



Royal Oaks Property Owner's Association  
Architectural Review Committee

# **Building Requirements and Information**

**UPDATED July 2025**

## PURPOSE

The purpose of the Architectural Review Committee (ARC) is to oversee the compliance with easements, restrictions, covenants, and conditions as set forth in the Declaration of Covenants, Conditions and Restrictions, and as supplemented by later covenants. The purpose of the Declaration is to protect the value and desirability of properties in the Royal Oaks Community. To accomplish this purpose, the ARC reviews and gives approval or disapproval of any and all new construction of a dwelling or other lot improvement within Royal Oaks, including added exterior construction or improvements to an existing structure. It also reviews and approves or disapproves landscaping plans for new construction.

The Declaration indicates that streets within Royal Oaks are private. Article IV, Section 2, entitled "Access to Private Streets," states "Each owner shall have a right of ingress and egress and passage over all private streets which are common property for himself, members of his household, and or guests and invitees, subject to such limitations as the Association may impose from time to time as to guests and invitees."

Paragraph 20 of the Declaration gives the Royal Oaks Property Owners' Association (ROPOA) the right to establish "rules and regulations relative to the use and enjoyment of the area outside each residential lot." The streets and common areas within Royal Oaks are "areas outside each residential lot." ROPOA has promulgated rules and regulations regarding use of streets and common areas during the construction period and delegated to the ARC the enforcement thereof. Those rules and regulations are included in this document.

BUILDER'S PACKET  
INSTRUCTIONS FOR HOMEOWNERS, BUILDERS AND

CONTRACTORS CONTENTS

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## 1. **APPROVAL OF PLANS**

### 1.1 PERMITS

- 1.1.1. New construction begins when ground is broken and/or tree removal starts on a platted or un-platted lot in Royal Oaks and must have ARC approval. Prior to construction on un-platted land in Royal Oaks, an architectural plan and site plan will be submitted for approval to the ARC.
- 1.1.2. All new construction or major improvements as described in the Royal Oaks covenants requires, prior to the commencement of construction, an approved Royal Oaks Building Permit (Enclosure I) issued by the ARC, and a building permit issued by the City of Maryville. To obtain these permits the contractor must supply to the ARC, copies of a state contractor's license, and certification of insurance issued by their insurance company for liability insurance coverage.
- 1.1.3. **Certain governmental permits are also sometimes required. The contractor/owner is responsible for identifying these governmental requirements and obtaining the necessary permits.**
- 1.1.4. Applicants must be knowledgeable of, and accept the covenants and rules and regulations as outlined in this document. Villa Association Membership in either Royal Oaks Villa Association or Legacy Villas is required for all new Villas constructed in Royal Oaks.

### 1.2 **THE ARCHITECTURAL REVIEW COMMITTEE CONSTRUCTION PLANS REVIEW**

#### 1.2.1. The Architectural Review Committee (ARC)

- 1.2.1.1. The property owners in Royal Oaks manage the Architectural Review Committee (ARC). The committee meets when necessary, as called by the Chairman. The location may change due to availability of buildings.
- 1.2.1.2. The basic duty of the ARC, as described in the covenants, is to review and approve any and all new construction of a dwelling or other lot improvements within Royal Oaks, including added exterior construction or improvements to existing structures. Also, the ARC must review and approve landscaping plans as described in the covenants.
- 1.2.1.3. A copy of the approved Royal Oaks Building Permit (Enclosure I) will be returned to the builder/owner after approval by the ARC.
- 1.2.1.4. The specific items that will be reviewed by the ARC are generally described in the enclosed ARC Construction Plan and Final Inspection Checklist (Enclosure IV). However, the review is not necessarily limited to the checklist items, since these items represent only a selection of the more important covenants and requirements.
- 1.2.1.5. The ARC shall be directed by the overall purposes, specification and restrictions provided in the covenants and this document, and by applicable State and local agencies.
- 1.2.1.6. The ARC must also take into consideration the topography of each lot and the adaptability of each structure for said lot when reviewing the plans.

### 1.2.2 The Owner and/or Builder

1.2.2.1. A qualified, registered architect must prepare the building plans, or the ARC may approve such other persons as considered appropriate. Such plans shall consist of at least the following: 1) foundation plan, 2) floor plans of all floors, 3) section details, 4) elevation drawings of all exterior walls, 5) a roof plan, and 6) two sets of specifications. Additionally, there shall be submitted to the ARC a list of all exterior materials and samples of building materials, as requested.

1.2.2.2. The site plan shall show the location of all buildings, utilities, structures and improvements proposed for construction; house elevations; drainage flow, and all building restrictions on the property lines. The site plan shall be to scale.

#### **\*Building Requirements for Negative Grades**

1.2.2.2.a. The Foundation plan **shall** show the finish grade of the garage floor being a minimum of 6 inches above the crown of the street. If the 6-inch elevation cannot be achieved, and any part of the structure is a negative grade to the street crown, additional detailed drainage plans will be required to show street run-off will not negatively affect the structure.

1.2.2.3. Each home shall have a lamppost with daylight-dark control, and mailbox located on the building plans at an appropriate location along the street. The lamppost must be located within 15 foot of the rear of the street curb.

1.2.2.4. This plan shall also show the location of all hardwood trees having a diameter of 10 inches or more. Marking, inspection and approval for removal of trees must be made prior to clearing the site. Removal without approval may require costly replacement of trees.

1.2.2.5. The plans shall be submitted along with a completed Application for Royal Oaks Building Permit (Enclosure I). **All permit requests must be submitted in person.**

1.2.2.6. Any outstanding non-conformances or deficiencies on other Royal Oaks construction projects by the owner/builder must be resolved to the satisfaction of the ARC prior to approval of additional construction.

1.2.2.7. A deposit set by the ARC, will be charged and is payable upon the submission of plans. The total deposit is \$6000, which includes the administration fee, plan review and inspection. The \$5000 is refundable at project completion provided there are no outstanding remedial actions necessary.

1.2.2.8. Two complete sets of 1) a building plan, 2) a site plan and 3) specifications are required by the ARC. These plans must be submitted and approved, and the \$6000 review fee paid to the ARC by the property owner for each building permit issued by the City of Maryville. Construction shall not commence until one set of the plans is returned to the applicant marked approved, and signed by the Chairman of the ARC. The ARC will retain the other set of plans.

## 2. **BUILDING PLANS**

2.1. Plans submitted should be in sufficient detail to permit the ARC's consideration exactly as the building is to be constructed; be scaled  $\frac{1}{4}'' = 1$  foot; and include the foundation, all floor plans, section details, and elevation drawings. Plans should contain no alternate drawings or details, but red line changes that affect the exterior of the house are acceptable.

2.2. Any changes planned to be made on-the-job from originally made plans, must first be approved by the ARC, if such changes will significantly affect the exterior view (e.g., roof lines, porch, siding material, etc.)

2.3. The driveway must provide off street parking for at least 2 cars and there must be not less than a 2-car or more than a 3-car garage. The driveway will be at least a 4-inch thick 4000 psi fiber filled concrete with metal keyway type construction joints, and shall have a surface sealer applied after a tooled or sawn control joint is provided with a maximum spacing of 10' on center.

2.4. Brick, stone or stucco is the preferred exterior construction material. Foundation wall must be veneered with stone or brick.

### 2.5. New and Replacement Roof Materials

The preferred roof material is architectural grade asphalt shingles. Wood shakes or tiles may be considered by the ARC, subject to appropriate color and appearance. Metal roof materials are generally not acceptable unless they appear to be architectural grade shingles. Painted, metal ribbed panels and standing seam roof materials are not acceptable.

2.6. One story dwellings shall be not less than 1600 sq. ft.; split level not less than 2000 sq. ft.; and one and one half, and two story: 1750 sq. ft., except on lots 91 thru 98 and 198, 210 and 211 where the requirement is one story 2000 sq. ft.; split level 2400 sq. ft.; and one and a half or two story: 2150 sq. ft.

**2.7. When approved, one copy of the approved building plan will be returned to the applicant.**

## 3. **SITE and LANDSCAPE PLANS**

3.1. No building shall be located nearer than 30 feet to the front line, or 20 feet to any side or back street line. However, corner lots shall have a front-line setback of 30 feet. No building shall be located nearer than 10 feet to any interior lot line. Rear setbacks shall be 20 feet on all lots except zero setback is allowed on lot lines backing up to the golf course. Steps and terraces shall not be considered as part of a building. However, no portion of any building on one lot, including the eaves, will encroach upon another lot.

3.2 Two sets of the site plan are to be submitted that locate all proposed improvements on the lot, the setback lines, and topographical contour elevations. An engineering company, surveyor, or landscape architect shall draw the plan. Setbacks are measured from the property line, not curbs. Plans are to be drawn to scale appropriate to the size of the lot.

3.3 Site plans that provide the specifics of the location of the house, driveway and utility connections, must comply with the City of Maryville and Royal Oaks protective covenants, and site requirements landscape plan showing the planting and screening of the air conditioner from the street, and a plan for tree removal, landscaping and flowerbeds must be included as part of the site plans.

3.4 (blank)

3.5 The site plan will incorporate plans for erosion control devices, i.e., silt fences, straw bales, etc., that are to be installed prior to construction and required at all times during construction to control drainage onto a street or adjoining lots. These devices will be located on the site plan. All erosion control measures shall be in accordance with Tennessee Department of Environmental Control (TDEC) requirements. All roof drains and downspouts shall be taken to the street. Cut the curb, patch the curb, cut pipe to the angle of the curb. Drain lines shall be Schedule 40 PVC.

3.6 A parking area for workers will be located on the site plan.

3.7 The job site power pole will be located on the site plan. Power lines are not allowed to cross ROPOA streets.

#### 4. **OTHER CONSTRUCTION PLANS**

4.1 Fences, swimming pools, flagpoles, deck enclosures and any other construction or modification requires submittal of a Royal Oaks Building Permit (Enclosure I) that will be returned to the builder/owner after approval by the ARC.

4.2 (blank)

4.3 The specific project parameters need to be detailed on a site plan for review by the ARC. A \$200 deposit will be collected and \$160 will be returned to the homeowner at the successful completion of the project.

##### 4.4 Fence Construction

4.4.1. The ARC must approve all fence construction.

4.4.2. The property owner shall submit a site plan showing the fence location and construction materials to the ARC for approval along with a deposit of \$200. The deposit less \$40 will be returned to the owner at the successful completion of construction.

4.4.3. No fences of any kind shall be permitted in front of the back plane of the house without prior approval of the ARC.

4.4.4. Fences shall be no higher than 6 feet and be constructed of materials approved by the ARC.

***Note: It is highly preferred that a written concurrence be obtained from all adjoining property owners for the proposed location and type of construction. If concurrence from the neighbors cannot be obtained, then the list of neighbors will be provided to the ARC in the package submitted one week prior to the ARC meeting.***

***Also, locating a fence on the property line, is not suggested.***



## 5. GENERAL ONGOING CONSTRUCTION REQUIREMENTS

5.1 A sub-base of 4 inches of gravel (crusher run ¾ inch gravel preferred) must be placed on the driveway at the start of construction, and maintained during construction, to reduce the amount of mud and dirt that might otherwise be washed into the street. The building site and all adjacent lot areas must be kept clean of all construction debris. **At the end of each workday, streets must be shoveled or swept to remove gravel or debris.**

5.2 One sani-john and one dumpster will be located on the site plan. The dumpster is required at the start of construction through the sheet rocking phase and through completion of the exterior. The sani-john will be anchored in place and the dumpster that is required at each work site will be positioned with a 2-foot setback from the curb. The contractor should ensure that the dumpster is emptied when full as is designated on the side of the dumpster. The inspector will also at times specify dumping.

**5.3 No burning is permitted at any time. Barrel burning is not permitted.**

5.4 All gutter drains must be taken to the street and must be schedule 40 PVC at the termination point to the street curb. The angle cut on the pipe will follow the angle of the curb. The curb must be patched after the pipe is installed. If there is a catch basin in front of the property, the gutter drains may be installed to the catch basin.

5.5 Concrete truck dumping of excess and cleaning of concrete trucks shall be done PREFERABLY OFFSITE and/or only at a suitable location on the construction site. All debris must be cleaned up at the completion of construction. Check with the ARC for possible off-site dumping.

5.6 All extra dirt and tree trimmings must be removed from the lot and from the Royal Oaks community. Dirt, tree trimmings, or construction materials of any kind may temporarily be put on adjacent lots with written permission from the owner of the adjacent lot with the following condition: The ARC must be advised of the intent to use another lot, and a timeline must be established by the builder to restore the lot to its original condition at the time the builder moved the materials onto the said lot. The ARC reserves the right to refuse permission if it is determined that it would not be in the best interest of the community.

**5.7 NO work will begin prior to 7 am or after 7 pm as well as NO WORK IS TO BE DONE ON SUNDAYS except for emergency safety of health-related conditions and in these conditions the ARC MUST be notified. Loud playing of music or loud use of profanity will not be permitted.**

5.8 Parking on the street should be limited to only one side. All contractors should take appropriate steps to minimize on street parking and to control traffic. No parking on curves. Parking will not be permitted at or near intersections or in front of mailboxes. Driveways of residents will not be blocked nor will vehicles cause difficulty for the residents getting out of their driveway. Room must be provided to allow emergency vehicle passage at all times. A hose bib and water hose shall be provided on site to wash mud from tires, if necessary, and to hose down dirty streets, on a daily basis if necessary. One approved sign is permitted on the construction site. The ARC must approve additional signs.

5.9 All construction equipment including bobcats that are operated on the ROPOA streets require soft cleats that will not damage the pavement.



5.10 The construction time frame will begin at the time of ground breaking. The ARC site inspector will observe and make note of this date.

5.10.1. At any time during the building process, if the ARC site inspector determines that construction will exceed the one (1) year time limit in his judgment, a “Notice of Construction Completion Deadline” stating the completion date, will be sent to the owner/builder, and a request that he/she appear at the next scheduled ARC meeting and explain any reason for the delay. If necessary, a building extension may be requested by the owner/builder at this time. If the owner/builder will require an extension of the one (1) year construction period, a thirty (30) day extension may be issued to the owner/builder with no additional fees, provided the owner/builder has reasonable cause.

5.10.2. Any additional time. needed for completion that exceeds thirty (30) days will require a two hundred (\$200) inspection fee to be paid at this time. The owner/builder will estimate the time needed to complete the construction and the required landscaping.

5.10.3. If the construction will be delayed for any length of time, the ARC may require the owner/builder to perform certain site cleanup and sodding to improve the appearance of the construction site during the delay.

5.10.4. If the owner/builder fails to appear in a timely manner before the ARC as requested, all of the original refundable deposit may be forfeited. Any necessary cleanup of the building site that would be required and completed by ARC contractors, will be invoiced to the owner/builder. Further, in order to restart the construction, the owner/builder will be required to seek a new building permit from the ARC, and outstanding invoices must be paid.

5.10.5. If, in the judgment of the ARC, all reasonable efforts have failed to provide a solution to the extended construction time, the ROPOA/ARC reserves the right to seek legal assistance as deemed necessary to resolve the matter.

5.11 The speed in Royal Oaks is posted and is 25 MPH and must be observed at all times, City of Maryville enforcement.

## **6. SEWER AND GRINDER PUMP INFORMATION AND REQUIREMENTS**

6.1 If construction is on a street serviced by ROPOA’s low-pressure sewer collection system, a signed Agreement to Provide Sewer Services (Enclosure II) must be executed between ROPOA and the property owner.

6.2 The property owner must notify the appropriate utility representatives (Call TEN DIG @ 811) including ROPOA, if on a pressurized portion of the sewer system; or the City, if on a gravity flow portion of the sewer system prior to any excavation, so that they may stake out or otherwise inform the contractor of the location of the utility line/s. NOTE: All utility companies and the cable company must be called to locate their lines.

6.2.1. Contact the ARC or ROPOA maintenance for the location of existing pressurized sewer lines and the location of the tap for the sewer system.

6.3 Section 6.3 A 20 amp 2 pole circuit breaker will be provided at the nearest point on the wall of the home adjacent to the proposed location of the grinder pump. A #10 gauge circuit will be provided through the wall at the location to service the grinder pump. The circuit will consist of a #10-4 with two hots, neutral and ground. A #12-3 with one hot, neutral and ground on a 15 amp breaker shall also be provided at the same location for the alarm circuit. Leave two foot of cable at the wall for the termination connections.

## **7. INSPECTION**

7.1 Inspections will be made by the ARC to insure compliance with requirements, the approved plans and the covenants. See ARC Inspection Checklist (Enclosure II)

7.2 One warning will be issued by the ARC for violation of any of the requirements of this specification. After that, the ARC will pay to get the violation corrected without further notification and the costs deducted from the deposit. See section 8 below.

7.3 If a violation occurs which causes the committee to spend construction deposits to correct problems, the construction will cease until the Owner replenishes the deposit to its original amount. This is required before construction is restarted.

## **8. SCHEDULE OF FEES AND PROCEDURES FOR PROCESSING VIOLATIONS**

8.0 The permit fees for owner/builder are 6000.00. At the completion of the project, at a one year timeline from permit issuing date, a \$5000.00 refund will be issued to the owner/builder at his/her request, as long as there are no outstanding issues.

All checks are to be made payable to "ARC".

8.1 Some violations will require remedial action. In such situations, the ARC will notify the homeowner of the violation and the remedial action required. If such remedial action is not completed in a 3-day period after notification, the ARC will arrange to have the remedial action completed and the cost will be deducted from the deposit.

8.2 Starting construction prior to obtaining a proper building permit from Royal Oaks will result in a \$100 fine to be paid, for each occurrence, before any consideration for a permit to be issued. (See paragraph 1.1.1.)

8.3 Deductions from the deposit for violations will be replaced by the builder/owner to the ARC within 3 days of notification of violations in order to keep the full deposit level. After that, the ARC will pay to get the violation corrected without further notification, and the costs deducted from the deposit. A \$100 admin fee will be assessed for each non-conformance that has to be corrected by the ARC.

8.4 Owners/builders will ensure that these guidelines are provided to contractors, sub-contractors and others as appropriate. Lack of knowledge of the contents of this Builders Packet will not be considered a valid reason for failing to comply.

8.5 Appeals of violations may be made in writing to the ARC.

8.6 Upon completion of construction, a written request, including a copy of the City of Maryville Certificate of Occupancy must be submitted by the owner/builder to the ARC chairman, requesting a final inspection. During the final inspection., the ARC inspector will use the ARC Construction Plan and Final Inspection Checklist (Enclosure IV) and in general will ascertain whether all the following conditions are met with particular attention to the following:

8.6.1. All curbs, driveways, streets, adjoining lots and lawns in the area remain unchanged or damages repaired.

8.6.2. Any damages to utility conduits or connections (electrical, sewer, water, gas, or TV) are repaired.

8.6.3. Erosion control devices are removed, when the lawn is in place and well established.

8.6.4. The inspection of the building site and adjacent property will be recorded on the ARC Construction Plan and Final Inspection Checklist (Enclosure IV) and prior to the final sign-off the inspector will contact the owner to confirm that the contractor is completely finished, including landscaping, and all final city inspections have been made.

**8.6.4.1. The refund of the deposit will be made after a successful final inspection.**

The ARC inspector will conduct the final inspection to insure all work is completed satisfactorily and will notify the ARC chairman and Treasurer. The refund check will be processed and sent to the owner in a timely manner.

## **9. APPLICABILITY**

9.1. The Building Packet requirements documented herein, are established 1) to ensure adherence to the protective covenants, 2) to help Royal Oaks maintain an appealing place to live, and 3) to provide a reasonable accommodation between the need for contractors to perform their work with minimal interference and the need for existing homeowners to maintain and enjoy the residential lifestyle for which they have invested.

## **10. ADDITIONAL SPECIFICATIONS FOR CONSTRUCTION OF VILLAS**

10.1 Townhouse Covenant: No building, fence, wall, or other structures shall be commenced or maintained upon the properties nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, the kind, shape, height, materials, and location of the same, shall have been submitted to and approved in writing as to harmony of exterior design and location in relation to surrounding structures and topography by the Villa Association Architectural Review Committee (VAARC).

In the event said committee fails to act to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this article will be deemed to have been fully complied with. Approvals will be forwarded to the ROPOA ARC for review. Disapprovals will be returned to the owner/builder for corrective actions or with a statement of reason for denial. (Townhouse Covenant – Supplemental Declaration dated January 2, 1992)

THE FOLLOWING ADDITIONAL REQUIREMENTS MUST BE ADHERED TO FOR ALL VILLAS BUILT IN ROYAL OAKS

10.1.1 Exterior plans of the villas must be submitted along with detailed list of exterior building materials to the VAARC for approval prior to commencement of construction.

10.1.2 All exterior walls must be brick veneer.

10.1.3 Gutters and downspouts must be 5 inches and drains carried to the street.

10.1.4 Only 25 year dimensional shingles are to be used with an underlay of felt paper.

10.1.5 Only Velux skylights are to be used and must be installed with the matching flashing kit.

10.1.6 Drain tile must be used around all footings.

10.1.7 All block must be waterproofed on the outside and if a hole is cut into the block, it must be patched and waterproofed on the outside also.

10.1.8 Any area backfilled must be compacted.

10.1.9 Driveways must have at least 85% compaction. Concrete must be 4000 PSI, with fiber additive and include small fiber mesh and have at least 4 inches of ¾ inch of stone. Fiber expansion joints must be installed against the main slabs and garage floors. Driveways, patios, and porches must be anchored into the foundation of the house and to the garage floors with ½-inch rebar. Joints must be installed (wet) with keyways for balance of driveway and porches no more than 10 feet maximum distance in any direction between keyways. Keyways should be divided as equally as possible throughout the drive and sidewalk. Concrete must be at least 4 inches thick across the width of the driveway, and all sidewalks and porches. No center crowning is allowed. Chairs must be used to elevate the wire mesh to the center of the concrete slab.

10.1.10 Edging must be installed around all planting areas.

10.1.11 The Villas must have at the front of the garage, a pair of lights installed and operated in accordance with guidelines set forth by the ARC.

10.1.12 Decks must conform to Southern Building Code requirements.

10.2 A \$100 inspection fee will be charged to the villa owner for each new proposed villa unit being built. The fee will be used to pay for the inspections required by the designated Villa Inspector to insure compliance with Villa Association requirements. The VAARC will collect the \$100 inspection fee at the time the VAARC approves the plan.

10.3 It is the responsibility of the villa owner to ensure that all necessary and sufficient covenants are in place to legally construct the proposed new villa. The Villa Association legal counsel will perform a legal review of the covenants required for the new villa. The villa owner will pay for these legal reviews of the covenants.

10.4 (BLANK)

10.5 FAILURE TO CONFORM TO ANY OF THE ABOVE SPECIFICATIONS CAN RESULT IN THE FAILURE OF A VILLA UNIT NOT BEING ACCEPTED INTO THE VILLA ASSOCIATION, UNTIL THE UNIT IS BROUGHT INTO COMPLIANCE WITH THESE SPECIFICATIONS.

## Royal Oaks Application for (House) Building Permit

Lot No. \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Builder's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Builder's License No. \_\_\_\_\_ Insurance Carrier \_\_\_\_\_

Construction schedule: Start Date \_\_\_\_\_ Est. Completion Date \_\_\_\_\_

Foundation: Basement \_\_\_\_\_ Crawl space \_\_\_\_\_ Slab \_\_\_\_\_

Roof materials, and color \_\_\_\_\_ Exterior materials \_\_\_\_\_

Heated area sq. f. Main level \_\_\_\_\_ Upper \_\_\_\_\_ Basement \_\_\_\_\_

Setback footage approved: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left side \_\_\_\_\_ Right side \_\_\_\_\_

Garage sq. f. 2-car \_\_\_\_\_ 3-car \_\_\_\_\_ No. of doors \_\_\_\_\_ Fireplace \_\_\_\_\_

HVAC area sq. f. \_\_\_\_\_ Review fee \_\_\_\_\_

I have read the Royal Oaks Architectural Review Committee Building Requirements in this booklet and will comply with all the requirements set forth within.

The undersigned specifically represents to the Architectural Review Committee (ARC) that the plans which are attached to this application and made part hereto by reference, are true and accurate representatives of the improvements to be constructed in the event the ARC Building Permit is issued. The undersigned further certifies that the external portions of said improvements will be constructed in compliance with the submitted plans, and no significant deviations will be made without prior approval of the ARC.

A \$6000 deposit will be collected and \$5000 will be returned to the homeowner/builder at the successful completion of the project. CHECKS SHALL BE MADE PAYABLE TO "ARC."

The undersigned specifically understands and agrees that if any change is caused by the undersigned, his contractors, subcontractors, or agents, the undersigned shall be responsible to rectify the damage.

Signed (Owner) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Architectural Review Committee

THIS DOCUMENT BECOMES THE ARC BUILDING PERMIT WHEN APPROVED

## Royal Oaks Application for (Miscellaneous Construction) Building Permit

Lot No. \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_  
Owner's name \_\_\_\_\_ Phone \_\_\_\_\_  
Owner's email \_\_\_\_\_ Builder's email \_\_\_\_\_  
Builder's name \_\_\_\_\_ Phone \_\_\_\_\_  
Builder's address \_\_\_\_\_  
Builder's License # \_\_\_\_\_ Insurance carrier \_\_\_\_\_  
Construction schedule: Start date \_\_\_\_\_ Est. completion date \_\_\_\_\_  
Type of miscellaneous construction details and materials:  
Fence \_\_\_\_\_  
Deck enclosure or extension \_\_\_\_\_  
Room addition \_\_\_\_\_  
Other \_\_\_\_\_  
\_\_\_\_\_ Review fee \_\_\_\_\_

I have read the Royal Oaks Architectural Review Committee Building Requirements in this booklet and will comply with all the requirements set forth within.

The undersigned specifically represents to the Architectural Review Committee (ARC) that the plans which are attached to this application and made part hereto by reference, are true and accurate representatives of the improvements to be constructed in the event the ARC Building Permit is issued.

A \$200 deposit will be collected and \$160 will be returned to the home owner at the successful completion of the project. Checks shall be made payable to "ARC".

The undersigned further certifies that the external portions of said improvements will be constructed in compliance with the submitted plans, and no significant deviations will be made without prior approval of the ARC. The undersigned specifically understands and agrees that if any change is caused by the undersigned, his contractors, subcontractors, or agents, the undersigned shall be responsible to rectify the damage.

Signed (owner) \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Architectural Review Committee

THIS DOCUMENT BECOMES THE ARC BUILDING PERMIT WHEN APPROVED

**Royal Oaks Property Owners Association**  
**AGREEMENT TO PROVIDE SEWER SERVICES**

This agreement between \_\_\_\_\_ (owner) of lot # \_\_\_\_\_ located at \_\_\_\_\_ in the Royal Oaks community, and the Royal Oaks Property Owners Association (ROPOA), owner and operator of the low pressure sewer collection system serving the lot, is entered into this date: \_\_\_\_\_.

Royal Oaks Property Owners Association does hereby commit itself to provide the following equipment and services:

Grinder pump: During new construction, ROPOA will order upon owner's request, bill the owner for the cost to ROPOA including freight and tax, plus a \$50 service charge.

Grinder pump extension: Should the outside elevation and/or depth of the drain line from the dwelling require an extension, ROPOA will order an extension and bill the owner for the cost ROPOA is required to pay. (The cost of the extension is \$525) The extension will be installed at the same time as the grinder pump is installed. There will be an additional \$50 charge for installing an extension.

Sewer tap and installation: Upon the owner's request, ROPOA will make the sewer tap, install grinder pump, control panel, service line, make electrical connection at outside wall, and test and certify pump as meeting warranty requirements. The cost of this service is \$12000 for material purchase and installation.

Owner agrees:

1. To comply with all City of Maryville requirements for building permits and tap fees.
2. To give ROPOA six-week notification of need for grinder pump purchase
3. To pay ARC for the pump at the time the signed agreement is submitted.
4. To give ROPOA at least two weeks notice of time to install grinder pump.
5. All checks are to be made payable to "ARC."

Lot # \_\_\_\_\_

ROPOA/ARC \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_



## Checklist Requirements for ARC Approval (House)

1. Required local government permits \_\_\_\_\_
2. Two sets of building plan requirements to include:
  - Foundation plan \_\_\_\_\_
  - Floor plan of all floors \_\_\_\_\_
  - Elevation drawings of all exterior walls \_\_\_\_\_
  - Roof plan \_\_\_\_\_
  - Exterior decks, porches and stairs \_\_\_\_\_
  - Exterior materials list \_\_\_\_\_
3. Two site plan requirements to include (Surveyor stamp):
  - Showing building location and setbacks \_\_\_\_\_
  - Showing silt fence, dumpster and sani-john locations \_\_\_\_\_
  - Showing contour lines to determine drainage \_\_\_\_\_
  - Location of utilities \_\_\_\_\_
  - All driveways and walkways \_\_\_\_\_
  - Location of trees over 10" in diameter to be removed must have ARC approval. \_\_\_\_\_
4. Landscape plan requirements showing:
  - Type of grass to be used \_\_\_\_\_
  - Location of trees, shrubs, any mulch beds \_\_\_\_\_
  - Plantings around mechanical equipment \_\_\_\_\_
5. Two completed and signed Royal Oaks Applications for Building Permits \_\_\_\_\_
6. Two completed and signed Sewer Agreement forms (if necessary) \_\_\_\_\_
7. Check to Royal Oaks ARC for review fee \_\_\_\_\_
8. Copy of City's required compaction test letter when building on fill \_\_\_\_\_
9. Required copy of contractor's state building license \_\_\_\_\_
10. Required copy of liability and workman's comp. insurance certificate \_\_\_\_\_

All permit requests must be submitted in person during our monthly meeting, the second Tuesday of each month at 6:30 pm. The ARC committee meeting room is located at Door #4 behind 4411 Legends Way, adjacent to the Operations Center and swimming pool. Plans will be approved or rejected at this time.

## Checklist Requirements for ARC Approval (Villas)

1. Local required government permits \_\_\_\_\_
2. Two sets of building plans requirements to include: \_\_\_\_\_
  - Foundation plan \_\_\_\_\_
  - Floor plan \_\_\_\_\_
  - Elevation drawing of all exterior walls \_\_\_\_\_
  - Roof plan \_\_\_\_\_
  - Exterior deck, porches, stairs \_\_\_\_\_
  - Exterior materials list \_\_\_\_\_
  - Party wall construction drawing, material and design plan \_\_\_\_\_
  - Deck construction plan and materials \_\_\_\_\_
3. Two sets of site plan requirements (surveyor stamp): \_\_\_\_\_
  - Showing building location and setbacks \_\_\_\_\_
  - Showing silt fence, dumpster and sani-john locations \_\_\_\_\_
  - Showing contour lines to determine drainage \_\_\_\_\_
  - Location of utilities \_\_\_\_\_
  - All concrete driveways and walkways \_\_\_\_\_
  - Location of trees over 10" in diameter to be removed must have \_\_\_\_\_  
ARC approval
4. Landscape plan requirements showing: \_\_\_\_\_
  - Location of trees, shrubs, any mulch beds \_\_\_\_\_
  - Plantings around mechanical equipment \_\_\_\_\_
5. Two completed and signed Royal Oaks Applications for Building Permit \_\_\_\_\_
6. Copies of contractor's State building permit and insurance certificate \_\_\_\_\_
7. Check to Royal Oaks ARC for review fee \_\_\_\_\_
8. Check to Royal Oaks Villa Association for review fee \_\_\_\_\_
9. Copy of City required compaction test letter (when building on fill) \_\_\_\_\_

All permit requests must be submitted in person during our monthly meeting, the second Tuesday of each month at 6:30 pm. The ARC committee meeting room is located at Door #4 behind 4411 Legends Way, adjacent to the Operations Center and swimming pool. Plans will be approved or rejected at this time.

## Checklist Requirements for ARC Approval (Miscellaneous)

1. Local government permits (if necessary) \_\_\_\_\_
2. Two sets of building plans (if room addition) to include: \_\_\_\_\_
  - Foundation plan \_\_\_\_\_
  - Floor plan \_\_\_\_\_
  - Elevation drawing of all exterior walls \_\_\_\_\_
  - Roof plan \_\_\_\_\_
  - Exterior deck, porches, stairs \_\_\_\_\_
  - Exterior materials list \_\_\_\_\_
3. Two sets of site plans (Surveyor stamp) \_\_\_\_\_
  - Showing building location and setbacks \_\_\_\_\_
4. Landscape plan (if necessary) \_\_\_\_\_
5. Two completed and signed Royal Oaks Application for Building Permit \_\_\_\_\_
6. Copy of contractor's state building license \_\_\_\_\_
7. Copy of contractor's insurance and workman's compensation \_\_\_\_\_
8. Check to Royal Oaks ARC for review fee \_\_\_\_\_

All permit requests must be submitted in person during our monthly meeting, the second Tuesday of each month at 6:30 pm. The ARC committee meeting room is located at Door #4 behind 4411 Legends Way, adjacent to the Operations Center and swimming pool. Plans will be approved or rejected at this time.

## ARC INSPECTOR CHECK LIST

Lot # \_\_\_\_\_

Date of Inspection \_\_\_\_\_

1. Tree removal, in accordance with plan.
  - a. Trees to be removed as indicated on the approved site plan shall be designated with red spray paint. Onsite review of designated trees will be made by the ARC inspector prior to cutting.
2. Building permits from City and ARC displayed.
3. ⊕ Sufficient gravel in driveway. (4 inches minimum)
4. Dumpster on site.
  - a. ⊕ Dumpster too full
5. Sani-John on site.
6. No power cords across streets.
7. ⊕ Building staked out and inspector notified when staking is complete.
  - a. Compliance with proper setbacks.
  - b. All construction including overhangs is contained within the property boundaries.
8. ⊕ Erosion control in place.
  - a. Silt fence properly maintained.
9. Hose bib and water hose in place? Driveway curb cut with saw.
10. ⊕ Parking according to approved site plan.
  - a. Parking in areas designated on site plan.
11. ⊕ Street cleaned regularly.
  - a. Excessive dirt tracked from site.
12. ⊕ Construction site clean & orderly. Written permission is required to use adjacent lots to store materials and debris.
13. ⊕ Trash removed from adjacent lots.
14. Post lamp installed consistent with approved site plan.
15. Gutter drains terminated at the street, cutting of the curbs shall be patched. Drains shall be Schedule 40 PVC and cut to curb angle.
16. Proper mail box installed.
17. Landscaping completed according to landscape plan. All plantings in place and ground cover established sufficient to prevent erosion/washing onto streets and / or into sewers.
18. City of Maryville Certificate of Occupancy delivered to ARC.
19. Final cleanup completed consistent with requirements.

Non-compliance must be completed by COB \_\_\_\_\_ to avoid remedial action by ARC

*Note: ⊕ - identifies non-conformance that must be corrected on the spot when identified by the ARC inspector. All other non-conformances will be corrected within 3 days and ARC will follow the following process: 1. Make the corrections, 2. Bill the owner, 3. Charge a \$100 administrative fee for remedial action.*

## ARC CONSTRUCTION PLAN AND FINAL INSPECTION CHECKLIST

Lot # \_\_\_\_\_ Builder: \_\_\_\_\_

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

Description of Type of Construction: New House: \_\_\_\_\_

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

A. Receipt of complete set of plans and information. Date: \_\_\_\_\_

B. Receipt of complete site plan. \_\_\_\_\_ Date: \_\_\_\_\_

C. Receipt of review deposit. \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

D. Specific items reviewed by the ARC: \_\_\_\_\_

Valid contractor license \_\_\_\_\_ Contractor's Permit Approved \_\_\_\_\_

Contractor has covenants \_\_\_\_\_ Owner has covenants and Builder Packet \_\_\_\_\_

Setback lines \_\_\_\_\_ Minimum heated area \_\_\_\_\_

Utility yards \_\_\_\_\_ Storage facilities \_\_\_\_\_

Fences \_\_\_\_\_ Outside buildings \_\_\_\_\_

Landscape plan \_\_\_\_\_ Air conditioning screening \_\_\_\_\_

Mailbox \_\_\_\_\_ Lamp post, photo-cell controlled \_\_\_\_\_

Assure that house complies with original plan with changes \_\_\_\_\_

Landscape complete \_\_\_\_\_ - Adjoining property cleanup \_\_\_\_\_

Foundation survey \_\_\_\_\_ 2-3 car attached garage \_\_\_\_\_

Off street parking \_\_\_\_\_ Roof materials \_\_\_\_\_

Fireplace materials \_\_\_\_\_ - Outside wall materials \_\_\_\_\_

Driveway materials \_\_\_\_\_ - Underground utilities \_\_\_\_\_

Visibility of air conditioner \_\_\_\_\_ Mailbox installed \_\_\_\_\_

Outside light post \_\_\_\_\_ Hot tubs \_\_\_\_\_

Swimming pool \_\_\_\_\_ - Satellite dish \_\_\_\_\_

Sewer hookup \_\_\_\_\_ Landscape around sewage pump \_\_\_\_\_

Visibility of meters \_\_\_\_\_ Photo-cell functioning garage \_\_\_\_\_

face lights (Villas) \_\_\_\_\_

Date of start of construction \_\_\_\_\_ Owner/Builder \_\_\_\_\_

NOTE: The above checklist is only a guideline and does not preclude examining other items including those contained in the covenants not listed herein. Also, these guidelines must be used in conjunction with the exact wording and requirements in the covenants. The ARC's review and final inspection will be based on the intent and purpose of the covenants to assure that all dwellings shall be of the quality workmanship and material substantially the same or better than those in the neighborhood.