

## Chelaque Homeowners' Association Building Process

The Chelaque Architectural Committee looks forward to assisting lot owners as you make plans to build a new home. When you are thinking about building, you should review the Chelaque Estates Declaration of Covenants Building Restrictions regarding tree removal, temporary structure, building requirements, and other restrictions, as well as the role of the Architectural Committee in approving your building plans. If you are a new lot owner, please review the Covenants, Conditions, and Restrictions and contact the Architectural Chair should you have any questions, regarding CHOA requirements.

Once you have decided to build, please contact us at least 60 days prior to breaking ground. We will provide you with a building packet for completion, as well as schedule a convenient review time with you on your lot. The building packet must be submitted 30 days in advance of breaking ground. A brief description of required building packet items follows:

- **House Plans** – one set including basement, finished floor, and garage elevations with dimensions; a survey will also be required if proper pins are not present
- **Plot Plans** – one set including easements, setbacks, lot corners, house corners, septic and drain field, fence location, heating & cooling units, and propane tank location (if applicable).
- **Approved Septic Permit**
- **Chelaque Homeowners' Association Building Application and documents** – completed and signed with deposit.
- **Declaration of Covenants Building Restrictions** – signed
- **Chelaque Building Codes of Conduct and Restrictions** – signed
- **Agreement for Responsibility of Road Damage** – signed
- **General Contractor, owner, or builder statements** – Licensed contractor, unlicensed contractor, or owner as contractor must sign statements, provide insurance certification, and/or sign indemnification agreements.

If you have any questions or need any assistance, please contact a member of the Chelaque Architectural Committee:

**Andy Listes**

Committee Chair

901-482-0066

[architectural@chelaque.org](mailto:architectural@chelaque.org)

**Tracy Brueggeman**

Committee Member

423-921-9221

[tnbru@aol.com](mailto:tnbru@aol.com)