



REQUEST FOR NEW CONSTRUCTION AT OCEANA

Prior to submitting a request for your new home, please be aware that you are responsible for familiarizing yourself and your contractor(s) with the Oceana HOA Covenant and Restrictions. The complete covenants and restrictions are available at the GOProperty Management website and were provided to you when you purchased your lot/home. Article VI: Design and Architectural Control specifically addresses expectations for construction.

Homeowners are to submit an architectural review request to the Board of Directors (BOD) or its appointed Architectural Committee (AC) before beginning any site changes, clearing, or construction. This form must be submitted by the person making a request for the construction of a new home. He/she is responsible for providing all information necessary for the BOD/AC to render a decision on their particular request. That information should include drawings, construction plans, photos, material samples, etc. The brand of the exterior paint and paint chip swatches for each color must be provided. Also include photos of exteriors of the two adjacent homes to the right and left of your home as well as across the street. This will help the BOD/AC understand how your proposed color complements the neighborhood.

Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specification submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and or Architectural Committee. Construction should be completed within one year of the start date.

The homeowner is responsible for obtaining all necessary permits in order to meet regulations ordinances, and laws of the Town of Carolina Beach and New Hanover County.

The sanctioned time limit for request(s) consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of 10 days after the completed form and all necessary and relevant information is received and logged in at the office of **GOProperty Management, 1908 Eastwood Road, Suite 321, Wilmington, NC 28403.**

Please complete the form below and attach all required materials.

Name _____ Date _____

Oceana Address _____ Lot # _____

Mailing Address if different _____

Telephone
Home _____ Mobile _____ Work _____

Email Address _____

Contractor/Builder Name _____

Address, City, State, Zip _____

Email _____ Phone _____ Cell _____

Desired Start Date _____

Request Checklist	Square Footage
Site plan @ 1" = 10'	Heated living area
Floor plan @ 1/4" = 1'- 0"	Covered porches
Foundation plan @ 1/4" = 1'- 0"	Total under roof
Building elevations @ 1/4" = 1'- 0"	Deck square footage
Material and color samples	Impervious coverage (sf)

Any Additional Comments:

I certify that I have read the above Architectural Request Form and hereby agree that I will abide by same.

Signature: _____ Date: _____

GOProperty Management:

Date complete request received: _____

Date of 10 day expiration: _____

Date emailed to Oceana BOC/AC Committee _____

Approved

Not Approved

Reason: