

**Windcliff Harbor & Metcalf Addition
Architectural Control Committee**

Form A

6/16/22

Title: Instructions for preparing and submitting Windcliff Harbor construction plans

Scope: Per the Restrictive Covenants of Windcliff Harbor and Metcalf Addition (Merged into Windcliff Harbor in 2002) Section II, Paragraph A. "No building, fence, wall or other structure shall be commenced, erected, altered, changed, or maintained upon any lot in the Windcliff Harbor subdivision until the details, plans and specifications thereof have been submitted to and approved in writing by the Architectural Control Committee (ACC). In the event the Committee fails to approve or disapprove any such details, plans or specifications within 45 days after submission to it, approval will not be required and this provision shall be deemed to have been fully complied with".

Objective: To provide lot owner with requirements and instructions on how to submit project plans.

What is Needed:

1. Project Name (form required for each individual project)
2. Lot number
3. Date of submittal
4. Name and contact information
5. General project description
6. Estimated start date, estimated completion date [Covenants & Restrictions II, Paragraph H.]
7. General plat of existing property including:
 - North Arrow for orientation
 - show footprint of proposed site for new construction with dimensions including length, width, and height [II-D.]
 - note distances between new structure, existing structures, and existing lot boundaries [II-E.]
8. Sketches or side views that include arrows pointing to surfaces describing:
 - material type (wood, metal, composition shingle, hardy board, brick, concrete, etc....) [II-F.]
 - if painted surface, note the general color
 - if applicable, roof type [II-G.]

How to submit: Send via email, or hard copy to any ACC member below [II-A.]:

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