Employees who are interested in building a home on the Domain should take the following steps when applying for a new residential lease:

1. Contact the lease office about availability of building lots.

2. Contact lenders to begin making preliminary arrangements for both construction and permanent financing.

3. Have a good idea of the design and size of house you are interested in building, even if you have not purchased a plan at this point. If you have any doubt about a plan being acceptable, provide the lease office with preliminary drawings or pictures.

   We recommend you review the Design Guidelines for Wiggins Creek for important information for construction anywhere on the Domain.

4. Meet with one or more contractors. This step will help confirm the feasibility of constructing a given house on a particular site and yield useful information for arranging financing.

   The University recommends that leaseholders hire contractors who comply with the State of Tennessee's laws for licensing and insurance. It is the leaseholder's responsibility to confirm that a contractor meets the State of Tennessee's requirements. The University assumes no responsibility or liability for the work performed on leasehold property.

5. Conduct lot inspection with the contractor to discuss issues such as location of lease boundaries, setback requirements, appropriate building sites, drainage, erosion, tree removal and retention, and other environmental concerns. See "Tree Consideration on New Leaseholds" in the Tree Policy.

6. Contact utility companies for information about availability of utilities and their costs and fees. Your contractor may be able to assist you with this.

7. When you have a site plan and house plan, make a formal written request to the Lease Committee for approval. The site plan, as described in the Tree Policy, must be prepared by a certified surveyor. We recommend Johnson & Associates at 931-967-8889. Samples or pictures of exterior materials such as brick, siding, roofing, as well as exterior color schemes should be included in your proposal. A list of required information will help you prepare for Lease Committee. See "Request for New Lease Site and Approval of Building Plans." Your contractor can assist you with this.
8. The Lease Committee meets on a monthly basis. Meeting dates are available on our website at http: //leases.sewanee.edu/lease-committee.

9. Construction may not be started before the owner receives Lease Committee approval, appropriate building permits, approved tree protection plan, and a fully executed lease. Any changes in the approved plans must be approved by the Lease Committee.

It is the responsibility of the leaseholder to meet Franklin County requirements for construction and to secure a Franklin County building permit.