

**The Carolina Club Owners Association INC  
Architectural Control Committee  
New Construction and Project Application**

Owner \_\_\_\_\_ Lot Number \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (daytime)

Carolina Club Address \_\_\_\_\_

Anticipated Construction Time Frame (Start) \_\_\_\_\_ (Completion) \_\_\_\_\_

Contractor \_\_\_\_\_ License# \_\_\_\_\_

d.b.a. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Contact Name \_\_\_\_\_

**Material Specifications and General Information**

- Square Footage of Heated Area \_\_\_\_\_
- Exterior Siding Material \_\_\_\_\_ Color \_\_\_\_\_
- Roof Material \_\_\_\_\_ Color \_\_\_\_\_
- Shutter Color \_\_\_\_\_ Trim Color \_\_\_\_\_
- Brick Color \_\_\_\_\_ Driveway Material \_\_\_\_\_

PLEASE SUBMIT THIS ENTIRE DOCUMENT (5 PAGES) WITH YOUR PLANS AND A \$3,000 DEPOSIT FOR ANY NEW CONSTRUCTION PROJECT OR A \$500 DEPOSIT FOR ANY REMODELING PROJECT THAT REQUIRES A BUILDING PERMIT. A COPY WILL BE RETURNED TO YOU UPON APPROVAL BY THE COMMITTEE.

## **IMPORTANT – OWNERS RESPONSIBILITY**

Forty-five (45) days prior to the commencement of any construction the following must be submitted:

- Two complete sets of house plans
- Two copies of the site plan
- Two copies of a comprehensive landscape plan
- Deposit of \$3,000 for new construction projects or \$500 for remodeling projects that requires a building permit. Deposit needs to be in the form of cash or certified check payable to The Carolina Club Owners Association, Inc.

This deposit shall be held in escrow by the Association to ensure the following:

- Clean up and/or repair of any damage to common areas
- Clean up and/or repair of any damage to privately owned area(s) caused by site improvement or construction
- Complete installation of submitted and approved landscape plan including concealing of exterior air-conditioning, heating equipment, water pumps, propane gas storage facilities and emergency generators. The owner is responsible for ensuring that their builder/landscaper executes this installation.
- In the event there is un-repaired damage caused by such work, the Association shall cause repairs to be made. The costs of these repairs shall be paid from the escrowed deposit and any balance shall be refunded.

The Committee will notify the owner in writing within thirty (30) days after the receipt of the complete plans packet and all required information as to whether the plans have been approved. The response may be an approval, a denial, an approval with certain conditions, or a request for additional information. A request for additional information will require the thirty (30) day time period for Committee response to commence upon the receipt of the additional information. If approval, with conditions is granted, construction may begin and the conditions shall be deemed accepted by the Owner of the Lot or Dwelling Unit and the conditions imposed shall become fully a part of the approved plans.

In the event that ownership of this lot changes during construction or during site improvement or before completion of the landscape plan, the committee must be notified within 10 days of the change of ownership who is responsible for receiving the escrowed deposit.

Thirty (30) days following the completion of all plans as approved by the Committee the deposit will be refunded.

Any project, requiring a building permit, which has not begun within six months of approval from the Committee, will become void. The project or construction deposit will be returned to the owner and the owner will be required to resubmit an application for Committee review.

## Plan Requirements

- Foundation Plan drawn to a scale of ¼" = 1' showing footings and foundation.
- Floor Plan drawn to a scale of ¼" = 1' showing all dimensions of the total square footage of the enclosed heated areas. All porches/decks must be shown on plans.
- Elevation views drawn to scale which include all sides of the structure.
- Typical building cross section drawings showing construction details.
- Any room over the garage (finished or unfinished) will be classified as a two story portion of the house and will have to meet the minimum square footage requirements for a two story house as stated in the covenants of The Carolina Club.

## Site Plan Requirements

- You must grade and prepare the lot for proper drainage prior to the construction start date. You or your contractor should call the NCDOT office in Maple, NC at (252) 453-2721 for instructions as to the installation of the culvert pipe. NCDOT will install the pipe (which the owner provides) at the proper level per the drainage plans provided by the association's engineering study.
- Lot corners, boundary dimensions and required building setback lines.
- All structures to be built on the site should be clearly identified including **fences** and **sheds**. A shed shall be a detached structure that is 144 square feet or smaller with no one dimension being more than 12 feet. It is recommended that a shed be fifteen (15) feet from the side lines of the lot. The material and color of all fences and sheds must be provided.

## Landscape Requirements

- Landscape Plan showing all materials and construction detail for patios and walkways.
- Landscape Plan must specify mulch bed locations, as well as grass type. Grass is required on all four sides of the house. **Irrigation system is strongly recommended.**
- Landscape Plan must specify location, size and type of all plants and plant material to be installed including materials and/or plants for concealing exterior air-conditioning, heating equipment, water pumps, propane gas storage tanks and emergency generators.

If your choice is to use plant material it must be of a height at or taller than the units at installation.

If other material is used it must be pressure treated lumber, composite lumber or vinyl and must be 4" taller than the units it is concealing. Color or stain should be compatible with house or house trim.

**The Carolina Club Owners Association INC  
Architectural Control Committee  
Compliance Agreement**

THIS AGREEMENT is made between The Carolina Club Owners Association, Inc. , The Carolina Club Architectural Control Committee (hereafter referred to as "ACC") , and \_\_\_\_\_ (hereafter referred to as "Owners") and relates to the review, approval, and construction of a structure to be considered on Lot # \_\_\_\_\_ located in The Carolina Club.

**Witnesseth**

1. That the Owners agree to build, construct, and finish any structure, building, addition or modification strictly according to the plans and specifications approved by the ACC for the above stated Lot; and
2. That the Owners have read, understand and agree to adhere to the Declaration of Covenants, Conditions, and Restrictions for The Carolina Club as recorded in Book 1386 page 920-943 and Book 1076 page 680 - 686 of the Currituck County Register of Deeds Office.
3. The owners have received and read the guidelines for new homes.
4. That no change shall be made in any detail, finish, or other aspect of the structure to be built on the above stated Lot without approval of the ACC; and
5. That the owners have submitted a detailed landscape plan for approval and agree that the landscaping for the proposed structure must be completed within 12 months of the approval date of this Construction Application; and
6. That the Owner understands that no fencing shall be erected without the explicit approval and permission of the ACC; and
7. That the Owner has obtained a building permit, if required, from Currituck County; and
8. That the ACC agrees to review the Owners plans for the Lot within thirty (30) days and communicate the outcome in writing to the Owner; and
9. That the Owner has made their Contractor/Builder aware of all the requirements of the ACC as listed in the Protective Covenants & Restrictions, relating to the construction of homes in The Carolina Club Subdivision and the Guidelines for the Design of New Homes, prior to starting any activity on Owner's Lot; and
10. That the Owners hereby agree to reimburse the ACC for all costs expended by the ACC to enforce the terms of the Agreement, including but not limited to, court costs and reasonable attorneys' fees.

WITNESS the following execution this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

ACC, The Carolina Club Owners Association, Inc.:

By: \_\_\_\_\_  
Architectural Control Committee Chairperson

Owner(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Revised 12/2019

## OWNERS CHECKLIST – LOT# \_\_\_\_\_

Two complete sets of plans submitted with packet

Yes \_\_\_ No \_\_\_

Two complete site plans submitted with packet

Yes \_\_\_ No \_\_\_

Deposit of \$3,000 for a new construction project or \$500 for a remodeling project that requires a building permit

Yes \_\_\_ No \_\_\_

Meets Minimum Square Footage Requirement per Carolina Club Covenants

(1500 square feet minimum heated living area for one-story dwelling, 1800 square feet heated living area for two-story dwelling)

Yes \_\_\_ No \_\_\_

Roof Pitch (not less than "6 to 12")

Yes \_\_\_ No \_\_\_

Foundation - The structure is to be constructed on a masonry crawl space foundation. The Association requires brick, brick veneer, or such other method as the Association deems appropriate for the finished appearance of the foundation.

Yes \_\_\_ No \_\_\_

Are there any detached buildings or fences shown on the plans?

Yes \_\_\_ No \_\_\_

If there are any detached buildings or fences shown on plans, are they found to be architecturally compatible with the primary Dwelling Unit and in compliance with the Covenants?

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Evidence of screening material under porches and decks

Yes \_\_\_ No \_\_\_

Evidence submitted that exterior air-conditioning, heating equipment, water pumps, propane gas storage tanks and emergency generators are to be properly screened from view.

Yes \_\_\_ No \_\_\_

Comprehensive Landscape Plan

Yes \_\_\_ No \_\_\_

Driveway is of non-porous material

Yes \_\_\_ No \_\_\_

Compliance Agreement reviewed and signed by the Owner

Yes \_\_\_ No \_\_\_

Revised 12/2019