

## **REQUIRED DOCUMENTS FOR BUILDING APPROVAL PERMIT:**

**Construction or work cannot begin until the property owner receives written AECC approval, and the AECC posts a metal project approval sign on site.**

**Once you have submitted a complete building package, the AECC will provide their decision within 45 days.**

- (A) Property owners must adhere to all federal, state, and local laws and ordinances.
- (B) The AECC will not approve building submittals unless the property owner's assessment fee is current.
- (C) Building submittals are reviewed only when all required documents are submitted as a complete package.
- (D) A fully completed and signed Cumberland Lakes AECC Construction Approval Request Form is required along with all the appropriate documents pertaining to your particular project listed below:
  - (1) A fully executed property deed (Warranty Deed). Each lot listed individually on its own deed.
  - (2) A current (meaning in the last 5 years) surveyor's Certified Plat Survey for the lot and/or lots to be built upon. The original certified plat survey for the subdivision or a portion of will NOT be accepted.
  - (3) Building Package Fee of \$2500.00 written to Cumberland Lakes POA.
  - (4) A complete set of building plans with block number, lot number, and your contractor's name on each page.
  - (5) A copy of your building permit from Cumberland County if required.
  - (6) A copy of your Tennessee Department of Environment & Conservation (TDEC) permits approving location of septic system.
  - (7) A copy of the conservation agent's inspection form for ponds (if needed).
  - (8) A complete plot plan indicating the mandatory setbacks for your residential dwelling, retaining walls or other structures from adjoining property lines and county roads. In addition, the plan must provide the location of driveways, proposed ponds, the septic system drain field, and the areas scheduled for tree removal for this and all other projects.
  - (9) In order to assure completion of your project to your satisfaction, and the POA's satisfaction, we may require evidence of financial resources. Refer to C&R Para 10.2.3 Page 19.

**NOTE: MAXIMUM BUILDING HEIGHT SHALL NOT EXCEED TWO STORIES ABOVE FINISHED GRADE.**

**NOTE: IT IS IN YOUR BEST INTEREST TO CHOOSE LICENSED INSURED BUILDERS AND SUB-CONTRACTORS WHO ARE FULLY INSURED AND BONDED TO ASSURE COMPLETION OF YOUR PROJECT.**

Mail completed papers to:  
Cumberland Lakes Property Owners Association  
Attn: AECC Committee  
1901 Cumberland Lakes Dr.  
Monterey, TN 38574

Or contact the AECC through the "Contact Us" button on the home page of the  
Cumberland Lakes website ([www.cumberlandlakes.net](http://www.cumberlandlakes.net)).

# Cumberland Lakes Architectural & Environmental Compliance Committee Construction Approval Request

Please block print all information

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Block #: \_\_\_\_\_

\_\_\_\_\_

Lot #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Street Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

House # (if known) \_\_\_\_\_

(911 address): \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

(Call 931-484-0179 to obtain)

Contractor's Telephone #: \_\_\_\_\_

Thank you for requesting approval to begin construction. The community ensures prompt handling of all requests. For any unimproved property construction to begin (normally the driveway), proof of ownership is needed, such as a copy of the Warranty Deed. Approval requires proof that your property owner assessments are up to date. Normally our records will show the status of payments.

I am requesting (check all categories that apply):

\_\_\_\_\_ Install Driveway

\_\_\_\_\_ Clear Trees for Building Site

\_\_\_\_\_ Construct house

Number of Floors: \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

Exterior Materials: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Type of Roof: \_\_\_\_\_ Color of Roof: \_\_\_\_\_

Exterior Color: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

\_\_\_\_\_ Construct or add out buildings – provide description: \_\_\_\_\_

\_\_\_\_\_ Construct a pond \_\_\_\_\_ dam construction required. State approval required.

\_\_\_\_\_ Addition to or modify current home – please describe (dimensions and material info required). \_\_\_\_\_

\_\_\_\_\_ Install security lighting (see AECC Rules and Regulations)

\_\_\_\_\_ Permission to camp more than thirty (30) days (must have chemical toilet). (Use temporary residence form available at [www.cumberlandlakes.net](http://www.cumberlandlakes.net))

\_\_\_\_\_ Request to reside on premises during construction. (Copy of form available at [www.cumberlandlakes.net](http://www.cumberlandlakes.net))

The setback requirements are **40** feet inside the property line running adjacent to the edge of a county road, and **25** feet inside all other property lines. I certify that this request complies with these setback requirements.

I also certify that I have reviewed the AECC Requirements for Building and the latest edition of the Association’s Covenants and Restrictions and will comply with the requirements of each.

**NOTE: MAXIMUM BUILDING HEIGHT SHALL NOT EXCEED TWO STORIES ABOVE FINISHED GRADE.**

\_\_\_\_\_  
Requestor’s Printed Name

\_\_\_\_\_  
Requestor’s Signature

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**AECC USE ONLY**

Date Received: \_\_\_\_\_

Date of AECC Approval: \_\_\_\_\_

\_\_\_\_\_  
AECC Chairperson

\_\_\_\_\_  
AECC Committee Member

\_\_\_\_\_  
AECC Committee Member

\_\_\_\_\_  
AECC Committee Member

\_\_\_\_\_  
AECC Committee Member

\_\_\_\_\_  
AECC Committee Member