

Peacock Hill Community Homeowners Association Environmental Preservation Board Review Application Checklist

- Applicant completes *EPB Review Application*.
- Applicant submits completed Review Application to PHCA property manager (Real Property) with application fee (payable to PHCA) of:
 - o \$50 for alterations or additions to existing homes,
 - o \$250 for new residence construction,
- PHCA property manager will review submitted application and determine completeness. Incomplete applications will be returned to applicant for purpose of completion.
- Completed applications are forwarded to EPB for review.
- Within 60 days of receipt by EPB application will be reviewed.
 - o If preliminary construction plans have been submitted, EPB will evaluate for preliminary approval.
 - o If final construction plans have been submitted, EPB will evaluate for final approval.
- Once final construction plans have been reviewed by EPB, a site visit with applicant will be scheduled to review site plan and environmental impact.
- Upon approval of final construction and site plans, EPB will grant approval for project to proceed.
- For new residence construction projects:*** contractor must submit a \$5,000 security deposit payable to Peacock Hill Community Association. This deposit is to assure that each Builder or Owner conducting construction activities complies with all requirements and conditions of approvals granted hereunder including payment for the cost of correcting any damages to the roads. The EPB may, at its option, after giving thirty (30) days written notice to Applicant of violations of Approved Plan, Covenants and Restrictions, and/or Rules and Regulations of Peacock Hill, apply any of the Applicant's security deposit to the cost of correcting any violation, and to any other damages that may have been suffered by PHCA. The security deposit, or the remaining balance, if any, after the Association corrects any violations, shall be returned without interest to the Builder or Owner who deposited it when all construction related activities have been completed to the EPB's satisfaction. The PHCA shall not be obliged to keep the security deposit in a separate fund or account, but may mix the same with its own funds. This deposit will be returned to the applicant upon final approval of project by EPB.
- For new residence construction projects:*** progress inspections of project will be conducted by EPB at its discretion. Failure by applicant to follow EPB approved project plan may result in non-approval of application to Peacock Hill Service Company (PHSC) for water and/or sewer service.
- At completion of project, applicant submits completed *Certificate of Compliance* to PHCA property manager. The EPB inspects the property to determine if the new construction is completed in compliance with the Final Approved Plans. If the construction is completed in compliance with the Final Approved Plans, the *Certificate of Compliance* is approved and the Applicant's security deposit is refunded. If construction is not completed in compliance with Final Approved Plans, approval of the *Certificate of Compliance* shall be denied and the reasons for denial itemized and a copy is returned to Applicant to correct any deficiencies; after deficiencies are corrected, Applicant may resubmit *Certificate of Compliance* for review. After the *Certificate of Compliance* is approved by the EPB, it is placed with the permanent property records. This information is distributed, for example, to potential home buyers as part of the "disclosure packet" for the property.

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PHCA Environmental Preservation Board
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