



Apple Valley

Property Owners Association

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Lot Management Document

APPLE VALLEY POA POLICY FOR THE MARRIAGE AND DIVORCING OF LOTS AND DEEMING A LOT NON-BUILDABLE OR REVERTING A LOT TO BUILDABLE

THE PROCESS FOR MARRYING LOTS OR DEEMING A LOT NON-BUILDABLE:

The property owner must contact the Apple Valley Administrative Office and obtain a Lot Management document request. The request must be submitted to the Administrative Office and include the property's owner name, address, lot number(s), parcel number(s) and the specific reason for the request. All property pins for each lot(s) must be identified for inspection by the Association management to determine easements, pending building permits, and existing buildings, setbacks, violations and verify that the member is in good standing. The Association will then issue an approval based on the members request and findings of the inspection. Upon approval of the member's request, the property owner can then obtain a deed which states the grantee, grantor, parcel description and the date the deed was executed. The deed must also contain the language as indicated above for the specific request as indicated on the Lot Management Document. The deed must then be filed with the Knox County Recorder's Office after it has been approved. *** ANY FEE'S INCURRED DURING THIS PROCESS, ARE AT THE EXPENSE OF THE PROPERTY OWNER***

THE PROCESS FOR DIVORCING LOTS AND REVERTING A LOT FROM NON-BUILDABLE:

The property owner must contact the Apple Valley Administrative Office and obtain a Lot Management document request (*to be implemented*). The request must be submitted to the Administrative Office and include the property's owner name, address, lot number(s), parcel number(s) and the specific reason for the request. All property pins for each lot must be identified for inspection by the Association management to determine easements, pending building permits, and existing buildings, setbacks, violations and verification that the member is in good standing.

Association management will provide the findings in writing to the Board of Directors for review at the next regularly scheduled Work Session, after all research is complete. The Board of Directors will review the request and findings and has broad discretion to determine if a divorce or reverse shall be allowed. The Board of Directors' decision shall be considered final. Association management will notify the owner of the Board of Directors decision in writing.

The divorce/separation of lots and /or reverting a non-buildable lot to buildable, may only be approved for extenuating circumstances by the Apple Valley Property Owners Association Board of Directors. Upon approval from the Apple Valley Board of Directors, a fee (which includes, but is not limited to, lost fees, interest, costs and inconvenience) must be paid to the Association for the conversion of the property back to its original state.

Property Owner Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

Request (check box that applies)

- Marriage of Lots
- Divorcing of Lots
- Deeming Lot Non-Buildable
- Reverting Lot to Buildable

Subdivision: _____
Lots: _____

Reason for Request

Acknowledgment

By signing below, I hereby swear or affirm that I have provided accurate information and have read and understand the information above.

Signature: _____ Date: _____

Internal Use Only (To be completed by AVPOA Staff)

Date Rec: _____

Number of Structures on Lot _____

Encroachment(s) of any Structures ___ Yes ___ No

Approved Date: _____

Disapproved Date: _____

Comments:

AVPOA Staff Member: _____