

**Seven Glens Homeowners' Association (SGHA)  
Architectural Review Committee (ARC) Application**

This application form is to be used for all new Seven Glens ARC applications for new home builds as well as for other ARC approval required projects. This form supplements the documents found on the HOA website. Please review the Covenants, Architectural Guidelines and other relevant documents at: <https://www.sevenglenshomeowners.org>

**1 How to Apply**

- 1) Read SGHA Covenants and Architectural Guidelines before applying.
- 2) Complete all sections of this application.
- 3) Prepare and attach required plans and materials listed in Section 5.
- 4) For NEW HOME BUILDS: include the \$1,000 Application Fee (see Section 7).
- 5) Submit your package digitally (PDF/images) to: [arc@sevenglenshomeowners.org](mailto:arc@sevenglenshomeowners.org).

**2 Applicant Information**

Date	
Seven Glens Lot #(s)	
Project Address	
Owner Name(s)	
Builder/Contractor	
Primary Email / Phone	

### 3 Application Type

Select all that apply:

- New Home Build
- Shed/Outbuilding/Garage
- Fence
- Deck/Porch
- Retaining Wall
- Pool/Hot Tub
- Home Addition
- Roof Replacement
- Exterior Color/Material Change
- Driveway/Paving
- Solar Panels
- Clear-cutting (max ¼ acre per lot)
- Other: \_\_\_\_\_

### 4 Project Description


### 5 Required Attachments

#### 5.1 A. For New Home Builds:

- Scaled Site Plan: showing access/driveway, setbacks, septic field, well, and house footprint (with two-car garage). The surveyor, if information from the County is available, can include the well and septic locations and the house footprint on their documents, and this can then serve as a site plan.
- House Plans: floor plan(s) with legend that includes total square foot summary with area breakdown and legible dimensions (to verify heated square footage), and exterior elevation drawings (front, rear, both sides).
- Material & Color Samples: siding, roofing, trim, porches and decks, railing, fencing, retaining walls, stone, and foundation finish (e.g., stucco cement or ARC-approved alternative).
- Madison County approvals as applicable (e.g., septic; Ridgeline Protection approvals for lots over 3,000 ft elevation).
- Driveway plan indicating 8 ft minimum width and hard-surface material (concrete, asphalt, or other ARC-approved material).

## 5.2 B. For Other Projects:

- Scaled Site Plan (alternatively photographs) indicating existing home/structures, driveway, setbacks, and the location/footprint of the proposed improvement.
- Elevation drawing(s) of the proposed improvement(s) with key dimensions.
- Material & Color Samples (garages and sheds to match the house design, materials and color scheme).
- Applicable Madison County approvals/permits obtained prior to ARC submittal.

## 6 Key Design & Community Requirements (Summary)

- Minimum heated square footage: 1,800 sq. ft. (2,000 sq. ft. in The Gates phase). For two-story homes: minimum 1,000 heated sq. ft. on main level. Detached guest residence: minimum 1,000 heated sq. ft.
- All homes shall include a two-car garage.
- Driveway must be a hard surface (concrete, asphalt, or other ARC-approved material) with a minimum 8 ft width.
- Exposed cinder block foundation and retaining walls must be stucco cement finished or use ARC-approved materials.
- Clear cutting is limited to ¼ acre beyond what is required for the house and driveway footprint.

## 7 Application Fee (New Home Builds Only)

Upon submission of plans for a dwelling, the Owner shall pay a \$1,000 Application Fee to SGHA. \$500 is retained by the Association; up to \$500 may be refundable upon verified completion of construction (including the driveway), compliance with Covenants and Guidelines, and absence of damage beyond any amounts offset.

Refunds: Upon completion, submit Exhibit 1 (Refund Request) for ARC verification. Any portion retained due to damages will reduce the amount owed; the Owner remains liable for any balance.

The SGHA Board of Directors may adjust the fee and/or refundable amount from time to time.

Make \$1,000 check payable to: Seven Glens Homeowners Association

Mailing Address: P.O. Box 2840, Weaverville, N.C. 28787

## 8 Applicant Acknowledgments (Initial Each Item)

Acknowledgment	Initials
I have read and understand the Seven Glens Covenants and Architectural Guidelines.	
<i>New home build only:</i> I have paid (or will pay) the \$1,000 Application Fee, of which \$500 is retained by the Association.	
<i>New home build only:</i> I have included detailed house plans (floor plans and elevations).	
I have included a site plan as applicable to this application.	
I have included elevation drawings as applicable to this application.	
I have included a detailed description of proposed exterior materials and finishes (foundation, siding, roofing, stone, etc.).	
I have included detailed color selection samples.	
I acknowledge the driveway must be paved (unless a prior waiver has been granted).	
I will not clear cut more than 1/4 acre beyond what is required for the house and driveway footprint.	
I understand I am responsible for any Association Road damage due to construction and will minimize mud/debris on roads and in waterways.	
I acknowledge and will ensure compliance to work hours being limited to 7:00 AM to 8:00 PM.	
I understand Seven Glens is a Firewise community; I will consider mulching rather than burning vegetation debris. If burning, I will obtain permits per NC regulations and ensure all fires/embers are fully extinguished daily before workers leave the site.	
I am responsible for obtaining my own utilities and water source(s); obtaining a domestic septic percolation approval from the Madison County Health Department and completing work in accordance with all applicable NC and Madison County codes and regulations.	

## 9 Signatures

Owner Signature:	Date:
Printed Name:	
Builder/Contractor Signature (optional):	Date:

## 10 Submission Instructions

- Email your completed application and digital attachments to: [arc@sevensglenshomeowners.org](mailto:arc@sevensglenshomeowners.org).
- Mail the application fee (for new home builds) to the address listed in Section 7.
- The ARC may request additional information or revisions during its review.
- **Work must not commence until ARC approval has been granted.**
- It is the homeowner and builder's responsibility to ensure that all necessary and relevant permits are obtained, and that relevant building codes and guidelines are adhered to. The Seven Glens ARC does not assume any liability for the building or the property.

## Exhibit 1 — Application Fee Refund Request (New Home Build)

Use this form after construction (including driveway) is complete. The ARC will verify compliance and recommend any refundable amount.

Owner Name(s)	
Project Address	
Seven Glens Lot #(s)	
Date Construction Completed	
Contact Email / Phone	
Owner Signature / Date	

For ARC Use:

ARC Verification Completed By / Date	
Compliance with Covenants/Guidelines Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Damage to Association Property (if any)	
Refund Amount Approved	\$ _____

Updated May 2026 — This template consolidates prior requirements for clarity.