

# *Runaway Bay Homeowners Association, Inc.*

*Post Office Box 120, Altavista, VA 24517-0120*

*Phone (434) 309-1727, Fax (434) 309-1747*

*Visit us on the web at [www.runawaybayhoa.org](http://www.runawaybayhoa.org)*

## **RUNAWAY BAY NEW HOME CONSTRUCTION PLAN APPROVAL REQUEST**

### **Checklist:**

Complete this form by initialing the checklist and including the following as attachments:

1. \_\_\_\_\_ Complete Set of Construction Plans. Plans shall include elevations, floor plans, and show roof pitch. Plans will not be returned, but retained on file for future reference.
2. \_\_\_\_\_ Site Plan showing house placement and distances from property lines, driveways, walkways, septic and well placement, including a superimposed Landscape Plan showing proposed planting areas, decks, fencing and the area from which trees will be removed.
3. \_\_\_\_\_ Photos of property and before clearing and construction commences (please mark each photo showing view submitted and date taken):
  - a. From roadside, views along the right, left, and center property lines facing the rear or lakeside of the lot, as appropriate, showing entire width of lot and its vegetation and trees.
  - b. From rear of lot or from lakeside, as appropriate, views along the right, left and center property lines looking toward the lot, showing entire width of lot and its vegetation and trees
4. \_\_\_\_\_ General Information and Exterior Finish Information on pages 3 and 4.
5. \_\_\_\_\_ Sign and date the acknowledgement on page 5.

Runaway Bay New Home Construction Plan Approval Request

**Instructions:**

1. No clearing, grading, or construction should commence before written approval is granted.
2. No clearing, grading, or construction of any nature should commence that could damage the approved septic and repair area until cleared by the County Health Department.
3. Allow at least 30 days for architectural review. Send the completed application and attachments to:

RUNAWAY BAY HOMEOWNERS ASSOCIATION, INC.  
ATTN: Architectural Review Committee  
PO Box 120  
Altavista, VA 24517-0120

You may also send the documents via email to: [arc@runawaybayhoa.org](mailto:arc@runawaybayhoa.org)

**General Information Sheet**

**LOT#** \_\_\_\_\_ **PHASE#** \_\_\_\_\_

Date Construction Planned to Commence (Approximate) \_\_\_\_\_

Date Construction Planned to Complete (Approximate) \_\_\_\_\_

**Owner(s):**

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Builder:** \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Plan Name and/or Number (if applicable): \_\_\_\_\_

**Heated Square Feet** 1st Floor: \_\_\_\_\_

2nd Floor: \_\_\_\_\_

Basement: \_\_\_\_\_

Other: \_\_\_\_\_

Total Square Feet: \_\_\_\_\_

### Exterior Finish Information Sheet

**Exterior Finish** (circle all that apply): Brick Stone Stucco Siding Log

Other (specify): \_\_\_\_\_

#### Exterior Materials (Specify Manufacturer, Product, & Color)

Brick: \_\_\_\_\_ Color: \_\_\_\_\_

Stone: \_\_\_\_\_ Color: \_\_\_\_\_

Siding: \_\_\_\_\_ Color: \_\_\_\_\_

Roof: \_\_\_\_\_ Color: \_\_\_\_\_

Trim: \_\_\_\_\_ Color: \_\_\_\_\_

Doors/Shutters: \_\_\_\_\_ Color: \_\_\_\_\_

Deck: \_\_\_\_\_ Color: \_\_\_\_\_

Driveway & Walkways: \_\_\_\_\_ Color: \_\_\_\_\_

Chimney: (Yes) (No)    Quantity \_\_\_\_\_    Material \_\_\_\_\_

Fireplace: (Yes) (No)    Quantity: \_\_\_\_\_    Propane \_\_\_ Wood \_\_\_ Vented \_\_\_ Unvented \_\_\_

Open Deck: (Yes) (No)    Quantity: \_\_\_\_\_    Total Square Feet: \_\_\_\_\_

Covered Porch: (Yes) (No)    Quantity: \_\_\_\_\_    Total Square Feet: \_\_\_\_\_

**Acknowledgement & Signature**

**I hereby acknowledge that I have read and understand the *Amended and Restated Declaration of Restrictive Covenants of Runaway Bay and the Amended and Restated Declaration of Covenants, Conditions, and Restrictions of Runaway Bay, the Runaway Bay Community Handbook*, and that I will assume full responsibility for:**

- Obtaining all required Bedford or Campbell County approvals
- Complying with all applicable State and County laws
- All landscaping, grading, and/or drainage issues relating to construction
- Any damage to adjoining property (including Common Property) or injury to third persons associated with construction

\_\_\_\_\_  
Printed name of person submitting plans

\_\_\_\_\_  
Signature of person submitting plans

Date \_\_\_\_\_

Plans Received By: \_\_\_\_\_ Date \_\_\_\_\_