

**THE HAMPTONS APPLICATION FOR DESIGN APPROVAL**

Lot Number: \_\_\_\_\_ Resale Lot: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Submit this form with four (4) copies of site and house plans along with a \$1,000.00 dollar check made payable to Hamptons Owners Association, Inc. for the ACC review fee. A check for \$1,500 shall also be submitted for the Construction Deposit, made payable to: Windjam 23, LLC.

Name of Lot Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**I. Final Site Plan: at 40 Scale (1" = 40')**

The site plan must include all items below:

- A. Drainage and erosion control, if required by the Guidelines.
- B. House and other improvements (garage, decks, patios, swimming pools, tennis courts, etc.). Building Envelope to be specified.
- C. Front, rear and side yard setbacks dimensioned.
- D. Driveway, sidewalks, and utility easements as shown on recorded plat.
- E. Fences and Retaining Walls.
- F. Initial and Repair fields for the septic system.

Approved: \_\_\_\_\_

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

**II. Final House Plans:**

- 1 complete set (24" x 36") of required Architectural Plans (elevations, floor plan, building details)
- 3 complete sets (11" x 17") of reduced plans (Elevations and floor plans)
- 1 complete set of digital plans in pdf format (elevations and floor plans)

Heated finished square footage:

_____	First Floor	Plan Name: _____
_____	Second Floor	Elevation: _____
_____	Third Floor	Custom or Spec: _____
_____	Basement- Unfinished	List Price: (Inc. Lot) _____
_____	Basement- Finished	Master Bedroom Location: _____
_____	TOTAL (Heated)	# of Bedrooms: _____
_____	TOTAL (Overall) Sq. Ft.	Half Baths: _____ Full Baths: _____
		Garage: _____

Approved: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

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

**III. Final House Elevations:**

- Front, side and rear elevations shown
- Design exterior and layout appropriateness

Approved: \_\_\_\_\_

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

**IV. Exterior Specifications: Submit samples with Manufacturer specifications.**

	Manufacturer/Material	Color/Name
Foundation:	_____	_____
Ext. Primary:	_____	_____
Ext. Secondary:	_____	_____
Wall:	_____	_____
Trim:	_____	_____
Front Door:	_____	_____
Shutter:	_____	_____
Garage Door:	_____	_____
Roof:	_____	_____
Window:	_____	_____
Other:	_____	_____

Approved: \_\_\_\_\_

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

**V. ACC Required and Suggested Modifications:**

Required: \_\_\_\_\_

\_\_\_\_\_

Suggested: \_\_\_\_\_

\_\_\_\_\_

**VI. Final Approval:**

- \_\_\_\_\_ Granted as noted; however, construction start is subject to Approval to commence work
- \_\_\_\_\_ Granted with Approval to commence work
- \_\_\_\_\_ Denied

**Reviewed and Approved by:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Advisory Design Professional

\_\_\_\_\_ Date: \_\_\_\_\_  
Windjam 23, LLC

**APPROVAL OF FINAL PLANS ALONE DOES NOT MEAN CONSTRUCTION MAY START.**

**VII. Approval to Commence Work**

- \_\_\_\_\_ 1. Site visit to review staking.
- \_\_\_\_\_ 2. Receipt of contract for construction between Owner and Approved Builder (if applicable).

In accordance with the receipt of the above items as required in the Architectural and Landscape Design Guidelines, you are approved to commence construction on this lot.

\_\_\_\_\_

Authorized ACC Member

\_\_\_\_\_

Date

**ACC APPROVED/DISAPPROVED SAMPLE LETTER**

Date

To: Builder

Dear Mr. Builder:

The Architectural Control Committee for The Hamptons has reviewed your Final \_\_\_\_\_; Fence/Hot Tub \_\_\_\_\_; Basketball Goal/Swing Set Plans \_\_\_\_\_; Colors/Samples \_\_\_\_\_ for Lot # \_\_\_\_\_. The status is as follows:

FINAL REVIEW:

- Granted as noted
- Granted with approval to commence work
- Please resubmit per review comments on plans and the attached page
- Exterior specifications approved as noted

FENCE / HOT TUB PLANS - BASKETBALL GOAL / SWING SET:

- Denied
- Approved as noted

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Architectural Control Committee

RECOMMENDATIONS AND COMMENTS

Builder: \_\_\_\_\_

Lot No.: \_\_\_\_\_

**PLEASE CONTACT CRAIG GLASS (919) 868-7610 REGARDING SITE INSPECTION PRIOR TO COMMENCEMENT OF CONSTRUCTION.**

**THANK YOU.**

**THE HAMPTONS**  
**APPLICATION FOR LANDSCAPE PLANS AND SPECIFICATIONS APPROVAL**

SF: \_\_\_\_\_ Wooded: \_\_\_\_\_ Partially Wooded: \_\_\_\_\_ Un-Wooded: \_\_\_\_\_

**REQUIRED INFORMATION:**

Submission Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

Landscape Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Headwall Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Landscape Architect / Designer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Projected Landscape Installation Date: \_\_\_\_\_

Projected Landscape Completion Date: \_\_\_\_\_

Note: All pertinent information as outlined in the Landscape Guidelines shall be included on the plan submittal prior to plan review consideration.

This Landscape Plan is submitted for:

- \_\_\_\_\_ Preliminary Review
- \_\_\_\_\_ Final Review
- \_\_\_\_\_ Upgrade Review

The submitting party shall fill in all information above this line.

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**ACC USE ONLY:**

Review Date: \_\_\_\_\_ Review By: \_\_\_\_\_

The following action was taken subsequent to plan review:

\_\_\_\_\_ **Approved** with the condition that all plants to be installed as represented on the approved plan without additions, deletions, or size modifications, unless approved in writing by the ACC.

\_\_\_\_\_ **Contingent Approval** - The plan submitted does not meet the requirements of the ACC; however, approval will be given if the following required changes are met: \_\_\_\_\_

\_\_\_\_\_ **Disapproved** (Revise and resubmit plans) per the following request:

**THE HAMPTONS**  
**REQUEST FOR FINAL LANDSCAPE INSTALLATION INSPECTION**

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

Builder Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Builder Phone: \_\_\_\_\_ Builder Fax: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_

Landscape Contractor: \_\_\_\_\_

Requested Date of Inspection: \_\_\_\_\_

I do hereby certify in good faith that the contracted landscape on said lot does conform to the Architectural and Landscape Design Guidelines, and the final plans as approved by the Architectural Control Committee. All site work, landscaping, cleaning, removal of temporary utilities and repair of damage to right of ways and common areas has been implemented.

Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACC USE ONLY:**

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DISAPPROVED**

Reason for Disapproval: \_\_\_\_\_

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