

Required Documents for ACC

1. A working set of drawings for the proposed project is to be presented to the ACC for review prior to the permitting process from Gaston County Inspections Department. This set of drawings will be returned at completion of project.
2. Present drawings to the Gaston County Inspections department for approval and permitting. An approved set of working drawings for the project will include all of the required MEP's (mechanical, electrical and plumbing drawings and permits). After approval by Gaston County, a copy of the approved plans (with inspection stamps) should be presented to the ACC committee for final review and approval.
3. Approval of licensed general contractor. This is substantially the same information required in HOA/ACC bylaws for construction of new homes in subdivision.
 - A. North Carolina general contractors license information (projects less than \$30,000.00 do not require NC license but do require sub-contractor approval).
 - B. Current general liability insurance information for all general contractors and/or sub contractors doing work inside the subdivision.
 - C. Contractor references.
 - D. Copy of contract detailing scope of the project and signed by both parties.
 - E. Copies of all required permits (MEP's).
4. Town of Cramerton zoning permit.
5. Exterior cladding material samples including, but limited to, paint colors, roofing (if different from existing roofing), stain colors, brick etc.
6. Tree removal schedule. Marking of trees that are to be removed.
7. Landscape drawing (if required).
8. Erosion control plan (if required).
9. Construction Damage and Compliance Security Deposit of \$1500 for project to be in place prior to beginning of project. This deposit is to ensure any damage to common areas or roads is addressed in the event liability insurance does not cover damages incurred during construction. This deposit is also held to ensure that project is completed exactly as submitted and approved by the ACC. This deposit is fully refundable at completion of the project if there are no claims for damage or non-compliance in work completed. The deposit amount is one half of the new construction deposit.

All required documents should be presented together. No work shall commence until a letter of approval from the ACC is furnished to the homeowner. All homeowner HOA financial accounts must be up to date in order for the ACC to review any submitted plans.

The Architectural Control Committee is committed to the orderly development of the neighborhood that serves the highest standards for all homeowners. Our goal is to address each renovation project in a timely and professional manner so as to avoid any unnecessary delays.