

**SNUG HARBOR POA
ARCHITECTURAL CONTROL
BUILDING APPLICATION AND WORK SHEET**

APPLICANT

Last Name _____ First, _____
 Lot# and Section _____
 Construction Project Street Address _____
 Owner's Mailing Address: Street _____ City _____ State ____ Zip _____
 Phone () - Cell () -
 Email _____

I have read, initialed and will comply with the attached Policy and Procedure for Architectural Control.
 I understand that the thirty day requirement for disposition by the Architectural Control Committee begins upon submission by me of an accurate sketch of my project's "footprint" (square feet and shape with dimensions) in relation to the property's boundaries, set-backs, existing structures, waterways, septic fields, streets, etc.

Signature _____ Date _____

TYPE CONTSTRUCTION	This application check all that apply:	Completed - Submitted	Short Description / Notes
HOMES:			
New Conventional / Stick Built			
Modular			
Double Wide Mobile Home			
Single Wide - Limited to the following lots: C1-42; F3-39; F53-59; G,M,N all lots; P1-4			
Septic System			
CAMA			
ADDITION TO EXISTING STRUCTURE (Home/Garage/Storage Building):			
Rooms			
Porches			
Deck			
OTHER:			
Garage			
Storage Building (includes shed, carport)			
ITEMS THAT MIGHT NOT NEED SHPOA APPROVAL, BUT PLEASE NOTIFY:			
Bulkhead			
Pier			
Fences			

PERMITS	Phone Number	ITEM	Date received or NA
CAMA	(252) 264-3901	If building on any water way, approval or permit	
Health Department	(252) 426-2100	Septic tank added	
Zoning	(252)-426-2027)	Approval if needed	
Inspections	(252) 426-8293	Building Permit for construction	

SHPOA OFFICE

Received Stamp
Date and Initial

File Number	Date/Received In Office	Section	Lot(s)	Owner Y/N	In Good Standing Y/N	Deed Book Number/Page	Plat Book Number/Page
	/ /			/	/	/	/
Lot Dimensions					Is the application readable		
Deed Book							

ARCHITECT COMMITTEE

Architectural Committee and Contact Information **EMAIL: SHPOAARCHITECTURAL@GMAIL.COM**

Chair Name _____ Chair Phone: (____) _____
 Committee Member Name: _____ Committee Member Phone: (____) _____

Site Visit Scheduled Date ___/___/___ and Time _____ Applicant Notified Y / N On site Y / N
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The project described in this application **COMPLIES/ DOES NOT COMPLY** with the requirements cited in the Architectural Control Policy and Procedures and is **APPROVED/ NOT APPROVED**

You may resubmit your project when the following deficiency is corrected, or you may challenge the decision of the ACC at the next Regular meeting of the SHPOA scheduled for ___/___/___ . Call (252) 426-5172 to be placed on the agenda.

This form, together with the Progress Chart and Plot Plan (see attached form) establishes a record of each Building Application issued to property owners by SHPOA, submitted to SHPOA by the property owner for review and approval, and its disposition. It assists the Board of Governors in determining whether or not the proposed building plan conforms to the simple requirements of the AMENDED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS and AMENDED AND RESTATED BYLAWS OF SNUG HARBOR PROPERTY OWNERS ASSOCIATION.

In accordance with Architectural Control Policy and Procedures, please provide an accurate sketch of your project's "footprint". Provide a blueprint or accurate drawing (square feet and shape with dimensions) with easements and setbacks from property lines. Also note any existing structures, waterways, septic fields, streets, etc.



What are the start and completion dates in your progress plan? _____/_____

What are the major steps for measuring progress and the estimated dates of completion?

Home Addition, Exterior Completion, Garage Exterior Completion	1 Year
Decks, Shed Completion	6 Months