

# HVPOA - Site Review Procedures and Requirements



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## When do you Need a Site Review?

- I. **Before you plan to sell your lot.** The Virginia Property Owners' Association Act requires sellers to obtain from the property owners' association an association disclosure packet and provide it to the purchaser. As part of the disclosure packet, the owners association is required to include a statement that any improvements or alterations made to the lot are not in violation of the bylaws, covenants, or other requirements of the association.
- II. **Before you begin construction of a house, driveway, or other improvement.** A site plan approved by the HVPOA Board of Directors is required:
  - Before beginning to construct a driveway
  - Before beginning to construct a house
  - Before beginning to install a septic field
  - Before beginning to construct a shed/outbuilding larger than 200 sq. feet
  - Before heavy (earth-moving) equipment is used on your lot
  - Before substantial clearing of your lot
  - Before any clearing of the setback area which is 75' from most property lines and is shown on your Plat.

You do *not* need an approved site plan or site review before installing a well (unless substantial clearing of your lot is involved), although you must show the location of your well (proposed or actual) on your site plan.

Property owners are encouraged to consult the ECC as a resource to determine if potential future construction would be consistent with the Covenants.

## I. What is the Procedure for Getting a Site Review Before Selling Your Lot?

1. The **property owner** contacts the Environmental Control Committee (ECC) and informs them of their desire to sell their property. To contact the ECC, call or e-mail a current member or write to:
  - Environmental Control Committee
  - c/o Horizons Village Property Owners Association
  - P.O. Box 122
  - Nellysford, VA 22958
2. The **property owner** and the ECC arrange for a mutually convenient time to conduct a site visit to ensure that the property is in compliance with the Covenants and any approved site plans.

## II. What is the Procedure for Getting a Site Review Before Building a House or Improving/Developing Your Property?

1. The **property owner** contacts the Environmental Control Committee (ECC) and informs them of their desire to begin the building process. To contact the ECC, call or e-mail a current member or write to:
  - Environmental Control Committee
  - c/o Horizons Village Property Owners Association
  - P.O. Box 122
  - Nellysford, VA 22958
2. The ECC sends the **property owner** a copy of the "Site Review Procedures and Requirements".
3. The **property owner** prepares a proposed Site Plan, using a copy of the Plat given to the property Owner at the time of closing. If a copy of the Plat is not received at closing, one can be obtained at the Nelson County Department of Records in Lovingston. **The property owner** indicates on the proposed Site Plan all of the necessary information regarding the site development plans (see below).

*It is the **property owner's** responsibility to follow all State and County requirements, including required erosion and sedimentation measures, and to coordinate with the Nelson County Office of Building Inspections and Health Department for all necessary permits, including building, earth-moving, well, and septic permits.*

4. **If requesting an exception to the 75' setback:** Talk to your neighbors! Written approval by neighbor(s) is generally required before an exception will be granted.

### **The following required information from the property Owner shall be indicated on the Site Plan Proposal:**

- The site plan shall be prepared at a scale of at least 1 inch = 100 feet (e.g., 1 inch = 200 feet is not acceptable)

- Indicate clearly the location of all property lines and setbacks (*property line locations should be already shown when you receive the plat, and setbacks are typically 75 feet from the property boundary, although exceptions may be requested due to lot shape or terrain*) Indicate the location and size of the footprint of all proposed permanent building structures, *drawn to scale*
- Indicate proposed topographic contour changes as a result of the proposed site development
- Indicate the size and proposed location of the septic field (*please inform the County Health Department in your application for a well and/or septic permit and remind the official who comes to your site for a well and septic inspection, that your lot is located within the Horizons Village subdivision which is governed by Covenants (they should have a copy), that generally do not permit wells and septic fields within the 75 foot setback area, unless other locations are not suitable*)
- Indicate the proposed location of well
- Indicate the proposed location and width of driveway and parking areas
- Show the total area proposed to be cleared on the site, including clearing for the septic system, and around the house.
- Indicate the proposed location of culverts along the driveway. If a culvert is required at the junction of the driveway and road, a minimum of 15 inches in diameter by 24 feet in length is mandatory.
- Indicate the location (including whether above- or below-ground) and type (e.g., propane, oil) of fuel tanks

### ***On the physical site***

Flag with **different colors** or marked construction ribbon and include a **key** to these colors/markings on your site plan proposal:

- the location of all property lines
  - the corner locations of permanent buildings
  - the septic and well locations, as coordinated with the County Health Dept.
  - the centerline of the driveway and the perimeter of the parking areas
  - the perimeter of cleared area(s)
  - trees larger than 8 inches of diameter at a height of 6 feet proposed to be cut
5. Property owners must notify the ECC of any changes to the above flagged locations prior to site clearing and of any changes contemplated during construction as soon as possible.
  6. The **property owner** shall submit a copy of their proposed Site Plan as early as possible before the proposed beginning of construction.
  7. Once the ECC is in receipt of the Site Plan proposal submitted according to the above, the ECC shall schedule a meeting as soon as can be arranged to walk the lot with the property owner. (If you are unable to travel to the site location, please send a proxy familiar with your site plan and the site plan procedures and authorized to make decisions on your behalf, or contact the ECC).
  8. The **property owner** will be notified of a decision in writing as soon as the Board considers the Site Plan and votes.
 

**If the property owner disagrees with the site plan determination, he/she can directly appeal the decision to the Board of Directors for review.**
  9. If unforeseen circumstances arise during construction that require a change from the approved site plan, please contact the ECC before continuing. The ECC will make every attempt to avoid delaying the construction. Once the occupancy permit is issued submit an updated Site Plan which shows any changes from the approved Site Plan to the ECC.
  10. The ECC may arrange a time to meet with you at your property to determine if the Site Plan was adhered to and conditions have been met.
  11. The use of any roads in Horizons Village or any lot owner's property for storing building materials, parking or storing construction equipment of any kind, or parking vehicles is not allowed without the written permission of all parties involved.

Best wishes in your building process at Horizons!

