

Sutton Oaks New Construction Check List

Please print this form and include with all items needed.

Remember: All necessary building permits **MUST** be obtained prior to work being done.

All of the following items must be provided:

Site Plan – this is how the house will sit on the lot

Full size house plan with all elevations (All sides of house). Anything less will be returned and could delay approval.

The house plans must have square footage information on the drawings.

Sample Brick, Stone, Shingle, and trim colors

Erosion Control Plan

Landscape Plan – this can be delayed but should be submitted a minimum of 30 days prior to starting the work.

Please also refer to the Declaration for Sutton Oaks HOA: Article VIII which addresses building requirements, parking, building setback requirements, etc...

The Architectural Committee has **30 days** to make all decisions once all necessary items have been received. **If information is incomplete, the request process must begin over.**

Name: _____ Date of Request: _____

Property Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

Email: _____

I hereby request that the Architectural Control Committee review the submitted plans and samples. I **agree not to begin work until I have written approval.** I agree that all work will comply with all building codes. I agree to contact Lambeth Management once the work is completed in order for a follow up inspection to be completed by the committee or Lambeth Management.

Signed: _____

**The full set of drawings and samples can be dropped off at:
5823 W. Gate City Blvd**

Please contact Tiffany with Lambeth Management at (336) 430-5026 for any questions or Tiffany.Lmgmt@gmail.com

FOR OFFICE USE ONLY

DATE RCVD: _____ RCVD BY: _____

APPROVED

DENIED