

**WOODHALL ARCHITECTURAL REVIEW**  
**MINOR PROJECT APPLICATION**  
(ONE PAGE)

**Submit this form for Minor Projects (only)**

**SUBMIT THIS FORM ONLY, TO:**  
**WOODHALL HOMEOWNERS ASSOCIATION, INC.**  
c/o Kara Disotell, Association Manager  
may be sent by e-mail: [kdisotell@HendersonProperties.com](mailto:kdisotell@HendersonProperties.com)  
Henderson Properties, 300 Post Office Dr., #3, Indian Trail, NC 28079 704-535-1122 Ext 221

**REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.**  
All submittals will be digital and must be uploaded to the ARC review site

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - M (Minor Projects will be registered by lot number with “- M” suffix)  
Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Telephone: (\_\_\_\_) \_\_\_\_\_  
Lot Owner (if different): \_\_\_\_\_  
Lot Owner e-mail address: \_\_\_\_\_

- \_\_\_\_\_ Application is for Part A Minor Project. Check for \$75.00 is enclosed.
- \_\_\_\_\_ Application is for Part B Minor Project. No fee is charged for this review.
- \_\_\_\_\_ For Part C Minor Project neither this application nor a fee is required.

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE  
WOODHALL ARCHITECTURAL GUIDELINES.**

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to fifteen (15) days. The registrant will be notified by email from the review site of the ARC determination.

See page 2 for a list of Minor Projects

## Woodhall - Minor Projects

### Part A Projects

<u>Section</u>	<u>Project Description</u>	<u>Section</u>	<u>Project Description</u>
2.7	Balconies	2.58	Playground Equipment
2.8	Permanent Basketball Backboards	2.59	Playhouses
2.20	Decks	2.61	Ponds and Water Features
2.21	Deck Covers	2.64	Railings
2.22	Disability Access	2.67	Roof Replacement
2.24	Door Additions & Security Enhancements	2.68	Rooftop Equipment
2.26	Driveway Modifications or Expansion	2.72	Shutters
2.27 & 2.66	Retaining Walls	2.73	Siding Replacement
2.32	Gazebos	2.75	Skylights
2.35	Greenhouses	2.76	Solar Energy Devices
2.40	Minor Landscape Modifications	2.77	Solar Shades
2.41	Lattice Work	2.78	Sports Courts
2.42	Lights and Lighting Modifications	2.90	Vents
2.49	Out Buildings	2.93	Window Replacement
2.53	Patio Covers	2.94	Window Tinting & Security
2.54	Patios		Bars
2.56	Paving for Walks, Driveways, and Patio Areas	2.95	Wind Turbines, Wind Vanes and Directionals

### Part B Projects

<u>Section</u>	<u>Project Description</u>
2.6	Awnings
2.9	Birdbaths (more than one)
2.10	Birdfeeders (more than one or located in front or side yard)
2.25	Drainage Changes
2.23	Dog Houses
2.27	Fences
2.31	Raised Flower or Vegetable Gardens
2.36	Hot Tubs
2.49	Lawn Ornaments (more than three)
2.51	Exterior Painting (if same color, if not then it's a project A)
2.65	Rain Barrels
2.70	Saunas

### Part C Projects (Although no application or fee is required, all Guidelines must be followed)

<u>Section</u>	<u>Project Description</u>
2.8	Portable Basketball Goals
2.19	Composts
2.28	Irrigation Systems
2.40	Landscape Modifications (Only replacing damaged or destroyed elements with same elements.)
2.60	Poles

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM ONE – MAJOR PROJECTS SCHEMATIC REVIEW**  
(ONE PAGE)

**Submit this form to initiate your Schematic Review**

**SUBMIT THIS FORM ONLY, TO:**  
**WOODHALL HOMEOWNERS ASSOCIATION, INC.**  
c/o Kara Disotell, Association Manager  
May be sent by e-mail: [kdisotell@HendersonProperties.com](mailto:kdisotell@HendersonProperties.com)  
Henderson Properties, 300 Post Office Dr., #3, Indian Trail, NC 28079 704-535-1122 Ext 221

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

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ -S (Note to Association Manager, add “-S” to the lot number for the Schematic registration)  
Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_  
Lot Owner e-mail address: \_\_\_\_\_  
Owner Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

- I. \* Initials \_\_\_\_\_ Homeowner’s fees paid to HOA for current year (include if not previously paid).
- II. \* Initials \_\_\_\_\_ Main dwelling Schematic Review fee \$200.00 (only applies where current lot owner will not be the final occupant)

**OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE WOODHALL ARCHITECTURAL GUIDELINES**

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

Registrant \_\_\_\_\_ Date: \_\_\_\_\_

Association Manager confirms receipt of fees: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fees Paid by: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_

**Please Include Items on the Site Survey and Schematic Review  
Checklists on Found on Page 13**

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM TWO – MAJOR PROJECTS DESIGN DEVELOPMENT REVIEW**  
(ONE PAGE)

**Submit this form and fees to initiate your Design Development Review**

**SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:  
WOODHALL HOMEOWNERS ASSOCIATION, INC.**

c/o Kara Disotell, Association Manager  
Henderson Properties, 300 Post Office Dr., #3, Indian Trail, NC 28079 704-535-1122 Ext 221

**(Submittal of required materials shall be in the same manner as the Schematic Review)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ (Note to Association Manager, no suffix is needed on the lot number for this registration)  
Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_  
Lot Owner e-mail address: \_\_\_\_\_  
Owner Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

I. *	Initials _____	Homeowner's fees paid to HOA for current year.	Enter Amount: _____
II. *	Initials _____	Main dwelling Architectural Review	Amount: \$1,000.00
III.*	Initials _____	Compliance Security Deposit **	Amount: \$2,500.00
IV.	Initials _____	Dock or Pool without Cabana	Amount: \$ 225.00
V.	Initials _____	Pool with Cabana	Amount: \$ 325.00
VI.	Initials _____	Additions to the Home not exceeding 25% of heated space	Amount \$ 325.00
VII.	Initials _____	Additions to Home Exceeding 25% of heated space	Amount \$ 425.00

**Total Enclosed:** \_\_\_\_\_

\* Required to be paid with the initial Submittal for any new dwelling.  
\*\* Deposit must be paid by the Contractor from their business account.

**Association Manager confirms receipt of fees: By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fees Paid by:** \_\_\_\_\_ **Total Amount Paid:** \_\_\_\_\_

**NOTE:**  
**ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM. CHECKS SHOULD BE MADE TO: "WOODHALL HOA"**

(ONE PAGE)

**Submit this form and fees to initiate your Design Development Review**

# WOODHALL ARCHITECTURAL REVIEW MAJOR PROJECTS SUBMITTAL FORM THREE

**This form is required to be submitted with drawings at both the  
Design Development and Construction Document Reviews  
(TWO PAGES FOR DESIGN DEVELOPMENT - THIRD PAGE ADDED FOR CONSTRUCTION DOCUMENTS)**

**This submittal is for:   \_\_\_ Design Development Review   \_\_\_ Construction Document Review**

\_\_\_\_\_ I am acknowledging inclusion of the Checklist (Page 14) with this form for my Design  
Development Submittal.

**Or**

\_\_\_\_\_ I am acknowledging inclusion of Checklist (Page 15) with this form and the third page of  
this form for my Construction Document Submittal.

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

DATE OF THIS SUBMITTAL: \_\_\_\_\_ LOT #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**GENERAL CONTRACTOR IF KNOWN:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL \_\_\_\_\_ COMPANY \_\_\_\_\_

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 WARC TO COPY THEIR WORK FOR ITS USE: YES \_\_\_\_\_ NO \_\_\_\_\_

HEATED SQ. FT.:   1<sup>ST</sup> FLOOR   \_\_\_\_\_

                          2<sup>ND</sup> FLOOR   \_\_\_\_\_

                          BASEMENT   \_\_\_\_\_

                          OTHER   \_\_\_\_\_

                          SUBTOTAL   \_\_\_\_\_ (Heated)

UNHEATED SQ. FT.:   SUBTOTAL   \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): \_\_\_\_\_ (Under Roof)

TOTAL HEATED SF WAS MEASURED BY \_\_\_\_\_ NC Real Estate Guides   \_\_\_\_\_ IBC STANDARDS

OPEN DECK?   YES   NO   QUANTITY:   TOTAL SQ. FT.: \_\_\_\_\_

PATIO?   YES   NO   QUANTITY:   TOTAL SQ. FT.: \_\_\_\_\_

COVERED PATIO      YES NO      QUANTITY:      TOTAL SQ. FT.: \_\_\_\_\_

**EXTERIOR MATERIALS:** (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WINDOWS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

(Front Loading Not Permitted)

FIREPLACE: \_\_\_\_\_ CHIMNEY: \_\_\_\_\_

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

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer's website for each material above)

**THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, 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 WOODHALL Homeowners Association prior to my obtaining bank loans or building permits.**

\_\_\_\_\_  
Lot Owner Signature

\_\_\_\_\_  
Date

# WOODHALL ARCHITECTURAL REVIEW

## SUBMITTAL FORM THREE (Continued)

Complete this page and upload for the Construction Document Review

### INTERIOR MATERIALS:

Flooring in foyer and halls: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in family room: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Bedrooms: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Kitchen: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Utility areas \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with cornice trim: \_\_\_\_\_

Door Hardware: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Interior Door: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Door and window casing: Width: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Bathroom Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Bathroom Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Custom Cabinetry: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with exposed beams or special ceilings: \_\_\_\_\_

Kitchen Appliances: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Refrigerator: \_\_\_\_\_

Oven: \_\_\_\_\_

Is range hood vented to the outside? \_\_\_\_\_

Fireplace: \_\_\_\_\_ FINISH on mantel \_\_\_\_\_

Manufacturer of faucets and plumbing hardware: \_\_\_\_\_

Confirm if the home has the following:

Special AV or sound system: \_\_\_\_\_ Energy Management System: \_\_\_\_\_ SEER rating on HVAC: \_\_\_\_\_

Was the home designed to meet any Green Energy Standards? \_\_\_\_\_

**FOR EACH ITEM NAME THE MANUFACTURER, WITH COLOR/FINISH AND STYLE IF KNOWN**

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM FOUR**  
*(TWO PAGES)*

**REQUEST FOR ON-SITE REVIEWS**  
*(You will use this form three times during the course of construction)*

**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 “WOODHALL ARCHITECTURAL GUIDELINES”).

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED. A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE ***PRIOR*** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.**

**2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR 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. FINAL REVIEW:**

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL 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 DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR 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.*

*(SUBMIT THIS FORM DIGITALLY)*



**ATTACHMENT TO SUBMITTAL FORM FOUR  
CONTRACTOR INFORMATION**

**THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST**

**GENERAL CONTRACTOR (LEGAL NAME):** \_\_\_\_\_  
**NORTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**HVAC CONTRACTOR:** \_\_\_\_\_  
**NORTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
**NORTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_  
**NORTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**LANDSCAPE CONTRACTOR:** \_\_\_\_\_  
**NORTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM FIVE**  
*(ONE PAGE)*  
**LOT INSPECTION AT SITE STAKING**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Site and Home Staked? \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on board or otherwise on site? If No, a separate review will be required at an additional expense:

General Condition of Roadway and Curbs:

Electrical and Water Service to the site:

Existing Tree Protection: \_\_\_\_\_

Building Permit Posted: (Name Contractor)

NOTES: **Builder / Homeowner** are responsible for maintaining site: **Builder/Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained **WARC** will have roadways cleaned and bill will be sent to the **homeowner**.

Building materials delivered to the site: If building materials delivered to the site spill onto roadway it is the responsibility of delivery company/**Builder/homeowner** to clear materials from roadway. If not cleared from roadway after notification by community management, **WARC** will have roadway clean and bill the **homeowner**.

Requirements for neighboring sites: **Homeowner/Builder** must have written approval to place the following on adjoining properties: Dumpster, building materials, construction equipment, vehicle parking and landscaping materials. Damage to neighboring property will be responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM SIX**  
*(ONE PAGE)*  
**LOT INSPECTION AT DRY-IN**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Curbing: Any damage due to new construction: \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on home same as board? If No, explain: \_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other: \_\_\_\_\_

Building materials stored: If on neighboring property is permission authorized? If No, explain: \_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain: \_\_\_\_\_

Landscape Elements as approved: If no, or plan not yet submitted, explain: \_\_\_\_\_

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO

**WOODHALL ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM SEVEN**  
*(ONE PAGE)*  
**LOT INSPECTION AT FINAL**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Curbing and Road: Note all damage, compare to original: \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Off Site? \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash: All removed?

Sample Board: Materials on home same as board? If No, explain: \_\_\_\_\_

Building materials stored: If on neighboring property was property restored?

Exterior Home Massing and Details as approved: If no, explain:

Landscape Elements as approved: If no, explain:

Repair of neighboring property where used during the construction process? \_\_\_\_\_

Mailbox: \_\_\_\_\_

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Are there any outstanding claims with the contractor's insurance company with respect to community property pending resolution? If yes, explain: \_\_\_\_\_

**Is Security Deposit Authorized for release? Explain YES or NO:** \_\_\_\_\_

**WARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO

## SITE SURVEY CHECKLIST

**The following information is required to be on your lot survey:**  
*Your lot survey should be submitted along with a copy of this list with your Schematic review and with the DD or CD review if changes are made after the Schematic Review.*

### SHOW ON THE PLAN:

- \_\_\_ Woodhall infrastructure to include all improvements, roads, ponds, utilities on or immediately adjacent to subject property. Identify the recorded plat and lot number.
- \_\_\_ Property lines with dimensions and bearings and a north arrow.
- \_\_\_ Streets, setbacks, right of ways, easements, utility stub-outs, flood zones and all other pertinent information from recorded documents.
- \_\_\_ Outline (footprint and eaves) of the proposed home, porches, steps, patios, walkways and driveway(s).
- \_\_\_ Contours at two-foot increments. Illustrate elevation above sea level and show benchmark referenced to some 'called' point on site that will remain undisturbed. Show existing contours as dashed lines and number the contours with an elevation designation every ten feet of change.
- \_\_\_ Show proposed finished contours with solid lines.
- \_\_\_ All existing hardwood trees with a caliper of 6" or greater and all existing Pines with diameter of 30 inches or over.
- \_\_\_ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- \_\_\_ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- \_\_\_ Distance of the home most immediately across the street from the road curb to forward most feature of the home.
- \_\_\_ Total planned footprint of the home on the site and total square footage of the site.
- \_\_\_ Seal of the licensed surveyor with a signature and date.

**The surveyor shall release drawing for use and provide a digital copy for the WARC review**

## SCHEMATIC CHECK LIST

*Provide this page with your SD submittal. Confirm that you have included each item below by initialing beside each required document.*

- \_\_\_ (1) A copy of **Form One-Schematic** that you submitted to the Association Manager.
- \_\_\_ (2) A copy of the site survey as described on the Site Survey Check List.
- \_\_\_ (3) Floor plans showing heated and unheated square footage.
- \_\_\_ (4) A roof plan indicating pitch.
- \_\_\_ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- \_\_\_ (6) A copy of this page of the Guidelines with your initials on the lines to the left.
- \_\_\_ (7) On each drawing provide architect or designer name, email address and phone number.

SUBMITTED BY: (print name) \_\_\_\_\_

POSITION (Owner or Contractor) \_\_\_\_\_

## DESIGN DEVELOPMENT (DD) CHECKLIST

*Use the following as your check list, initial each  
and upload this page with your submittal*

- \_\_\_\_ (1) A completed Woodhall **Form Two -Design Development** in digital format.
- \_\_\_\_ (2) A completed **Form Three** in digital format. Indicate all finished materials to be used as to manufacturer and style.
- \_\_\_\_ (3) Design Development Floor Plans and Elevations in digital format including:
  - i. Floor plan: Indicate all rooms, and sizes, along with square footage of the total heated area and square footage of unheated area. Note method of SF calculation. Show the finished floor elevation (FFE) of the first floor.
  - ii. Roof plan indicating slopes and finish materials.
  - iii. Elevations: Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade with respect to the topography.
  - iv. A fully detailed wall section from foundation to roof and through a window, showing all significant elements of construction including flashing, air and water barriers.
  - v. A transverse and longitudinal section through the front entry and front door.
  - vi Additional key details needed to clarify significant features of the design.
- \_\_\_\_ (4) Design Development Site Plan if changes are made to original submittal.
- \_\_\_\_ (5) Tree survey. Denote trees to be removed.
- \_\_\_\_ (6) Photographs in digital formats documenting the existing conditions of the lot prior to clearing/construction. Photos shall be provided showing the following:
  - i. Road surface, road shoulder, and drainage ditch along the entire portion of the lot abutting the street. These photos may be necessary to confirm that road or curb damage existed prior to construction.
  - ii. The entire width of the lot and its trees/vegetation as viewed from the street and as viewed from the approximate center of the lot facing the rear of the lot.
- \_\_\_\_ (7) The WARC reserves the right to require the submittal of other information, data, drawings and samples as deemed necessary. Submit all required items as directed by the Association Manager.
- \_\_\_\_ (8) Include any request for a Variance at this time. Typically, a Variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements.  
**A variance request is attached \_\_\_\_ yes \_\_\_\_ no.**
- \_\_\_\_ (9) Submit **Form Two- Design Development** to the Association Manager.
- \_\_\_\_ (10) A copy of this page with your initials on the lines to the left and **item 8 checked, yes or no.**
- \_\_\_\_ (11) Submit Fees denoted on **Form Two**, with checks made to “Woodhall HOA.”

**Other data: The WARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.**

## CONSTRUCTION DOCUMENT (CD) CHECKLIST

*Use the following as your check list, initial each  
and upload this page with your submittal*

(Use the following as your check list, initial each and upload this page with your submittal)

- \_\_\_\_\_ (1) A re-submittal of Woodhall Architectural Review Submittal **Form Three**.
- \_\_\_\_\_ (2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_\_ (3) Floor plans: Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor. Submittals without indicating finished floor elevation (FFE) of the first floor will be rejected.
- \_\_\_\_\_ (4) Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- \_\_\_\_\_ (5) Elevations: Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show elevations corrected with respect to adjacent grade. Indicate floor to floor heights.
- \_\_\_\_\_ (6) Typical Wall Sections: 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. One wall section must be cut through a typical window and a typical door.
- \_\_\_\_\_ (7) Details: Provide details of all unique conditions on the home.
- \_\_\_\_\_ (8) Construction Document Site Plan in digital format. Note all features on the site which will be seen on the exterior of the home. Denote area to be cleared (up to 20' past building line).
- \_\_\_\_\_ (9) Curb elevation and elevation at rear property line should be clearly denoted.
- \_\_\_\_\_ (10) Detailed Landscaping Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, , and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. Submit this drawing prior to the Dry-In review to avoid an additional review fee, and no later than one month prior to installation.
- \_\_\_\_\_ (11) Drainage Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
- \_\_\_\_\_ (12) Samples in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, shutters, medallions, chimneys, doors, lighting, and all other materials that will be seen on the exterior of the home and site.

EXPECTED START \_\_\_\_\_ EXPECTED DRY-IN \_\_\_\_\_ EXPECTED FINAL \_\_\_\_\_

**Other data: The WARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.**