



NEW CONSTRUCTION SUBMITTAL FORM

LOT ADDRESS: _____

[Type or Print the Lot Section, Lot Number and Street Address of the Lot]

LOT OWNER(S): _____

[Type or Print full legal name(s) of the Record Deeded Owner(s)]

Mailing Address: _____

Email Address: _____

Phone Numbers: home _____ cell: _____

BUILDER CONTACT INFORMATION:

Name: _____

Mailing Address: _____

Email Address: _____

Phone Numbers: office: _____ cell: _____

INCLUDED INFORMATION:¹

Plans (to scale and dimensioned) and Specifications:

- _____ 1. Site Plan showing existing and proposed contours and grades, building location, driveway(s), parking areas, sidewalk (where required) and setbacks
- _____ 2. Floor Plans for each level, including Patios, Decks, Pools and Porches
- _____ 3. Front, Rear, and Side Elevations, including Patios, Decks, Pools and Porches that show existing and proposed final grades for all elevation views
- _____ 4. Fencing Plans and Specifications (where permitted)
- _____ 5. Colors and Materials for all Exterior Surfaces
- _____ 6. Description or Plan of Erosion Control during Period of Construction

Date Submitted to BTPOA Property Manager: _____ **Provided By Owner**

Received by BTPOA Property Manager: _____ **Provided By Property Manager**

Date Forwarded to BTPOA Architectural Control Committee: _____

Date of Approval by BTPOA Architectural Control Committee: _____

After Approval by BTPOA ACC, the Lot Owner must obtain a Madison County Building Permit and submit a copy to the BTPOA Property Manager, along with payment of the Road Improvement Fee.

Date Copy of Building Permit Submitted to BTPOA Property Manager: _____

Date Payment of Road Improvement Fee Submitted: _____

Date of Issuance of BTPOA Certificate of Approval for New Construction: _____

¹ *Note: If your plans include the addition of any outbuildings, where permitted, you must include all plans and specifications for said outbuildings with this submission.*

LOT OWNER(S) CERTIFICATION

FOR SUBMITTAL AND REVIEW OF NEW CONSTRUCTION PLANS AND SPECIFICATIONS

I (We) hereby certify that I (we) have received and read the **FOURTH AMENDMENT and RESTATEMENT of COVENANTS, CONDITIONS and RESTRICTIONS for BOONE'S TRACE DEVELOPMENT and the BOONE'S TRACE PROPERTY OWNERS' ASSOCIATION, INC. POLICY AND PROCEDURE FOR SUBMITTAL AND REVIEW OF NEW CONSTRUCTION PLANS AND SPECIFICATIONS**. I (We) hereby certify that I (we) understand the obligations that these Covenants, Policies, and Procedures place upon me (us) as the Lot Owner(s) planning to engage in construction upon my (our) Lot in Boone's Trace and agree to abide by those obligations.

I (We) further certify that the information contained on this **NEW CONSTRUCTION SUBMITTAL FORM** is true and correct, and that the building permit, plans and specifications, and erosion control plan submitted herewith this **FORM** are complete, and satisfy the requirements of the Boone's Trace Property Owners Association **POLICY AND PROCEDURE FOR SUBMITTAL AND REVIEW OF NEW CONSTRUCTION PLANS AND SPECIFICATIONS**.

I (We) certify that I (we) understand that I (we) may not begin any construction on my (our) lot without the prior approval of these plans and specifications by the Boone's Trace Property Owners Association's Architectural Control Committee, evidenced by the following Certificate of Approval issued by the BTPOA Property Manager upon receipt of Approval from the BTPOA ACC.

Submitted on this _____ day of _____, 201_

FIRST DEEDED OWNER²

SECOND DEEDED OWNER, IF ANY

By: _____
Lot Owner's Printed Name

Lot Owner's Printed Name

By: _____
Lot Owner's Signature

Lot Owner's Signature

CERTIFICATE OF APPROVAL

The Boone's Trace Property Owners Association, Inc. (**BTPOA**), through its Property Manager and Architectural Control Committee, has reviewed your construction plans and specifications, submitted pursuant to the **POLICY FOR SUBMITTAL AND REVIEW OF NEW CONSTRUCTION PLANS AND SPECIFICATIONS**. The **BTPOA ACC** has **APPROVED** your proposed construction in accordance with this Policy, and this **CERTIFICATE OF APPROVAL** authorizes you to begin construction in accordance with the approved plans and specifications and in accordance with the construction phase requirements of the **POLICY FOR SUBMITTAL AND REVIEW OF NEW CONSTRUCTION PLANS AND SPECIFICATIONS**.

Certificate of Approval Issued on this _____ day of _____, 201_ in accordance with the aforementioned Policy by:

**Property Manager for Boone's Trace POA
CRM Companies, LLC**

² If the Deeded Owner is not an individual or individuals, but is a business authorized to operate in Kentucky, this form must be signed by an Officer of the business, authorized by the business and under law to obligate the resources of the business. Further, the applicant should provide the full legal business name, the full name and office held by the signatory.