



Architectural Review Committee Review Process

Congratulations on your decision to move ahead with construction in our beautiful development. Lowes Ferry is a premier community with fine homes and pristine lots. We will make all efforts to assist you and your neighbors in the review and approval processes of your new home.

The LFPOA has an Architectural Review Committee (A.R.C.) that will accept your application for construction of your home. The A.R.C. has the responsibilities of review, recommendation and approval of construction / landscape documentation. The following description outlines the review process. It is vital that the Owner, Architect, and Builder carefully review all documentation and requirements as shown at www.lowesferry.com.

It is mandatory that all parties, i.e. Owner, Contractor and A.R.C schedule a meeting prior to the initial submittal or commencement of construction to review all requirements and agreed upon courses of action.

A total of three approvals are required in different stages outlined below.

STAGE 1: Initial Plans Review - Approval 1 OF 3:

NO CONSTRUCTION OR GRADING PERMITTED UNTIL this stage is finalized and approval is granted.

- a. The Lot Owner sends to A.R.C.
via Fed Ex or USPS to **3207 Lowes Landing Louisville, TN 37777:**
 1. a check made payable to Lowes Ferry A.R.C. in the amount of \$1,400 for the initial review and a follow up review with any changes required by the initial review.
- b. The Lot Owner sends to the A.R.C.
Via email (preferred) to arc@lowesferry.com
 1. Completed and signed application (2 copies), electronic format by email to
 2. Contractor's Qualification Statement (supplied by builder, electronic format by email)
 3. Complete site plans and construction drawings and specifications, preferably 11"x17" (2 copies, electronic format by email)
 4. Landscape Planning Chart (2 copies, electronic format by email)
 5. Permission to Trespass Form (if appropriate, electronic format by email)
- c. The A.R.C. will return, by email and/or USPS, a Review Letter to the lot Owner. The letter will notify the lot owner that either
 - (a) the application is compliant with the requirements and indicate approval or
 - (b) provide a list of recommendations to assist the lot Owner in making revisions that will result in approval.

Whenever possible the list of recommendations will refer to specific sections of the application and other documents.

- d. A review of changes to the original plans made in accordance with the A.R.C. recommendations are considered as part of the initial review process and no fee is charged.
- e. Any required reviews of changes made after the initial approval is granted will be considered as supplemental and a fee of \$650.00 per will be charged to the owner.

STAGE 2: Site As-Built / Foundation Certification Review - Approval 2 OF 3:

NO FRAMING WILL BE PERMITTED UNTIL this stage is verified and approval is granted.

- a) The Lot Owner sends to A.R.C. via email (arc@lowesferrypoa.com) Fed Ex or USPS
 1. a **Certificate of Siting**, certifying that the site setbacks, elevation of the top of foundation wall, and that the rough grading is accurate per the Approved set of plans.
 2. Certification must be by a licensed Architect, Civil Engineer, or Surveyor.
- b) The ARC will review for compliance with the approved set of plans and send via USPS or email, a letter stating either that :
 1. the submitted information is compliant with the approved site plan and indicate approval or
 2. point out discrepancies that must be resolved.
- c) the lot owner sends to ARC a schedule of landscape completion per previously approved plan.

STAGE 3: Completed Construction Review - Approval 3 OF 3:

THIS REVIEW IS REQUIRED BEFORE FINAL POA APPROVAL IS GRANTED.

- a) The Lot Owner sends to A.R.C. via email (preferred), Fed Ex or USPS
 1. a certified statement that the construction is completed per the 2 previous approval stages and setback, drainage, and finish grade, are compliant with the Approved plans.
- b) The ARC will review the submitted documents and send via USPS or email, a letter stating either that
 1. the submitted information is compliant with the approved site plan and indicate approval or
 2. point out discrepancies that must be resolved.

Architectural Review Committee
arc@lowesferrypoa.com
Lowe's Ferry Property Owners Association
3207 Lowe's Landing
Louisville, TN 37777