



25 Blackberry Mountain Drive, #8101
Ellijay, GA 30536
706 273-3100

CHECKLIST FOR DESIGN COMMITTEE APPROVAL
FOR CONSTRUCTION AND REMODELING

The following is a list of items required by the Design Committee to process applications for construction and remodeling in Blackberry Mountain.

- Gilmer County Building Permit
- Blackberry Mountain Residential Completion Assurance Form
- Gilmer County Septic Permit (new home or bedroom addition)
- Survey or Site Plan showing house or addition, garages other all structures, driveways, retaining walls and septic system location
- Construction Plans including floor plans, elevations, roof plans and exterior finishing materials including stain colors for siding/logs, trim and roof, chimney, walls and retaining walls. Minimum square footage of 1800 square feet of completed, heated living space.
- Payment of Bonds and Impact Fees
- Completed and Signed Request for Approval Form and Design Committee Rules and Regulations

Please submit all of the above items to the Blackberry Mountain office and the Design Committee will review your construction request within fifteen working days. The Design Committee chairperson will contact you regarding your request and set a time for a site visit.



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1 REQUEST FOR CONSTRUCTION, REMODELING DESIGN COMMITTEE APPROVAL

Property Owner's Name _____

Lot # _____ Blackberry Mtn Address _____

Mailing Address (if different from Blackberry Mtn Address) _____

Home Phone _____ Work Phone _____ Other Numbers _____

Email Address _____

Contractor/Construction Company _____ Contact Person _____

Mailing Address _____ Email Address _____

Contractor Phone Number _____ GA License # _____

New Home Construction

A. Requirements

- Copies of the following items must be submitted to the Design Committee with this request:
 - Gilmer County Building and Septic Permits
 - Current survey or site plan showing location of proposed house, house plans with floor and roof plans and elevations
 - Blackberry Mountain Residential Completion Assurance Form
 - Signed Blackberry Mountain Design Committee Rules and Regulations
- Lot boundary pins, structure corner pins and septic system boundaries must be staked on property

B. Description of New Home

- Finished, heated floor square footage _____
- Number of floors _____
- Basement finished square footage _____ Unfinished square footage _____
- Garage (describe location, square footage & number of floors) _____
- Number of bedrooms _____ Number of bathrooms _____
- Setbacks from boundaries _____
- Exterior siding material and color (provide sample) _____
- Exterior trim material and color (provide sample) _____
- Roofing material and color (provide sample) _____
- Chimney material and color (provide sample) _____
- Foundation material with finish and color (provide sample) _____
- Wall material with finish and color (provide sample) _____
- Driveway material _____
- Fencing material and color (provide sample) _____
- Estimated start date _____ Estimated completion date _____
- Other relevant information _____



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2 REQUEST FOR CONSTRUCTION, REMODELING DESIGN COMMITTEE APPROVAL

Existing Home Additions (Rooms, garages, carports, decks, stairways, steps, retaining walls, etc)

A. Requirements

- Copies of the following items must be submitted to the Design Committee with this request:
 - Gilmer County Building and Septic Permits
 - Current survey or site plan showing location of proposed house, house plans with floor and roof plans and elevations
 - Blackberry Mountain Residential Completion Assurance Form
 - Signed Blackberry Mountain Design Committee Rules and Regulations
- Lot boundary pins, structure corner pins and septic system boundaries must be staked on property

B. Description of Addition

- Type of addition _____
- Addition finished, heated square footage _____ Addition number of floors _____
- Addition number of bedrooms _____ Addition number of bathrooms _____
- Addition setbacks from boundaries _____
- Exterior siding material and color (provide sample) _____
- Exterior trim material and color (provide sample) _____
- Roofing material and color (provide sample) _____
- Chimney material and color (provide sample) _____
- Foundation material with finish and color (provide sample) _____
- Wall material with finish and color (provide sample) _____
- Driveway material _____
- Fencing material and color (provide sample) _____
- Estimated start date _____ Estimated completion date _____
- Other relevant information _____
- _____
- _____

Existing Home Modifications (Exterior staining, fencing, landscaping, lighting, etc)

A. Requirements

- Copies of the following items must be submitted to the Design Committee with this request:
 - Plans showing proposed modification
 - Signed Blackberry Mountain Design Committee Rules and Regulations
- Lot boundary pins, structure corner pins and septic system boundaries must be staked on property (fences, walls, etc.)

B. Description of Modification

- Staining _____ Color _____
- Fencing _____ Material _____ Color _____
- Landscaping _____ Material _____
- Lighting _____
- Other _____



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3 REQUEST FOR CONSTRUCTION, REMODELING DESIGN COMMITTEE APPROVAL

Tree/Shrub Pruning and/or Removal

A. Requirements

- A drawing indicating property lines, structures and driveways showing the trees and shrubs in question
- Trees and shrubs in question must be marked with tape
- Signed Blackberry Mountain Design Committee Rules and Regulations
- Note: Violations of the Design Committee rules relative to trees and shrubs can result in fines up to \$500 per tree and /or replanting

B. Description of request (removal, trimming, side dressing, etc.) _____

C. Number of trees/shrubs in question _____

The Design Committee is charged with protecting and preserving the beauty and integrity of the environment and property values of all property owners. The Design Committee and its members are not certified Arborists and are not qualified to determine to give a professional opinion as to the health of a given tree or shrub. In the event of a dispute between a lot owner and the Design Committee regarding the status of a tree as "live" or "dead", such disputes shall be referred to an International Society of Arboriculture (ISA) certified Arborist for final determination of "live" or "dead", with costs for same to be paid by the lot owner. The Design Committee reserves the right to require selection of and approval of an alternative certified Arborist to provide an opinion as to the health of a tree or shrub should it deem the opinion of the initial Arborist unreliable, "unreliable" as determined in the Design Committee's sole judgment and discretion.

The Covenants for the Association provide for an affirmative duty on the part of the lot owner to remove any dead trees from the owner's lot. In the event that a live tree poses a real and present danger to a home, based on the written opinion of the certified Arborist, the Lot Owner may petition the Association for removal of said tree and a variance from the Design rules, again subject to the retention by the Design Committee of the right to require an alternative Arborist's opinion and all costs to be paid by the lot owner.

In no event shall a live tree be removed for the purpose of view enhancement.

Please note that it is the property owners' responsibility to obtain a Design Committee approval request form and have received approval from the Design Committee prior to starting any work. Please notify the Blackberry Mountain office manager when the work is completed.

I have read and will comply with the Design Committee Rules and Regulations and RCCs of Blackberry Mountain as well as any special conditions noted of the approval form. I am aware that I will be liable for any damage caused to Blackberry Mountain.

Property Owner _____ Date _____



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4 BOND & FEE SCHEDULE FOR CONSTRUCTION, ADDITIONS & EXTERIOR ALTERATIONS

BONDS	AMOUNT
New Home Construction Bond*	\$3,000
Remodeling/Additions/Garages/Out Buildings Construction Bond*	
• Under 500 square feet	1,000
• 500 to 1,000 square feet	1,500
• 1,000-1,500 square feet	2,000
• Over 1,500 square feet	3,000
Exterior Alterations (painting, fencing, decking, stairs, steps, etc)	No bond required
Major Landscaping with Retaining Walls Bond	250
Driveway Construction	
• Gravel	100
• Asphalt or Concrete	250
FEES	AMOUNT
Water Tap On Fee	\$1,500
Road Impact Fee	\$0.60 per square feet of completed building space

* To assure the 100% completion of any construction a Bond of \$3000 or Letter of Credit for 15% of the completion value must be attached to this form and supplied to each request for approval from the Blackberry Mountain Design Committee.

In the event the project is not completed, Blackberry Mountain has the authority to call the Bond or Letter of Credit and provide for the completion of the project.



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5 DESIGN COMMITTEE RULES AND REGULATIONS ACKNOWLEDGMENT

I have read and will comply with the attached Blackberry Mountain Design Committee Rules and Regulations.

Property Owner _____ Date _____

Lot Number _____ Address _____



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6 RESIDENTIAL COMPLETION ASSURANCE FORM

To assure the 100% completion of any construction a Bond of \$3000 or Letter of Credit for 15% of the completion value must be attached to this form and supplied to each request for approval from the Blackberry Mountain Design Committee.

In the event the project is not completed, Blackberry Mountain has the authority to call the Bond or Letter of Credit and provide for the completion of the project.

Property Owner _____ Date _____

Lot Number _____



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7 REQUEST FOR CONSTRUCTION, REMODELING DESIGN COMMITTEE APPROVAL

APPROVED

Date _____

Design Committee Member _____

Conditions of Approval _____

DISAPPROVED

Date _____

Design Committee Member _____

Reason(s) for Disapproval _____
