Long Branch Lakes

AT FALL CREEK FALLS | SPENCER, TENNESSEE

Architectural and Landscape Control Committee (ALCC) Construction Policies and Process Phases

Effective January 2025

Amended 12-9-2025

Approved by LBL Board of Directors 12-7-24, Amended 12-9-2025

Table of Contents

Summary of Construction Phases 3
A. Phase One – Plan Approval Phase 3
B. Phase Two – Site Visit/Review Phase 3
C. Phase Three – Construction Phase 3
I. Phase One – Plan Approval Phase 4
A. **Required Application Documents** 4
B. Construction Application Fee 4
C. Refund Policy 5
II. Phase Two - Site Prep and Review 5
A. Marking of the Property 5
B. First ALCC Site Visit/Walk 5
1. **Silt Fence**: 5
2. **Site Preparation Approval**: 5
C. Septic Permit 6
III. Phase Three - Construction 6
A. Portable Toilet and Construction Dumpster 6
B. Periodic Inspections 6
IV. Referenced Documents 6
Attachment 1A 7
Attachment 1B 8
Exhibit A1 9
Exhibit B1 10
Exhibit C1 11

Summary of Construction Phases

A. Phase One – Plan Approval Phase

The beginning steps of new home construction at LBL will involve the assembly of building plans and the gathering of the support documentation required to obtain approval of the construction application. The application packet is available for download at lblpoa.com or it may be requested from the ALCC chairperson via email at buildatlbl@gmail.com.

The packet will include important information, as well as all the forms needed to apply for construction plan approval. Once submitted to the ALCC, reviewed, and approved, Owners will receive a written **Notification of Plan Approval,** (Exhibit A1).

Section I provides additional information and specific details related to Phase One.

Note: Phase One approval is solely for the purpose of obtaining bids and securing a contractor. No construction activity can commence until all three phases are completed and Owners are in receipt of the written **Notification of Construction Approval** (Exhibit C1) from the ALCC to begin construction.

B. Phase Two – Site Visit/Review Phase

Phase Two of a New Construction Build begins with a site walk with the ALCC chairperson and the assignment of a committee point person. Section II contains the specifics of the Site Preparation Plan, related to Phase Two.

Note: The site visit will not take place until plans are approved, as defined in Phase One.

C. Phase Three – Construction Phase

Phase Three of the New Construction Build will only begin after the Owner has received the ALCC written **Notification of Construction Approval** (Exhibit C1). Section III provides additional information and specific details related to Phase Three.

Note: Prior to breaking ground for the foundation, a construction dumpster must be in place and a portable toilet is installed within the boundary of the Owner's property.

I. Phase One – Plan Approval Phase

Phase One is the initial phase of the construction process and involves the gathering of the documents needed to obtain preliminary plan approval from the ALCC. Once the plans and all additional required documents are received and approved, the Property Owner will receive written ALCC **Notification of Plan Approval** and will be assigned to a member of the ALCC who will serve as the building point person.

A. Required Application Documents

1. Completed **Construction Application (**see **Construction Documents** package**),** signed by Property Owner(s).
2. Architectural Renderings (Front, side and rear elevation)
3. Floorplan for primary dwelling (minimum dwelling size is 1450 square ft, heated and cooled, excluding garage and porches). Note: Dwelling may not exceed 40 feet in height, above the existing grade.
4. Site Plan depicting locations of all proposed construction (to show setbacks of dwellings and any other planned construction)
   a. Construction must take place within the building "envelope" of the lot, based on that lot's setback and easements.
   b. Structures may not be built across property lines.
5. Plat of the property, completed by a surveyor, licensed by the State of TN.

Note*:* If Owner decides to not use a surveyor, they must sign the **Property Owner Responsibility Form** (Attachment 1A) to acknowledge responsibility for any violation of state, local or LBL setback requirements or easements.

6. List of exterior building materials for roof and cladding (siding), to include colors used on all exterior surfaces.
7. Photographs of samples of all pre-approved materials to be used on the exterior of the structures, including colors and finishes, are required to be submitted as a PDF. Actual samples may be requested to confirm colors
8. Signed **Property Owner Affidavit** (Attachment 1B), which includes periodic site inspection acknowledgement.
9. Conceptual Septic Plan.

Note: Owner must provide a Septic permit, issued by the State of TN, before a Construction Approval Letter will be issued (see Phase Three). To expedite the building timeline, it is highly recommended that a septic permit be requested as soon as possible. Permits can take up to four months for evaluation and approval by the State of Tennessee.

B. Construction Application Fee

Upon completion of all forms and design choices, the completed packet to the ALCC shall include a construction application check for $5000 (payable to Long Branch Lakes POA).

C. Refund Policy

1. If the builder and/or subcontractors cause no damage, other than reasonable wear and tear to roads, privately owned properties or other Long Branch Lakes POA property or Owner accrues no construction-related fines during construction, $1500 will be refunded to Owner at the completion of the build.
2. The remaining $3,500 is nonrefundable after submittal (once any part of the physical construction process begins).

II. Phase Two - Site Prep and Review

Phase Two of the construction process involves activities leading up to and including the physical site review. All requirements of Phase One will have been completed, and Owner will be in receipt of the ALCC written **Notification of Plan Approval,** Exhibit 1A.

A. Marking of the Property

Prior to the site review, the property must be marked before a site visit is scheduled. Specifically:

1. Site plan depicted locations of all proposed construction.
2. Physically marked lot lines, clearly defined as were submitted in Phase One.
3. Physically flagged locations of dwelling, any outbuildings, septic tank, leach field and driveway.
4. Physically flagged or painted trees identified for removal for building footprint and driveway. **Trees shall not be removed before the site visit** with the ALCC team and approval of the Committee has been received.
5. Physically flagged location of silt fence(s). ALCC will assist Owner with this at the time of the site visit, if needed.

B. First ALCC Site Visit/Walk

Once the Owner has adequately marked the property, a site visit can be scheduled with the ALCC chairperson.

1. Silt Fence: During the site visit, the silt fence requirement will be determined and the area marked.
2. Site Preparation Approval: After the site walk is completed, and approved, the ALCC will issue a **Site Preparation Approval Letter** (Exhibit B1) to allow Owner to proceed with the following site preparation.
   a. Construct silt fence (if required) before ANY ground is disturbed.
   b. Install driveway.
   c. Install any needed culverts, as determined necessary by LBL road maintenance representative.

d. Remove the trees as identified and approved during site walk.

C. Septic Permit

At this phase in the construction project, Owner must provide a septic permit to the ALCC, issued by the State of Tennessee.

III. Phase Three - Construction

The ALCC will issue a written **Notification of Construction Approval** (Exhibit C1), once all requirements outlined in Phases One and Two have been met.

A. Portable Toilet and Construction Dumpster

Owner must have in place the following requirements prior to breaking ground for construction project:

1. Portable Toilet (must be within boundaries of property)
2. Construction dumpster

B. Periodic Inspections

Once the above requirements have been met, construction is approved to begin:

1. The ALCC point person will begin periodic inspections of the construction site until completion. From this point to completion, all communications concerning home construction will begin with the ALCC point person (POC). If Owner is unable to contact the ALCC POC, contact the chairperson at buildatlbl@gmail.com.
2. From the standpoint of the ALCC, any building or builder issues during construction will be brought to the Property Owner's attention for remediation. If builder issues are not resolved, the issue will be referred to the LBL Board of Directors for resolution.
3. At all times, the Property Owner is responsible for their builder and all subcontractors while on LBL property. Potential issues include any damage to LBL POA property during construction by the builder or any subcontractors.

Note: Any other applications for permanent changes to a property (fences, pools, docks, or accessory buildings, etc.) must be submitted to the ALCC with the proper forms for review.

IV. Referenced Documents

Construction Documents, as approved by LBL Board December 7, 2024
Property Owner Responsibility Form - Attachment 1A
Property Owner Affidavit – Attachment 1B
Notification of Plan Approval – Exhibit A1
Notification of Site Preparation Approval - Exhibit B1
Notification Of Construction Approval - Exhibit C1

Attachment 1A

Architectural and Landscape Control Committee
Phase One – Property Owners Responsibility Form
Attachment 1A

Please initial acknowledgement of the following:

___/___ Plans and Specifications are not approved for engineering or structural design or quality of materials, and by approving such plans and specifications neither the Declarant, the Members thereof, nor the Association or the Board, or its members assumes liability or responsibility therefore, nor for any defect in any structure constructed from such plans and specifications.

___/___ Neither the Declarant, the ALCC, nor the Officers, Directors, Members, Employees, and Agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval or to any Owner of property affected by these restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans of specifications.

___/___ Every person who submits plans or specifications and every Owner agrees that such Person or Owner will not bring any action or suit against Declarant, the Association, the Board or the Officers, Directors, Members Employees, and Agents of any of them, to recover any damages and hereby releases, remises, quitclaims, and covenants not to sue for all claims, demands, and causes of action arising out of or in connection with any provisions of any law which provides that a general release does not extend to claims, demands, and causes of action not known at the time the release is given.

_____

Owner's Name (Printed) Lot/Parcel Number

_____

Owner's Signature Date

_____

Co-Owner's Name (Printed) Lot/Parcel Number

_____

Co-Owner's Signature Date

Phase One – - Property Owners Responsibility Form Attachment 1A - As approved by LBL BOD 12-7-24

Attachment 1B

Architectural and Landscape Control Committee
Phase One – Property Owners Affidavit
Attachment 1B

Please initial acknowledgement of the following:

___/___ Property Owner(s) hereby certifies that he/she had read and has full understanding of the Long Branch Lakes Declaration of Protective and Restrictive Covenants and understands the requirements for submission of plan approval, as defined in Appendix A of the ALCC Construction Phase Summary.

___/___ Applicant must ensure that the intended size, use and location comply with the Declaration of Protective and Restrictive Covenants.

___/___ Members of the Committee and/or Board Director shall be allowed access to the property periodically throughout the construction process.

___/___ The Property Owner agrees to uphold and comply with each of these documents.

___/___ If at any time during the construction process, the Property Owner does not comply with this agreement, he/she will be subject to the assessment of fines and/or placement of liens against the property.

___/___ Steps must be taken within 30 days of notification to bring the project into compliance

___/___ Additionally, the project must be in compliance within 60 days of notification.

___/___ In the event that Property Owner(s) fails to meet the time requirements outlined above, Property Owner(s) will be subject to fines of $100.00 per day and/or the placement of liens against the property.

_____

Owner's Name (Printed) Lot/Parcel Number

_____

Owner's Signature Date

_____

Co-Owner's Name (Printed) Lot/Parcel Number

_____

Co-Owner's Signature Date

Phase One – Property Owners Affidavit – Attachment 1B- As approved by LBL BOD 12-7-24

Exhibit A1

Long Branch Lakes
at Fall Creek Falls
Architectural and Landscape Control Committee

Date

Dear Property Owner,

Congratulations, the Architectural and Landscape Committee (ALCC) has approved your construction application and plan (Phase 1) and the following steps must now be completed to begin your construction site preparation:

Prior to the site review, your property must be marked before a site visit is scheduled.

- ☐ Site plan depicted locations of all proposed construction.
- ☐ Physically mark your lot lines, clearly defined as were submitted in Phase One.
- ☐ Physically flag off locations of dwelling, any outbuildings, septic tank, leach field and driveway.
- ☐ Physically flag or paint trees you will need to remove for any building footprint and driveway. Do not remove any trees before the site visit with the ALCC team and approval of the committee has been received.
- ☐ Physically flag location of silt fence(s). ALCC will assist you with this at the time of the site visit, if needed.

Once your property is adequately marked, you can schedule the site visit with the ALCC chairperson.

- ☐ During the site visit, the silt fence requirement will be determined and the area marked.
- ☐ After the site walk is completed, and approved, the ALCC will issue you a Site Preparation Approval Letter to proceed (Attachment 1B) with site preparation.

Please notify the ALCC once the above steps have been completed and your site is ready for inspection.

Regards,
Your Architectural and Landscape Control Committee (ALCC)

PO Box 404, Pikeville, TN 37367 Website: lblpoa.com Email: buildatlbl@gmail.com

Exhibit B1

Long Branch Lakes
at Fall Creek Falls
Architectural and Landscape Control Committee

Date

Dear Property Owner,

Congratulations, the Architectural and Landscape Committee (ALCC) has approved your site preparation plans (Phase 2) and you are now approved to begin site preparation.

As a condition of the site walk that was conducted with the ALCC on _____, the following conditions must be completed to receive construction approval and proceed to Phase 3:

- ☐ Silt fence (if required) before ANY ground is disturbed.
- ☐ Install driveway and any needed culverts.
- ☐ Remove the trees as identified and approved during site walk.

Please notify the ALCC once the above steps have been completed and your site is ready for inspection.

Important note: Groundbreaking for main dwelling or accessory buildings cannot begin until you have received the written ***Notification of Construction Approval*** letter (reference Phase Three), issued from the ALCC.

Regards,
Your Architectural and Landscape Control Committee (ALCC)
_____, Chairperson

PO Box 404, Pikeville, TN 37367 Website: lblpoa.com Email: buildatlbl@gmail.com

Exhibit C1

Long Branch Lakes
at Fall Creek Falls
Architectural and Landscape Control Committee

Date

Dear Property Owner,

Congratulations! The Architectural and Landscape Committee (ALCC) has approved your construction plans (Phase 1) and your site preparation plans (Phase 2) and you are now approved to begin your construction project.

Prior to beginning any construction activity, you must have the following in place on the site:

- Portable Toilet (must be within boundaries of property)
- Construction dumpster

Once the above requirements have been met, construction is approved to begin:

- Your ALCC point person will begin periodic inspections of your build until completion. From this point to completion, all communications concerning your home construction will begin with your ALCC point person (POC). If you are unable to contact your ALCC POC, contact the chairperson at buildatlbl@gmail.com.
- From the standpoint of the ALCC, any building or builder issues during construction will be brought to the property owner's attention for remediation. If builder issues are not resolved, the issue will be referred to the LBL Board of Directors for resolution.
- At all times, the property owner is responsible for their builder and all subcontractors while on LBL property. Potential issues include any damage to LBL POA property during construction by the builder or any subcontractors.

Regards,
Your Architectural and Landscape Control Committee (ALCC)
_____, Chairperson

PO Box 404, Pikeville, TN 37367 Website: lblpoa.com Email: buildatlbl@gmail.com