



Monterey Shores Homeowner's Association
P.O. Box 206
Corolla, NC 27927

The attached form is the Monterey Shores Homeowner's Association Architectural Standards Committee application for **residential building new construction**. All projects must be approved by the ASC **prior** to beginning work and the work must meet the criteria described in the Monterey Shores Architectural Guidelines. A copy of the Guidelines is available to download online and may be reviewed in person at the Clubhouse during regular Clubhouse hours. Fines and sanctions may apply if any unapproved work is performed.

The ASC currently meets virtually when an application is submitted via email. One hardcopy and fee(s) need to be dropped off or mailed to the address above. For your application to be considered, it must be completed in full. You will be notified of the Committee's decisions within 10 days of receipt of the complete application, although the timeline may be shorter.

Applications must be accompanied by \$500.00 non-refundable processing fee and \$2,000.00 damage deposit before review. The damage deposit will be held to repair any damage to community property caused directly by this work. The deposit, less any damage assessment, may be returned to the applicant subsequent to successful completion of the project and after review by the ASC for any damage. The applicant must submit a written request for return of the deposit after all work is complete.

The completed application must include: three copies of the application form including checklist, survey, site plan, floorplan, and architectural drawing or another rendering of the elevation, **one** copy of any county permits or state licenses, **small samples** of roofing and siding material, **small samples** of paint color. (*Note: paint colors may be submitted later if not determined at initial application*), one check for \$500.00 and one check for \$2000.00 made payable to Monterey Shores Homeowner's Association. An email copy of the application will expedite processing.

If your initial submitted proposal requires major revision, or you elect a major revision, you must submit a revised plan with a \$50.00 review fee before new plans will be reviewed.

Prior to any clearing, excavation, or fill on a lot, the contractor will perform a string stake-out for inspection. All trees to be removed must be clearly marked. If the ASC approves this inspection, the applicant may commence site preparation work. Please refer to the Guidelines for detailed information on the steps in this process.

Send completed applications(s) and checks made out to **Monterey Shores Homeowner's Association** to the address above. You may also drop them off at the Clubhouse or use the mail slot in the Clubhouse door. You will be contacted directly with any further questions and notified of the Committee's decision. If you have questions regarding this application, please email msascchairperson@outlook.com.



Date: _____

New Construction Residential Building Application

Home owner information

Full name	
Mailing Address	
Phone	H: _____ M: _____
Owner email	
Legal Description of Property (Lot #)	
Street Address of Property	

Builder Information

Name	
Mailing Address	
Phone	
Builder's email	

Building Square Footage

	Ground	First	Second	Third	Other	Total
Heated						
Bedrooms (indicate #)						
Garage/utility						
Bathrooms (indicate #)						
Open decks						
carport						
Other						
Other						

Foundation/House

Slab on grade		Block/crawl	
piling		Other	

Foundation/Porches & Decks

Slab on grade		Block/crawl	
Piling		Other	

Foundation Finish & Treatment

Brick/Stone		Sculpted Block	
Stucco		Siding	
Concrete		Other	

Exterior Siding & Trim: Small samples of siding materials and colors must accompany application

	Material (no vinyl)	Color (pastels or muted only)
Siding		
Trim		
Accents		
Doors		

Roofing Shingles: Must be a minimum of 300 lbs. architect dimension. Submit small samples.

Manufacturer	
Type & Color	
Weight	

Windows

Manufacturer	
Type	
Color	
Oriented to Maintain Existing Neighbor Privacy	

Driveway

Material	
Color	
Finish	
#Parking Spaces	

Exterior Lighting

If exterior lighting is included, it is low level and oriented downward	
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Tree Removal:

#Trees to be removed	
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Date received: _____ \$500.00 processing fee/check #: _____

\$2,000 damage deposit/check #: _____

ASC **approved / denied** Date: _____

Reason for Denial:

New Construction Residential Building Application
Site Plan Checklist

The application must include a site plan. Submitted plans should be consistent in scale. (Suggested scale is 30 feet: 1 inch if possible.) Site plans must include the following:

- Access streets, walkways, and other exterior improvements
- Grading and drainage plan
- Fill plan, if any, indicating run-off and tree preservation method. See section FILL OF LOTS
- Foundation plans if other than slab on grade
- Exterior lighting plan
- Service yards
- Landscaping
- Tree survey showing location & species of trees four inches or larger in diameter and all shrubs involved.
- Site plan to scale, overlay on tree survey indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed at the same scale as boundary/tree survey.
- Locations of contractor's sign, portable toilet, and any on site dumpsters
- Complete identification of all materials, colors of paint, and samples of proposed materials
- Indication of plan for erosion control for both windblown sand and rain driven erosion