River Mist House Plan Submission Checklist Form

1. Landowner name, Lot #**,** and contact information (address, email, phone).

2. Builder's name and contact information – Copies of license and liability insurance certificate must be attached for each submission.
3.
4. Site plan with setback lines noted. NSEW elevations with final grade shown.

5. Number of single garage bays (to include the outbuilding) – at least 2, but no more than 3, whether attached or detached.

6. Any fencing, pools, major landscape details.

7. Type of driveway material – to be completed within 1 year of the Certificate of Occupancy being issued.

8. Type of siding material and colors. Type of covering for exposed foundation.

9. A minimum of 1700 sq ft heated space is required.

10. Outbuilding if applicable. Size, color, materials, and placement must be submitted before placing on property. Only one outbuilding is allowed within River Mist and if garage is detached from house, then no additional outbuilding is allowed. The detached garage is considered an outbuilding. Minimum size 144 sq ft. Same siding and color as house must be used. Maximum garage doors per home allowed is 3, whether attached or detached. A barn door style door may be used if the home already meets maximum of 3 garage doors, but again must be submitted and approved before construction may begin.

11. If lot is a river front lot and landowner has intentions or plans of ***any*** work along riverbanks - whether just removing brush and or trees from riverbank, adding rip rap to bank for erosion control or if wanting to install outdoor amenities, the landowner is responsible for contacting and attaining written approval/a permit from TVA to do so. This approval/permit then must be submitted to the ARC along with original plans submission or before landowner begins any river front/bank work.

"Section 26a of the TVA Act requires that a permit be attained before any shoreline construction activities – such as building a dock or stabilizing the shoreline- begin." (TVA.com)

12. Once construction is completed and the property owner has been granted Certificate of occupancy by Jefferson County in the State of Tennessee, **please send a copy of the Certificate of Occupancy to both the ARC and BOD chair as well *and before* moving in** so RM HOA can complete your lot file and also know to officially welcome you home.

    "A Certificate of Occupancy is required for all existing buildings in which the occupancy changes. A life safety inspection is required from the County Fire Marshall prior to issuance" and before homeowners can assume residency. "Applying for a cert of occupancy thru your local building dept once you've completed all necessary inspections for the application. When building a new living space, this means there are no open permits or building violations to sort out. The certificate deems a living space safe and habitable for residential use. It also deems a home complete and suitable for occupancy." (support.commerce.tn.gov)

13. Verification that the owner and builder have reviewed and understand the covenants, and acknowledge that ***any and all revisions and or changes from this original submission must be resubmitted and approved by RM HOA as well. No changes to approved plans are allowed without resubmission and approval. Please also note that any repairs, remodels, and or additions to each property if altered from the original or existing/current structure must be submitted and approved prior to construction as well.*** If repairs, remodels, and or additions do not change in size, color or materials used of current structure then no submission necessary, but all other changes (materials used, color to exterior, size (addition and placement), etc. must be submitted by homeowner or their contractor, providing certificate of insurance and license for contractor with submittal.

    Verify with signatures below

    Owner _____ date _____
    Builder _____ date _____

Owners should also be aware that mowing and maintenance of the lot is the owner's responsibility as soon as the lot is staked. Any debris/trash must be collected daily. A trash container (dumpster, roll off, etc) should be in place as soon as building starts. Any debris tracked onto the road must be removed immediately. A silt fence is required if run off is evident on any adjoining properties or into the river***. Please be considerate of RM's current residents and working hours, noise level, parking of construction crews, and daily overall site cleanliness. If crews are unable to park on lot (possibly due to inclement weather or site does not support room for such parking), please have all crew or site***

related vehicles park on same side of road with one side of tires up on lot/above curb to help prevent any road blockage or traffic.

The ARC requires a 30-day period to review and approve the plans. This period starts when all items (1 through 10) are received by the ARC chairman, who is the point of contact. The ARC and BOD strive to review, vote, and reply to the property owners as quickly as possible. However, please remember that our HOA is all volunteer basis, and each committee has 7 active members that have work, family and daily activities that keep all moving in different directions. We appreciate your patience in advance, but know we understand how important this process is for you, for we too were once where you are. Again, welcome to River Mist, WELCOME HOME!

ARC POC: Kristan Mason, ARC Chairman
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