

# DRC ALTERATIONS AND ADDITIONS SUBMITTAL CHECKLIST

## HOMEOWNER SUBMITTAL FORM

Updated December 2020

**SUBMITTAL MAY NOT BE REVIEWED UNTIL ALL INFORMATION IS INCLUDED**

**Note:** Homeowners shall submit the completed DRC Alterations and Additions Submittal Checklist, a Review Fee payable to WFCA, Inc., and all required information to Wendell Falls CA, Inc. 320 Vintage Point Lane, Wendell NC 27591. DRC review and approval is required prior to proceeding with any permitting or construction.

Homeowner Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Street Address \_\_\_\_\_ Lot No. \_\_\_\_\_

Telephone Numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_

Email \_\_\_\_\_

**AS REQUIRED: SUBMITTAL MAY NOT BE REVIEWED UNLESS ALL INFORMATION IS INCLUDED**

**DRC Review Application and Review Fee:**

Check or money order in the amount of thirty dollars (\$30.00) payable to: Wendell Falls Community Association (WFCA). Please mail check to: 320 Vintage Point Lane, Wendell NC 27591, drop off at the HOA office located on the lower level of the Farmhouse, or drop in the drop box attached to the USPS mail box located in the front of the Farmhouse.

**Site Plan/Plat of Survey (8-1/2” x 11”, 11” x 17” maximum):**

Identify location of improvements and actual dimensions (height, length, width, color), utility easements, north arrow, scale and square footage of any impervious material improvements to site.

**Landscape Plan (8-1/2” x 11”, 11” x 17” maximum):**

Identify location of Landscape Improvements, property lines, existing walls and fences, landscape materials (sod, tree, shrub and ground cover types), irrigation and lighting (if applicable), utility easements, north arrow and scale. (A Landscaping Plan is required for any landscape improvements other than for maintenance purposes.)

**Architectural Plan (8-1/2” x 11”, 11” x 17” maximum):**

Identify square footage, front, sides and rear elevations, color selection, and special details.

**Detailed drawing or photo of improvement:**

List all materials, types & colors. Provide material samples as applicable (color chip, type of rock, photos).

**Neighbor Notification:**

Neighbor (adjacent neighboring properties) notification is not meant for neighbors’ approval of proposed improvements, but to communicate that a DRC Submittal and future construction is underway. List those contacted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request for Modification(s):**

- Fencing and retaining walls: \_\_\_\_\_ Addition \_\_\_\_\_ Improvements
- Landscaping: \_\_\_\_\_ Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard
- Irrigation System: \_\_\_\_\_ Addition \_\_\_\_\_ Improvements
- Deck, patio, walkway, etc.: \_\_\_\_\_ Addition \_\_\_\_\_ Improvements
- Paint /Stain: \_\_\_\_\_ Home \_\_\_\_\_ Door \_\_\_\_\_ Other
- Accessory outbuilding (storage/shed): \_\_\_\_\_ Addition \_\_\_\_\_ Improvements
- Play/Sport Equipment: Specify \_\_\_\_\_
- Spa/Pool
- Satellite Dish
- Solar Panels
- Home/Room Additions
- Other: \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_ **Anticipated Completion Date:** \_\_\_\_\_

**Approval is required prior to proceeding with any alterations or construction. Although the DRC will make every effort to review and approve your request as soon as possible, please be aware that in accordance with the community covenants and regulations, the DRC has 45 days to review and approve submitted requests.**

**CC&R 4.3 (b) If construction does not commence on a project for which Plans have been approved within nine months after the date of Approval, such approval shall be deemed withdrawn and it shall be necessary for the Owner to reapply...**

**Review is only for conformance with the Wendell Falls Design Guidelines. The owner is entirely responsible for compliance with the Wendell Falls Design Guidelines, covenants, ordinances and other applicable codes, regulations, utility locations, etc. Any damage to common areas, sidewalks, irrigation systems is the responsibility of the owner. DRC comments are as attached and noted on submittal.**

**I have read and understand the forms needed and the conditions stated on this DRC Submittal Form.**

\_\_\_\_\_  
**Owner** \_\_\_\_\_ **Date**

- Approved**
- Approved as Noted**
- Not Approved**
- Resubmit**

\_\_\_\_\_  
**Reviewed By** \_\_\_\_\_ **Date**  
WFCA, Inc. / DRC Representative