

**OCEAN HARBOUR ESTATES  
APPLICATION FORM FOR NEW CONSTRUCTION**

Email [ohenchoa@gmail.com](mailto:ohenchoa@gmail.com) to request a Word version of this form

<b>Owner Information</b>	
<b>Application Date</b>	
<b>Lot Number</b>	
<b>Property Address</b>	
<b>Name</b>	
<b>Mailing Address</b>	
<b>Email</b>	
<b>Phone numbers</b>	
<b>Other contacts/numbers</b>	
<b>Other information</b>	
<b>Project Description</b>	

<b>General Contractor Information</b>	
<b>Name/Company</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone numbers</b>	
<b>Other contacts/numbers</b>	
<b>Other information</b>	

**SUBMISSIONS REQUIRED:**

The following are required (if applicable) when submitting the Application:

- ☐ Letter of Intent (Not required for a new house)
- ☐ ARB Review Fee, made payable to **OCEAN HARBOUR ESTATES Association, Inc.**
- ☐ One full printed set of all plans (plus PDF copies of all plans) as specified in the **ARB Policies and Procedures, Section III, Plan Submission Procedure** (page 3) found at [ohenc.com/contractors](http://ohenc.com/contractors)

See the attached **Final Plan Checklist** for details

- ☐ Specifications of Exterior Materials (see following Design Specifications Table)
- ☐ Complete Set of Exterior Material Samples - Siding, Shingles, Brick/Stone, Paint, Fencing, Other (if actual sample is unavailable the manufacture booklets/literature is permissible)

***Before construction can begin***

- ☐ Performance Bond Deposit, made payable to **OCEAN HARBOUR ESTATES Association, Inc.**
- ☐ Copy of Building Permit (if required)
- ☐ Copy of CAMA Permit (if required)
- ☐ Pictures of the Condition of the Roadway in Front of the Lot and each adjacent lot

**PROJECT FEES:**

The following deposits are required:

ARB Review Fee (non-refundable)	<b>\$1,000</b>	Due prior to Preliminary ARB Review
Road Impact Fee (non-refundable)	<b>\$1,500</b>	Due prior to Lot/Clearing/Construction start
Performance Bond (refundable)	<b>\$5,000</b>	Due prior to Lot Clearing/Construction start

**IMPORTANT DESIGN REQUIREMENTS:**

Heated living area (overall minimum)	2,200 square feet
2-story structure first floor minimum	1,500 square feet
Built Upon Area (BUA) maximum	5,300 square feet (1)
Building height maximum	45 feet above the finished surface of the first floor
Finished surface height of the first floor maximum	No higher than 5 feet above the highest natural elevation on the remainder of the property
Finished grade height maximum	No higher than 18 inches above the highest natural elevation
Drives and Walkways setback minimum	Must be a minimum of 5 feet from property lines
Tree Preservation	No tree greater than five (5") inches in diameter (5 feet above ground-level) shall be cut, removed, or intentionally damaged unless such tree interferes with the construction of improvements, is dead or diseased, or presents a hazard to persons and/or property. <b><i>Written approval from the ARB for removal of these trees is required in all cases.</i></b>

- (1) The North Carolina Department of Environmental Quality (NC-DEQ) Storm Water Permit for OHE legally obligates us to enforce a 5,300 square foot "Built Upon Area (BUA)" for each of our lots

*"Built upon area includes, but is not limited to, structures, asphalt, concrete, gravel, brick, stone, slate, coquina and parking areas, but does not include raised, open wood decking, or the water surface of swimming pools."*

OHE NC-DEQ Permit SW8931204

**PROJECT SIZE SPECIFICATIONS:**

Heated Sq Feet		Built Upon Area (BUA)		Height	
Total		Total		House	
1st Floor		Impervious		First Floor	
2 <sup>nd</sup> Floor		Pervious		Grade	

Deck/Patio		Driveway			
Walkway(s)		Garage			

List any other details below:

## Design Specifications Table

ITEM	MATERIAL DESCRIPTION (Manufacturer info)	COLOR	SAMPLE INCLUDED WITH APPLICATION (Actual Product/Mfg. Brochure/Picture/Other)
<b>Roofing</b>			
<b>Exterior Colors</b>  Max of 3 colors allowed <ul style="list-style-type: none"> <li>○ Siding</li> <li>○ Trim</li> <li>○ Accent</li> </ul>			
<b>Siding</b>			
<b>Trim</b>			
<b>Brick/Stone</b>			
<b>Garage Door</b> <ul style="list-style-type: none"> <li>• Garages facing the street are not permitted unless the ARB determines it is necessary due to lot location</li> </ul>			

<b>Foundation</b>			
<b>Windows</b> <ul style="list-style-type: none"> <li>• Simulated divided light (SDL) windows are recommended, but not required</li> </ul>			
<b>Doors</b> <ul style="list-style-type: none"> <li>○ Front</li> <li>○ Others</li> </ul>			
<b>Shutters</b>			
<b>Gutters</b>			
<b>Exterior-Lighting</b> <ul style="list-style-type: none"> <li>• Landscape lighting should be designed so that the source of light is not directly visible from the property line or street.</li> <li>• Area flood lighting is discouraged</li> </ul>			

<b>Fencing/Railings</b>			
<b>Driveway/Walks</b> <ul style="list-style-type: none"> <li>Must be five feet from property lines to allow for landscape planting</li> </ul>			
<b>Other (describe)</b>			

**Performance Bond:**

A Performance Bond Deposit must be submitted with this application. It is non-interest bearing and refundable in full, assuming all ARB conditions are met and there are no outstanding fines.

This deposit is required for all new construction, additions, and structural alterations. This is for maintenance, repairs and clean-up costs that may be incurred by the Association/ARB created by the project, including but not limited to roadway & median repairs, damage to other lots, and timely completion of the construction within one year of the approval of this application. This also includes any fines that may be assessed by the Board of Directors, for contractors and their employees not following the ARB rules and requirements. This deposit does not relieve the Owner(s)/Contractor(s) from their obligations for additional clean up, repairs and maintenance, and needed roadway & median repairs or timely completion of the construction of the home. The Performance Bond is required to help ensure satisfactory completion of these obligations.

Upon written notification by Owner/Contractor of said completion along with a copy of the Certificate of Occupancy, the ARB will inspect the exterior of the home and property to see that it meets with the submissions provided in this application.

In addition, the ARB will compare the roadway pictures submitted with this application and compare them to the condition of the roadway and median in front of the lot, the adjacent lots and the 3 lots across from the home to assess that they are in the same condition prior to the construction.

If all conditions are found satisfactory, a refund will be forthcoming. If any conditions are found to NOT be satisfactory, these will be described to the Owner/Contractor, in writing, and a new inspection will be required upon completion of the corrections.

**DECLARATIONS and AGREEMENT**

- ☐ By checking this box and submitting this Application, the Owner(s) acknowledge that any outstanding fees or assessments must be paid **before** this Application can be reviewed by the ARB.
- ☐ By checking this box and submitting this Application, both the Owner(s) and the Contractor(s) agree to conform with the terms and conditions of the following: **OCEAN HARBOUR ESTATES Declaration of Restrictions and Protective Covenants, OHE Storm Water Permit (SW8931204), OHE Architectural Guidelines, OHE Contractor Rules of Conduct, OHE Job Site Rules, and OHE By-Laws**
- ☐ By checking this box and submitting this Application, Applicant acknowledges that the ARB is in fact, empowered to enter this contract on the behalf of the Association.
- ☐ By checking this box and submitting this Application, Applicant certifies that "I have personally participated in the design of the project and have used reasonable care in complying with the intent of the Architectural Guidelines of Ocean Harbour Estates."
- ☐ By checking this box and submitting this Application, Applicant certifies that this project does not cause the BUA of the lot (as defined in OHE Storm Water Permit SW8931204) to exceed 5,300 square feet.

Owner Certification	
Signature	
Date	
Printed Name	

Contractor Certification	
Signature	
Date	
Printed Name	

## Final Plan Checklist

One printed set and PDF versions of Final plans, in complete form, must be submitted in order to gain final approval to commence construction. All plans must be submitted in consistent scale.

### 1) SITE PLANS

- ☐ All setback lines (including 5-foot landscaping buffer)
- ☐ Drawing of the septic system
- ☐ Built Upon Area (BUA) summary showing impermeable, permeable and BUA coverage totals
- ☐ "As -built" footprint of structures on any adjoining lots to permit Architectural Review Board to review set-back requirements.
- ☐ Streets and walkways, drives and other exterior improvements.
- ☐ Grading and drainage plan.
  - ☐ Fill plan, if any (indicating runoff and tree preservation method).
  - ☐ Finished grade height above the highest natural elevation
  - ☐ Culvert/s, location, size, and flow direction.
- ☐ Foundation plan (if other than slab on grade)
- ☐ Exterior lighting plan. Included any interior lighting and elements, which may be readily visible from the outside.
- ☐ Service enclosure
- ☐ Service entry to lot, of water, electricity, and telephone
- ☐ Tree survey showing location and species of trees five (5") inches or larger in diameter at a point five (5) feet above ground.
  - ☐ Site plan overlaid on tree survey indicating all structures, septic field, and trees to be removed
- ☐ Location and identification of special features (such as drainage ditch, lagoon, easements, adjacent structures, et cetera),
- ☐ Location of contractor's I.D. sign, dumpster, and portable outdoor toilet facilities.

### 2) ARCHITECTURAL DRAWINGS

- ☐ Total enclosed heated/air-conditioned square footage (stated by floor in case of multi-floored residences).
- ☐ Floor plans.
- ☐ Elevation drawings - all sides.
  - ☐ Total height of building above the finished surface of the first floor
  - ☐ Finished surface height of the first floor above the natural elevation on the remainder of the property
- ☐ 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

- ☐ Colors for all buildings, outbuildings, trim, roof materials, screens, fences, and decorative trim including pool tile, brick and stone are to be shown on samples of actual materials to be used

### 4) LANDSCAPE PLANS

- ☐ Complete landscape plan, to scale
  - ☐ Plant materials showing species, gallon size, number, spread, height, spacing at installation,
  - ☐ Irrigation Plan
  - ☐ Any other features such as terraces, walks, paths, fences, walls, etc.