

# ACC Permit Application for Outbuildings

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A permit application is required for all new outbuilding installations and for the replacement of an existing outbuilding where the replacement is different from the existing and/or does not comply with current Covenants, Policies and Guidelines. If an existing outbuilding is now non-compliant with current Covenants, Policies, and Guidelines then the new replacement must be brought into compliance. No permit is required to replace an existing outbuilding when the replacement is of the same configuration, materials, colors, and location as the existing outbuilding and complies with current Covenants, Policies and Guidelines.

An on-site visit with an ACC Representative is required to determine if the existing outbuilding to be replaced is in compliance with current Covenants, Policies, and Guidelines.

The Outbuildings Policy and Guidelines were revised, adopted and approved on August 22, 2021 and supersede all previous Policies and Guidelines for installation and replacement of outbuildings.

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## Definitions:

For purpose of the Greenbrier covenants, policies, and guidelines the following definitions are written for the specific applications within Greenbrier:

### A. Plot:

A plot is a map of a piece of land used for a single purpose, such as a home. A plot plan is a survey map done by a Licensed Land Surveyor. Information on a plot plan includes, but is not limited to, property lines with bearings and distances, pins at property corners, lot number, adjacent lot numbers, lot acreage, outline of existing building(s) with distances to property lines, location of driveway, sidewalks, patios, decks, exterior steps, utility and drainage easements, building setback lines, street names with centerlines.

### B. Plat:

A plat is a map of a land area, usually on the scale of a subdivision. A plat map is a collection of plots that make up a subdivision. Information on a plat plan includes, but is not limited to, streets with centerlines and ROW (right-of-way) widths, lot number, lot square footage, house number, lot dimensions, buffer zones, wetlands, drainage easements, utility easements. Copies of plat maps can be obtained from Register of Deeds or online at Craven County GIS.

### C. Site Plan:

A site plan is a to-scale map of a piece of property based on a survey and includes certain other information obtained from a Plat and a Plot with additional information specific to an application for a Permit (e.g., the location of a proposed outbuilding, proposed addition, proposed fence, proposed parking pad).

### D. Outbuilding:

An outbuilding is defined as any building structure not directly attached to the house. It is a separate and freestanding structure. Examples of outbuildings include a storage building, workshop building, garden/lawn shed, utility shed, playhouse.

### E. Structure:

A structure is defined as any element of construction that by reason of its size, placement on the property, components, use and/or appearance, 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.

### F. Synonymous Terms:

For the purpose of this document the terms “dwelling”, “residence”, “home”, “house” are used interchangeably. For the purpose of this document the terms “property owner”, “homeowner” are used interchangeably.

## Policy and Guidelines:

### A. General:

Outbuildings are not permitted on golf course lots. Only one (1) outbuilding is permitted on a lot. Outbuilding structural and finish materials are to be maintained consistent with that of the existing residence. The homeowner and contractor must have an approved site plan and building permit from the ACC and GPOA, and the City of New Bern, if applicable, before commencing any on-site clearing or construction activity. Access to the lot for any clearing, tree removal and/or construction activity must not interfere with road drainage or contaminate the roadbed. Any damage to the curb or street is the responsibility of the contractor and homeowner. All debris from any lot clearing, tree removal and/or construction activity must be hauled away. Burying or burning of debris is not permitted. All signs, including but not limited to, contractor and subcontractor must meet the Greenbrier sign guidelines.

### B. Site Visit by the ACC:

Prior to the preparation of a site plan for the permit application and an on-site visit by an ACC representative, the homeowner is to locate and stake the position and configuration of the proposed outbuilding on the lot. Flag each tree to be considered for removal, if applicable. Trees larger than six (6") inches in diameter at height of twelve (12") inches above the ground require ACC review and GPOA Board approval prior to removal. Trees six (6") inches in diameter and smaller may be removed at the discretion of the homeowner. An application for tree removal of trees within the proposed outbuilding area must be submitted for ACC review and GPOA Board approval.

### C. Site Plan:

A site plan shall be submitted showing all setbacks, wetlands (if applicable), utility and drainage easements, and locations of existing and proposed buildings, as per the current plot. Outbuildings shall be located directly behind the residence within the extensions of the house side walls and not deeper than one-half the mean distance between the dwelling rear wall and the rear property line. Outbuildings may not encroach upon drainage or utility easements or minimum building setback lines as shown on the recorded plat or current plot. The location of the proposed outbuilding shall consider the topography, trees, and impacts on neighboring properties, such as view, harmony, and drainage. An outbuilding shall be sited to minimize its visibility from the street and its effects on neighbors. Easements and building setbacks must adhere to provisions set forth in the covenants and deed to the property.

### D. Concrete Slab/Tie-Downs:

Outbuilding structures are to be constructed or placed on a concrete slab. The concrete slab is to incorporate provisions for tie-downs to resist hurricane force winds as per building code requirements. Elevated structures on posts are to have provisions for tie-downs of the structure to resist hurricane force winds as per building code requirements. The homeowner is responsible for the structural integrity, adequacy, and reinforcement of the concrete slab and tie-downs.

### E. Architecture:

Outbuildings shall not exceed a 10'x12' footprint. The architecture of the proposed structure must be in harmony with the general architecture of the existing residence. Outbuilding roof lines shall match as close as possible to those of the existing residence except that the roof pitch shall be a minimum of 6/12. Flat roofs and gambrel roof are not permitted. Surface roof vents to be located out of sight from the street view as much as possible. Ridge vents are permitted. Roof decorative ornamentations, including but not limited to, weathervanes, cupolas, or scalloped eaves, are not permitted. Outbuildings shall not exceed one story in height.

### F. Materials:

Outbuilding finish materials including, but not limited to, roofing, gutters, downspouts, siding and/or brick, trim, soffits, windows, doors, are to match as closely as possible those of the existing residence. Plywood siding or equivalent panel products are not permitted. The brand, color, and composition of the proposed exterior materials for the outbuilding shall be specified on the permit application. Maintenance of outbuilding to be consistent with that of the residential structure.

### G. Building Drawings:

A minimum of one (1) dimensioned floor plan and (4) dimensioned exterior elevations are to be submitted as part of the Permit Application.

#### H. Prohibited Structures:

Freestanding temporary or portable vehicle and recreational covering structures having either open or enclosed sidewalls, e.g., portable vehicle garages and portable vehicle carports. These types of structures incorporate steel, aluminum, or wood structural framing with metal, fabric, or plastic/fiberglass sidewalls and/or roofs.

#### I. Insurance:

It is strongly advised that the homeowner obtain a Certificate of Insurance from the contractor prior to the commencement of any on-site work. It is also advised that the homeowner verify liability coverage in their Home Owners Insurance Policy.

# Outbuildings Pre-Application Inspection

Date \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

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

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

## Homeowner to complete the following:

Homeowner is to stake the location of the rear property line, establish and stake the rear outbuilding setback line of one-half the mean distance between dwelling rear wall and rear property line, stake the four (4) corners of the proposed new outbuilding.

Homeowner is to flag each tree to be considered for removal (if applicable).

Upon the completion of the above, homeowner to contact the Architectural and Covenant Committee (ACC) for an on-site inspection and review.

## This section to be completed by ACC Representative:

Rear property line staked.

Y  N

Rear outbuilding setback line staked.

Y  N

New outbuilding footprint staked.

Y  N

Is proposed outbuilding located directly behind the residence within the extensions of the house side walls and not greater than one-half the mean distance between dwelling rear wall and rear property line?

Y  N

Photographs taken of existing outbuilding (if existing is to be replaced).

Y  N  n/a

Is outbuilding located on a golf course lot? (not permitted)

Y  N  n/a

Trees proposed to be removed flagged.

Y  N

**Note:**

Tree removal is NOT permitted without prior ACC review and GPOA Board approval.

Installation or replacement of an outbuilding is NOT permitted without prior review by the ACC and GPOA Board approval.

\_\_\_\_\_  
ACC Reviewing Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

# Permit Application for Outbuildings

Date \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Submit two (2) copies of the completed application along with required drawings to an ACC Member, GPOA Member, drop off at the GPOA mailbox at The Emerald, or mail to:

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

One (1) set of all documents will be retained by the Architectural and Covenant Committee (ACC) and one (1) set will be initialed and returned to the property owner after the GPOA approves/denies the application.

## Required documents to be submitted with permit application:

Site Plan (see Policy and Guidelines)

Show location of proposed outbuilding.

Show location(s) of all trees that are proposed to be removed (if applicable).

Building Drawings (see Policy and Guidelines)

If any permits are required by the City of New Bern attach copies of the building permit and any supporting permit documents and drawings submitted to the City of New Bern.

A permit application for tree removal must be submitted at the same time as the permit application submission for an outbuilding (if applicable). If the permit application for an outbuilding is DENIED, the tree removal permit application will become null and void.

Material and color samples:

If materials and/or colors do not match existing residential dwelling materials and/or colors, then samples are to be submitted with this application.

Homeowner to complete the following, where applicable:

Concrete Slab/Tie-Downs:

Will the concrete slab incorporate provisions for tie-downs for high winds and/or hurricane force winds?  
(required)

Y             N

Will the elevated structure incorporate provisions for tie-downs for high winds and/or hurricane force  
winds? (required)

Y             N

Exterior Brick/Siding:

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Exterior Trim (soffit and fascia)

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Windows (if applicable)

Style: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Shutters (if applicable)

Style: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Porch Railings and Posts (if applicable)

Style: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Exterior Door(s)

Style: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Roof Shingles

Style: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

**Notifications:**

The homeowner is to notify adjacent property owners of this proposed permit application.

Adjacent Property Owner #1 - Name & Address (print)

\_\_\_\_\_  
\_\_\_\_\_ Date

Adjacent Property Owner #2 - Name & Address (print)

\_\_\_\_\_  
\_\_\_\_\_ Date

**Note:**

Any changes to this application will require re-submission of a revised application and a separate review process.

Please plan ahead as it could take 30 days from the time that a **COMPLETE** application is submitted and accepted by the ACC for review and GPOA Board Approval/Denial.

Tree removal is NOT permitted without prior ACC review and GPOA Board approval.

An approved permit application is valid for a period of one year from the date of GPOA Board approval. If an extended period of time is required, the ACC must be notified and the GPOA Board must approve.



# Permit Application Checklist for Outbuildings

This form to be Completed by ACC Representative.

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

## Site Plan:

Is proposed location of outbuilding with dimensions to existing dwelling, rear property line, and side property lines shown on site plan?

Y  N

Are there any additional site features that will be constructed at time of outbuilding construction shown on site plan? (e.g., walkway, paver or concrete pad in front of door, change in natural grade elevation of lot)

Y  N  n/a

Is outbuilding located directly behind the residence within the extensions of the house side walls and not greater than one-half the mean distance between the dwelling rear wall and the rear property line?

Y  N

Is outbuilding located to minimize its visibility from the street and its effects on neighbors?

Y  N

Does outbuilding encroach upon drainage or utility easements or minimum building setback lines as shown on the recorded plat?

Y  N

Is outbuilding located on a golf course? (not permitted)

Y  N

Is there only one (1) outbuilding on the lot?

Y  N

If trees are proposed to be removed, has a separate tree removal permit application been submitted with this outbuilding permit application?

Y  N  n/a

## Building Drawings:

Dimensioned floor plan (1) submitted.

Y  N

Dimensioned elevations (4) submitted.

Y  N

Does outbuilding exceed a 10'x12' footprint? (10'x12' is maximum permitted)

Y  N

Concrete Slab/Tie-Downs:

Will the concrete slab incorporate provisions for tie-downs for high winds and/or hurricane force winds? (required)

Y             N

Will the elevated structure incorporate provisions for tie-downs for high winds and/or hurricane force winds? (required)

Y             N

Architecture:

Is the architecture of the proposed outbuilding in harmony with the general architecture of the existing residence?

Y             N

Does the outbuilding roof have a minimum pitch of 6/12?

Y             N

Does the outbuilding have a flat roof and gambrel roof? (both are not permitted)

Y             N

Does the outbuilding roof have decorative ornamentations, including but not limited to, weathervanes, cupolas, or scalloped eaves? (all are not permitted)

Y             N

Does outbuilding exceed one story in height? (only one story permitted)

Y             N

Materials:

Do outbuilding finish materials match as closely as possible those of the existing residence:

Exterior Brick/Siding?

Y             N

Exterior Trim? (soffit and fascia)

Y             N

Windows? (if applicable)

Y             N             n/a

Shutters? (if applicable)

Y             N             n/a

Porch Railings and Posts? (if applicable)

Y             N             n/a

Exterior Door(s)?

Y             N

Roof Shingles?

Y             N

Gutters and Downspouts? (if applicable)

Y       N       n/a

Does outbuilding have plywood siding or equivalent panel products? (plywood siding or equivalent panel products are not permitted)

Y       N

\_\_\_\_\_  
ACC Reviewing Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

# Outbuildings Permit Application Approval / Denial

For ACC & GPOA Board Use Only

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Date outbuilding permit application received by ACC: \_\_\_\_\_

Information in permit application is complete:     Y             N  
If "no" explain:

Date incomplete permit application returned to homeowner: \_\_\_\_\_

Date outbuilding permit application re-submitted by homeowner and received by ACC: \_\_\_\_\_

Information in re-submitted permit application is complete:     Y             N

ACC initial review date: \_\_\_\_\_

ACC resubmission review date: (if required) \_\_\_\_\_

ACC reviewing member: \_\_\_\_\_  
(print)

ACC reviewing member: \_\_\_\_\_  
(print)

Date outbuilding permit application, with ACC recommendation, received by GPOA: \_\_\_\_\_

ACC recommendation:    Date: \_\_\_\_\_     **APPROVE**             **DENY**

GPOA:                            Date: \_\_\_\_\_     **APPROVED**             **DENIED**

\_\_\_\_\_  
GPOA Board Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date