

Instructions for New Construction  
September 2018

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. A deposit will need to be made on the lot.
3. Gather ideas of the design and size of house you are interested in building.
4. Review the construction guidelines. Construction within the downtown zone must comply with the Village Pattern Book.
5. Begin conversations with builders. 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.
6. 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.
7. Begin conversations with lenders.
8. Contact utility companies for information about availability of utilities and their costs and fees. Your contractor may be able to assist you with this.
9. The site plan should be submitted to the Lease Office to be reviewed. Leaseholds within the downtown zone will also be reviewed by the village planner. After review of the site plan, we will present you with the specifics necessary to move forward.
10. Once the site plan is approved, the Application Submission Form for New Construction must be submitted to the Lease Committee with all the necessary information. Leaseholds within the downtown zone must complete the Sewanee Design Review Forms and must receive approval from the Village planner prior to Lease Committee submission.
11. Construction may not be started before the owner receives Lease Committee approval, appropriate building permits, approved tree protection plan, and a fully executed construction lease. Any changes in the approved plans must be approved by the Lease Committee.

Once construction begins the contractor must comply with all construction guidelines.

The Lease Committee meets on a monthly basis. Meeting dates are available on our website at <http://leases.sewanee.edu/lease-committee>.