

Nettle Creek Country Club Estates
Home Owners Association (NCCCE HOA)
Application for New Home Construction
Site and House Plans

APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the Architectural Committee (AC) are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application forms authorized by the AC. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of the deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Nettle Creek Country Club Estates Homeowners Association
Email: NettleCreekArchitectural@gmail.com
3560 W. Nettle Creek Dr.
Morris, IL 60450

Questions may be emailed to NettleCreekArchitectural@gmail.com

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the AC, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The AC is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the thirty (30) day review period will only commence upon the receipt of a complete application form, including all required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the AC.
5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the AC to the Board of Directors (BOD). A homeowner may appeal a decision of the AC by submitting a written request to the BOD within fourteen (14) days after the date of action by the AC. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

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Design Review Application

Please mail or deliver to:
Nettle Creek Country Club Estates Homeowners Association
Email: NettleCreekArchitectural@gmail.com
3560 W Nettle Creek Drive
Morris, IL 60450

1. Name _____ Lot _____

2. Address _____

3. Phone: day _____ cell _____

4. General Description of Build or Proposed Change

Provide a description of the build or proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

5. Required Exhibits and Supporting Documentation

The supporting exhibits or documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Committee's thirty (30) day review period will not commence until all required submissions have been provided.

- A. Paint or stain colors. A sample and model number of the color(s) to be used must be provided, both for repainting and re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials. A description or sample of all finish materials to be used for the exterior surface of the proposed improvements must be provided.
- C. Recorded Plat. A picture representation drawn on a copy of the recorded plat, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines and owners home.
- D. Architectural Drawings and Landscaping Plans. Detailed architectural drawings or plans must be provided for decks (top and side view with dimensions) and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs. The inclusion of photographs is appropriate for exterior lighting fixtures decorative objects and similar cosmetic additions to the home or lot.
- F. Other exhibits. Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the AC prior to submission of an application.

Estimated Starting Date of Construction: (After approval by AC) _____

Estimated Completion Date _____

Name of Contractor Performing Work _____

Contractor's Address _____

Contractor Phone _____

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Notes:

1. Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any provisions of local building and zoning codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the AC.
4. Owner further understands and agrees that any exterior alteration undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.
5. Owner agrees to give the AC and/or BOD, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
7. Owner acknowledges that he is familiar with the design review requirements and procedures for the Nettle Creek Country Club Estates Homeowners Association.
8. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not completed within twelve (12) months from AC approval.
9. Owner acknowledges that he may be held responsible for damage to the street, streetlights, storm drains or storm sewers that occur during the construction of this structure.
10. Owner acknowledges he may be held responsible for damage to the golf course property. The cart path is not to be used as a roadway.
11. Within ninety (90) days after a residence is occupied, or such additional time as the AC may allow because of the season of the year, but in no event later than June 15 following occupancy, the owner shall complete the landscaping of the residence, including the planting of the lawn, shrubs or other greenery. (See Landscape Pool Application Form)

By signing this form the lot owner or representative agree to the above.

Homeowner(s) Signature(s): (Print) _____

(Sign) _____

Date: _____

For HOA Use – Circle One: Approved Partial Approval Conditional Approval Not Approved

Comments: _____

AC Member _____ AC Member _____

Date: _____ (Must be signed by at least two (2) AC Members)

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Site Plans – Plat of Survey must accompany this form

Location of All Improvements to Property

- ☐ House ☐ Driveway ☐ Garage ☐ Porches ☐ Deck ☐ Pool ☐ Sidewalk
- ☐ All setbacks indicated with footage for above items
- ☐ Lot 96 must front on Nettle Creek Drive

Minimum Setbacks

- ☐ Front Setback 60 feet from front lot line
- ☐ Side Setback 15 feet from side lot lines
- ☐ Rear Setback 80 feet from rear lot line

Top of Foundation

- ☐ Top of Foundation Height is marked and corresponds with master plat _____

Grading

- ☐ Grading plan corresponds with master plat
- ☐ Sump drainage is clearly indicated
- ☐ Surface water drainage system such as catch basins, inlets and manholes must be marked on plat of survey and must not be altered without AC approval.

Culverts and Ditches

- ☐ Culverts must be 15" min. diameter corrugated pipe or concrete

Additional Requirements

- ☐ Grading of the culvert is not modified without written approval of the township

House Plans – Hard copies of scale drawings included

Review for the following:

- ☐ All exterior elevations
 - Compare Front Elevation to surrounding homes to verify significant difference in appearance
- ☐ Complete materials list for all improvements
- ☐ Exterior color samples- brick, paint, gutters, soffit, fascia, etc.
- ☐ All proposed trim and exterior decorations (l.e. shutters, awnings, brickwork)
- ☐ Single family minimum home sizes:
 - Ranch = 1,950 sq. ft. living area
 - One and one half story = 2,100 sq. ft.
 - Two Story = 2,200 sq. ft. with 1,100 sq. ft. on first floor
 - Multi-level = 2,200 sq. ft.
- ☐ Garage 2 car minimum (22' deep x 21' wide)
- ☐ Roof material-architectural shingles with color sample or cedar
- ☐ Driveway: asphalt, concrete, paver
- ☐ Address stone-placement and size (must be 9" x 16")
- ☐ Brick-minimum all brick first floor-color sample required
- ☐ Siding must be cedar or hardie board; no vinyl or aluminum
- ☐ Maximum height-thirty five (35) feet (two and one-half stories)
- ☐ Contact Post Office for mailbox requirements and streetside locations (mailbox post must be located 24" from edge of pavement).

Landscape Plans should be submitted within 30 days of occupancy.