



NEW CONSTRUCTION APPLICATION

Attached is the Monterey Shores Homeowners Association Architectural Standards Committee (ASC) application for **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 Residential Design Manual. This includes and is not limited to lot clearing, fill and tree removal. **TREE REMOVAL AND CERTAIN SHRUBS/VEGETATION COME UNDER STRICT GUIDELINES AND MUST HAVE PRE-APPROVAL FOR REMOVAL. Please make arrangements for debris removal. Dumping of debris on vacant lots is prohibited. SOUND FRONT HOMES MUST BE AWARE OF COMMON AREA TO MONTERAY SHORES AND NEED TO CHECK YOUR SURVEY PLATS PRIOR TO COMMENCING WORK.** A copy of the Monterey Shores Residential Design Manual is available to download at <https://monterayshoreshoa.org>, Documents Tab, 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 as needed when applications are received. You will be notified of the Committee's decisions within 45 days of receipt of the complete application, although the timeline may be shorter. The application is considered received upon receipt of the deposit, application fee and all required information.

All applications must include your deposit (\$2,000), application fee (\$1,500) and any applicable information to your project to include, but not limited to, a site plan showing proposed locations of additions, removals or replacements, all building plans, color of any paint and materials, material description/specifications, planting lists and locations, photos and/or samples of paint colors and materials as applicable.

All New Construction Applications require a \$2,000 refundable damage deposit and a \$1,500 nonrefundable application fee. If your initial submitted proposal is approved and later requires major revision, or you elect a major revision, you must submit a revised plan with a \$50.00 application fee before the new plans will be reviewed. 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.

Upon approval of your application, prior to any clearing, excavation, or fill on a lot, the contractor must perform a string stake-out for inspection. All trees to be removed must be clearly marked. You must notify our office in writing when you are ready so an inspection can be performed by the ASC. No site preparation or work can begin until you receive official approval of your site inspection. Please refer to the Guidelines for detailed information on the steps in this process.

Send completed applications(s), attachments and checks made payable to Monterey Shores Homeowners Association, PO Box 370, Kill Devil Hills, NC 27948. Applications may be submitted electronically. A copy of the following completed pages 2 through 5 of this application must be enclosed with your checks for reference. You will be contacted via the e-mail address(es) provided on the application with any further inquiries and the Committee's decision. If you have questions regarding this application, please email info@associationconsultantsllc.com.



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Owner's Name _____ **Date** _____

Monterey Shores Address & Lot # _____

Mailing Address _____

Email(s) (required) _____ Phone(s) _____

BUILDER INFORMATION

Name _____

Mailing Address _____

Email(s) _____ Phone(s) _____

BUILDING SQUARE FOOTAGE

	Ground	First	Second	Third	Other	Total
Heated						
Bedrooms (indicate #)						
Garage/utility						
Bathrooms (indicate #)						
Open decks						
Parking under House						
Total Height						
Other						

FOUNDATION/HOUSE

Slab on grade		Block/crawl	
piling		Other	



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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	Color (pastels or muted only)
Siding		
Trim		
Accents		
Doors		

ROOFING SHINGLES (Recommend 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, state wattage and oriented downward	
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TREE REMOVAL

#Trees to be removed and remaining	
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Owner Signature _____ Date: _____



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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

FOR ASC USE ONLY:

Date received _____ This application is: Approved Denied
\$1500 Application fee check # _____ Approved with Conditions
\$2,000 damage deposit/check # _____ Comments or Conditions: _____
ASC Signature: _____ Date _____



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APPENDIX A – Monterey Shores Residential Design Guidelines – Point Tabulation Form

DESIGN ELEMENT*	FORMULA/NO. OF POINTS POSSIBLE	POINTS
Porches	<i>First Floor Porches –</i> <i>Second Floor Porches –</i>	
Decks	<i>Times 5</i>	
Canopy or Pergola	<i>5 Points</i>	
Dormers <i>(25 points max.)</i>	<i>Hip or Gable – n x 5 =</i> <i>Shed – n(10) + L =</i> <i>n = no. of dormers</i> <i>L = linear ft. past 12'</i>	
Watch Tower <i>(10 points max.)</i>	<i>10</i>	
Roofs	<i>25</i>	
Building Form <i>(40 points max.)</i>	<i>Bump Outs – f x 10 =</i> <i>f = façade with required bump outs</i> <i>Combination Base Form = 40</i>	
Siding Materials	<i>Stucco siding - 25 points.</i> <i>Wood shingle, wood composite, or cedar shake - 20 points.</i> <i>Crane board or hardy planking shingle siding - 15 points</i> <i>Wind resistant vinyl siding -10 points</i>	
Misc. Details	<i>Windows = 20</i> <i>Decorative Shutters = 15</i> <i>Exposed Rafter Tails = 5</i> <i>Beauty Bands = 5</i> <i>Column Trim = 5</i> <i>Gable Bracket = 5</i>	
Minimum Required Point Total:		
1600-1799 S.F.		S.F. X .056
1800-2199 S.F.		or S.F. X 0.052
2200 or greater S.F.		or S.F. X 0.050