

CONSTRUCTION RULES AND GUIDELINES –
PLEASE READ CAREFULLY AND SIGN ON PAGE 2 !!!

1. Contractors and/or property owners will be liable for all damage to Malvern roads. Homeowner will inform all contractors that preservation of the roads must be given a high priority.
2. In order to protect the roads, contractor will install all necessary culverts and suitably surface any entrance to the property with stone or other approved material, PRIOR to the commencement of construction.
3. Heavy equipment MUST be kept off the roads at all times, including the loading and unloading of equipment. Parking and unloading areas must be provided on homeowner's lot.
4. There will be no parking on the roads, and excessive dirt tracked onto the roadways must be removed.
5. Before clearing for the house site, drain field, driveway, etc., silt fencing and/or other erosion control measures MUST be in place, in order to prevent erosion and protect our streams.
6. ALL debris (stumps, building materials, brush, etc.) must be removed or disposed of before house construction begins.
7. Construction activities (lot clearing included) will be permitted only between the hours of 7am to 8pm Monday through Friday, 8am to 8pm on Saturday, and 10am to 6pm on Sunday.
8. Please refer to the enclosed documents for further details
 - a. Building Information
 - b. Inspection Information
 - c. Residential Plans Checklist

APPLICATION REQUIREMENTS:

Before any construction may begin, an Application for Approval of Construction (for new homes) or an Application for Structural/Environmental Modification (for additions or renovations) MUST be submitted to the Architecture Committee and will require approval of the board. The application and escrow monies and fees must be received by the first Thursday of the month activities are planned to start. Applications received after this date will not be approved until the following month. Applications must be accompanied by the following:

1. Blueprints & specifications, including front and rear elevations of house and plot plan.
2. Health Department permit.
3. In the case of new home construction, a check from the lot owner in the amount of \$1,000.00 which will be held in escrow.
4. In the case of new home construction, a check from the contractor in the amount of \$2,500.00, \$1,500.00 of which will be held in escrow and \$1,000.00 of which is a non-refundable road impact fee.
5. For additions/renovations to an existing house, a non-refundable road impact fee will be required from the contractor as follows:
 - a. \$1,000.00 - For construction involving the addition of square footage (including basement) that is equal to or more than one-half the existing square footage, OR,

- b. \$500.00 - For construction involving the addition of square footage (including basement) that is less than one-half the existing square footage.

6. Other improvements may require a non-refundable road impact fee at the discretion of the Board.

COMPLETION OF CONSTRUCTION:

- 1. Homeowner may request one (1) three (3) month extension in the case of unforeseen problems.
- 2. When construction and site cleanup has been completed to the satisfaction of the Architectural Committee in the amount of time agreed upon, and the road committee has evaluated any possible damage to the roads, the deposits held in escrow will be refunded.
- 3. In the event times agreed upon have not been met and road damage, if any, has not been rectified, the deposits held in escrow will be forfeited and deposited in the Malvern Homeowners Association Treasury.

SIGNATURES:

The homeowner is encouraged to have the contractor sign as co-applicant to ensure that the contractor is aware of these requirements.

My/our signature(s) below acknowledge that we have read and understand the By-Laws, the Deed of Dedication and the Construction Rules and Guidelines of the Malvern Club Incorporated, and that any parties violating these requirements will be subject to a stop work order and possible fines, in addition to possible forfeiture of the monies in escrow. We acknowledge that we are liable for the repair of any damage done to the roads or ditches during construction,

APPLICANT
SIGNATURE(S) _____ DATE _____
_____ DATE _____

APPLICANT LOT # _____
APPLICANT PHONE _____

CONTRACTOR NAME _____
CONTRACTOR ADDRESS _____

CONTRACTOR PHONE _____
CONTRACTOR SIGNATURE _____ DATE _____

BUILDING INFORMATION

There are several Madison County and Malvern requirements that must be followed prior to house construction. They are as follows:

MALVERN

No structure, whether residence, accessory building or other improvement shall be constructed or maintained upon any building lot and no alterations to the exterior of the structure shall be made unless there shall have been submitted to and written approval obtained from the Property Owners Association (Architectural and Environmental Committee) of the complete final plans, specifications and design thereof showing the exterior height, elevation, building material, color scheme, and further setting forth the location of said structure plotted on a plat of said lot. Malvern Club, Inc. reserves the right to make copies of all materials submitted with your application to build. Application forms are available from the chairman of the Architectural and Environmental Committee.

Permitted Structures of Residence:

- (a) Log Homes
- (b) Stick Built Homes
- (c) Off-frame Modular Homes
 1. All modular homes must meet all state, local and/or regional building codes.
 2. All homes must be set and anchored on a permanent concrete or masonry block foundation.
 3. Modular homes require state registration and proper labels.

Prohibited Structures of Residence:

- (a) Modular homes built and transported on a permanent steel base.
- (b) Any home that requires ground anchors and/or tie down straps.
- (c) Any home with less than 5/12 roof pitch.

All such structures shall have:

- (a) A minimum of 1,500 square feet of living space in a one-story house;
- (b) A minimum of 1,200 square feet of living on the first floor of a “one and a half story” structure, plus 600 square feet of living space on the upper floor;
- (c) A minimum of 2,200 square feet of living space on the floors of a two-story structure.

(NOTE: “Living space” as referred to above is “finished heated space” within the confines of the main house. Basements, garages, decks, porches, or carports are not considered as “living space” in this context.)

- (d) All such structures, whether residence, accessory building or other improvement shall be set back at least one hundred (100) feet from the edge of all roads and at least sixty (60) feet from all side and back lot lines, unless prior written consent to permit deviation is obtained from the Architectural and Environmental Committee.

Health Department approval must be obtained before a building permit will be issued. To reach the Sanitarian, it is best to phone before 8:30 a.m. or after 3:30 p.m., Monday through Friday. On visiting your lot, the Sanitarian will make test borings, a sketch, and record the location of the house, septic drain field and well. The drain field must be a minimum of fifty feet from any potable water. Malvern requires a copy of your Health Department permit with your application to build.

The building permit is obtained from the Building Inspector and is good for twelve months. In addition to the Health Department approval, the Zoning Administrator will require a scaled plot plan showing lot dimensions, building location on lot, distance from road front, distance from adjacent owners, building dimensions and building plans. The building plans must be in sufficient details for a determination of whether or not they meet the required codes. Malvern requires a copy of your scaled plot plan with your application to build.

Your building will work with the Building Inspector to secure required inspections. Malvern will also inspect the exterior and lot location during construction. Any deviation from your original approved exterior plans will require approval from the Architectural Committee prior to the change(s).

GENERAL INFORMATION

Electrical Service

Contact Allegheny Power, Inc., Madison, VA, at 800-255-3443. For lots in the southern part of the property, contact Rappahannock Electric Cooperative, Culpeper District (540_ 825-8373. If there are questions as to whether your lot is served by Allegheny or Rappahannock Electric, contact the Architectural and Environmental Committee. Allow adequate time for installation of power lines to your lot. Malvern Club recommends that lines from the nearest pole to the house be underground.

Telephone Service

Contact Verizon Telephone, Culpeper 1-800-564-0999 (toll free)

Malvern Club Contact

Chairman of the Architectural and Environmental Committee:

Name _____ Phone _____

Hours _____

**Structural/Environmental Modification
Malvern Club, Inc.**

Name _____ Date _____

Lot # _____ Approximate date of modification _____

Structural

Nature _____ (garage, shed, fence, planter, paint, etc.)

Distance from road(s) _____

Distance from nearest other lines _____

Describe project _____

A plan in compliance with Covenant No. 5 must be submitted with this application.

Environmental

Nature of request _____
(removal of trees, grade, fill, etc.)

Describe project _____

A copy of your Plat/Survey with the modifications accurately shown must accompany this form.

APPLICANT
SIGNATURE(S) _____

Date Signed _____

MALVERN CLUB INCORPORATED
APPLICATION FOR APPROVAL OF CONSTRUCTION
ATTENTION: CHAIRMAN, ARCHITECTUAL COMMITTEE
REQUEST APPROVAL OF CONSTRUCTION SPECIFIED BELOW

To be constructed on Lot _____ for (speculation) for (personal occupancy). Circle one.

Applicant Name: _____ Phone No.: _____

A. Type of construction:

(1) Stick built _____ (2) Other (Specify) _____

Contractor: _____

Address _____

Phone: _____

B. Exterior wall construction:

Frame: _____ Stucco: _____ Brick veneer: _____

Other (specify): _____

C. Siding

Type: _____ Color: _____ *Submit sample if possible.*

D. Roof:

Type: _____ Color: _____ *Submit sample if possible.*

E. Number of stories:

(1) _____ 1 & ½ _____ (2) _____ *Check one.*

F. Square footage for each floor:

First floor: _____ sq. ft. Second floor: _____ sq. ft.

G. Garage: _____ Carport: _____ *Check one.*

Capacity: (1 car) _____ (2 car) _____ (3 car) _____ Sq. ft. _____

Attached _____ Detached _____ In basement _____

H. Basement (indicate number of sq. ft.)

Finished: _____ Unfinished: _____ Crawl Space: _____

I. Heating / Air Conditioning:

Type: Oil _____ Gas _____ Electric _____ (Please note that fuel tanks must be concealed)

J. Chimney(s):

Internal _____ External _____ Type of construction _____

K. Porches, Decks, Patios:

Quantity: _____ Type: _____ Sq. Ft. _____

L. Accessory Building(s):

Actual _____ Future _____