

**CHICKASAW GARDENS
PLAN SUBMITTAL FORM**

(Please check all applicable boxes)

To: The Trustees
Chickasaw Gardens Homes Association

Owner/Applicant: _____ Architect: _____
Address: _____ (licensed in TN)
Telephone: _____ Telephone: _____
Email: _____ Email: _____

Lot: Original Lot # _____ Chickasaw Gardens Subdivision, or
 The Gardens Lot # _____ of the Gardens Planned Development, or
 Goodwyn Gardens Lot # _____ of the Gardens Planned Development.

Activity: Construction of new residence
 Alteration of existing residence
 Landscaping, fencing, and/or gate
 Other: _____

Plans attached: As described below

Date Submitted: _____

Non-Refundable Review Fee Deposit \$ _____

(See schedule below and attached Guidelines)

Send two (2) sets of plans
and check payable to:

Mr. William (Bill) S. Nixon, RA.
3004 Gardens Way
Memphis, Tennessee 38111
901-921-0773
nixon@anfa.com

Deposits for design review are as follows:

\$100.00	Fences, walls, landscaping, swimming pools, replacement windows, driveways and most outbuildings (excluding garages & habitable buildings).
\$250.00	All other construction.

IN ADDITION:

The undersigned Owner/Applicant of the above-described Lot in Chickasaw Gardens Subdivision desires to undertake the Activity described above on the Lot, all in accordance with the Plans. I/we understand

that before work can commence, the Plans for the Activity must be approved by the Trustees as required by the Subdivision Restrictions and the Guidelines referred to below. I/we do herewith deliver to you full and complete copies of the Plans depicting all Activity to be undertaken on the Lot, with the request that the Trustees review and approve the Plans.

I/we agree to pay for all design review services as required under the Guidelines. In the event the Review Fee Deposit does not cover all such services as deemed necessary and approved by the Trustees, then I/we agree to pay for such additional services at the architect's normal hourly rates, including customary reimbursable expenses such as printing. I/we agree to hold the design review architects harmless. I/we understand that design review work is solely for aesthetic judgment and not for code compliance, constructability or any other purpose.

I/we have received and reviewed a copy of the Chickasaw Gardens Design Guidelines ("Guidelines") and understand that the Activity will be subject to these Guidelines and the Restrictions of Chickasaw Gardens Subdivision as recorded as instrument #AU 5964 in the office of the Register of Shelby County, Tennessee ("Subdivision Restrictions").

I/we request that the Trustees review and approve the Plans. In the event the Plans are approved or modified by mutual consent ("Approved Plans"), then I/we agree that the Activity will be carried out in accordance with the Approved Plans, and that no changes will be made in the Approved Plans or in the work undertaken pursuant to the Approved Plans unless the changes are submitted to and approved by the Trustees. In the event the Activity is not carried out in accordance with Approved Plans or is otherwise in violation of the Subdivision Restrictions, the Trustees are entitled to apply to any appropriate court to cause the Activity to cease. I/we further agree that the Trustees are entitled to injunctive relief to enforce the Subdivision Restrictions or to remove any non-conforming work and cause it to be replaced by work that is in accordance with the Approved Plans. I/we also agree to pay all costs, including reasonable attorneys' fees, that are incurred by the Trustees (a) in order to cause the non-conforming work to cease and/or to replace the non-conforming work with work that is in accordance with the Approved Plans or (b) in the event that any legal action is necessary to enforce the Subdivision Restrictions.

I/we agree to accept full responsibility and liability of ensuring that all contractors and subcontractors at all times keep the site and surrounding areas (including the streets) free from accumulations of waste materials, rubbish or other debris resulting from the Activity. At the completion of the Activity, I/we shall ensure that all such waste materials are removed from the site as well as all tools, construction equipment, machinery and surplus materials. If, in the Trustee's sole discretion, the site is not cleaned as required herein or as directed by the Trustees during or at the completion of the Activity, then the Trustees may do so and may charge the Owner/Applicant the cost thereof.

Upon commencement of the Activity, I/we agree to provide the Trustees with an expected date of completion for the project, and to provide the Trustees with regular updates on the progress of the Activity. The expected date of completion may be modified and extended for good cause shown, and the Trustees will consider any reasonable written request to extend the completion date for the Activity. In the event of a failure to meet the completion date deadline, a reasonable per diem monetary penalty will be established in the sole discretion of the Trustees, which will be communicated in writing to the Applicant. The penalty shall commence on the date of the most recent completion date deadline, and shall end upon the date that the Activity is complete, and shall be due and payable within 30 days of completion of the Activity. Applicant agrees that Chickasaw Gardens Homes Association shall have the right to collect the penalty using any means available, including the filing of a lien against the Applicant's residence for any unpaid balance or portion thereof.

Owner/Applicants:

**Exhibit "A" to Plan Submittal Form for
Chickasaw Gardens**

Architect's name: _____

Contractor's name: _____

(Please check all applicable boxes)

Refer to Guidelines, check all items that are attached, and describe any additional items that are attached.

The following Plans prepared by _____, dated _____.
(Architect's name)

The following minimum information is required for NEW CONSTRUCTION AND RENOVATION projects. Other information may be requested as needed.

- SHEET ONE: SITE PLAN
 - A. Scale 1" = 10'-0 minimum
 - B. Existing topography and proposed finish grades, significant trees, and unique site features.
 - C. First floor and basement floor elevations indicated with respect to site grades.
 - D. Driveway, curb cut locations, sidewalks, patios, entry walks, and air conditioning and garbage enclosures are to be located and drawn to scale.
 - E. All proposed structures, improvements, fencing, building setbacks, and utility easements. Setback lines are as follows: Front yard setbacks vary (35' - 40' typical); 5' side yard; 25' rear yard for attached structures; 5' rear yard for detached structures.
 - F. Retaining wall locations, size, designs, height, and finish. Retaining walls connecting to the house must be faced with the finish of the residence's exterior walls with which the retaining wall comes in contact.

- SHEET TWO: BASEMENT PLAN (where appropriate)
 - A. Scale ¼" = 1'-0
 - B. Fully dimensioned with room names indicated. Exterior door and window types indicated and described on a schedule to be found on this sheet or another in the set.
 - C. The basement floor plan should correspondence with site plan orientation.

- SHEET THREE: FIRST FLOOR PLAN
 - A. Scale ¼" = 1'-0
 - B. Fully dimensioned with room names indicated. Exterior door and window types indicated and described on a schedule to be found on this sheet or another in the set.
 - C. Decks, patios, stoops, retaining walls, trash enclosures, air conditioning and utility screening, front entry step with materials and finishes, driveway and turnaround, and walks located and drawn to scale.
 - D. The first floor plan corresponding with the site plan orientation.

G SHEET FOUR: SECOND FLOOR PLAN

- A. Scale $\frac{1}{4}'' = 1'-0$
- B. Fully dimensioned with room names indicated. Exterior door and window types indicated and described on a schedule to be found on this sheet or another in the set.
- C. Lower roof projection, roof overhangs, and chimney locations indicated and drawn to scale.
- D. The second floor plan corresponding with the first floor plan and site plan orientation.

SHEET FIVE: ROOF PLAN

- A. Scale $\frac{1}{4}'' = 1'-0$
- B. All roof areas and corresponding slopes.
- C. Roof material and color indicated and labeled.
- D. All roof vents, projections, and skylights located and labeled. All roof vents, projections, and other structures protruding from the roof's surface to be treated so as to appear the same color as the roof material. Skylights are not permitted on the front roof elevation.

SHEETS SIX AND SEVEN: BUILDING ELEVATIONS

- A. Scale $\frac{1}{4}'' = 1'-0$
- B. All elevations accurately detailed to articulate material, color, finish, door and window types, trims and fascia details. The proposed finish grades against the elevations indicated, along with A/C condensing unit and trash screens, decks and stairs. Elevations must show gutter and downspout design and locations and elevations indicated.
- C. Elevations should indicate maximum height from first floor finished grade to the uppermost roof peak. The maximum height permitted is 35'-0.
- D. The elevations correspond with the floor plans and site orientation.

SHEET EIGHT: DETAILS AND SCHEDULES

- A. Scale as required.
- B. Wall sections should be at $1'' = 1'-0$ minimum.
- C. Details as required to accurately and sufficiently describe the proposed work.

The following is required for FENCES, GATES, LANDSCAPING AND OTHER MISCELLANEOUS CONSTRUCTION PROJECTS.

- Detailed description of project including the following drawings to scale:
 - A. Site Plan
 - B. Elevations
 - C. Details