



ARCHITECTURAL REVIEW COMMITTEE

FORM D

New Seabury BUILDER POLICIES and PROCEDURES

The Following MUST be Accomplished Prior to Clearing or Construction of any Kind:

- 1) Standard Architectural, Site and Landscape Plans must be presented to and approved in writing by the Architectural Review Committee. "Record" copies of the approved Plans should be submitted in standard 11" x 17" size (consistent with Town of Mashpee requirements).

Either the Site Plan or the Landscape Plan must show the "Limits of Work" as well as any trees, which are to be flagged for saving.

- 2) The *Architectural Questionnaire* (Form A), filled out by the Architect, and stating the exterior materials, exterior color scheme and roof material and color, must be presented to the Committee with the final set of Architectural Plans to be approved by the ARC.
- 3) The *Construction Application for New Seabury* (Form B) must be filled out by the Property Owner and the Builder/Contractor. The *Builders Code of Conduct* (Form D) must be signed in duplicate with the "Site" page posted on site. The *Notice to All Builders, Contractors and ARC Applicants* (Form C) must be signed and returned to the ARC office. The *Builders Policies and Procedures* (Form F) must be posted on the site. (The ARC must have these forms in each new home file despite the number of homes the Builder might have constructed in the community.)

The ARC asks that you return the "ARC" page of the *Builder's Code of Conduct* and that you post the "Site" page along side your Building Permit as directed at the bottom of page.

- 4) The ARC Filing Fee and refundable PGF must be paid by the Owner Applicant.

The *Certificate Approving Plans and Specifications* will be issued upon receipt and approval of all of the above. Building can then begin.

ARC FILING FEES and PGF MAY BE DOUBLED for ACTIVITIES COMMENCED WITHOUT PRIOR WRITTEN APPROVAL BY THE ARC in ACCORDANCE with THE ARC REGULATIONS ABOVE.

The Building Process:

There are FOUR ARC Inspections:

- 1) Prior to clearing, you must call for a "**Limits of Clearing**" Inspection. The Committee will want to see the trees to be saved flagged as well as a "construction" fence delineating the limits and protecting the areas to be left undisturbed. (Yellow tape is not acceptable.)

- 2) A **Foundation Inspection** should be called for after it is poured and prior to grading. The *Certificate Limited to Approval of Foundation* will be issued at this time. The framing of the dwelling and appurtenant buildings must not begin until this Certificate is issued.
- 3) The **Framing Inspection** should be requested upon completion of framing and prior to installation of mechanicals.

ANY CHANGES CONTEMPLATED TO THE ARCHITECTURAL OR LANDSCAPE PLANS DURING THE COURSE OF CONSTRUCTION MUST BE BROUGHT BEFORE THE ARC FOR APPROVAL

- 4) **Final Inspection:** Upon completion of construction and landscaping, it is the homeowner's or Builder's responsibility to contact the ARC for the Final Inspection. A member of the ARC will verify compliance with the approved documents and plans. Approval is necessary prior to issuing The ARC's *Certificate of Compliance of Plans and Specifications as Built*. Full compliance will result in the return of the deposit.

IN THE EVENT THE SUBJECT PROJECT WAS NOT BUILT ACCORDING TO THE APPROVED PLAN(S), THE DEPOSIT AMOUNT WILL BE FORFEITED IRRESPECTIVE OF WHETHER A CERTIFICATE OF COMPLIANCE IS SUBSEQUENTLY ISSUED.

DAMAGE CLAUSE TO PERFORMANCE GUARANTY FEE:

It shall be the responsibility of the owner of the property to keep and maintain the subject premises and all surrounding and/or adjacent areas in such good order and condition as the same are at the commencement of the proposed project(s) or may be put in thereafter, reasonably and ordinary wear and tear and damage by fire and other unavoidable casualty only excepted. In the event the owner fails within a reasonable time to make such repairs, or makes them improperly, then and in any event or events, the Performance Guaranty Fee given hereunder

shall be used to make such repair(s) as are necessary to restore the damaged area(s) to its original condition and any remaining Performance Guaranty Fee funds shall be returned to the owner.

You, the Builder/Contractor, are responsible for the behavior of your workers on site, as well as the behavior of any Sub Contractors working for you. The ARC expects that the conditions listed on this form the *Builders Policies and Procedures* (Form F), the *Builder's Code of Conduct* (Form D), as well as the conditions listed on the *Construction Application Form* will be strictly adhered to by all. Hours of operation are Monday through Friday 7:00 a.m. to 5:30 p.m., Saturday 7:00 a.m. to 1:00 p.m. are the only allowable work hours. **Work after 1 p.m. on Saturday, work on Sundays or Holidays is strictly prohibited. NO WORK will be allowed on Saturdays starting June 30th thru September 8th, 2008.**