

# Home Approval Submission Guide & Checklist

---

## 1. Pre-Planning & Eligibility

- Confirm project requires ARC approval (new construction or exterior alteration).
- Verify setbacks: Front/Rear 50 ft, Sides 20 ft, minimum dwelling square footage per design.
- Ensure all property corners are clearly marked before preparing the site plan.

## 2. Application Packet

- CEV Form A – Building Application
- CEV Form B – Statement of Understanding
- CEV Form D – Owner as General Contractor (if applicable)
- One (1) complete set of plans:
  - Site plan (showing property lines, corners, setbacks, easements, dwelling footprint, patios/decks, driveways, grade topography 1-ft contours)
  - Floor plans
  - Exterior elevations (all sides) with materials/colors
  - Landscape & drainage plan
  - Copies of Well & Septic and Building Permits

## 3. Fees & Bonds

- \$2,000 non-refundable road usage assessment (new home).
- \$500 refundable bond if required for large projects.
- \$250 refundable bond for permanent home additions.
- Checks payable to Carolina Equestrian Village.

## 4. Submit to the ARC

- Deliver complete packet and fees to an ARC member or Board Chair.
- Confirm all forms are signed and site corners are visibly marked before ARC review.

## 5. ARC Review & Decision

- Await written decision: Approved / Conditionally Approved / Disapproved.
- Retain signed copy of approved plans on site.

## **6. Before Construction**

- Keep property corners visible throughout construction.
- Submit any material or design change requests for ARC approval.
- Contractor provides emergency contact & maintains site cleanliness (no burning, work 7am-7pm).

## **7. Inspections & Compliance**

- ARC performs periodic site inspections to verify compliance and corner markers.
- Correct any issues identified promptly.

## **8. Final Close-Out**

- Notify ARC when construction and cleanup are complete.
- Request final inspection and approval.
- Refundable bond(s) returned after final approval and site restoration.

## **9. Variances & Appeals**

- Submit written variance request if unusual circumstances apply.
- If denied, appeal in writing to CEVOA Board for review.