

Residential Building Application Form "A"

Architectural Review Committee

Hatteras By The Sea Homeowners Association

PO box 532, Hatteras, NC, 27943

Date:

Lot #:

Owner and contact names:

Mailing Address:

Daytime telephone: Evening #

Email: Cell Phone #:

Attach this completed form to each of three sets of residential building plans in ¼ inch scale with dimensional and area square feet. Each set will consist of: 1. A site plan showing the location of the dwelling, fences, walls, patios, swimming pool, spas, driveway, parking area, septic system and other improvements. 2. A foundation plan and foundation survey by a North Carolina registered surveyor. 3. A floor plans or plans. 4. The four directional elevations. 5. A schedule of proposed exterior colors and materials, and any other schedules required by the ARC for it to determine if it's adopted standards will be satisfied. 6. A landscape plan. Be aware that it is the intent of the association to protect and nurture natural vegetation as much as possible as part of a storm and flood control plan.

Attach 2 checks. 1. An infrastructure protection fee of \$2000.00, half of which will be returned upon completion if no damages are incurred to the subdivision and site clean up has been satisfactory and consistent through out the project. This is not a limitation on your liability. You will be responsible for all damages caused by your activity and for all site clean-up costs. 2. A processing and usage fee of \$250.00 per bedroom, additional room on existing dwelling, and swimming pool. Include lot number on checks.

I/we understand that no land clearing/grading, improvements, or structures whatsoever may be commenced, nor any additions or alterations to any dwelling unit, fence, driveway, patio or other structure be started unless expressly authorized in writing by the Architectural Review Committee.

I/we have read the Hatteras By The Sea DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS recorded in Dare County Book 602 Page 0046, et seq.

Owner(s) signature:

Contractor/ Builder's signature

Contractor/Builder Registration Form

Form "B"

**Architectural Review Committee
Hatteras By The Sea Homeowners Association
PO box 532, Hatteras, NC 27943**

Date:

Lot #

Contractor/Builder name:

Mailing address:

Daytime telephone #:

Evening #:

Email:

Cell phone #:

North Carolina Contractors License:

Class:

Contractor's/Builders insurance company and Telephone #:

Attach the following:

- 1. Name address and phone number of 3 owners you have built for in the past 3 years.**
- 2. Name of community or subdivision that you have built in for the past 3 years.**
- 3. Minimum of two financial references with contact names and phone numbers.**
- 4. All suits or legal actions you are involved in as a defendant.**
- 5. Copy of contractor's license.**
- 6. Cash or insurance bond to guarantee site clean up and/or road repair.**

I/We understand that NO land clearing/grading or structures whatsoever may be commenced, nor any additions or alterations to any dwelling unit, fence, wall, driveway, patio, or other structure be started unless expressly authorized in writing either postal or email by the Architectural Review Committee.

I/We have read and understand the Hatteras By The Sea Declaration of Covenants, Conditions and Restrictions, recorded in Dare County, NC.

Contractor/Builder's signature

Hatteras By The Sea Homeowners Association

Architectural Review Committee Checklist

1. Complete application received; Two checks____, Form A____, Form B____, Three copies of complete building package____ Date_____
2. Incomplete application received and returned to applicant Date_____
3. First review by Committee Date_____
4. Provide applicant with comments and issues Date_____
5. Second review with applicant Date_____
6. Final review by Committee Date_____
7. Approval or rejection of application Date_____

Comments

Hatteras By The Sea Homeowners Association
 Architectural Review Committee
 Inspection Checklist

Lot #:
 Inspected by

Area of inspection	Meets	Fails	Date	Comments
Site plan/Setbacks				
1. Dwelling				
2. Fences				
3. Pools, spas, and patio				
4. Driveway				
5. Parking area				
6. Septic system				
Structure				
1. Elevation				
2. Decks				
3. Floor plans				
4. Trim				
5. Exterior siding				
6. Roofing				
7. Colors				
8. Building Materials				
Landscaping				
1. According to plan				
2. Preservation of native shrubs and trees				

Cleanliness of job site through out project grade (10 the best)