### REQUEST FOR BOARD ACTION

### **HENDERSON COUNTY** PLANNING BOARD

EETING DATE: Thursday, July 19, 2007

**TTACHMENTS:** 

- 1. Staff Report
- 2. Vicinity Map
- 3. Descriptive Narrative
- 4. Letter From Dale Hamlin Regarding Section 8
- 5. Notice Dated July 5, 2007
- 6. Letter From Carriage Park Dated 6/12/07
- 7. Letter of Approval for Soil Erosion and Sedimentation Control
- 8. Original Research Master Plan Dated Oct. 25, 1999
- 9. Updated Research Master Plan Dated June 8, 2007
- 10. Site Plan for Section 7
- 11. Detailed Site Plan for Section 7
- 12. Revised Detailed Site Plan for Section 7 (Showing New Line)
- 13. Road Profile for Fortress Mountain
- 14. Road Profile for High Plateau Court
- 15. Sewer and Water Plan for Section 7
- 16. Erosion Control Notes for Section 7
- 17. Portion of Plat Slide 2516
- 18. Copy of Notification Requirements from SP-93-13 (as amended)

**BJECT:** 

Development Plan Approval for Development Parcels Section 7 and

Section 8

### MMARY OF REQUEST:

. Hamlin submitted a new Development Plan for Section 7 of Carriage Park on June 13, 2007. e new Plan shows a total of 46 townhouse units on 15.1 acres of land. The entrance for ction 7 is proposed directly off of Carriage Park Way to the east of Section 6.

### ANNING BOARD ACTION REQUESTED:

off has found that with the exception of the items listed in Staff Comments, above, the posed Section 7 Development Plan appears to meet the standards of the Henderson County ning Ordinance, Water Supply Watershed Protection Ordinance, and Subdivision Ordinance, ere applicable, and the Special Use Permit #SP-93-13 (as amended). If the Planning Board cides to grant approval of Section 7, Staff recommends that the Planning Board approve ction 7 subject to the comments in the Staff Report (Attachment 1) and any other issues that y arise during the hearing. If approved, the motion below may be used.

### **Henderson County Planning Department Staff Report**

### Development Plan Review for Carriage Park Planned Unit Development Section 7 and Section 8

Carriage Park Associates, LLC, Owner McGill Associates, Agent for Owner

### **Background Information**

Carriage Park, Planned Unit Development, is located on 392.3 acres of land off of Hwy 191 (Haywood Road) and is approved for a total of 695 residential units. Carriage Park was approved under Special Use Permit # SP-93-13 granted on October 11, 1993 by the Henderson County Board of Commissioners. Special Use Permit # SP-93-13 (hereinafter SP-93-13) has been amended six (6) times for various reasons.

### **Project Overview**

Mr. Hamlin with Carriage Park Associates, LLC (Applicant) submitted the original application and Development Plan for Section 7 on March 20, 2006. Section 7 was originally located on 9.30 acres of land to be located off of Carriage Commons Drive through Section 6. The Applicant proposed 34 attached townhouse units in Section 7. The Planning Board found that, as proposed, Section 7 was in contravention to certain access requirements of SP-93-13 (as amended). Section 7 was never approved.

Mr. Hamlin submitted a new Development Plan for Section 7 on June 13, 2007. The new Plan shows a total of 46 attached townhouse units on 15.1 acres of land. The entrance for Section 7 is proposed directly off of Carriage Park Way to the east of Section 6 and adjacent to the area labeled as the "quarry" (see attached Plans). The applicant has added approximately 5.8 acres of land to the originally proposed boundary of Section 7. This land comes from property owned by Carriage Park Associates, LLC and appears to be a portion of development parcel Section 8. According to County tax records, this area is labeled as future development. Section 8 was never approved for development. Mr. Hamlin has submitted a letter stating that since he has added acreage to Section 7 from Section 8 he will no longer developed Section 8 and it will remain as open space (see attachment 4). It appears the remaining area left in Section 8 is approximately 11.8 acres.

The entrance road for Section 7, High Plateau Court, to the intersection of Fortess Mountain Court will be built to minor collector road standards. Fortess Mountain Court and the remaining portion of High Plateau Court will be built to neighborhood drive standards as defined in the Conditions Governing Special Use Permit #SP-93-13 (see SP-93-13). The Applicant has proposed public water and public sewer (both provided by the City of Hendersonville) to serve Section 7, which appears to be extended to the development parcel boundaries. The project area is located in the R-20 Zoning District and the Water Supply Watershed IV (WS-IV) district. It

appears that the applicant has met all the applicable setback requirements found in the Schedule of Site Standards for SP-93-13 (as amended).

Plat slide 2516, recorded in September of 1997, shows the area located around the proposed entrance to Section 7 as open space for Carriage Park. According to SP-93-13-A3, open space is considered a category of common area and is for the use of Carriage Park residents and their guests. This area is not limited common area which would be for the exclusive use of Section 6 residents. This open space was most likely put on record with Section 6 to offset the density of Section 6. According to the original development plans for Section 6, this open space falls outside of the boundaries of Section 6. According to County tax records this area is owned by Carriage Park Associates, LLC and has not been transferred to the Homeowners Association. It appears that no other areas of Section 7 are located in recorded open space. Note: Planning staff requested that the applicant revise the Plan for Section 7 to more clearly depict the location of the platted open space and the boundary of Section 7. This revision reduces the overall acreage for Section 7 from 15.1 acres to 14.28 acres. This revision was requested when staff learned about the platted open space. See attachment 12 for the revised Development Plan.

As part of the notice requirements of Special Use Permit #SP-93-13 (as amended), the Planning Department was to notify any owners of property located outside of Carriage Park that are within 100 feet of the proposed Section. Mr. Hamlin submitted notice to the Planning Department on June 13, 2007 that there were no such owners. The Planning Department sent notice on July 5, 2007 to Carriage Park Associates, LLC to be posted at the gatehouse and forwarded by the Secretary of the Association to the Carriage Park Homeowners Association as required by SP-93-13 as amended (see attachment 18 for notice requirements).

### **STAFF COMMENTS**

Staff has reviewed the Development Plan for Section 7 for conformance with the Henderson County Subdivision Ordinance (HCSO), the Henderson County Zoning Ordinance (HCZO), the Henderson County Water Supply Watershed Ordinance (WSWSPO) and Special Use Permit #SP-93-13 (as amended). Staff offers the following comments:

- 1. **Private Roads.** Because private roads are proposed, the final plat(s) must contain a note stating: The private roads indicated on this final plat may not meet the requirements of the North Carolina Department of Transportation for acceptance into the state road system. (HCSO 170-21B and Appendix 7)
- 2. **Final Plat Requirements.** The Final Plat(s) must meet the requirements of Appendix 7 of the Subdivision Ordinance.
- 3. **Soil Erosion and Sedimentation Control.** The Developer submitted to the Planning Department notice from NCDENR that a soil erosion and sedimentation control plan was approved on June 2, 2006. The approval letter states that the acreage approved is a total of 3.3. It appears that the applicant does not have all the required approvals for soil erosion and sedimentations control and must submit proof that the entire project, as proposed, is approved by NCDENR or provide documentation by a professional and licensed land surveyor, engineer, landscape architect, architect or professional planner that no plan is required prior to beginning construction.

- 4. **Water and Sewer Plan Approval.** A letter from the Hendersonville Water and Sewer Department regarding capacity to provide water and sewer service for the entire PUD project was provided on June 11, 1993. The Applicant should provide evidence that the water and sewer plans serving Section 7 have been approved by the City of Hendersonville Water and Sewer Department and NCDENR prior to beginning construction (HCZO Section 200-33 F(4)(b)[6]).
- 5. **Stormwater Management.** The applicant shall initiate and maintain a stormwater management program to minimize the impact of stormwater runoff within the project site and on adjacent properties. If this comment becomes a condition, failure to meet this condition will result in the Section 7 approval becoming null and void.
- 6. **Section 8.** The applicant must leave the remainder of Section 8 as open space as stated in Mr. Hamlin's letter dated June 21, 2007. No further development can occur is Section 8. Mr. Hamlin should put Section 8 on record as open space prior to or concurrent with the recordation of the final plat(s) for lots in Section 7.
- 7. Access to Section 7. It appears that the applicant has proposed a portion of the entrance road through platted open space for Carriage Park. Carriage Park Associates, LLC is the owner of this property. The Special Use Permit does not directly address this issue, but Amendment 3 of SP-93-13 adopted by the Board of Commissioners in October of 1997 helps to understand the authority of the Planning Board and the processes for amending approved common areas. According to SP-93-13-A3, Condition 3 b (j) describes common areas as:

Common Areas – any area shown on the Research Master Plan, or amendments thereto, and owned by, or to be owned by the Carriage Park Homeowners' Association, for the primary use of the Carriage Park residents and their guests; including, but not limited to, the clubhouse, open space, recreational areas and facilities, roads, lakes, and streams. Categories of common areas include "open space," "recreational/social areas and facilities," "civic areas and facilities," and "infrastructure." "Infrastructure" includes roads and customary accessory buildings. Such categorization of the common areas shall not affect the overall open space requirements as provided for in this PUD.

According to past documentation for Carriage Park (final plats, development plans, etc.) roads are considered open space and are supposed to be designated as OS-1 on final plats (see the plat slide 2516, attachment 17). Other open space is designated as OS-2 on final plats. Paragraph 24 of SP-93-13-A3, Review and Approval of Common Areas, generally outlines the procedures for review of proposed development in approved common areas. Paragraph 24 (c) says:

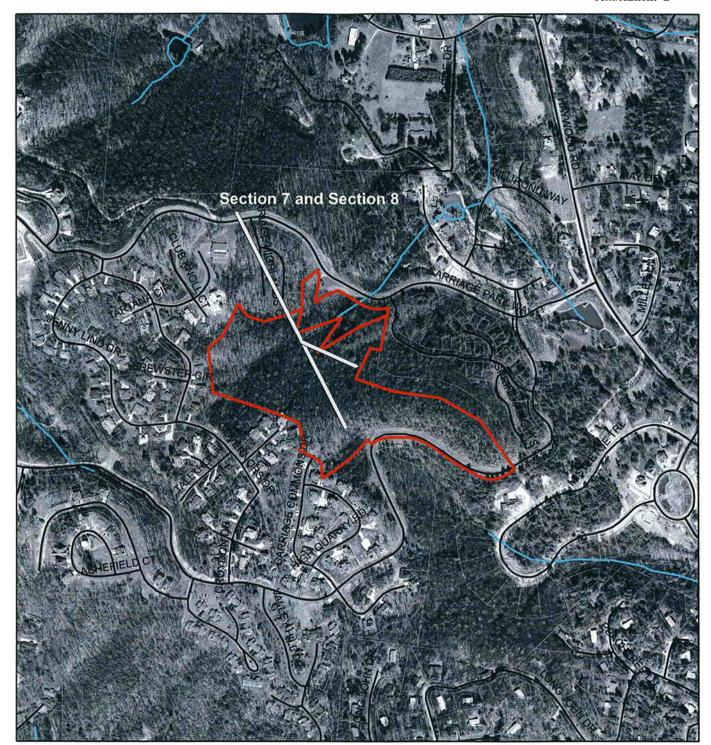
Development of common areas outside the development parcel not contemplated by the Research Master Plan or amendments thereto – review and approval pursuant to Paragraph 25 (Amendments).

Paragraph 25 discusses amendments to approved development parcels and approved common area. Paragraph 25 (c), <u>Amendments to Approved Commons Areas</u>, outlines different scenarios for amending approved common areas. Paragraph 25 (c) (7) says:

New or changed use where the new or changed use is within the common area category and site plan modification is necessary – by the Planning Board.

It appears that from the procedures established by Amendment 3 of SP-93-13, the Planning Board can approve or deny changes in use of approved common areas. According to the procedures for a PUD the applicant must provide the appropriate amount of open space to off set the density of different development parcels. Staff does not necessarily agree with allowing the applicant to construct a road through platted open space but it appears that for Carriage Park and SP-93-13 (as amended) roads are classified as open space. Staff strongly encourages the applicant to consider moving the proposed entrance to a more suitable location which does not require going through approved open space. If the Planning Board approves Section 7, the Planning Board may negotiate with the applicant that all land within the proposed right-of-way (OS-1), which goes through the plated open space, be designated as open space (OS-2) somewhere else within Carriage Park. Comment 8, below, addresses open space requirements for Section 7.

- Open Space. A PUD allows the Applicant the flexibility to create lots which do not meet 8. the minimum dimensional requirements (lot size, setbacks, etc.) of the zoning districts where PUD is allowed, to cluster dwelling units, to include multi-family dwellings, etc. The Applicant has to compensate for the lot size reduction with common area/open space areas. Based on the proposed Section 7 Development Plan the applicant has proposed a total of 15.1 acres of land for Section 7. It appears that the area located along Carriage Park Way where the proposed entrance is located is already platted open space. This area cannot be developed with any use that is not allowed as described in the definition of common area (Amendment 3, Condition 3 b (i) of SP-93-13). The approximate size of this platted open space if .82 acres of land. Therefore using a total acreage of 14.28 acres for Section 7, the applicant must provide 6.9 acres of open space to offset the density requirements of the R-20 zoning district. The required open space will need to be put on record prior to or concurrent with the recordation of the final plat(s) for lots in Section 7. The applicant must also provide the Planning Department, for approval, a documentation describing where the required open space will be designated in Carriage Park. If Section 7 is approved, it appears that the total number of approved and built units for Carriage Park will be at 672. The maximum number of units allowed by SP-93-13 (as amended) is 695.
- 9. **Road Standards**. Special Use Permit #SP-93-13 (as amended) requires that the Applicant build all roads and culs-de-sac to NCDOT standards for vertical alignment and grade, which means that no section of paved road can exceed 18 percent grade. (#SP-93-13, Condition 12)



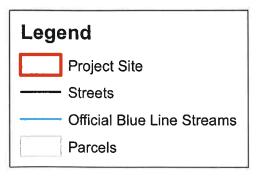
### **Carriage Park Section 7 and Section 8**

Owner: Carriage Park Associates, LLC

Agent: McGill Associates Zoning: R-30 and R-20

Watershed: IV Water: Public Sewer: Public Roads: Private







### **Descriptive Narrative**

June 12, 2007

### CARRIAGE PARK- SECTION 7 Royal Ridge at Carriage Park

Section 7 is proposed to be developed as 46 single family attached townhouse units. The duplex units are 0.10 acres each. The lots will be served by High Plateau Ct, and Fortress Mountain Ct. as provided in SP93-13. Building setbacks are proposed as provided in SP93-13. Open space is proposed as provided in SP93-13.

Certain areas, where indicated on the plan, contain slopes greater then 40%. Disturbance within these areas, initiated by the Owner/Developer, will be limited to the street construction limits. Disturbed areas will be stabilized with permanent vegetation as provided in the erosion control plan.

A legal description and development objective of Carriage Park property is on file with the Planning Department. Lots within Section 7 are subject to the recorded Declaration and Covenants for Carriage Park also on file.

The Owner/Developer anticipates construction of streets and infrastructure with Section 7 to begin in Fall 2007, following receipt of all state and local approvals. Construction is planned to be completed within 10 months.

Sanitary Sewer and water lines are currently available to the boundary of section 7.

The owner does not intend to sell the development parcel.

ESTABLISHED 1989



HENDERSONVILLE, NC

June 21, 2007

Section 8 and Section 7 will be combined as section 7. All of the previous planned Section 8 not used will be open space.

Thank you,,

Dale Hamlin

### **HENDERSON COUNTY**

**Planning Department** 

**213** 1<sup>st</sup> Avenue East • Hendersonville, NC 28792 Phone 828-697-4819 • Fax 828-697-4533

July 5, 2007

### NOTICE OF PUBLIC HEARING ON AN APPLICATION FOR DEVELOPMENT PARCEL REVIEW FOR SECTION 7 AND SECTION 8 OF CARRIAGE PARK

To Whom It May Concern:

At its regular meeting on **July 19, 2007 at 5:30 P.M.**, the Henderson County Planning Board will review a revised development plan application for Section 7 and Section 8 of Carriage Park. The meeting will be held in the County Administration Building in the Board of Commissioners Meeting Room at 100 N. King Street, Hendersonville, NC.

The Applicant, Carriage Park Associates, LLC, is requesting approval of a revised Section 7 and Section 8 development plan. According to the plan, Section 7 will be accessed off of Carriage Park Way instead of through Section 6 as originally proposed. A total of 46 attached townhouse units are proposed. The applicant has incorporated a portion of the Section 8 development parcel into Section 7 and will leave the remainder of Section 8 as open space.

Pursuant to Amendment 6 of Special Use Permit #93-13 for Carriage Park, review of Section 7 and Section 8 will not be held as a quasi judicial hearing but will be held as an informal hearing. At the meeting, adjacent property owners may speak or ask questions regarding the proposal but only after the application materials have been presented to the Planning Board and by signing the public input sheet located at the front of the meeting room. Information such as the Section 7 and Section 8 amendment application materials and Special Use Permit (# SP-93-13 and as amended)\*\* for Carriage Park is available for review in the Henderson County Planning Department, 213 1<sup>st</sup> Avenue East, Hendersonville, North Carolina. The Planning Department is open weekdays between the hours of 8:00 A.M. and 4:30 P.M. For more information, please contact the Planning Department at (828) 697-4819 [TDD (828) 697-4580].

\*\* Special Use Permit # SP-93-13 (and as amended) for the Carriage Park Planned Unit Development requires that the County notify owners of property outside the perimeter of Carriage Park but within 100 feet of a development parcel that is the subject of an application, and also that the County notify any operating homeowner's association within Carriage Park Planned Unit Development that may have a direct interest in the review of such new development parcel applications.

### Carriage Park 2827 Haywood Rd. Hendersonville NC, 28791



6/12/07

In the matter of section 7, located within the boundary of Carriage Park there are no adjoining properties to notify. This section does not lie within 100' of the perimeter of the outer boundary of the development.

FROM:

FAX NO. :

Jun. 12 2007 11:09AM P2



North Carolina Department of Environment and Natural Resources Division of Land Resources

Land Quality Section

Michael F. Easley, Governor James D. Simons, PG, PE



William G. Ross Jr., Secretary Janet Boyer, Regional Engineer

### LETTER OF APPROVAL

Carriage Park Associates, LLC 2827 Haywood Road Hendersonville, NC 28791

RE: Project Name: Carriage Park, Section 7 Acres Approved: 3.3

Project ID: HENDE-2006-049

County: Henderson City: Hendersonville Street: Haywood Road River Basin: French Broad Stream Classification: C

Submitted By: Land Planning Collaborative, PA

Date Received by LQS: April 3, 2006

Plan Type: New Submittal

Dear Sir or Madam:

This office has reviewed the subject erosion and sedimentation control plan. We find the plan to be acceptable and hereby issue this Letter of Approval. The enclosed Certificate of Approval must be posted at the job site. This plan approval shall expire three (3) years following the date of approval, if no land-disturbing activity has been undertaken, as is required by Title 15A NCAC 4B .0129.

Title 15A NCAC 4B .0118(a) requires that a copy of the approved erosion control plan be on file at the job site. Also, this letter gives the notice required by G.S. 113A-61.1(a) of our right of periodic inspection to insure compliance with the approved plan.

North Carolina's Sedimentation Pollution Control Act is performance-oriented, requiring protection of existing natural resources and adjoining properties. If, following the commencement of this project, the erosion and sedimentation control plan is inadequate to meet the requirements of the Sedimentation Pollution Control Act of

> 2090 US Highway 70, Swannanoa, North Carolina, 28778-8211 Telephone 828-296-4500 ▲ Fax 828-299-7034

www.enr.state.nc.us/

An Equal Opportunity / Affirmative Action Employer

FROM:

FAX NO. :

Letter of Approval Carrlage Park Associates, LLC June 2, 2006 Page 2 of 2 Jun. 12 2027 11:29 12 13 2007

1973 (North Carolina General Statute 113A-51 through 66), this office may require revisions to the plan and implementation of the revisions to insure compliance with the Act.

Acceptance and approval of this plan is conditioned upon your compliance with Federal and State water quality laws, regulations, and rules. In addition, local city or county ordinances or rules may also apply to this land-disturbing activity. This approval does not supersede any other permit or approval.

Please be aware that your project will be covered by the enclosed NPDES General Stormwater Permit NCGO1000 (Construction Activities). You should first become familiar with all of the requirements for compliance with the enclosed general permit.

Please note that this approval is based in part on the accuracy of the information provided in the Financial Responsibility Form, which you provided. You are requested to file an amended form if there is any change in the information included on the form. In addition, it would be helpful if you notify this office of the proposed starting date for this project. Please notify Don Holebrooks if you plan to have a pre-construction conference.

Your cooperation is appreciated.

Sincerely,

Mike Goodson, CPESC Assistant Regional Engineer Land Quality Section

Enclosures: Certificate of Approval

NPDES Permit

cc: Land Planning Collaborative, PA

Regional Engineer

Jun. 12 2007 11:10AM

FROM FAX NO.

# CATE OF PLAN APPROVA

**#0/#0** 

**PAGE** 



## HENDERSON

## ENDE 2006-049

Project Name and Location

This certificate must be posted at the primary entrance of the job site before construction

begins and until establishment of permanent groundcover as required by North Carolina

Administrative Code, Title 15A, Chapter 4B.0127 (b)

CARRIAGE PARK, SECTION

has been approved for this project by the North Carolina Department of Environment

he posting of this certificate certifies that an erosion and sedimentation control

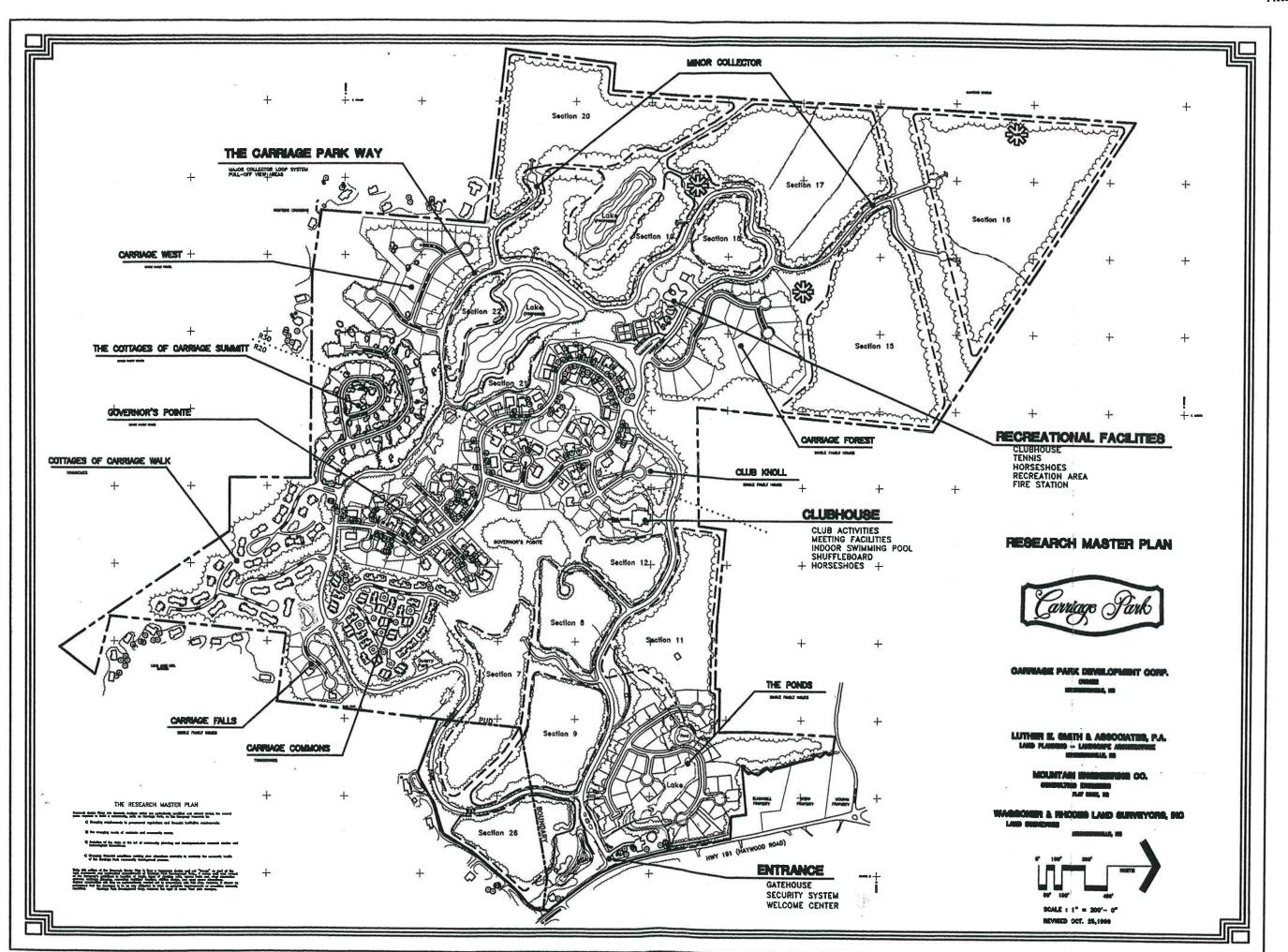
and Natural Resources in accordance with North Carolina General Statute 113A - 57 (4) and 113A - 54 (d) (4) and North Carolina Administrative Code, Title 15A, Chapter 4B.0107 (c).

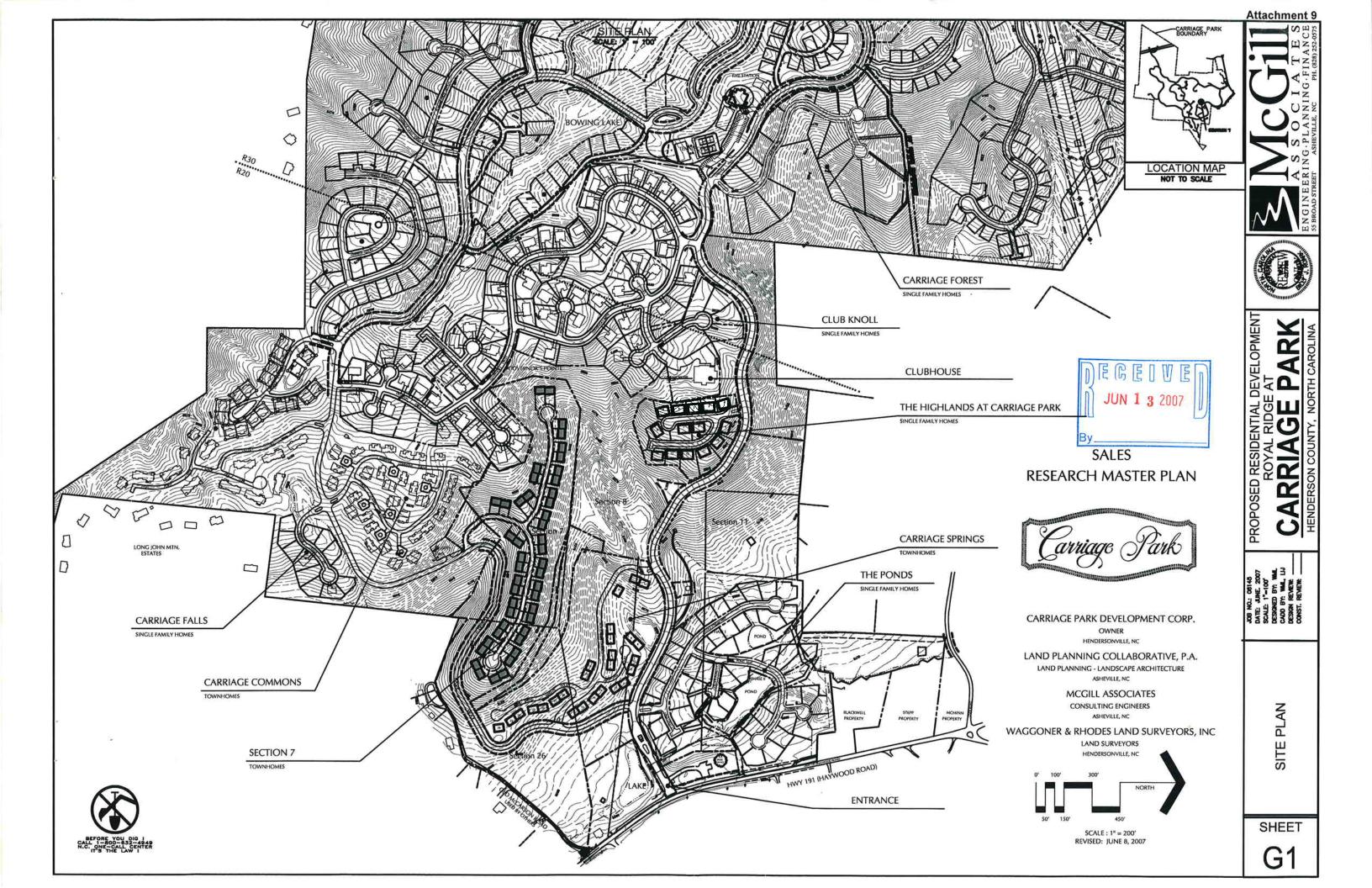
INE 2, 2006

Date of Plan Approval



CARRIAGE PARK 9866769878 13:32 4002/21/90





NOT TO SCALE



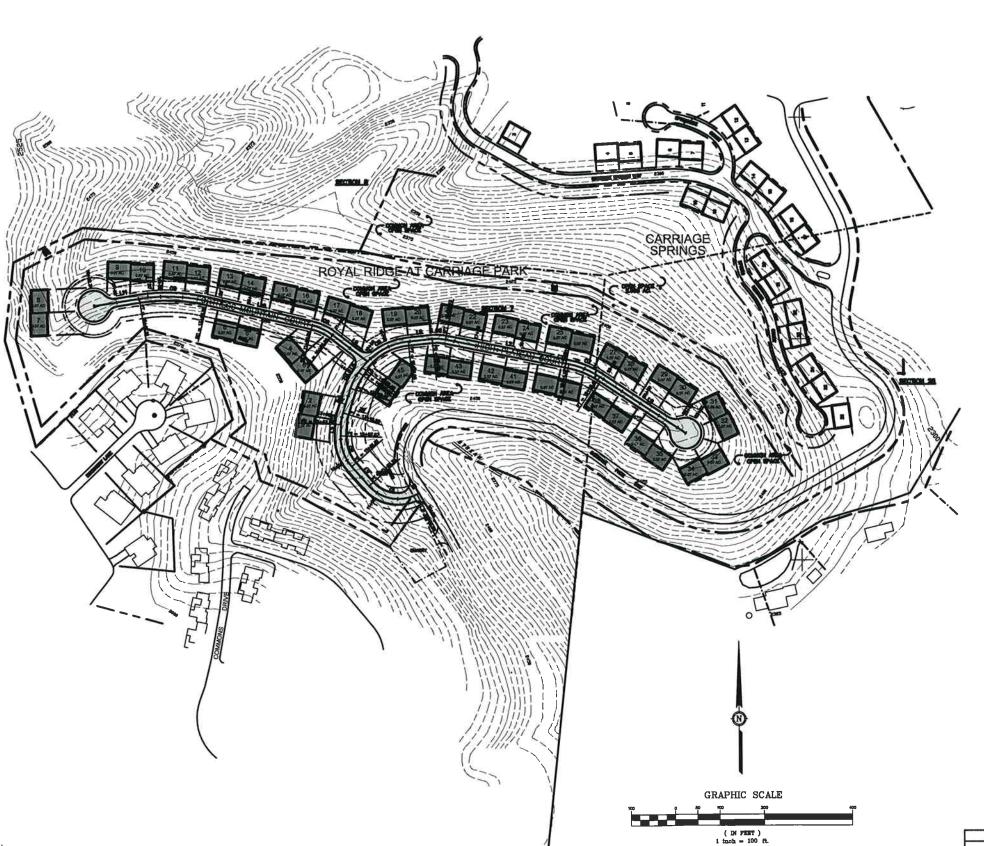


. DEVELOPMENT E AT

PROPOSED 

SITE PLAN

SHEET



SITE PLAN
SCALE: 1" = 100"



OWNER/APPLICANT:

CARRIAGE PARK ASSOCIATES, LLC CONTACT: DALE HAMLIN 2827 HAYWOOD ROAD HENDERSONVILLE, NC 28739 PHONE: 828-697-7200 LAND PLANNING COLLABORATIVE, P.A.

9559-28-7354

15.1 ACRES 46 LOTS TOWNHOUSES 3.05 UNITS/ACRE 1,875 LF

PRIVATE

PUBLIC

21.1 ACRES 21.1 ACRE5\*

PUBLIC 2 PER UNIT (MIN.)

MOUNTAIN HOME 0.0 ACRES 392.3 ACRES 695 UNITS

LAND PLANNER: MCGILL ASSOCIATES ENGINEER: WAGGONER & RHODES LAND SURVEYORS

SURVEYOR:

SITE INFORMATION PIN: ZONING DISTRICT: FIRE DISTRICT: FLOOD HAZARD AREA: TOTAL PROJECT ACREAGE: TOTAL PROJECT UNITS

SECTION 7
ACREAGE:
NO. OF LOTS:
UNIT TYPE DENSITY: LENGTH OF ROAD: ROADS:

WATER:

PARKING RATIO:

MAX. BUILDING HEIGHT:

OPEN SPACE REQUIRED:

OPEN SPACE PROVIDED:

6.31 ACRES OF OPEN SPACE WILL BE PROVIDED FROM CONTIGUOUS

UNDEVELOPED PROPERTY IN SECTIONS 8 & 9.

- THE PRIVATE ROADS INDICATED ON THIS FINAL PLAT MAY NOT MEET REQUIREMENTS OF NCDOT FOR ACCEPTANCE INTO THE STATE ROAD SYSTEM.

- STATE ROAD SYSTEM.

  2. ALL PERENNIAL STREAMS WILL HAVE A 30' SETBACK.

  3. ALL ROADS ARE NEIGHBORHOOD DRIVES.

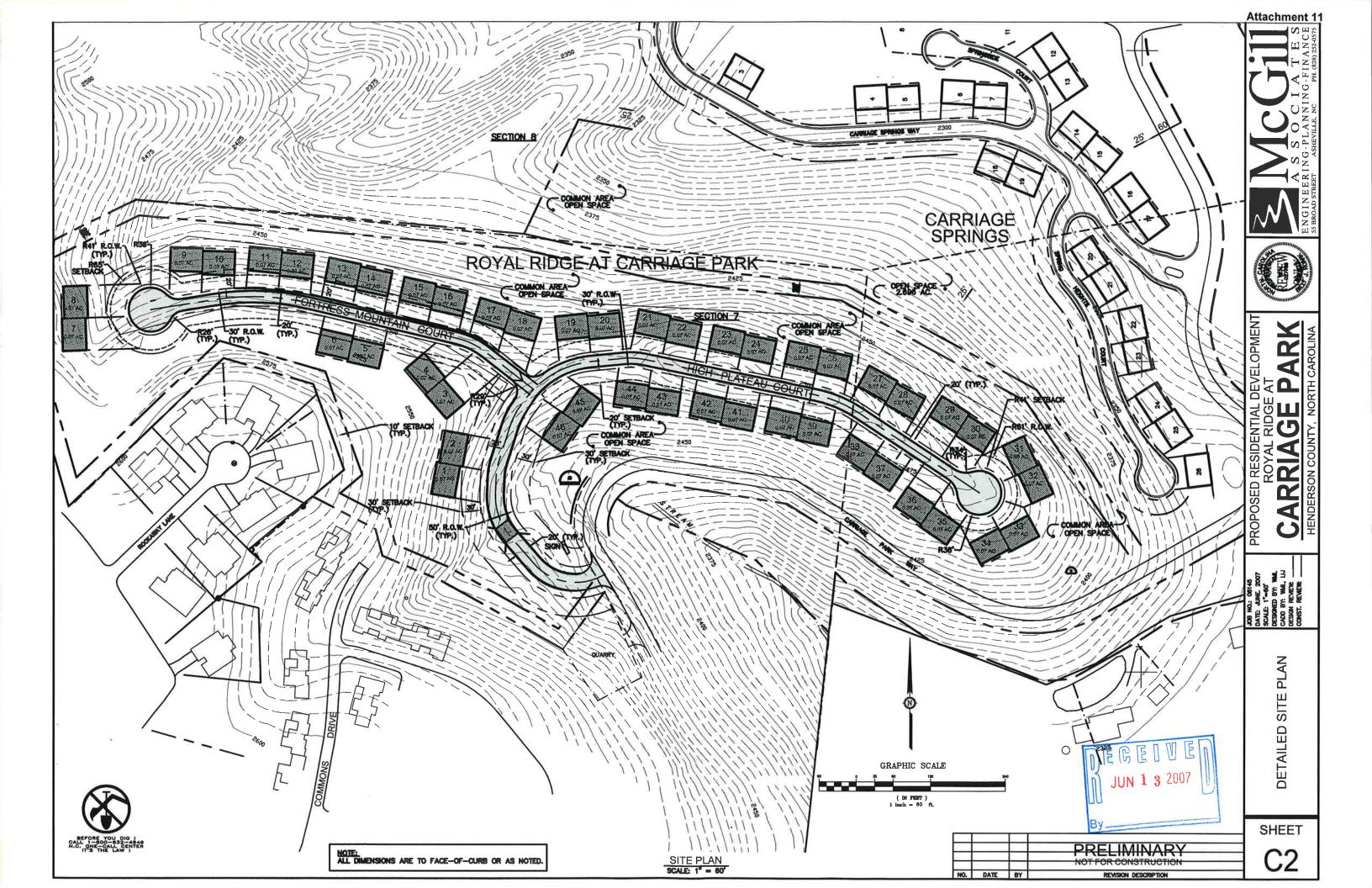
  4. WATER LINES WILL CONNECT TO EXISTING WATER LINE LOCATED AT END OF EXISTING CARRIAGE COMMONS DRIVE IN SECTION 6.

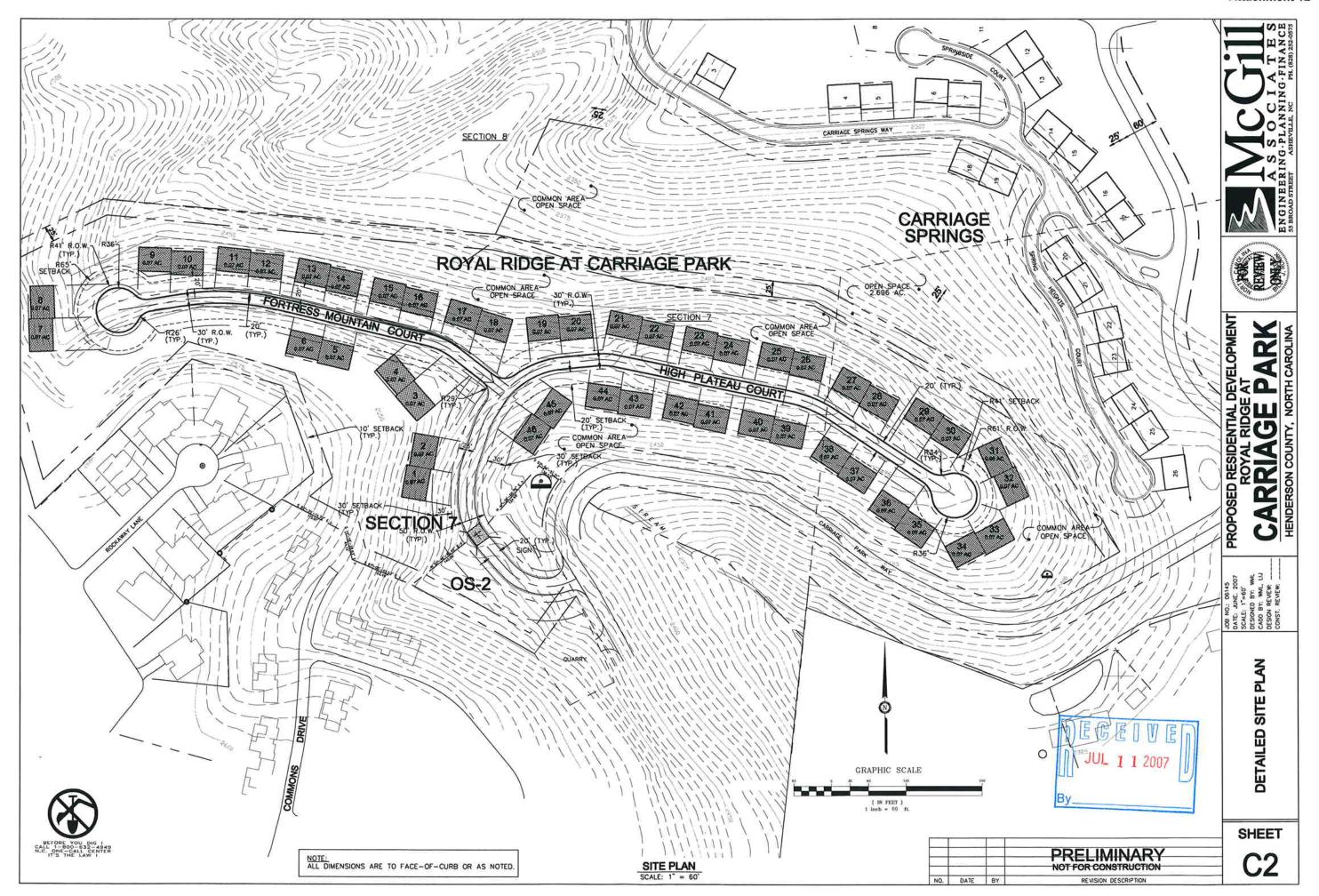
  5. SEWER LINES WILL CONNECT TO EXISTING SEWER LINE ADJACENT TO CARRIAGE PARK WAY IN SECTION 9.

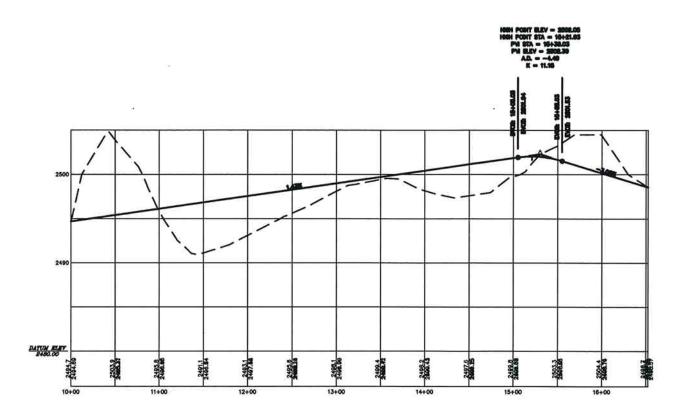
  6. ALL PIPES ARE 18" IN DIAMETER, HDPE, TYPE S.

  7. NO ADJOINING PROPERTY OWNERS ARE WITHIN 100' OF THE PARCEL

		PRELIMINARY
		NOT FOR CONSTRUCTION
_	BY	REVISION DESCRIPTION







FORTRESS MOUNTAIN COURT

ROAD PROFILE

SCALE: HORIZ. 1"= 50"

VERT. 1"= 5"



PRELIMINARY
NOT FOR CONSTRUCTION
NO. DATE BY REVISION DESCRIPTION

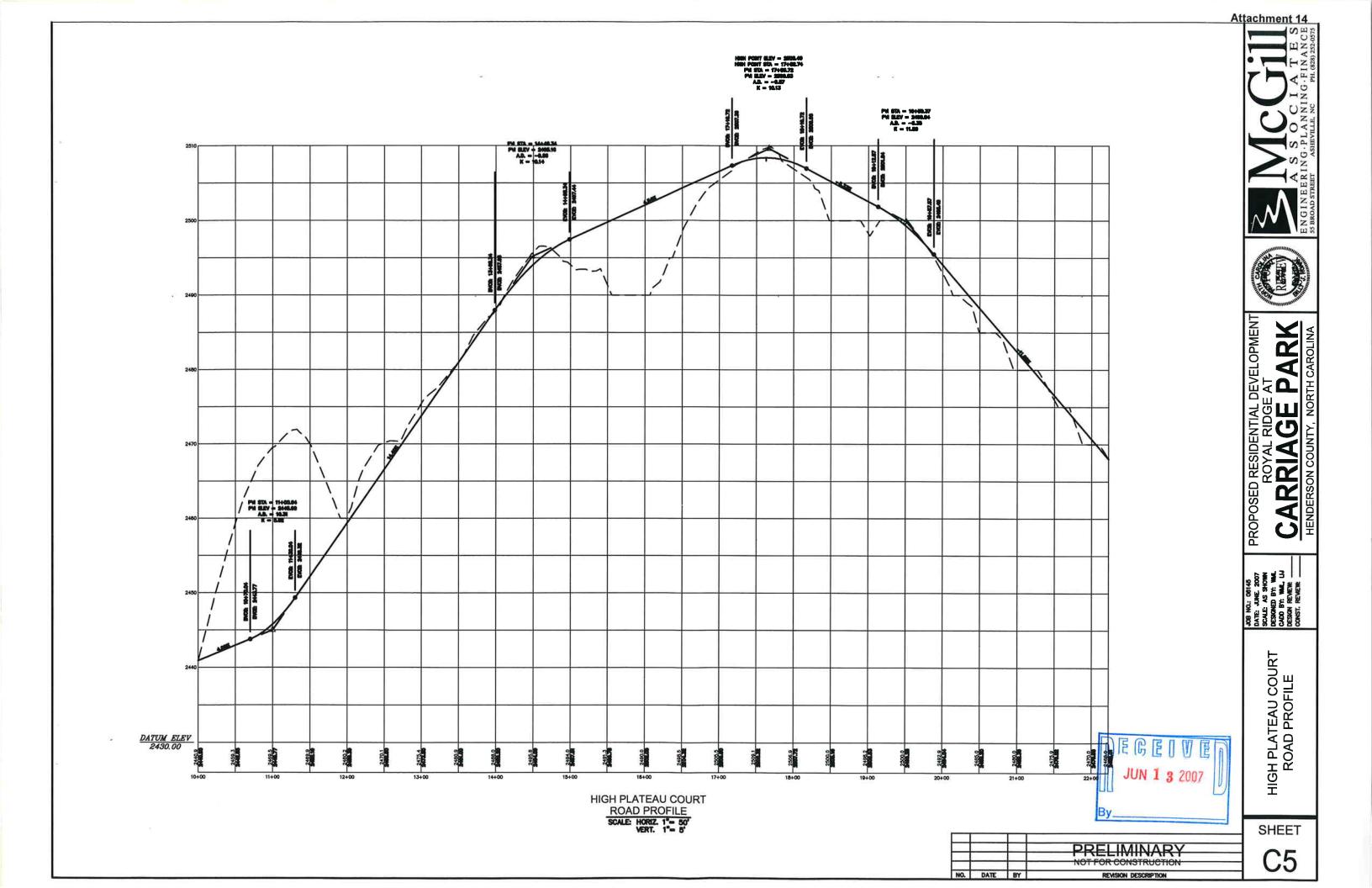
PROPOSED RESIDENTIAL DEVELOPMENT
ROYAL RIDGE AT
CARRIAGE PARK

JOB NO.: 06145
DATE: JUNE. 2607
SCALE. AS SHOWN
DESGNED BY: WM., LIJ
CADD BY: WM., LIJ
DESGNE BESTER.

FORTRESS MOUNTAIN COURT ROAD PROFILE

SHEET

C4



- ALL CONSTRUCTION OUTSIDE RIGHTS-OF-WAY SHALL TAKE PLACE WITHIN THE PERMANENT AND TEMPORARY ACCESS EASEMENTS SHOWN.
- CONTRACTOR SHALL REPAIR ALL DISTURBED AREAS TO EQUAL OR BETTER CONDITION THAN THE ORIGINAL SITE. OR AS NOTED.
- 3. LOCATIONS OF EQSTING UTILITIES AS SHOWN ARE APPROXIMATE ONLY. EXACT LOCATIONS ARE TO BE VERIFIED IN THE FIELD BY THE CONTRACTOR. AT LEAST THREE DAYS PRIOR TO CONSTRUCTION, CONTRACTOR MUST NOTIFY EQISTING UTILITY OWNERS. CALL BEFORE YOU DIG. NORTH CAROLINA ONE CALL (1-800-632-4949).
- ALL WORK NEAR AND AROUND WATERWAYS MUST CONFORM TO THE RULES OF THE STATE OF NORTH CAROLINA.
- CONTRACTOR MUST PROVIDE EROSION CONTROL DEVICES TO CONTROL RUNOFF FROM THE CONSTRUCTION SITE. CONTRACTOR WILL BE RESPONSIBLE FOR ANY FINES THAT MAY BE LEVIED DUE TO POLLUTION CREATED DURING CONSTRUCTION.
- CONTRACTOR SHALL FOLLOW ALL FEDERAL, STATE AND LOCAL HEALTH AND SAFETY REGULATIONS
  PERTAINING TO CONSTRUCTION OPERATIONS.
- 7. WATER LINES SHALL HAVE 3'-0" MINIMUM COVER UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
- 8. WATER AND SEWER LINES SHALL HAVE A MINIMUM 10' HORIZONTAL SEPARATION OR A MINIMUM 16" VERTICAL SEPARATION WITH THE WATER OVER SEWER, OR BOTH WATER AND SEWER LINES SHALL BE DUCTILE IRON PIPE 10' EITHER SIDE OF THE CROSSING.
- 9. WATER AND STORM SEWER LINES SHALL HAVE A MINIMUM 12" VERTICAL SEPARATION.
- 10. SEE PROJECT SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- 11. UNLESS OTHERWISE NOTED, ALL PIPE SHALL BE INSTALLED WITH PUSH-ON JOINTS.
- 12. LEGAL DESCRIPTIONS FOR PROPOSED EASEMENTS BY OTHERS.
- 13. SITE TOPOGRAPHIC AND BOUNDARY SURVEY PROVIDED BY SURVEYOR NOTED ON PLANS.
- 14. CONTRACTOR SHALL NOTIFY THE PROPER LOCAL AUTHORITIES 24 HOURS PRIOR TO ANY ROAD BEING CLOSED FOR CONSTRUCTION, INCLUDING BUT NOT LIMITED TO LOCAL NEWSPAPER, RADIO STATION, FIRE DEPARTMENT, COUNTY SHEWIFT'S DEPARTMENT, AMBULANCE, AND COUNTY EMERGENCY AGENCY, ALL TRAFFIC CONTROL SHALL CONFORM TO THE REQUIREMENTS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION.
- CONTRACTOR SHALL NOTIFY THE ENGINEER AFTER EXISTING BURIED UTILITIES HAVE BEEN LOCATED AND 24 HOURS PRIOR TO CONSTRUCTION.
- LOCATIONS SHOWN FOR SANITARY SEWER SERVICES ARE ASSUMED, COORDINATE LOCATIONS OF ALL PROPOSED SEWER SERVICE CONNECTIONS WITH PROPERTY OWNER PRIOR TO CONSTRUCTION.
- 17. CONTRACTOR SHALL FIELD VERIFY ALL PROPOSED MANHOLE TOP ELEVATIONS AND EXISTING MANHOLE INVERTS PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES. CONTRACTOR SHALL ADJUST ALL PROPOSED SEWER STRUCTURES TO MATCH FINISHED PAVEMENT ELEVATIONS. COSTS OF RAISING STRUCTURES SHALL BE CONSIDERED INCIDENTAL TO OTHER WORK ON THE PROJECT.
- 18. MANHOLES AND CASTINGS SHALL MEET THE REQUIREMENTS OF OWNER AS WELL AS THE PROJECT SPECIFICATIONS.
- 19. 4" SANITARY SEWER SERVICE LINES SHALL BE INSTALLED AT 2.0% MINIMUM SLOPE AND SHALL BE DUCTILE IRON
- 20. ALL FENCE DAMAGED DURING CONSTRUCTION SHALL BE REPLACED WITH LIKE MATERIALS IN A WORKMANLIKE MANNER AND IN ACCORDANCE WITH STANDARD FENCE CONSTRUCTION PRACTICES AT THE CONTRACTOR'S EXPENSE.
- 21. CONTRACTOR SHALL FIELD LOCATE ALL BURIED TELEPHONE LINE IN CONFLICT WITH THE PROPOSED WATER LINE. WHERE NECESSARY, EXISTING BURIED TELEPHONE LINE SHALL BE TEMPORARILY MOVED DURING CONSTRUCTION OF THE PROPOSED WATER LINE AND RE-LAID AT NO ADDITIONAL COST TO
- 22. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROADS DURING CONSTRUCTION AND SHALL REPAIR ROADS PER REQUIREMENTS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION. NO OPEN CUTS OF EXISTING ROADS SHALL BE ALLOWED EXCEPT WHERE INDICATED ON THE DRAWINGS OR WHERE SPECIFIC PERMISSION IS GRANTED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION. SAND OR A SIMILAR MATERIAL APPROVED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION SHALL BE PLACED ON THE ROAD TO AND IN THE CLEAN UP AFTER CONSTRUCTION. A MINIMUM OF 2° OF SAND SHALL BE PLACED ON THE ROAD PRIOR TO STOCKPILING SPOIL MATERIAL ON THE ROAD SURFACE TO FACILITATE CLEANUP.

- FROSH GRADE TOLERANCES SHALL BE AS NOTED IN THE SPECIFICATIONS. THE ENGINEER MAY MAKE GRADE CHANGES AS REQUIRED IN THE FELD WITHOUT EFFECTING THE UNIT NO PRICE FOR LINEAR ASSEMBLE PROJUNTUM.
- UPLESS UPPERMISE STATES, ALL FIL AREAS SHALL BE CONSTRUCTED IN LYERS OF 8" MACHAIM THROUGHS, WITH MATER ADDED OR SOIL CONDITIONED TO THE OPTIMAL MOSTURES CONTENT AS DETERMINED BY THE ENGINEER AND COMPACTED WITH A SHEEP'S FOOT ROLLER TO A COMPACTION EDILL. TO GO GREATER THAN 96% (TOOKS IN THE TOP 2" OF THE SIZE GRADE BELOW ROADWAYS AND PARSON LOTS) OF THE DESITY OBTAINED BY COMPACTION SAMPLE OF THE MATERIAL IN ACCORDANCE WITH THE STAMMAND PROCORD METHOD OF MOSTURES-DESITY RELATIONSHIP TEST, ASTM DOOS OR AASHTO-99 URLESS SPECIFED IN OTHER SPECIFICATIONS.
- ENTIRE AREA TO BE GRADED SHALL BE CLEARED AND GRUBBED. NO FILL SHALL BE PLACED ON ANY AREA NOT CLEARED AND GRUBBED.
- ALL SCIL EROSION CONTROL MEASURES REQUIRED BY THE GRACING PLAN SHALL BE PERFORMED PRIOR TO GRADING, CLEARING OR GRUBBING, ALL EROSION CONTROL DEVICES SUCH AS SLT FENCES, ETC., SHALL BE MAINTAINED IN WORKAUE CONDITION FOR THE LIFE OF THE PROLECT AND SHALL BE REMOVED AT THE COMPLETION OF THE PROLECT TAY ON THE EMPRISER'S APPROVAL PAYMENT SHALL BE CONSIDERED INCODENTAL TO CLEARING AND GRUBBING, IF DURING THE LIFE OF THE PROLECT, A STORM CAUSES SOIL BROOM WHICH CHANGES FROM GRADES OR CREATES "GULLES" AND "MASHED AREAS", THESE SHALL BE REPARKED AT NO EXTRA COST, AND ALL SLT WASHED OFF OF THE PROLECT ISTE ONTO ADACENT PROPERTY SHALL BE REMOVED. SO DIRECTED BY THE DROMBER AT NO EXTRA COST, THE CONTRACTOR SHALL ADHERE TO ANY APPROVED BROSSON CONTROL PLANS WHETHER INDICATED IN THE CONSTRUCTION PLANS OR UNDER SEPARATE COVER.
- - SOLID WASTES TO BE REMOVED, SUCH AS SIDEMALIAS, CURBS, PAVEMENT, ETC., MAY BE PLACED IN SPECIFIC DISPOSAL. AMEAS DELIBERATED ON THE PLANS OR REMOVED FROM THE STEE AS REQUIRED BY THE SPECIFICATIONS, THIS MATERIAL, SHALL HAVE A MEMBAL COVER OF 2. THE CONTRACTOR SHALL MAINTAIN SPECIFIED COMPACTION REQUIREMENTS IN THESE AMEAS, WHEN DEPOSAL SITES AME NOT PROVIDED, THE CONTRACTOR SHALL REMOVE THIS MASTE FROM THE SITE AND PROVIDILY DISPOSE OF IT AT HIS DEPOSAL.
  - ABANDONED UTILITIES SUCH AS CALVERTS, WATER PIPE, HYDRANTS, CASTROS, PIPE APPURTENANCES, UTILITY POLES, ETC., SHALL BE THE PROPERTY OF THE SPECIFIC UTILITY AGENCY, OR COMPANY HAVING JURISDICTION, BEFORE THE CONTRACTOR CAN REMOVE, DESTROY, SALVAGE, RELIEF, SELL OR STORE FOR HIS OWN USE ANY ABANDONED UTILITY, IN MAST PRESENT TO THE CHINER WRITTEN PERMASSION FROM THE UTILITY NOVICED.
- D. ON SITE BURNING IS AN ACCEPTABLE METHOD OF DISPOSING OF FLAMMABLE WASTES, WHEN BURNING IS ANTICIPATED, THE CONTRACTION SHALL BE RESPONSIBLE FOR CISTARING ALL NECESSARY PENISTS AND MEETING GOVERNING CODES, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OR HIS REPRESENTATIVE AS TO THE SPECIFIC LOCATION OF BURNING.

AFTER BURGING IS COMPLETED, PURE ASH MAY BE DISPOSED OF BY MIDDING WITH FILL DRY. ALL MATERIAL NOT TOTALLY BURGED SHALL BE DISPOSED OF AS SPECIFED IN "B" ABOVE. THE CONTRACTOR SHALL NOT HOLD UP WORK PROGRESS FOR THE PURPOSE OF NATING FOR A "BURGING DAY".

- 6. IN THE EVENT EXCESSIVE GROUNDWATER OR SPIRIOS ARE ENCOUNTEDED WITHIN THE LIGHTS OF CONSTRUCTION, THE CONTRACTOR SHALL INSTALL RECESSARY UNDER CRAIMS AND STONE AS DIRECTED BY THE ENGINEER. ALL WORK SHALL BE PAID BASED UPON UNIT BIDS, UNLESS SPECIFED OTHERWISE.
- THE CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION OF ADJUSTMENT OF ALL UTILITY SURFACE ACCESSES WHETHER HE PERFORMS THE WORK OR A UTILITY COMPANY PERFORMS THE WORK.
- THE CONTRACTOR SHALL CONTROL ALL "DUST" BY PERIODIC WATERING AND SHALL PROVIDE ACCESS AT ALL TIMES FOR PROPERTY OWNERS WITHIN THE PROJECT AREA AND FOR EMERGENCY VEHICLES. ALL OPEN DITCHS AND HAZANDICUS AREAS SHALL BE CLEARLY MANNED IN ACCORDANCE WITH THE SPECIFICATIONS.
- ALL AREAS WHERE THERE IS DOOSED DRIT SHALL BE SEEDED, FERTILIZED AND MULCHED ACCORDING TO THE SPECIFICATIONS. THE FRENCH SHAREAS SHALL BE TO GRADE AND SMOOTH, PRIECE OF ALL ROCKS LANGER THAN 3°, EMPHANES THANGES, BETT LODGE, BLANDS, ROCKS, AND SMOOTH, PRIECE OF MILE ROCKS LANGES THAN SHAREAS SHALL BE LOOSENED TO A DEPTH OF \$4°-4° TO ACCEPT SEED. THE CONTRACTOR SHALL HOT PROCEED WITH SEEDING OPERATIONS WITHOUT FRIST OSTAMBING THE DISCHAREAS APPROVAL OF THE GRADED SHAVACE. ALL SEEDING SHALL BE PERFORMED BY A RECONNECT AND SEEDING SHALL BE AUTHORIZED ON AN AREA BY AREA APPROVAL BY THE DISCHAREAS.
- WHERE SPECIFED, STORM DRAIN PPE SHALL BE CORRUGATED METAL PPE (CMP) CONFORMING TO ASSITTO M-36, WITH REPOLLED BIRDS TO ACCOMMODATE CORRUGATED COUPLING BANDS, 16" PPE SHALL BE 16 GAUGE, 24" AND 30" PPE SHALL BE 14 GAUGE AND 30" PPE AND OVER SHALL BE 12 GAUGE AS SPECIFED ON THE PLANS, PPE AND COUPLING BANDS SHALL CONFORM TO NODOT 1032—3 FOR PLAN PPE OR 1032—40,1) FOR STILLINGHOUS COATED AND PARTALLY PAYED PPE. DEAPLE BANDS SHALL NOT

WHERE SPECIFED, ALL STORM DRAIN PPE SHALL BE HIGH DENSITY POLYETHELENE (HDPE). SMOOTH WALL INTERIOR, WITH WATER TIGHT JOHTS, BACKFILLED WITH § 57 WASHED STONE. UP TO MIN. 6" OVER THE TOP OF THE PPE, HOPE PPE LISED FOR STORM DRAINAGE DETENTION SYSTEMS SHALL BE "NAMOOR BLUE SEAL" OR PPROVED EQUAL.

- 12. CATCH BASSIS CAST—BI—PLACE SHALL CONFORM TO THE REQUIREMENTS OF NODOT STANDARD SPECEFCATIONS FOR ROADS AND STRUCTURES (LATEST EDITION) ARTICLES 840—1 THROUGH 840—3. CURB RALE CATCH BASSIS SHALL CONFORM TO NODOT STANDARD DETAILS 840.02 THROUGH 840.04. DROP BALTS SHALL CONFORM TO STANDARD DETAIL 840.14. JUNCTION BOOKS SHALL CONFORM TO STANDARD DETAIL 840.14. JUNCTION
- 13. CURB BILET FRAME, GRATE AND HOOD SHALL BE NEEMAH R-32530, PRODUCTS BY DEWEY BROS., US. FOLNORY OR EDUAL DROP BILET FRAME AND GRATE SHALL BE REDMAN R-3538A OR EDUAL PELD BILET COMER SHALL CONFORM TO NOCOT STANDARD DETAIL SALO, CHEMING FACING BOOK
- 14. CONCRETE AND MASONRY SHALL NEXT THE REQUIREMENTS OF APPROPRIATE SECTION OF INCOOT STANDARD SPORFICATIONS FOR ROAD AND STRUCTURES (LATEST EXITION). CONCRETE SHALL SECLASS A OR 8, 4000 PSI IMPRIAN, MEXTING THE REQUIREMENTS OF SECTION 1000, CONSTRUCTED IN ACCORDANCE WITH SECTION 825, MASONRY SHALL MEET THE REQUIREMENTS OF SECTION 1040, CONSTRUCTED IN ACCORDANCE WITH SECTION 820, AMONTO 834.
- 15. TOPS OF PROPOSED FRAMES AND GRATES SHALL BE FLUSH WITH FRESHED GRADE.
- 18. THEALL PRE CAST CONCRETE BOIES ARE ACCEPTABLE ALTERNATIVES FOR PROPOSED CATCH BASINS.

NPDES STORMWATER PHASE II REQUIREMENTS FOR CONSTRUCTION SITES

- REPLANENT THE APPROVED ENCIRON AND SEDMENTATION CONTROL PLAN AND KEEP A COPY OF THE PLAN ON STILL DEVALUED FROM THE APPROVED DEVOICED AND SEDMENTATION CONTROL PLAN MILL BE CONSIDERED A VIOLATION OF THE FEDERAL MYDES GENERAL PRIMET.
- PREVENT SPILING OF FUELS, LUBRICANTS, COOLANTS, HYDRAULIC FLUDS, AND ANY OTHER PETROLEIAN PRODUCTS ONTO THE GROUND OR INTO SURFACE WATERS, DISPOSE OF SPENT FUELS ATTROPHATELY.
- USE HEMICIDES, PESTICIDES, AND FERTILIZER IN A MANNER CONSISTENT WITH THE FEDERAL INSECTIODE, FUNCIONE AND RODENTICIDE ACT AND IN ACCORDANCE WITH LABEL RESTRICTIONS.
- RESPECT ALL EROSION AND SEDMENTATION CONTROL FACILITIES EVERY SEVEN CALENDAR DAYS (TIMOS IN SEVEN CALENDAR DAYS FOR STURMANER DISCHARGES TO STIEVARS ON THE LATEST EPA-AFFROND 303(d) LIST) AND WITHIN 24 HOURS OF ANY STORM EVENT OF MORE THAN 0.5 INCH OF RAIN IN A 24-HOUR PERSON. MAINTAIN A RAIN GALIGE ON SITE AND ICED A RECORD OF THE RAINFALL AMOUNTS AND DATES.
  - CREER'S STORMANTER RUNGET DISCHARGES AND LOCK FOR CLARITY, FLOATING SOLDS, SUSPENDED OLS, CL. SHEEM AND OTHER CRINICUS ROCKATORS OF POLLUTION AND EVALUATE THE EFFECTIVENESS OF THE ENGINEN AND SEDMENTATION CONTROL MEASURES. F. SEDMENTATION IS LEAVING THE DISTURBED AND, TAKE MANERALE ACTION TO CONTROL THE DISCHARGE.
- REEP A RECORD OF INSPECTIONS. RECORD ANY VISIBLE SEDMENTATION FOUND OUTSIDE THE DISTURBED LIMIT AND RECORD MEASURES TAKEN TO CLEAN UP THE SEDMENT. MAKE THESE RECORDS AVAILABLE TO THE DIVISION OF WATER CAULITY ON ITS AUTHORIZED AGENT UPON REQUEST.
- MAINTAIN EROSION AND SEDMENT CONTROL MEASURES TO KEEP THEM OPERATING AT OPTIMUM EFFICIENCY.
  - CONTACT THE ENGINEER FOR A COPY OF THE GENERAL PERMIT TO DISCHARGE STURMMATER UNDER THE NATIONAL POLLUTANT DISCHARGE ELBINATION SYSTEM. WOLATIONS OF THE INFOES STURMINATER RULES CONSTITUTE A WOLATION OF THE FEDERAL CLEAN WATER ACT AND ARE SUBJECT TO CIVIL PENALTIES OF UP TO \$27,000 FER DAY, UNDER STATE MA, DABLY COME, PENALTY OF \$10,000 FER WOLATION CAN BE ASSESSED FOR WOLATION OF TERMS OF THE FEMALT.

NORTH CAROLINA LAND QUALITY SECTION **EROSION CONTROL NOTES** 

GENERAL: ALL EROSION CONTROL MEASURES ARE TO BE PERFORMED IN STRICT ACCORDANCE WITH REQUIREMENTS OF THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, DIVISION OF LAND RESOURCES, LAND QUALITY SECTION. THE FOLLOWING CONSTRUCTION SEQUENCE SHALL BE COMPLED WITH FOR ALL WORK.

- 2. INSTALL ALL EROSION CONTROL MEASURES AS REQUIRED BY THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, DIVISION OF LAND RESOURCES, LAND QUALITY SECTION.

NOTE: ALL LITELITY RESTALLATION WITHIN 25" OF A BIVER OR STREAM RANK SHALL BE DISTALLED PER STREAM RANK
PROTECTION DETAIL, SEEDING AND MRICHEM SHALL BE COMPLETED DAY, IN AREAS MOTED AS STREAM PROTECTION
AREAS, SEL FINCE IN THESE AREAS SHALL NOT BE RESTALLED GOSFET THAN IF FROM OFFER PANK UNLESS FELD.
CONSTITUTES PREVENT SUFFICIENT GLEARANCE, ALL SEL FENCES SHALL BE REPETITED AND CLEANED AS NEIDED.
ANTER EACH RANK.

- 3. OBTAIN CERTIFICATE OF COMPLIANCE THROUGH ON—SITE INSPECTION BY A REPRESENTATIVE OF THE NORTH CAROLINA DEPARTMENT OF DIVIRONMENT AND NATURAL RESOURCES, DIVISION OF LAND RESOURCES, LAND QUALITY SECTION.
- 4. PROCEED WITH GRADING, CLEARING AND GRUBBING, NOTE: NO OFF SITE DISPOSAL OF MATERIAL IS ALLONED UNLESS THE DESPOSAL SITE HAS AN APPROVED EROSION CONTROL PLAN.
- ALL TEMPORARY STREAM AND CREEK CROSSINGS FOR EQUIPMENT DURING CONSTRUCTION SHALL BE MADE USING TEMPORARY BRIDGES. NO STREAMBANK OR STREAMBED DISTURBANCE SHALL BE ALLONED FOR EQUIPMENT CRO

4,000 LBS 1,000 LBS 100 LBS 60-80 BALES

SEED AND MULCH DENUGED AWEA WITHIN 15 DAYS AFTER FINISHED GRADE ARE ESTABLISHED, SEED AND SOL.
AMENDMENTS SHALL BE PLACED ON A PREPARED SEEDIND AT THE FOLLOWING RATES PER ACRE.

FOR SUMMER SEEDING ADD TO THE ABOVE:

FOR WINTER SEEDING ADD TO THE ABOVE

15 LBS

FOR ALL SLOPES 2:1 OR STEEPER ADD TO THE ABOVE:

40 LBS

ALL STRAW MULCH ON SLOPES MUST BE TACKED PROPERLY. MATTING MAY BE SUBSTITUTED ON SLOPES WITH APPROVAL OF THE ENGINEER.

ALL SEEDING SHALL BE MAINTAINED, WATERED ETC., UNTIL A PERMANENT VEGETATIVE GROUND COVER IS ESTABLISHED OVER ALL DISTURBED AREAS. NATIVE PLANT SEEDING MIX FOR STREAM OR RIVERBANK STABILIZATION

SEEDING FOR STREAM OR RIVERBLANK STABILIZATION SHALL BE A MIXTURE OF NATIVE GRASSES, PLANTS AND TREES.
NATIVE PLANT MIX SHALL INCLUDE THE FOLLOWING:

GRASSES - BIO BLUESTEM, INDIAN GRASS, LITTLE BLUESTEM, SWITCHGRASS AUGUST 31ST TO MAY 1ST - GREENRYE MAY 1ST TO AUGUST 31ST - MILLET MAY 1ST TO AUGUST 51ST - MILLET
TREES - SERY DOONOOD (CORNUS AMONAM), SERY WILLOW (SALIX SERVICEA), HAZEL ALDER
(ALMUS SERVILLATA) AND ELDERBERRY (SAMBUEUS CANADENSIS)

NATIVE PLANT MIX VARIATIONS SHALL BE APPROVED BY ENGINEER. NOTE: NO FERTILIZER SHALL BE USED WITHIN 10' OF TOP OF STREAM OR RIVER BANK

NO. DATE BY

- 7. MAINTAIN SOIL EROSION CONTROL MEASURES UNTIL PERMANENT GROUND COVER IS ESTABLISHED. 8. - REMOVE SOIL EROSION CONTROL MEASURES AND STABILIZE THESE AREAS.

REQUEST FINAL APPROVAL BY THE NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, DIVISION OF LAND RESOURCES, LINED QUALITY SECTION.



PRELIMINAR' NOT FOR CONSTRUCTION

REVISION DESCRIPTION

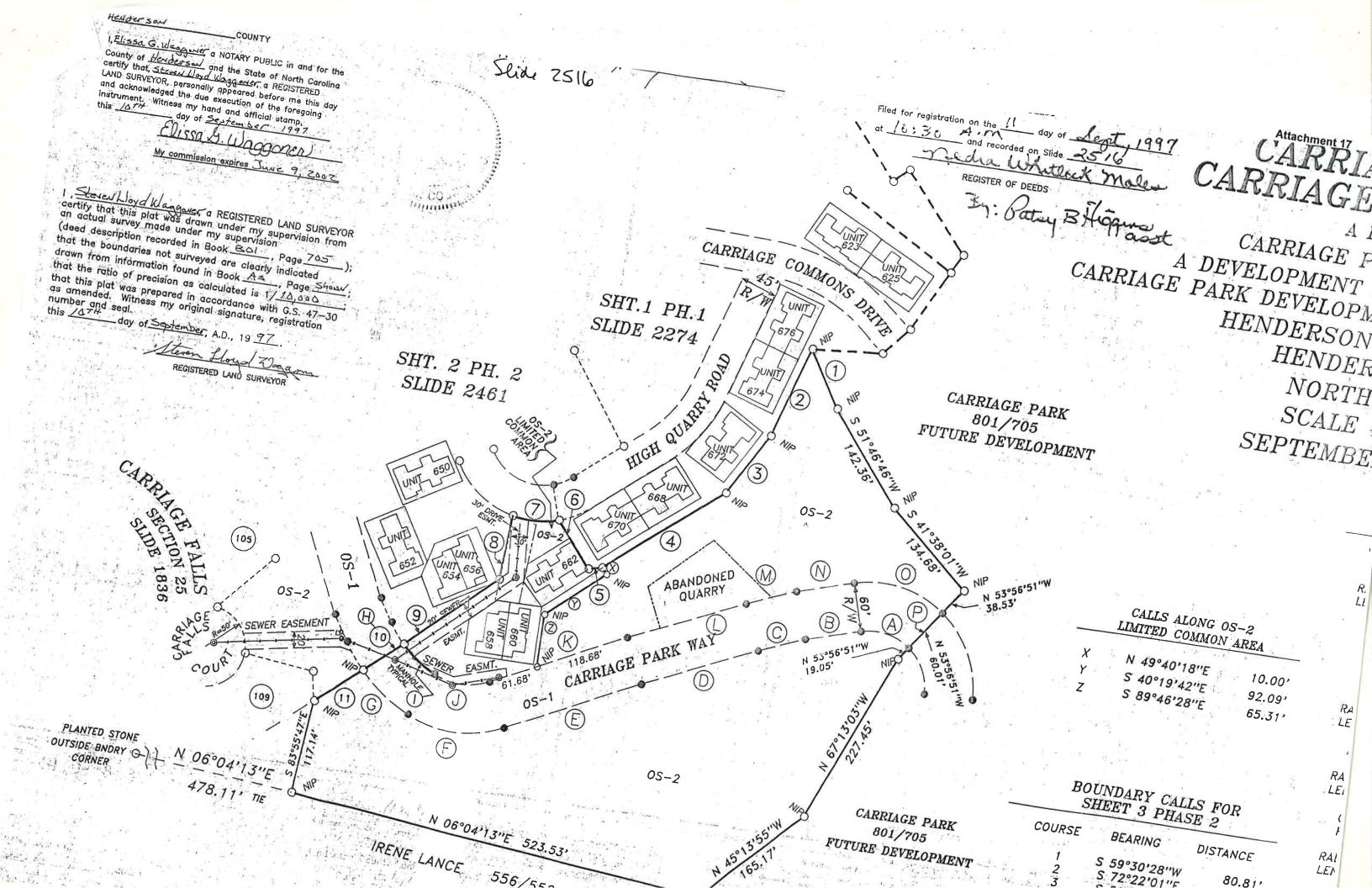
SHEET

Attachment 16



ELOPMEN 4 DEVE 1 RIDGE CENTRAL CENTRAL 5 ₽₹₹  $\overline{S}$ 2 ROPOSE 4 C

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Below are the notice requirements for SP-93-13 (as amended) for Carriage Park.

### Condition - 19A, continued

- (e) Notification Requirements. At the time submission of plans for any development parcel, the Applicant shall provide a list of names and mailing addresses of any property owners, whose property lies outside the perimeter of the outer boundary of the development but within 100 feet of the parcel. The County shall notify by first class mail, the time and date of the public meeting at which such application shall first be reviewed. Such notices shall be mailed at least ten (10) days prior to such meeting and costs for mailing may be assessed to the Applicant. Notices shall also be sent to any operating homeowner's associations within the Carriage Park PUD who may have a direct interest in such new development parcel review application.
- (d) Notice of Amendments. For all amendments requiring review by the Planning Board or the Board of Commissioners, the Applicant must, at least ten (10) days prior to the hearing at which the amendment will be reviewed, provide notice of the amendment to the Carriage Park Homeowners' Association through the Secretary of the Association and post the notice on the bulletin board outside the Carriage Park gatehouse for at least ten (10) days prior to the hearing. Said notice must state the amendment requested, the location of the area affected by the amendment, and the time, date and place where the amendment will be considered."