



## COOLIDGE HOMEOWNERS' ASSOCIATION

PO Box 1086

Lincoln, NH 03251

REVISED: May 1, 2017

### Step-by-Step Building Procedures

1. Visit [www.coolidgefalls.org](http://www.coolidgefalls.org), under committees, building, and download,

- APPLICATION TO ALLOW CONSTRUCTION
- PROCEDURES FOR ANY CONSTRUCTION WORK AT COOLIDGE FALL
- PROCEDURES AND OUTLINES FOR BUILDING CONSTRUCTION

You will also find many other documents of interest you may wish to download. The guide drawings, window details, and standard details, are documents which may be helpful for design. Or, simply give your architect the website address and they can download the documents they find useful.

2. Complete the application, filling in ALL the information, date, sign and submit along with your check for \$2000 review fee, to the CHA office. It is very important if contractors change or you left areas blank on the application, that you notify CHA so we can update your application with the correct information.

3. Once your architect has a preliminary design, we suggest they create a PDF file and email it to [chaoffice@coolidgefalls.org](mailto:chaoffice@coolidgefalls.org). The plans will undergo a preliminary review. Our staff may contact the company listed on your application to discuss the plans. Below is a list of items your architect should keep in mind when designing your home. This list is only a reminder of some of the items listed in the PROCEDURES document and the CHA bylaws you received when you purchased your lot.

- If the home is to have a garage, only 200 square feet, **for downhill lots only**, can be outside the pod, otherwise the home must stay within the pod.
- The home should be placed on the pod as to not impede construction of a neighboring pod.
- The grade on an uphill unit driveway with a garage should be **less than 7% and** allow for ease of snow removal.
- The garage on a downhill unit should be above the grade of the road and be designed for ease of snow removal and water run-off.
- The outside "look" of the home should have the appearance of the other units as depicted in the guide drawings.
- Landscaping plans must be part of the approved drawings.

4. Your architect should continue to communicate with CHA via PDF files. Once CHA's staff have approved the plans, a PDF file will be sent to the Building Committee for final review. Upon final approval, a **certificate of compliance** will be issued after the town approves the building permit. Also, two sets of printed plans are to

be mailed to the CHA office. Note the town's specific requirements for retaining wall design, storm water mitigation and inspections by responsible design professionals.

5. Once you have all your permits, contact the CHA office via email (chaoffice@coolidgefalls.org) or phone 603-745-5063, to setup a meeting with the contractor and the association to review the plans. Be sure the contractor has their set of plans available for comparison. The plans must show the area of common land to be disturbed. CHA will also want to discuss the removal of trees, impact on common land, location of propane tank on common land, stonewalls, and drainage. In order to avoid traffic congestion with heavy homeowner usage, snow removal, ski busses are running etc., your contractor should be ready to start construction June 1st, leaving time for heavy equipment to be off the roads during the winter. If your permits and/or contractor is not ready by this date, it will be necessary to postpone construction until the spring.

6. Six inspections/reports are required from the Homeowner during the construction phase and must be copied directly to the CHA Office. The homeowner shall instruct their architect or engineer who designed each respective item below to write a statement that it has been build according to the approved plans. The first three statements are required by the Town of Lincoln.

- Sections of any retaining walls that are to be constructed below ground are built according to the plans and specifications.
- Completed retaining walls are build according to the plans and specifications.
- Storm water management is built as planned and permitted, both for temporary control during construction as well as permanent control. (prevention of silt in runoff even if no plan is required by Town).
- Foundations are build according to the plans and specifications and properly located within the boundary pins. Note: all excavation work must be completed and approved before framing of the unit commences, including foundation drains, drip edge stone, erosion stone in all drainage areas, along with loam and seeding installed to control erosion where possible.
- The grading of the surrounding land is completed according to the approved plans.
- The landscaping is constructed and planted according to the plans (or approved modified plans).

During construction, it is the responsibility of the contractor to contact the CHA office and setup a time for our review of the following construction phases:

- CHA will need to be notified two days prior to the inspection time. Reviews will only be done Monday thru Friday.
- Just before footings are poured. We want to visually check the elevations.
- When framing is near completion and before windows are installed.
- As soon as siding and trim has begun. The chimney will also be reviewed.
- When painting begins.
- When landscaping begins.
- If changes to the approved plans are needed during construction, the contractor or architect should sketch them onto the original plans and submit them to CHA for approval.

Owners are responsible for any road or other damage during construction and they should instruct their contractors accordingly.

7. Upon the completion of the entire building, contact the CHA office to schedule an appointment for final review. If the home is in compliance, a Certificate of Completion will be issued. Once issued, all services provided by CHA will be made available.

Below is the bylaw governing occupancy:

**§2 PERMIT REQUIRED FOR OCCUPANCY**

No structure may be occupied in any manner while under initial construction, nor any time prior to its being entirely completed (as evidenced by a properly issued certificate of occupation and/or a written statement is obtained from the Association, its successors or assigns), that the structure is in substantial compliance with the approved plans, is in conformance with this Declaration, and may be occupied.

The Coolidge Homeowners' Association would like to congratulate you on the construction of your new home.