

**APPLICATION FOR NEW HOME CONSTRUCTION
FOR ARCHITECTURAL REVIEW**

Greenbrier Subdivision Covenant Restrictions

Date _____ Section # _____ Lot # _____

Property Owner _____

Current Address _____

Phone # _____ Email Address: _____

Builder _____

Address _____

Phone # _____ Email Address: _____

Submit two (2) copies of the following to the ACC or GPOA:

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

- Plans/ drawings for proposed construction,
- Site – Plot showing proposed location of structure, driveway(s), sidewalk(s), and outbuildings (as appropriate), ☐
- Building permit (as applicable),
- Lot boundaries,
- Utility and drainage easements,
- Wetlands indication, size, and permit from the Corps of Engineers (if applicable),
- Creation of slopes, terraces, berms, swales, ditches, pools, or any change in natural elevation of lot,
- Name and phone number of clearing/ building contractors (as applicable), and
- \$50.00 Review Fee payable to the Greenbrier Property Owners Association.

NOTE: No tree removal, clearing, or construction permitted without prior written approval of ACC and GPOA

This Application is valid for a period of one year. If an extension of time is required, the ACC must approve.

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Materials**

PLANS: **Two (2) full sets of plans**/ drawings, etc. as above stated, must accompany this form. One (1) set of all documents will be retained by the Architectural and Covenant Committee (ACC). One (1) set will be initialed and returned to the property owner. Any changes will require revised Application and separate review process. Please complete the following, where applicable:

Foundation Brick

Brand _____

Color _____ (sample, if possible)

Exterior Siding

Material _____

Color _____ (Attach color sample/ chip)

Exterior Trim (Soffit and Fascia)

Material _____

Color _____ (Attach color sample/ chip)

Windows

Manufacturer _____

Color _____ (Attach color sample/ chip)

Exterior Doors Style _____

Material _____

Color _____ (Attach color sample/ chip)

Porch(es)

Material _____ Color _____ (Attach color sample/ chip)

Deck(s)

Material _____ Color _____ (Attach color sample/ chip)

Shutters

Material _____ Color _____ (Attach color sample/ chip)

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Materials

Roof Shingles Brand _____

Material _____

Color _____ (Attach color sample/ chip)

Landscaping Design Structure Planned _____

Location of Pavement (Driveway, extra parking pad, patio, walkways,) _____

Foundation Planting Beds Yes ____ No ____

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Acknowledgements: **We agree to be responsible for all damage done to curbing, street, and utilities during the construction process requested.**

Date Signature of Builder/ Contractor

Date Signature of Property Owner

Acknowledgements: **As adjacent property owners, we consent to the structure requested.**

1) _____
Date Signature of Adjacent Property Owner #1

Address Phone # of Adjacent Property Owner #1

2) _____
Date Signature of Adjacent Property Owner #2

Address Phone # of Adjacent Property Owner #2

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**APPLICATION FOR NEW HOME CONSTRUCTION
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POLICY GUIDELINES (one of two pages)**

These Policy Guidelines apply to Construction of New Home structures where permitted by the covenants. For the purpose of the Greenbrier covenants and variances therefrom, a structure is defined as any element of construction – not excluding major landscaping – that by reason of its size, placement on the property, components, use and/or appearance, any reasonable Greenbrier property owner knows, or ought to know, 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.

A. Foundations: All structures must be constructed with foundations that have brick facing.

B. Materials: Brick, siding, roofing, trim, soffits, windows, doors, gutters, downspout, and other exterior materials for the proposed structure shall be specified on the Application. Approved building materials are brick, solid wood, Hardie Plank, or vinyl. Colors are subject to approval of the ACC and GPOA.

C. Architecture: The architecture of the structure must be in harmony with the general architecture of the community. Flat, gambrel, or pent roofs, or roofs less than 6/12 pitch are NOT permitted.

D. Site Plan: A site plan shall be submitted showing all setbacks, conservation areas, easements, and locations of present and proposed structure. The location of any proposed structure shall consider the topography, trees, and impacts on neighboring properties, such as view, harmony, drainage, etc. The location of the proposed structure shall be staked, and the trees to be removed marked. Easements and setbacks must adhere to provisions set forth in the covenants and deed to the property.

E. Building Standards: Builder and Property Owner must have approved Site and construction Plans and Building Permit (as applicable) before commencing clearing/ construction activity on the subject property.

- a. Access to the lot for any clearing/ construction activity must not interfere with road drainage or contaminate roadbeds.
- b. The use of a board bridge arrangement is required; dirt is not acceptable.
- c. Any damage to the curb or street is the responsibility of the Builder and Property Owner.
- d. No tree may be removed and/or cut down without the prior written approval of the ACC and the GPOA.
- e. Each construction site must have a dumpster and a Portable John on site during the entire period of construction.
- f. All debris from any lot clearing/construction must be hauled away. Burying debris is unacceptable.
- g. All chimneys shall have a spark arrestor.
- h. All reasonable efforts shall be made to locate exhaust vents and vent pipes on the backside of the roof of the structure.
- i. Decorative ornamentation on roofs, such as weathervanes or scalloped eaves, is not acceptable.
- j. Driveway curb connections must be made according to and by permit from the City of New Bern.
- k. Under each driveway, three(3) feet back from the curb and twelve(12) inches deep, purchaser shall place one four(4) inch PVC pipe segment extending at least one(1) foot beyond the driveway for future cabling or other use.

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POLICY GUIDELINES (two of two pages)**

- l. Driveways shall be built from street elevation at a ten-to-one slope until driveway comes to natural land elevation.
- m. All driveways must be concrete.
- n. All signs including, but not limited to Builder, Contractor, Realtor, Realty Financing, etc. must have the prior written approval of the ACC and GPOA prior to placement.

F. Lot Preparation The clearing of all building lots in Greenbrier must be reviewed and approved by the Architectural and Covenant Committee (ACC) and the Greenbrier Property Owners Association (GPOA) prior to any tree removal or other construction activity. The following guidelines are intended to help the contractor in the preparation of the lot for inspection by the ACC or the GPOA which will lead to approval and authorization to begin lot clearing and construction:

1. Clear all lot lines of undergrowth (do not cut trees) and mark all corners of the lot with surveyor's stakes and flags. The lot lines should be clear enough to walk the line unimpeded, and the surveyor's pipes marking corners should be exposed to view.
2. Locate the position of the proposed structure on the lot and mark each corner with a stake and orange flagging tape. Clear brush from the footprint as necessary (do not cut trees).
3. If driveway/pad is planned, locate its position and mark it with stakes and orange tape. Clear brush from the footprint as necessary (do not cut trees).
4. If a drain field is required on the lot, mark its location with stakes and orange tape. Clear brush from the footprint of the drain field, as necessary.
5. If there are any other stand-alone features on the lot, mark them in the same manner as above.
6. Place orange flagging tape around every tree to be removed. **Trees larger than six (6) inches in diameter at height of twelve (12) inches above the ground require prior ACC/ GPOA approval.** Trees smaller than six (6) inches in diameter may be removed at the discretion of the Building Contractor and the Property Owner.
7. It is the contractor's responsibility to tell the logger that he may cut only those trees wrapped with orange tape and trees smaller than six (6) inches in diameter. Any trees cut that are not marked and approved by the GPOA are subject to replacement.
8. Document the number of trees that will remain on the lot after clearing is completed and show the general location of these trees on plat copy.

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

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INSPECTION**

Building Location Staked/ _____
Property Corners in Place _____
Trees to be Removed Flagged _____
Utility Connections in Place _____
Curb/ Street in Good Condition _____

_____ Date _____ ACC Member

_____ Date _____ ACC Member

Date Submitted to GPOA: _____ GPOA Approval/Denial: _____
_____ Date _____ GPOA Liaison to ACC

Date Received by ACC: _____ ACC File No: _____

ACC Initial Review Date: _____
Notes:

ACC Members: _____

ACC Interim Review Date: _____
Notes:

ACC Final Inspection Date: _____
Notes:

Date Submitted to GPOA: _____ GPOA Approval/Denial: _____
_____ Date _____ GPOA Liaison to ACC

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