

Please refer to your Restrictive Covenants BEFORE Submitting this application

Application for Change to Residence Exterior

Date: _____ ACC Ref Number: _____

Owner(s): _____

Address: _____

Phone: _____ email: _____

Greenbrier Section #: _____ Lot#: _____

Contractor (if selected): _____

This form is used to apply for an architectural change to the primary residence, NOT to include changes on the property. Such changes could include: deck or porch addition, enclosing a screened porch, adding a dormer (any changes to building elevation), changing windows, doors, roof covering, etc. Normal replacement/maintenance, without changing color or materials does not require an application. This application is NOT used for tree removal.

Short narrative description of the proposed change:

Submit two (2) copies of the completed application along with the required drawings to: an ACC member or, a GPOA Board of Directors member, or drop of in the GPOA mailbox at The Emerald, or mail to:

**Greenbrier Property Owners Association
Attn: Architectural and Covenants Committee
P.O. Box 13943
New Bern, NC 28561**

One (1) set of all documents will be retained by the ACC and one (1) set will be initialed and returned to the Owner(s) after the GPOA Board completes their decision (approve/approve with modifications/deny) process.

Required documents to be submitted:

Site Plan - Show configuration with location of proposed change including dimensions for changes and locations (decks, porches, etc.)

Building Drawings with elevations for exterior changes

If City of New Bern requires permits for this change, include copies of documents submitted to City of New Bern.

An application for Tree Removal (if required for this change) shall be included with this application. If this change application is DENIED, the associated Tree Removal application becomes null and void, i.e., no trees can be removed.

Proposed Materials and colors:

If proposed materials and/or colors DO NOT MATCH the existing residence, then samples of the proposed changes shall be submitted with this application. The applicant will complete the proposed sample list where applicable:

Foundation:

Material/Color: _____

Exterior:

Material/Color: _____

Exterior Trim (soffit/fascia):

Material/Color: _____

Windows:

Material/Color: _____

Shutters (if applicable):

Material/Color: _____

Porch/Deck Railings/Posts (if applicable):

Material/Color: _____

Exterior Door(s):

Material/Color: _____

Roof Shingles:

Material/Color: _____

Recommend the applicant NOTIFIES adjacent property owners who could be affected by this proposed change. This notification is NOT an approval by affected property owners.

Notes:

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

After GPOA Board action, ANY changes to this application shall require submission of a revised application and a separate review/approval process.

The applicant should plan ahead as it could take up to 30 days from the time a COMPLETE application is submitted and accepted by the ACC for review and GPOA Board action.

An approved application is valid for a period of one (1) year from the date of the GPOA Board decision. If more time is required, the ACC must be notified and the GPOA Board must approve.

Authorized GPOA Board Member / Date