

**Avery Park  
Architectural Review Board  
Checklist for New Home Construction Application**

**Submission Date:** \_\_\_\_\_  
**Package For:** \_\_\_\_\_  
**Lot Number:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_

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|------------|--|-----------|
| 1.         | Fees and Deposits:   |           |
|            | Payable to IPM:  |           |
|            | a. ARB Review Fee (non-refundable)   | \$1500.00 |
|            | Payable to Avery Park HOA:   |           |
|            | b. Road Impact Fee (non-refundable)  | \$3000.00 |
|            | c. Site Damage Deposit (refundable at completion)  | \$1500.00 |
| <b>2.</b>  | <b>Construction Application</b> (Complete and Signed)  | _____     |
| 3.         | Proof of Ownership (Copy of deed/current contract)   | _____     |
| <b>4.</b>  | <b>Proof of Builder's Risk Insurance</b>   | _____     |
| 5.         | Copy of Building Contract  | _____     |
| <b>6.</b>  | <b>Plot Plan</b> including limits of disturbance, trees to be removed, silt fences, etc.<br>(Completed by Surveyor/Engineer) | _____     |
| 7.         | House Plans including exterior elevations with new finished grades   | _____     |
| <b>8.</b>  | <b>Specifications List</b> (Complete and Signed)   | _____     |
| 9.         | Color Samples of Exterior Materials  | _____     |
| 10.        | Landscape Plans (can be submitted at time of house dry-in)   | _____     |
| 11.        | Construction Sediment Containment Plans (on plot plan)   | _____     |
| <b>12.</b> | <b>Contractor/Homeowner Agreement</b> (Signed)   | _____     |

**Notes:**

- **Required items not accompanying the application may be cause for rejection by IPM**
- **Application will be reviewed within 30 days**
- **Items in bold print denote forms available on AP ARB website**