

**APPLICATION FOR ADDITIONS AND OUTBUILDINGS
FOR ARCHITECTURAL REVIEW**
Greenbrier Subdivision Covenant Restrictions

Date _____

Section # _____ Lot # _____

Property Owner _____

Address _____ Phone # _____

Builder _____

Address _____

Phone # _____

Submit two (2) copies of the following to the ACC or GPOA:

**Greenbrier Property Owners Association
Attn: ACC Committee
P. O. Box 13943
New Bern, North Carolina 28561**

- Plans/ drawings for proposed construction,
- Site – Plot showing proposed location of structure in relation to other property structures,
- Building permit (as applicable),
- Lot boundaries,
- Utility and drainage easements,
- Wetland indication(s), size, and permit(s) from the Corps of Engineers (if applicable),
- Location of slopes, terraces, berms, swales, ditches, pools, or any change in natural elevation of lot, and
- Name(s)/ phone number(s) of clearing/ building contractor(s) (as applicable).

NOTE:

**No tree removal, clearing, or construction permitted
without prior written approval of ACC and GPOA**

**This Application is valid for a period of one year. If an extended
period of time is required, the ACC must approve.**

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PLANS: Two (2) full sets of plans/ drawings, etc. as above stated, must accompany this form. One (1) set of all documents will be retained by the Architectural and Covenant Committee (ACC). One (1) set will be initialed and returned to the property owner. Any changes will require revised Application and separate review process.

Please complete the following, where applicable:

Foundation Brick

Brand _____
Color _____ (sample, if possible)

Exterior Siding

Material _____
Color _____ (Attach color sample/ chip)

Exterior Trim (Soffit and Fascia)

Material _____
Color _____ (Attach color sample/ chip)

Windows

Manufacturer _____
Color _____ (Attach color sample/ chip)

Exterior Doors

Style _____
Material _____
Color _____ (Attach color sample/ chip)

Porches

Material _____
Color _____ (Attach color sample/ chip)

Decks

Material _____
Color _____ (Attach color sample/ chip)

Shutters

Material _____
Color _____ (Attach color sample/ chip)

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Garage Door

Material _____

Color _____

(Attach color sample/ chip)

Roof Shingles

Brand _____

Material _____

Color _____

(Attach color sample/ chip)

Landscaping Design

Structure Planned _____

Location of Pavement _____

Foundation Planting Beds Yes _____ No _____

Acknowledgments

We agree to be responsible for all damage done to curbing, street, and utilities during the construction process requested.

Date

Signature of Builder/ Contractor

Date

Signature of Property Owner

As adjacent property owners, we consent to the structure requested.

Date

Signature of Adjacent Property Owner #1

Address/ Phone # of Adjacent Property Owner #1

Date

Signature of Adjacent Property Owner #2

Address/ Phone # of Adjacent Property Owner #2

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APPLICATION FOR ADDITIONS AND OUTBUILDINGS POLICY GUIDELINES

These Policy Guidelines apply to 1) Additions to existing structure, 2) Construction of free-standing structures where permitted by the covenants, and 3) Alterations to a currently existing structure where the external appearance of the structure is changed in any way.

Definitions

A. Structure

For purpose of the Greenbrier covenants and variances therefrom, a structure is defined as any element of construction – not excluding major landscaping – that by reason of its size, placement on the property, components, use and/ or appearance, a reasonable Greenbrier property owner knows, or ought to know would materially alter the character of appearance of their property, its compatibility with the neighborhood, and/ or the use and enjoyment of nearby properties. This definition applies to buildings, equipment, landscaping objects whether imported or built on site, whether erected or assembled, and whether intended to be temporary or permanent. All structures shall meet current building codes and hurricane standards.

B. Addition

An addition is defined as any change that extends the foundation, exterior walls or roof line of an existing building. Examples: new room, porch, garage or deck, or the addition or modification of dormers, doors, or windows.

C. Outbuildings

An outbuilding is defined as any structure not directly attached to the house; it is free-standing. Examples of outbuildings include a storage building, lawn/ utility shed, or workshop. This would also include landscape structures if as defined above.

D. Conversion

A conversion is defined as changes to an existing structure that affect the external appearance of the structure such as converting a screened porch to an enclosed room. It should be noted that the covenants restrict the conversion of a garage to other uses.

Guidelines

A. Foundations

All additions must be constructed with foundations that have brick facing identical to that on the existing structure. Outbuilding structures must be constructed on permanent foundations, as defined by the building codes and the foundation must have brick facing matching the house. Floors should be concrete or equal material.

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B. Materials

Brick, siding, roofing, trim, soffits, windows, doors, gutters, downspout, and other exterior materials shall be an extension of the same materials, design, type, and color as the house. The brand, color and composition of the existing materials and the materials for the proposed structure shall be specified on the Application. Substitutes, if necessary, must match existing materials.

C. Architecture

The architecture of the proposed structure must be in harmony with the general architecture of the house. Roof lines shall be at or close to those of the house. Flat, gambrel, or pent roofs, or roofs less than 6/12 pitch are NOT permitted. Siding alignment shall be horizontal unless house alignment is vertical. Otherwise it shall be brick to match house. Storage structures, lawn/utility sheds, or workshops shall not exceed one story in height.

D. Site Plan

A site plan shall be submitted showing all setbacks, conservation areas, easements, and locations of present and proposed structure. The location of the proposed structure shall consider the topography, trees, and impacts on neighboring properties, such as view, harmony, drainage, etc. An outbuilding shall be sited to minimize its visibility from the street and its effects on neighbors. The location of the proposed structure shall be staked, and the trees to be removed marked. Easements and setbacks must adhere to provisions set forth in the covenants and deed to the property.

E. Building Standards

Builder and Property Owner must have an approved Site Plan and Building Permit (as applicable) before commencing clearing or construction activity on the subject property.

Access to the lot for any clearing/ construction activity must not interfere with road drainage or contaminate the road bed. Any damage to the curb or street is the responsibility of the Builder and Property Owner.

No tree may be removed and/ or cut down without the prior written approval of the ACC and the GPOA.

All debris from any lot clearing/ construction activity must be hauled away. Burying of debris is unacceptable.

Approved building materials are brick, solid wood, Hardie Plank, or vinyl. Plywood siding or equivalent panel products are unacceptable.

Decorative ornamentation on roofs, such as weather-vanes or scalloped eaves, is not acceptable.

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All signs including, but not limited to Builder, Contractor, Realtor, Realty Financing, etc. must have the prior written approval of the ACC and GPOA prior to placement.

All reasonable efforts shall be made to locate exhaust vents and vent pipes on the backside of the roof of the structure.

F. Lot Preparation

The clearing of all building lots in Greenbrier must be reviewed and approved by the Architectural and Covenant Committee (ACC) and the Greenbrier Property Owners Association (GPOA) prior to any tree removal or other construction activity. The following guidelines are intended to help the contractor in the preparation of the lot for inspection by the ACC or the GPOA which will lead to approval and authorization to begin lot clearing and construction:

1. Clear all lot lines of undergrowth (do not cut trees) and mark all corners of the lot with surveyor's stakes and flags. The lot lines should be clear enough to walk the line unimpeded, and the surveyor's pipes marking corners should be exposed to view.
2. Locate the position of the proposed structure on the lot and mark each corner with a stake and orange flagging tape. Clear brush from the footprint as necessary (do not cut trees).
3. If driveway extension is planned, locate its position and mark it with stakes and orange tape. Clear brush from the footprint as necessary (do not cut trees).
4. If a drainfield is required on the lot, mark its location with stakes and orange tape. Clear brush from the drainfield footprint, as necessary.
5. If there are any other stand-alone features on the lot, mark them in the same manner as above.
6. Place orange flagging tape around every tree to be removed. Trees larger than six (6) inches in diameter at height of twelve (12) inches above the ground require prior approval of ACC and/ or GPOA for cutting. Trees six (6) inches in diameter and smaller may be removed at the discretion of the Building Contractor and the Property Owner.
7. It is the contractor's responsibility to tell the logger that he may cut only those trees wrapped with orange tape and trees smaller than six (6) inches in diameter. Any trees cut that are not marked and approved by the GPOA are subject to replacement.
8. Document the number of trees larger than six inches in diameter that will remain on the lot after clearing is completed. Show general location of these trees on plat copy.

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INSPECTION

The location of the proposed Addition or Outbuilding shall be staked, and all trees to be removed shall be flagged. Upon completion of the above, contact the Architectural and Covenant Committee (ACC) for an on-site inspection and review.

Building Location Staked/ _____
Property Corners in Place _____

Trees to be Removed Flagged _____

Utility Connections in Place _____

Curb/ Street in Good Condition _____

Date ACC Members

Date ACC Members

Date Submitted to GPOA: _____ GPOA Approval/Denial: _____

Date: _____
GPOA Liaison to ACC

Date Received by ACC: _____ ACC File No: _____

ACC Initial Review Date: _____ Notes: _____

ACC Members: _____

ACC Interim Review Date: _____ Notes: _____

ACC Final Inspection Date: _____ Notes: _____

Date Submitted to GPOA: _____ GPOA Approval/Denial: _____

Date: _____
GPOA Liaison to ACC

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