Pictures, pre-construction of accessory building or feature	Snapshots are required of the proposed construction site and must be included with ARC Plan submission	From construction site in four (4) directions, From main residence to construction site, If boathouse –shoreline views of entire width of property line showing land meeting water, Roadway views of entire width ditches and land meeting roadway	

Posting of Road Bond	A refundable \$500 bond is required with each ARC plan	Check Payable to: Harbor Landing HOA c/o CAS Mgt PO Box 83 Pinehurst, NC 28370	No construction equipment of heavy machinery allowed in subdivision until bond has been posted
Roof, Materials	As designated by ARC	Architectural Shingles, slate, metal	
Roof, Pitch	Minimum roof pitch over the main structure of the house required	Minimum 8/12 pitch	
Satellite Dishes	Must be screened from view and must be out of site from both the roads and the lake		
Septic System	Location must be identified on site plan, copy of approved construction permit required with Plan submission		
Setback requirements	The recorded plat from county must be used to determine setbacks	n/a	n/a
Signs, Lot	As designated by ARC	Temporary Only	NOT allowed on rights-of-way or common areas, NO permanent signs
Silt Fence	Required during new home construction to prevent soil erosion onto roadway or toward shoreline	n/a	n/a

Site/Plot Plan	Must be legible, accurate, and drawn to scale; must include setbacks (from recorded plat), must identify location, size and orientation of all proposed construction/improvements	May be hand drawn or computer generated	
Storage, building material	ARC approval required before storage of building material(s) is allowed	On owner's lot	No storage allowed on right-of-way or common areas
Well	Location must be identified on site plan, Copy of approved construction permit required with Plan submission	n/a	n/a