

A&EC APPLICATION FORM: EXTERIOR IMPROVEMENTS
(MUST BE COMPLETED FOR ALL PROPOSED EXTERIOR IMPROVEMENTS)

FORM TO BE FILED WITH CONNESTEE FALLS ADMINISTRATION OR SENT VIA EMAIL TO cfpoa@conneesteeefalls.com

A&EC Property Owners Liaison is Jay Spindler. If questions, contact him at 828-885-2001 or
jay.spindler@conneesteeefalls.com

All projects must comply with Covenants, Rules & Regulations and must be completed within six (6) months
of the date of A&EC approval.

UNIT:	LOT:	Conneestee Street Address:
OWNER INFORMATION		
OWNER NAME: _____		
Mailing Address: _____		Unit: _____
City: _____	State: _____	Zip Code _____
Owner Phone: _____		Owner Email Address: _____
CONTRACTOR INFORMATION (If Applicable)		
CONTRACTOR NAME: _____		CONTACT PERSON: _____
Mailing Address: _____		Unit: _____
City: _____	State: _____	Zip Code _____
Phone: _____		License Number: _____

PROJECT SUMMARY : _____

PLEASE CONFIRM WITH YOUR INITIALS

_____ 1. I have attached a drawing or plan of my project with dimensions, and distances from property lines on a site plan of my property.

_____ 2. Any trees to be cut/removed are marked with red tape, to be trimmed with yellow tape and location shown on a site plan. If for view include photos of trees in area. Tape is available in the Administration Office.

_____ 3. Actual color samples are attached if color is not on approved list for paint, siding, windows, doors, deck or roofing.

OWNER SIGNATURE. Application must be signed or it cannot be acted upon by the A&EC.

X _____
Owner Signature

Date

PART A. LANDSCAPING/TREE OR VEGETATION REMOVAL OR TRIMMING FORM

Please check all boxes that apply to your project	
Proposed Change	Information to be Included in Project Description or Below
<input type="checkbox"/> Tree Removal. Marked with RED tape.	<ul style="list-style-type: none"> • Number of trees and type: _____ • Reasons for removal: _____
<input type="checkbox"/> Tree Trimming. Marked with YELLOW tape.	<ul style="list-style-type: none"> • Number of trees and type: _____ • Reasons for trimming: _____
<input type="checkbox"/> Native Species Removal. Including Mountain Laurel and Rhododendron. Marked with RED tape.	<ul style="list-style-type: none"> • Number of plants and type: _____ • Reasons for removal: _____
<input type="checkbox"/> Native Species Trimming. Including Mountain Laurel and Rhododendron. Marked with YELLOW tape.	<ul style="list-style-type: none"> • Number and of plants and type: _____ • Reasons for trimming: _____
<input type="checkbox"/> Landscape Installation. Including landscape lighting	<ul style="list-style-type: none"> • Description of proposed project including names, size, location, quantities of materials, and lighting. Specify if shielded, # of lumens.
<input type="checkbox"/> Drainage/Change in Water Flow.	<ul style="list-style-type: none"> • Materials to be used, impact on your and other property.
<input type="checkbox"/> Fence.	<ul style="list-style-type: none"> • Size color, materials, dimensions on a site plan.
<input type="checkbox"/> Retaining Wall.	<ul style="list-style-type: none"> • Drainage/water flow change, materials & location on a site plan
<input type="checkbox"/> Check if any of this project is on Common Area, or a Road Right of Way.	
<input type="checkbox"/> Check if this is a Firewise project. See Rules & Regulations, Article XVIII, 6., O. for Firewise Information.	

PROJECT DESCRIPTION. Describe proposed project in detail in the area below. Please include the information requested in Table 1 above. Please attach additional project description sheet if necessary.

- (1) Who will be on site to supervise the work? (Someone other than contractor required for tree cutting) _____
 _____ (Cell#) _____
- (2) Method for disposal of cut trees, vegetation and other materials? _____
- (3) Stumps to be left on site? Note: (NOTE: If yes, stumps not to exceed 6 inches in height.) _____

PART B. IMPROVEMENTS TO EXISTING STRUCTURES

Please check all boxes below that apply to your project.	
<input type="checkbox"/> Roof/Skylight: <input type="checkbox"/> Add/ <input type="checkbox"/> Replace Skylight.	<input type="checkbox"/> Gutters/Downspouts: Installation/Replacement or Addition or Repair.
<input type="checkbox"/> Paint: Re-Paint Existing Residence/Structure.	<input type="checkbox"/> Doors/<input type="checkbox"/>Windows/<input type="checkbox"/>Trim: Replacement/Installation or Repair.
<input type="checkbox"/> Accessory/Freestanding Structure: <input type="checkbox"/> Add/ <input type="checkbox"/> Replace/ <input type="checkbox"/> Expand <small>(check which one)</small> <input type="checkbox"/> deck, <input type="checkbox"/> porch, <input type="checkbox"/> garage, <input type="checkbox"/> carport, <input type="checkbox"/> dock, <input type="checkbox"/> shed, <input type="checkbox"/> antennae, <input type="checkbox"/> other	
<input type="checkbox"/> Driveway: Change to Footprint/Location/Type of Surface or Repair.	<input type="checkbox"/> HVAC: Screening.
<input type="checkbox"/> Exterior Lighting. Exterior lighting for driveways, walkways, docks, etc. Specify shielding, # of lumens	<input type="checkbox"/> Propane Tank: Location & screening.
<input type="checkbox"/> Firewise Projects. Include deck and structure modifications using fire resistant materials, addition of screening under decks, chimney cap screening and propane tank burial or relocation.	
<input type="checkbox"/> Other: (Describe Below in Project Description)	

PROJECT DESCRIPTION. Attach additional sheet if more space needed.

List of Materials	Manufacturer & Type of Materials	Color Name & Number
Roofing		
Window Units		
Architectural Features		
Siding		
Corner Boards		
Band Boards		
Foundation		
Garage door(s) & Garage Door Trim		
Soffits		
Downspouts		
Facia Board and Gutters		
Window & Door Trim		
Shutters		
Front Door & Other Doors		
Decks & Porches (Natural or Siding Color)		
Roof Vents, Stove Pipes & Chimney Caps		

1. Attached is a drawing and pictures if applicable with dimensions, and distances from property lines on a site plan of my property.
2. Color samples of materials are attached if color is not on approved list.
3. Fill out part Part A if landscaping is involved

Who will be on site to supervise the work? _____

