

CHECKLIST FOR WATER HEATER (SOLAR) AND PHOTOVOLTAIC UNITS

Submit Required Supplemental Materials:

1. Two (2) physical sets of your **plot plan** showing the intended location(s) for the water heater / photovoltaic panel(s) highlighted and labeled. A plot plan may also identify the lot dimensions, layout of the home, property lines, easements, etc. Inquire with the Architectural Department if a copy of your plot plan exists in file.
2. The **schematics, type, make, model, measurements, and the amount of panels** for the water heater / photovoltaic.
3. Three (3) color **photos** of the area(s) to be modified that match the blueprint / plans location on the plot plan. Photos may be emailed to architectural@newtownestates.org or submitted as hard copies with the application.

Relevant Architectural Rules and Guidelines:

Solar Unit-

1. "No part of the solar panels, piping or any exposed part of the installation may be higher than the nearest roof peak. This will include the roof mounted tank of any system. Where open-ceiling design home prevents a direct run of piping from solar panels to the storage tank, the piping may be run over the peak of the roof for the shortest routing unless other routing is equal or shorter."
2. "The highest point of any exposed part of the system may not be higher than 21 inches above the surface (sloped or flat) of the roof on which it is mounted. This includes the top of the roof mounted tank of any system."
3. "The lowest point of any exposed part of the system may not be more than six (6) inches above the surface (sloped or flat) of the roof on which it is mounted."
4. "Reflective surfaces are not permitted for any exposed parts. Other exposed surfaces must be painted to match the surface on which it is mounted. Homeowners will ensure that all painted surfaces are properly maintained to prevent peeling and cracking of paint."
5. "Solar panels should be installed as far as possible to the rear of the house. The front slope of the roof of the house or carport may not be used unless no other location is feasible."

Notable Reminders:

1. Your application will be considered complete upon receipt of the **(1) Architectural Application Form, (2) the required supplemental materials, and (3) the appropriate processing fee**. All **incomplete** applications will be **delayed or disapproved**.
2. Properties located in Sub-Associations **must** obtain a written approval from their Board of Directors or managing agent prior to submitting their application to NECA.
3. In general, applications submitted **on or before** the first (1st) Saturday of the month will be reviewed in said month. Applications submitted after the first (1st) Saturday will be scheduled for review in the following month.
4. The Architectural Committee is scheduled to meet on the second (2nd) Tuesday of each month. Once your application is reviewed by the committee, and if approved, please allow thirty (30) days for your application to be processed.
5. NECA staff will notify owners once the NECA Permit is ready for pick up. Owners are advised to read their permit. Permits not picked up within seven (7) days of being notified will be **charged a \$10 per-week permit holding fee**.



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6. It is the owners' responsibility to communicate with their contractors. Contractors should be informed of NECA's rules, guidelines, and the application and permitting process.
7. Projects that start without the proper approval and projects that do not display the NECA Permit are considered to be in violation and will be subjected to NECA's Covenant Enforcement.
8. NECA RULES & GUIDELINES: The Architectural Committee will uphold and maintain the integrity of NECA's Master Declaration of Covenants, Conditions, & Restrictions (MDCCR).

NOTE: IT IS NOT GUARANTEED THAT YOUR REQUEST WILL BE APPROVED

Homeowner's Signature

Date