**BEACHWALK REQUEST FOR ARCHITECTURAL MODIFICATION**

Homeowner's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeowner's Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beachwalk Lot # and St. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_

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| ***The Home Owners Association (HOA) Board has 30 days to review your request. Please wait for written approval before starting any project.***  |

**Type of Modification:**

\_\_\_\_\_ New Construction \_\_\_\_\_Addition \_\_\_\_\_ Fence \_\_\_\_\_ Exterior painting \_\_\_\_\_ Roof \_\_\_\_\_ Outbuilding \_\_\_\_\_ Porch/deck/patio \_\_\_\_\_ Landscape \_\_\_\_\_ Shower \_\_\_\_\_Other

**Attachments:**

Please attach a detailed description and drawing(s) of improvements/modification(s), including the following information, if applicable:

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| 1. Location  | 6. Plans/drawings/photo/brochure |
| 2. Size | 7. Roof design |
| 3. Color | 8. Exterior finish |
| 4. Material  | 9. Dimensions  |
| 5. Copy of property map showing easements and location of proposed modification(s)  | 10. Types of plants, quantities, addition or removal of plants, existing or new plant bed, edge treatment  |

**Description of Modification:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Estimated start date: \_\_\_\_\_\_\_\_\_\_ Estimated completion date: \_\_\_\_\_\_\_\_\_\_

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| ***The HOA Board reserves the right to request more information to clarify the request. Requests to approve multiple changes should be submitted separately.*** |

**Applicant Certifies the Following by Initialing Each Item or Noting “N/A”:**

A. Proposed modification shall not be for the purpose of conducting a business. \_\_\_\_\_\_\_

B. Exterior construction shall be completed within 6 months of start of construction. \_\_\_\_\_\_\_

C. No large trees/natural foliage shall be removed from lot without prior approval. \_\_\_\_\_\_\_

D. Upon completion of construction, the total impervious surface on lot shall not exceed

4,000 sq. ft. (If impervious surface already exceeds 4,000 sq. ft., no additional impervious surface shall be allowed; see Property Use Restrictions in Declarations, p. 31.) \_\_\_\_\_\_\_

E. Effective sedimentation/erosion control measures shall be continuously maintained during construction to ensure no soil leaves the site or enters the stormwater system. \_\_\_\_\_\_\_\_

F. No construction shall take place on Sundays or holidays. \_\_\_\_\_\_\_\_

G. Applicant has read and understands all building requirements contained in

Beachwalk's Declaration of Covenants, Property Use Restrictions, Design

Guidelines and any amendments thereto, and agrees to abide by them. \_\_\_\_\_\_\_\_

H. Applicant and builder shall maintain all proper/necessary insurance coverage during construction. \_\_\_\_\_\_\_\_

I. Applicant shall be responsible for compliance with all town/county building codes, permit requirements, ordinances, and regulations. \_\_\_\_\_\_\_\_

J. Applicant shall be responsible for restoring any drainage areas affected by either

construction or approved modifications. \_\_\_\_\_\_\_\_

K. Applicant/builder shall not begin construction without a building permit

approved by the Town Building Inspector, if one is required. \_\_\_\_\_\_\_\_

**If Homeowner Is Not Performing the Work:**

Builder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Builder License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deposit:**

For new construction, the Board will require a $1,000 deposit or bond from homeowner upon start of construction. If deposit/bond is required, the HOA Board President will sign here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclaimer:**

The Board of Directors shall not be liable to any contractor, subcontractor or materialman, or to any person sustaining personal injury or property damage, for any claim arising in conjunction with this addition/alteration/improvement/modification.

 ***If the request is denied by the ACC, the Lot Owner may appeal directly to the BOD.***

**Signature Approvals:**

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

President of HOA Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Board Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Mail all information to: Cindy Snead, Network Realty, 1029 North Lake Park Boulevard,

 Carolina Beach, NC 28428

January 2016