



**A Mountain Community**

Architectural Standards

Construction Guidelines

WELCOME TO THE RIVER'S EDGE ESTATES!

We are happy to welcome you to The River's Edge Estates Community. This publication will provide most of the information you and your contractor will need in order to complete your construction in a timely manner and in compliance with The River's Edge Estates (REE) Declaration of Restrictions, Covenants, and Conditions, as well as all federal, state, and Gilmer County ordinances and laws. The details are lengthy in order to protect The River's Edge Estates property owners and their property values, and to maintain integrity during the building process. The process is simple if these few basic guidelines are followed. These guidelines are outlined on the checklist included in the package. Should you or your contractor have any questions about the information in this booklet, please call the REE office at 706-273-3100.

This booklet is designed to be used for new construction of any type and renovations of any type in REE. REE strongly recommends that you, as a property owner, become familiar with the REE By-Laws, and the Declaration of Restrictions, Covenants and Conditions as they apply to your property. **You must obtain from Gilmer County the various land development and building ordinances with which you must comply, and obtain any and all required permits.** Doing so will make ownership in your REE a pleasant one.

**IMPORTANT:** Even though your construction/renovation/landscaping project may not require Design Review Committee (DRC) approval (based on the guidelines set forth in this document), notify the Association office of any project, and the dates on which the project will occur.

***Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)***

**Frequently Asked Questions**

<b>Question</b>	<b>Answer</b>
I would like to have my roof replaced. I am using metal instead of shingles for the new roof. Do I need to submit a request to the Design Review Committee (DRC)?	Yes. If the material or color of the new roof is changed from the existing material or color, the DRC must review and approve the changes. NOTE: Any changes or additions planned for the exterior of your home must have DRC approval.
I have a dead tree on my property and would like to have it removed. Do I need to submit a request to the Design Review Committee?	No. If the tree is dead, or if a tree is smaller than 6 inches in diameter, or it is within 10 feet of your house or garage, no review or approval is required. However, please notify the Association regarding the date of the work, and the type of work being completed.
Can I put up a fence to keep animals out of my garden?	No fence may be erected without prior approval by the DRC.
I am planning on repainting/re-staining my home. Do I need to submit a request to the Design Review Committee?	If the stain/paint is the same color as that currently on the house, no approval is required. However, if being changed, all changes must be reviewed and approved by the DRC. <b>NOTE:</b> This is true for trim, shutters, etc.
I would like to add a retaining wall to the landscape at the rear of my home. It is not visible from the street. Do I need to submit a request to the Design Review Committee?	Yes. All significant changes to the landscape must be reviewed and approved by the DRC. If there is a question as to what constitutes a significant change, please call the Association office.
I haven't gotten a written response to the request for a change to my home. Do I have to wait for that response before the work may proceed?	<p>Yes. Work may NOT be started before the review and approval process has been completed, and formal notification has been delivered.</p> <p>Any work started prior to approval being received by you will result in a stop work order being issued, and a requirement that work done prior to approval may have to be reversed at the home owners' expense. NOTE: This includes removal of trees , remodeling work, painting, landscaping, etc.</p> <p><b>NOTE:</b> If a fully completed request/application has been submitted and accepted, and no action, reply/denial has been taken/returned/received for thirty (30) days, the request/application is deemed to be approved, and the work may begin on the thirty-first (31<sup>st</sup>) day.</p>
I would like to add/change the lighting on the exterior of my home. Do I need to submit a request for approval?	Yes, any changes/additions to the exterior of your home must be reviewed and approved by the DRC.
I am planning on adding/repainting/changing the shutters/exterior door(s) on my home. Does this require submission of an application?	If the color of the shutters/doors being repainted is the same as it was before repainting, no approval is required. Any change to the exterior of the home requires submission of an application and resulting

Question	Answer
	approval of the DRC.
I am planning on paving/repaving my driveway. Does this work require DRC approval?	If the driveway is being resurfaced with the same material/color as is currently in place, no approval is required. If you plan to change the material/color of the surface, the change requires DRC approval
I would like to extend the size of the deck on the back of my home. Should I submit an application for DRC approval for this project?	Yes, additions and changes to the exterior of your home require DRC approval before the work commences.
I am planning on adding a fireplace to the patio at the rear of my home. Should I submit an application to the DRC?	Yes, additions of this type to the landscape/configuration of your home require review and approval of the DRC. Be sure to include with the application, samples of all material to be used in the project.

**NOTES:** Be sure in all cases where an application is required that all material samples, drawings, permits, etc. are included in your submission.

Each request submitted for review will be assessed based on its own design/colors/materials. Even though another home in Rivers Edge may have the same design/colors/materials in its architectural scheme, it may not be approved for your project. Each will be evaluated for its location/style/proximity to other homes when rendering a decision.

**IMPORTANT:** *No work on your project may commence until you have received written approval from the Design Review Committee. Doing otherwise may result in a stop work order, and/or reversal of any work already completed, at the expense of the homeowner.*

*If there is any question as to whether or not your projects require approval of the Design Review Committee, please contact the Association office before beginning work.*

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## **SECTION I: PURPOSE OF THE DRC REVIEW COMMITTEE:**

The purpose of the DRC is to ensure that each owner's property values are protected and enhanced by assuring compliance with all REE's Declaration of Restrictions, Covenants, and Conditions. In order to maintain architectural and aesthetic harmony and compatibility among all lots, structures, and improvements, decisions made for one lot/project may not be suitable for another lot/project.; therefore, the DRC will adopt as appropriate varying standards, sizes, values, and layouts of lots and improvements thereon.

## **SECTION II: NOTICES:**

The REE DRC Review Committee (DRC) meets monthly at the discretion of the Committee Members.

All paperwork must be submitted through the REE Property Office at a minimum, 10 days in advance of a planned project.

Formal replies will be mailed to the property owner during the week after the meeting, and should be received within two weeks of the meeting. No approvals or disapprovals will be given verbally, via telephone, or in person, either to the property owner or his/her agent.

Problems that arise during construction may be addressed verbally. Call the REE office and the problem will be forwarded to a DRC member and you will be notified via telephone and the telephone call will be followed with a written memo.

***Any construction or reconstruction of, or the refinishing or alteration of any part of the exterior, or any improvement upon any lot\_(including landscaping and tree removal), is absolutely prohibited until, and unless, the owner of such lot first obtains the approval of the DRC.***

The DRC should be notified, in writing, of the nature of the proposed work. This booklet provides guidelines to aid in fulfilling this procedural requirement.

## **SECTION III: REQUIREMENTS FOR DRC APPROVAL:**

**A) NEW CONSTRUCTION:** Each lot may contain only one single-family residence. All improvements shall be constructed in accordance with applicable building line setback and height provisions as set forth by the state, county and/or the DRC.

**RENOVATIONS:** Exterior renovation, additions, out-buildings, fences, gates, and changes in exterior finishing's:

- 1. Submit copy of the appropriate REE DRC application for new construction or remodel/renovation approval. (DRC-1 or DRC 8)**
- 2. Submit copy of Gilmer County Health Dept. Septic Tank Permit.**
- 3. Submit Copy of Gilmer County Building Permit subsequent to approval.**
- 4. Fees to be paid upon approval prior to the start of construction.**
  - a. Road Impact Fee \$950 (effective Dec. 2018)**
  - b. Unpaid Outstanding Assessments**
  - c. Other fees as enumerated on Check List**
  - d. Water tap-in fee of \$500. It is the owner and/or plumber's responsibility to notify the River's Edge Property Manager when tapping onto the water system.**
- 5. Submit one set of plans, which includes (to be retained in the Association Office):**
  - a. A survey, a site plan and building plans for formal approval. Plans will be appropriately marked to indicate approved or not approved, and will remain in REE's files along with other pertinent information about your property.**
  - b. A survey that is legible, prepared by a registered land surveyor and a formal site plan, drawn to scale which includes:**
    - i. The dimensions of all boundary lines**
    - ii. Front, side and rear minimum set back; distances indicated by dotted lines**
    - iii. The proposed location of the house and septic tank, with the extent of the drain field. Be certain that drain off from the septic system does not run into any waterways.**
    - iv. The proposed location of all driveways, walkways, parking areas, and any other structures.**
    - v. The location of any river, stream, creek, or pond which includes the regulatory setbacks there from.**
    - vi. Indicate the portion of the lot which will be cleared including the total square footage.**

- B) The building plans must show all four elevations – front, back and both sides.
1. The finished dimensions for each level of finished, heated living space must be clearly marked on plans.
  2. The total number of square feet of all finished heated living space should also be clearly marked.
  3. **HEATED LIVING SPACE MEANS THE WALLS ARE COVERED WITH SHEETROCK OR PANELING.**
  4. Show the location and dimensions of all porches, decks, garages and other buildings to ensure compliance of all set-back requirements. These additional structures should also be indicated on your site plan.
  5. Include the description of exterior materials. Include color samples and examples of all exterior materials. **Color samples must be applied to a section of material that matches the material on which the color is to be used.**
- C) TREE REMOVAL INFORMATION:
1. Clear cutting is prohibited!
  2. Tree removal is limited to within ten feet of the house and/or septic tank, and its drain field, or five feet from driveways, walkways, parking areas, and other structures; a statement on the site plan will suffice. (Submit Form DRC-5)
  3. **HOWEVER**, if trees to be removed are outside the above parameters, they should be indicated on the site plan.
  4. You must notify the REE DRC, not less than 10 days prior to proposed work for the review process to be completed.
  5. No live tree, with a diameter greater than six inches is allowed to be cut without the prior approval of the REE DRC. Anyone removing trees without prior approval must replace the tree with a tree of similar size and type. For additional information regarding unauthorized tree removal, please refer to Section 2.02(b) 3 of the Rivers Edge Estates Covenants.
- D) New construction must have a minimum of 1,600 square feet of heated living space, exclusive of garages, porches, decks, bulk storage and unfinished basements.
- E) Building set-backs per state, county, and/or DRC requirements are as follows:
1. 25 feet from the surveyed front lot line.
  2. 15 feet from the side lot line.
  3. 15 feet from the rear lot line.
  4. Footage from any waterway may be variable depending on state and county requirements. Rivers Edge Estates requirement is 50 feet.
  5. Set-back variances may be granted by the REE Board of Directors through the DRC, with the exception of water frontage
  6. For the purpose of this requirement, the front line of a lot shall be the surveyed lot line. Do not assume your lot line is measured from the center or edge of the road.
- F) New construction must be completed within 12 months of issuance of approval.
1. New applications must be made for any construction that has not been begun within one (1) year of issuance of the REE building permit.

**2. Any extensions for construction after one year must be applied for to the DRC.**

**G) Variances from the original application must be made in writing. Please include complete justifications for any changes.**

**H) Approved Exterior Materials Are:**

- 1. Wood**
- 2. Log**
- 3. Wood shingles or shakes**
- 4. Metal roofing**
- 5. Architectural grade shingles**
- 6. Natural stone products (river stone, stacked stone)**
- 7. Hardi-Plank**
- 8. Any other materials are subject to approval by the DRC**

**I) Fences and Gates:**

- 1. Must be wood or wood appearing composites, not vinyl or chain link.**
- 2. The color must be earth toned or natural**
- 3. An REE building permit is required before erecting fencing or gates of any kind**

**NOTE: Only fence that are designed to enhance the landscape and are decorative in nature will be considered. Privacy fences, fences designed as yard enclosures, dog runs or pet enclosures, are NOT permitted. Fabric mesh fences that surround vegetable gardens may be approved after review by the DRC.**

**J) Garages and Storage Buildings must be constructed with materials and exterior finishes (including doors and trim) that complement the main house.**

- 1. An REE building permit is required for new construction, additions, new driveways, concrete, fences and/or walls, and exterior renovations.**

**K) Pet Enclosures Of Any Kind Are Prohibited:**

- 1. No fences, pens, runs, or other means for containing an animal while on the owner's lot are allowed**
- 2. An invisible fence animal training system is permitted.**

**L) All architectural changes to the roadside appearance of all properties must be reviewed by the DRC before these changes are commenced. This includes the addition of fences, gates, walls, outside ornamentation, and landscaping, as well as any repainting and re-staining of existing buildings. Repainting or re-staining in the same color does not necessitate an REE permit.**



## SECTION IV: OBLIGATIONS AND RESPONSIBILITIES:

The Property Owner and the primary contractor each have obligations and responsibilities to fulfill before, during and after the construction. This section will attempt to point out some of these items, but there may be others not mentioned which must be fulfilled.

- A) It is the responsibility of the Property Owner and primary contractor to acquire all required local, county, etc. permits.
- B) The Property Owner and the primary contractor are required to sign various REE forms which can be found at the end of this document. Additional forms are available in the REE office. ***FAILURE TO RETURN THE SIGNED FORMS WITH THE DRC APPLICATION WILL RESULT IN DENIAL OF THE APPLICATION UNTIL SUCH TIME AS THE FORMS ARE COMPLETED. THERE ARE NO EXCEPTIONS.***
- C) The Property Owner and the primary contractor are responsible for keeping the job site cleaned up.
  - 1. A dump container will be designated for all construction debris, or a dumpster will be on site.
  - 2. All debris will be removed from the site weekly at a minimum or as necessary to keep the site clean.
  - 3. All debris, as well as the dumpster or dump site, will be removed when construction is complete.
- D) The Property Owner and the primary contractor are responsible for the conduct and damages caused by all their employees, their subcontractor(s) and their employees, and all material truck drivers while they are within the boundaries of REE.
  - 1. Proper conduct includes:
    - a. Observation of traffic speed limits (25mph – all roads) and stop signs
    - b. No littering
    - c. Being at the proper work site ONLY!
    - d. No blocking of roadways. If blocking roadway is unavoidable, the office must be notified at least one day in advance in order to not create undue hardship on other property owners.
    - e. If blocking of roadway is unavoidable, warning signs and flagging must be installed for the duration of obstruction.
- E) The Property Owner and the primary contractor must provide sanitary facilities for their personnel, as per county requirements.
  - 1. The portable toilet will be located in the least conspicuous location on the lot.
  - 2. It must be cleaned and emptied not less than weekly and removed before the final inspection.
- F) No construction equipment is allowed on REE roads unless it is equipped with rubber tires, rubber treads, or appropriate road protection is provided.
- G) Dumping of construction or vegetation debris is also PROHIBITED.

- H) DRC, or it's designee, as per the REE Declaration of Restrictions, Covenants and Conditions, reserves the right to enter your property at any time during construction up to the issuance of Gilmer County's C.O.O, to review and observe the construction and to see that the property owner and the primary contractor are in compliance with the REE DRC's guidelines and the REE Declaration of Restrictions, Covenants and Conditions.
1. As a courtesy to the property owner, and if time allows, the committee will notify the property owner by mail of the date and time of said visit, and request his/her presence if it is deemed necessary.
  2. REE reserves the right to institute a violation assessment if the property owner and the primary contractor are not in compliance.
  3. During construction, driveway ingress and egress site must be gravel and any mud or debris must be immediately removed from road.

## **SECTION V: SITE PREPARATION:**

- A) No work, other than flagging, staking and septic soil analysis is to be done before an REE building permit is issued.
1. A tree removal permit is necessary before any trees are removed to obtain a soil sample.
- B) Before any construction preliminaries are performed, silt fences must be installed according to Gilmer County ordinances. Silt fencing must be maintained throughout the duration of the project.
- C) The property owner must implement/install a water drainage control plan in order to eliminate contamination of the waterways in REE, and to prevent runoff from the job site onto REE roadways.
- D) Driveways and parking areas:
1. May be compacted gravel or paved with asphalt or concrete.
  2. They must create a flush transition to the REE roadway.
- E) Do not clear cut your lot(s). Clear cutting is environmentally and legally problematic. Gilmer County has ordinances dealing with land disturbance that you and your contractor should be aware of before you begin to clear land for construction.

## **SECTION VI: DURING CONSTRUCTION:**

- A) Variances requested after the work is started will be given consideration, but variances should be applied for before the work is commenced.
- B) All construction waste material will be placed in a dumpster or other approved container.
1. To avoid unsightly conditions, the dumpster/container will be emptied once a week at a minimum, or as often as necessary to keep the area clean/safe.

- C) Cleanup of material spills on REE common property, such as concrete, asphalt, rock, paint, dirt and other items is the joint responsibility of the property owner and his primary contractor.
- D) The use of explosives is not permitted without notification and approval from the REE office.
- E) No burning of any type of debris (tree, building, etc.) is allowed.

## **SECTION VII: AFTER COMPLETION OF CONSTRUCTION:**

- A) All propane tanks are to be buried underground or screened from view from the road.
- B) Additional forms for all other subsequent construction or property improvements are available in the REE office.

## **SECTION VIII: PROHIBITED**

- A) Sprinkler systems**
- B) Unleashed pets (when not on the owners property)**
- C) Vinyl Siding**
- D) Stucco**

## **SECTION IX: FORMS:**

- A) All the forms necessary for construction are included with in this booklet.**
- B) These and all other forms required for renovation, landscaping, tree removal, etc. are available at the REE Office.**



## DRC APPLICATION FOR NEW CONSTRUCTION

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NO APPLICATION WILL BE CONSIDERED IF CHECKLIST IS NOT COMPLETE. PLEASE SUBMIT ALL NECESSARY ITEMS, INCLUDING FEES, IN ORDER TO PREVENT DELAYS IN HAVING YOUR APPLICATION REVIEWED. THANK YOU.

Materials samples (paint, stain, stone, siding, etc.) must accompany your request. **Color samples must be applied to a section of material that matches the material on which the color is to be used (i.e. stain or paint sample on the type of siding on the house).**

Please Print

PROPERTY OWNER

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS

\_\_\_\_\_

LOT NUMBER:

\_\_\_\_\_

PRIMARY CONTRACTOR'S NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS

\_\_\_\_\_

DESCRIBE THE CONSTRUCTION/OTHER WORK TO BE PERFORMED:

\_\_\_\_\_

\_\_\_\_\_

Have you received the River's Edge Estates Declaration of Restrictions, Covenants, and Conditions?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

PROPERTY OWNER'S PRINTED NAME

PROPERTY OWNER'S SIGNATURE

Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)

DRC-1 (11-12)



## CHECKLIST FOR DRC APPROVAL

**Construction may NOT begin until the following requirements are met**

<b>Requirements</b>	<b>OFFICE USE ONLY DATE/INITIALS</b>
1. REE Building Application Form/Renovation/Remodel Form	
2. Gilmer County Building Permit	
3. Gilmer County Septic System Permit	
4. Signed Indemnity Form and Maintenance Agreement	
5. One set of Site survey drawn to scale including house, garage, driveway, walkways and proposed tree removal	
6. One set of house plans, drawn to scale (to be retained in office)	
7. Total Amount of finished, heated square footage _____ (Minimum is 1600 sq.ft.)	
8. Fees Paid Impact Fee _____ Water Tap In Fee _____ (May be paid when tapping onto the water. Must notify the River's Edge Property Manager at that time.) Quarterly Assessments Paid _____ Other Fees _____	
9. Lot registered in correct owners' name	
10. Samples of colors applied to materials to be used, samples of all materials (siding, roofing, stone, etc.)	

\_\_\_\_\_  
PROPERTY OWNER'S PRINTED NAME

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
LOT NUMBER

\_\_\_\_\_  
OFFICE STAFF

\_\_\_\_\_  
DATE COMPLETED

**Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)**

DRC-2



## **DRC INDEMNITY**

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THE PROPERTY OWNER AGREES TO INDEMNIFY, AND SAVE HARMLESS, THE RIVER'S EDGE ESTATES ASSOCIATION, ITS OFFICERS, DIRECTORS, EMPLOYEES, MEMBERS AND AGENTS (REE) FROM AND AGAINST ALL CLAIMS OR ACTIONS, AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION, AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY USED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONS CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THIS PERMIT OR FOR ANY AND ALL CLAIMS FOR DAMAGES UNDER THE LAWS OF THE UNITED STATES OR OF GEORGIA ARISING OUT OF OR IN ANY WAY CONNECTED WITH CONSTRUCTION UNDER THIS PERMIT. THE PROPERTY OWNER FURTHER AGREES TO ASSUME AND PAY FOR ANY AND ALL CLAIMS (ADMINISTRATIVE OR LEGAL), LITIGATION, AND ACTIONS, SUFFERED THROUGH ANY ACT OR OMISSION OF THE PROPERTY OWNER OR ANY SUBCONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT AND ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

\_\_\_\_\_  
PROPERTY OWNER'S PRINTED NAME

\_\_\_\_\_  
RECEIVED BY REA

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE OF PERMIT

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

**Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)**

DRC-3



**DRC CONSTRUCTION SITE MAINTENANCE AGREEMENT**

PROPERTY OWNER NAME

LOT NUMBER

STREET ADDRESS

**THIS AGREEMENT IS FOR THE CONSTRUCTION SITE LISTED ABOVE. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER AND THE PRIMARY BUILDING CONTRACTOR TO COMPLY WITH THIS AGREEMENT AND WITH THE CURRENT REE RULES AND REGULATIONS REGARDING MAINTENANCE OF BUILDING SITES THROUGHOUT ALL PHASES OF CONSTRUCTION.**

**SIGNATURE ON THIS AGREEMENT BINDS EACH OF YOU AS RESPONSIBLE PARTIES WHO WILL ABIDE BY ALL OTHER REE RULES AND REGULATIONS. FAILURE TO COMPLY WILL RESULT IN VIOLATION ASSESSMENTS BEING ISSUED, IN ORDER TO INSURE COMPLIANCE. THE AGREEMENT IS A STANDING AGREEMENT AND MUST BE SIGNED BEFORE A PERMIT TO BUILD (Form DRC-6) IS ISSUED.**

1. I certify, and pledge to make certain that my construction site stays free of litter and debris, and will remove same from REE common areas.
2. I will not allow my various employees to block any REE road right of way. If necessary to encroach onto the REE road right of way, then I will notify the REE office at least one day in advance and provide flasher warning lights until the encroachment is removed.
3. I will make certain that, at the end of the work day, the road is clean from any mud, debris, and/or any concrete spills that may have come from any vehicle coming to or leaving the construction site.
4. I will be responsible for the replacement or repair of any damaged to pipes, or REE property.
5. I agree to pay for the reasonable cost of time and equipment for REE to clean up the road in the event I have not done so.
6. All building materials will be piled neatly and will be kept covered until used or removed from REE.
7. Silt screen fences will be maintained throughout the construction. I will strictly abide by all Gilmer County and state of Georgia land disturbance and environmental and building laws. Silt screen fences will be removed at end of project.
8. I will have a dumpster, or another approved refuse container, at the construction site, and have it emptied at least once a week or as necessary, and I will not burn any construction material on the construction site, nor will I dump construction materials anywhere on REE property.
9. I will provide portable toilet facilities for the construction crew at all times. The facility will be cleaned and emptied at least once a week.
10. Failure to comply will result in violation assessments being assigned to the property owner and primary contractor.

PRIMARY CONTRACTOR'S SIGNATURE

DATE SIGNED

PROPERTY OWNER'S SIGNATURE

DATE SIGNED

ASSOCIATION OFFICE STAFF INITIALS  
DRC-4

DATE RECEIVED IN OFFICE





## DRC TREE REMOVAL PERMIT

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THE REE RULES AND REGULATIONS REQUIRE THAT THE PROPERTY OWNER OBTAIN PERMISSION TO CUT DOWN LIVE TREES ON YOUR LOT. THIS REQUIREMENT WILL PREVENT ANY PROPERTY OWNER FROM CLEAR CUTTING OR EXCESSIVELY CUTTING ON LOTS. THIS IS IN ORDER TO PROTECT THE RUSTIC NATURE OF THE COMMUNITY AS WELL AS ANIMAL HABITAT.

### NEW CONSTRUCTION:

1. TREE REMOVAL IS ALLOWED (No DRC Approval Required) WITHIN THE FOLLOWING PARAMETERS:
  - a. WITHIN TEN (10) FEET OF THE HOUSE, AND/OR SEPTIC TANK AND ITS DRAIN FIELD.
  - b. WITHIN FIVE (5) FEET OF DRIVEWAYS, WALKWAYS, PARKING AREAS AND OTHER STRUCTURES.
  - c. CHECK HERE  IF TREE REMOVAL IS WITHIN THE ABOVE PARAMETERS. INCLUDE A STATEMENT TO THAT EFFECT ON THE SITE PLAN.
2. IF TREE REMOVAL IS TO BE OUTSIDE THE ABOVE PARAMETERS, CHECK HERE . INCLUDE A SECOND SITE PLAN SHOWING THE TREES TO BE REMOVED.
  - a. YOU MUST TAG EACH TREE WITH VISIBLE TAPE AND ALLOW THE REE DRC SUFFICIENT TIME TO REVIEW LOT BEFORE REMOVAL TAKES PLACE. (DRC approval is required)

### EXISTING LOT OR HOUSE:

1. BEFORE TREE REMOVAL IS DONE, YOU MUST TAG EACH TREE WITH VISIBLE TAPE AND ALLOW SUFFICIENT TIME FOR REE DRC TO REVIEW YOUR LOT.

FAILURE TO COMPLY: WILL RESULT IN A VIOLATION ASSESSMENT AS WELL AS REPLACEMENT OF ANY TREES WITH ONE OF THE SAME SIZE AND TYPE AS HAS BEEN CUT DOWN.

NO TREE GREATER THAN SIX (6) INCHES IN DIAMETER MAY BE REMOVED WITHOUT DRC PERMISSION.

\_\_\_\_\_  
LOT NUMBER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
PRINTED OWNER'S NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
REE DRC APPROVED SIGNATURE

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
REE DRC APPROVED SIGNATURE

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
REE DRC APPROVED SIGNATURE

\_\_\_\_\_  
DATE APPROVED

Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)

DRC-5



**DRC NEW CONSTRUCTION/RENOVATION APPLICATION**

HOME OWNER NAME: \_\_\_\_\_

LOT #: \_\_\_\_\_

Approval is granted for the construction requested based on the plans submitted, pending payment of Road Impact Fee, Quarterly Assessments, and all other required fees.

Water tap-in fee must be paid when tapping onto the water system. It is the owner and/or plumber's responsibility to notify the River's Edge Property Manager at the time of tap-in.

**Construction/Renovation must NOT begin prior to payment of any and all required fees.**

No changes may be implemented to the approved version of the plan without submitting a new Building/Renovation Application, and the subsequent approval of the Design Review Committee (DRC).

**Failure to comply with any and all requirements may result in a delay in the approval process.**

DRC Approvals

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)

DRC-6



## **DRC LANDSCAPE APPROVAL REQUEST**

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**HOME OWNER NAME:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_

\_\_\_\_\_

Please provide the following information regarding your proposed landscaping plan. Include a copy of the rendering/drawing of the plans layout.

**Contractor/Designer Name:** \_\_\_\_\_

**Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Landscaping Materials to be used (stone, rock, logs/timber, gravel, etc.):**

\_\_\_\_\_

\_\_\_\_\_

**Trees, shrubs, plants to be planted:**

\_\_\_\_\_

\_\_\_\_\_

**DRC Approval:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DRC-7



**DRC COMMITTEE LETTER OF RECEIPT**

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**I HAVE RECEIVED MY PACKET OF INFORMATION FROM THE RIVER'S EDGE ESTATES  
DRC REVIEW COMMITTEE.**

**I HAVE READ THE INFORMATION AND I AM FAMILIAR WITH ITS CONTENTS.**

\_\_\_\_\_  
PROPERTY OWNER'S PRINTED NAME

\_\_\_\_\_  
LOT NUMBER

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)**

DRC-8



## DRC APPLICATION FOR REMODEL OR RENOVATION

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NO APPLICATION WILL BE CONSIDERED IF CHECKLIST IS NOT COMPLETE. PLEASE SUBMIT ALL NECESSARY ITEMS, INCLUDING FEES, IN ORDER TO PREVENT DELAYS IN HAVING YOUR APPLICATION REVIEWED. THANK YOU.

Materials samples (paint, stain, stone, siding, etc.) must accompany your request. **Color samples must be applied to a section of material that matches the material on which the color is to be used (i.e. stain or paint sample on the type of siding on the house).**

Please Print

PROPERTY OWNER

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS

\_\_\_\_\_

LOT NUMBER:

\_\_\_\_\_

PRIMARY CONTRACTOR'S NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS

\_\_\_\_\_

DESCRIBE THE TYPE OF RENOVATION/OTHER WORK TO BE PERFORMED:

\_\_\_\_\_

\_\_\_\_\_

Have you received the River's Edge Estates Declaration of Restrictions, Covenants, and Conditions?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

PROPERTY OWNER'S PRINTED NAME

PROPERTY OWNER'S SIGNATURE

*Visit the River's Edge web Site for further information [www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)*

DRC-9 (11-12)



25 Blackberry Mountain Dr. #8101  
Ellijay, GA 30536  
Ph: 706-273-3100/Fax: 706-273-3201  
[riversedge@ellijay.com](mailto:riversedge@ellijay.com)  
[www.riversedgeofellijay.com](http://www.riversedgeofellijay.com)

**DRC Response**

Approved

Disapproved

**Conditions of Approval / Reasons for Disapproval:**

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**Committee Member Signatures:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

DRC 10 (12/14)