

1) How do I submit my building plans?

One complete set of plans, as well as PDF versions (whether Conceptual, Preliminary or Final) must be submitted along with a completed **New Construction Application**.

Electronic documents should be sent to:

ohenchoa@gmail.com

Paper documents should be sent to:

Coastal Destinations Properties & Management
Ravina Roberts
ravina@atmc.net

Mailing Address:

Ocean Harbour Estates
C/O Coastal Destination Properties & Management
P.O. Box 6779
Ocean Isle Beach, NC 28469

Physical Address:

10140 Beach Dr SW – Unit 9
Calabash, NC 28467

Office #:

910-575-6000

Should you have an emergency outside of normal business hours, please call the office at, 910-575-6000 and select option 5.

2) What are the steps in the Review Process?

Step 1 CONCEPTUAL PLAN REVIEW (Optional)

An artist's rendition or a schematic rendering of a proposed improvement may be submitted to the Architectural Review Board, in order to determine suitability of a particular style or design for construction in Ocean Harbour Estates.

The Architectural Review Board will render an opinion as to whether or not a particular design would be acceptable.

Because an artistic rendering is not always an accurate depiction of a design scheme, the Architectural Review Board's opinion will be strictly non-binding and will be offered only in an effort to save an applicant's time and expense in pursuing a design that would ultimately be disapproved.

Step 2 PRELIMINARY PLAN REVIEW

Preliminary plan submissions are required to resolve potential problems before going to the time and expense of final construction drawings.

Each preliminary plan submitted, if acceptable in design, will be given PRELIMINARY approval only.

Preliminary approval DOES NOT constitute approval for lot clearing or construction activity of any kind.

In the event of disapproval, specific reasons will be stated.

Preliminary plans may be schematic as to architecture, but should include, although not necessarily be limited to:

- a. Tree and topographic survey and boundary survey of existing Property.
- b. Site plan to scale, overlaid on tree/topo survey, indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as boundary/tree survey).
- c. Key elevation drawings.
- d. Indication of exterior colors and materials.
- e. Spot elevations on anything outside and set-back lines noting the highest natural elevation.
- f. "As-built" footprint of structures on any adjacent lots so as to permit the Board to properly review set-back requirements.

Step 3 FINAL PLAN REVIEW

Final plans, in complete form, must be submitted in order to gain approval to commence any construction on a building site, including removal of trees with a diameter greater than 5", measured five (5) feet from the base.

FINAL PLANS MUST INCLUDE:

1) Site plans

All plans should be submitted in consistent scale. Unless otherwise impractical, scale should be 1/8" = 1' for all submissions.

Site plans must depict:

- a. Access streets and walkways, drives and other exterior improvements.
- b. Grading and drainage plan.
- c. Fill plan, if any (indicating runoff and tree preservation method).
- d. Culvert/s, location, size, and flow direction.
- e. Foundation plan if other than slab on grade.
- f. Exterior lighting plan. Included any interior lighting and elements, which may be readily visible from the outside.
- g. Service yards.
- h. Service entry to lot, of water, electricity and telephone.
- i. Tree survey showing location and species of trees five (5") inches or larger in diameter at a point five (5) feet above ground.
- j. Site plan to scale, overlaid on tree survey indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as boundary survey).
- k. Location and identification of special features (e . g . , drainage ditch , lagoon, easements , adjacent structures , golf course fairways , et cetera) .
- l. Location of contractor's I.D. sign, dumpster, and portable outdoor toilet facilities.
- m. Contractors for any construction on waterfront, lagoon, or marsh lots are required to install a temporary debris control fence, along the bulkhead, to protect the area during the construction period.

Please be certain that this fence is in place prior to the commencement of any construction activity.

- n. "As -built" footprint of structures on any adjoining lots so as to permit Architectural Review Board to review set-back requirements.

2) ARCHITECTURAL DRAWINGS (Refer to Architectural Guidelines)

Compliance with Design Intent, as stated in the Guidelines, is required.

Drawings submitted must include:

- a. Total enclosed heated/air-conditioned square footage (stated by floor in case of multi-floored residences).
- b. Floor plans.
- c. Elevation drawings - all sides. Indicate existing grade, fill and finished floor buildings.
- d. Detailed drawings of any other features desirable for clarification such as exterior walls, screens, pools, et cetera.

3) COMPLETE IDENTIFICATION OF EXTERIOR COLORS AND MATERIALS

Please refer to the Architectural Guidelines, for specific information as to submission requirements.

4) LANDSCAPE PLANS

Complete landscape plan, to scale, indicating number, size, and species of plants to be installed, location of any statuary, as well as the ratio between grass/lawn areas and natural areas.

Step 4 COMPLETED SUBMISSION

Submission at any stage that does not include all plans, materials, applications, and other items as required by this section, will be rejected by the Board and will not be placed on the agenda until all requirements have been met.

Rejected submissions must be resubmitted at least 3 working days in advance of the next meeting, at the discretion of the Board .

No changes can be made to the approved set of plans without the written approval of the Architectural Review Board.

Once the final submission is certified by the ARB as being complete the ARB has up to 30 days to render an opinion.

Step 5 FINAL APPROVAL

Upon ARB Final approval of plans and specifications and approved inspection no further approval shall be required unless construction has not substantially commenced within six (6) months of the final approval of such plans or unless such plans and specifications are materially altered or changed.