

# Cannonsgate at Bogue Sound



## ARCHITECTURAL GUIDELINES

Adopted by the Cannonsgate Architectural Review Committee  
May 1, 2015; Revised August 3, 2016

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## ***ARCHITECTURAL GUIDELINES***

The following are the Architectural and design criteria established by the Cannonsgate Architectural Review Committee (CARC) on behalf of the Cannonsgate at Bogue Sound Homeowners Association, Inc. (Cannonsgate HOA) and, in accordance with the recorded “Declaration of Covenants, Conditions and Restrictions of Cannonsgate at Bogue Sound Subdivision”.

### **ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:**

- 1.1 **Purpose:** These Architectural Guidelines (Guidelines) provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These Guidelines have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures or improvements within the Cannonsgate community. The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures to ensure that all home sites within Cannonsgate are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the CARC that all structures and other improvements within the community be of the highest design quality and be planned and sited to be aesthetically and Architecturally harmonious with one another and with the natural features of the land. The CARC is particularly concerned that the community has a consistent streetscape and quality of design (facade, materials, etc.). In order to maintain a “planned look” for the community and to preserve the aesthetic integrity of the community, the CARC may at times place a temporary moratorium on any particular style of design, or building material until, at the sole discretion of the CARC, it is determined that the community has been brought back into balance.
- 1.3 **Theme:** The Cannonsgate community was developed with the intent of creating a Charleston like community, representative of not only the homes within the Charleston Historic District of Charleston, South Carolina, but to include the architecture of what is known as Low-Country. The low-country style is seen in and around towns such as Georgetown, Beaufort, Camden, Cheraw and others. The Charleston Single with the side porch is the most distinctive Charleston styled home recognized by many. But Charleston architecture incorporated many other styles as it developed early-on into a Neoclassical city. The main styles of the city are Palladian (root of the Charleston “Double House”), Adamesque, Greek and Roman Revival, Italianate and Gothic. The design of homes in the city as well as public buildings required a significant knowledge of Architectural History. Characteristic of these homes is that the architects were consistent with the selected style and did not mix elements from one style to another. This emphasis on Architectural authenticity and excellence in design are the standards the Architectural Review Committee will be looking for with each home submittal.

### **ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:**

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Cannonsgate properties, which are or may be subject to the Declaration. These Guidelines are not binding upon the CARC.
- 2.2 **Authority:** The Cannonsgate Architectural Review Committee (CARC) has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the Declaration. While the Guidelines are intended to provide a framework for construction and modifications, ***the Guidelines are not all-inclusive***. In its review process, the CARC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The CARC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials, for any reason, including purely aesthetic reasons, which in the sole discretion of the CARC shall be deemed sufficient.

2.3 **Governmental Permits:** To the extent that the North Carolina State Building Code, Carteret County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the Declaration, the government standards shall prevail. To the extent that any government standard is less restrictive, the Declaration and the Guidelines (in that order) shall prevail.

2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The CARC does not review submittals for compliance with such requirements or the soundness of construction. Approval of plans and specifications by the CARC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefore is hereby disclaimed.

Owners and Builders are further responsible for ensuring compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the Declaration, any applicable Supplemental Declaration, and any other applicable Architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community.

2.5 **Waiver:** The Owner and Builder agree to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause of action of any nature against the Cannonsgate Homeowner Association Board, its Board of Director officers, employees, agents or sub-consultants, which may arise out of or in connection with the performance by any parties above named for the Architectural Compliance Reviews or any actions required to administer or enforce the requirements of the Cannonsgate Architectural Guidelines.

2.6 **Indemnification:** In addition, and notwithstanding any other provisions of this agreement, the Owner and Builder agree, to the fullest extent permitted by law, to indemnify and hold harmless the Cannonsgate Homeowner Association Board, its Board of Director officers, employees, agents or sub-consultants, against all damages, liabilities or costs including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named for the Architectural Compliance Reviews or any actions required to administer or enforce the requirements of the Cannonsgate Architectural Guidelines the of the services under this Agreement.

2.7 **Amendments:** These Guidelines may be revised and amended at any time by the CARC, in its sole discretion, as needed to serve the needs of an evolving community. The effective date of the Guidelines is provided at the bottom of its pages and on the cover page. Applicants are required to acknowledge acceptance of the edition when making a request for a review.

### **ARTICLE 3 - PROCEDURES:**

3.1.1 **Approval:** Written approval of home construction plans is required prior to commencement of any clearing, grading or construction. Cannonsgate HOA fees must be current and all other fees must be paid before submittals will be considered by the CARC. See Article 3.3 for procedures.

3.2 **Fees:** All fees, deposits and Home Owners Association (HOA) and Boat Slip Association (BSA) assessments must be current or paid prior to making any submittals for review by the CARC. Use the Fee Checklist on application forms to acknowledge the fees. Submit the required fees to the address noted on the form.

Note the lot number on the check. Once payment of fees has been verified an email will be sent containing a user name and password providing access to the ARC web site for making the submittals required for architectural review.

The CANNONSGATE HOA reserves the right to revise the fee amounts at any time.

- A. **Architectural Review Fee for a New Residence:** \$1,500.00. This fee includes:
- Up to three reviews: The initial review of a new residence and up to two subsequent reviews of re-submittals. All items included with the initial submittal, including landscape plans, pools, will be reviewed within this fee. The required Design Development (DD) Review will be considered the initial review requiring a fee. The optional Schematic Design (SD) review does not count as a review.
  - Three on-site reviews during construction. One review will be performed at staking, one at dry-in and one at final completion. Additional charges apply if the on-site reviews require a follow up.
  - This fee is typically paid by the owner, but may be paid by the contractor. There is no refund of this fee.
- B. **Architectural Review Fee for Re-submittals:** \$300.00/ea.
- This fee applies to re-submittals in excess of the three included in item “A” above. Owner will be required to pay this review fee prior to the CARC conducting this additional review. There is no refund of this fee.
- C. **Additional On-Site Review Fee:** \$250.00/ea.
- This fee applies to on-site reviews, in excess of those included item “A” above, as required to evidence that corrective action has been taken, when a normal on-site review of staking, dry-in, or final completion is found to be non-compliant. The cost of this review will be deducted from the deposit paid by the contractor. There is no refund of this fee.
- D. **Architectural Review Fee for Pools and Accessory Structures** – Considered a Major Project: \$250.00.
- Applies to review of pools, spas and major hardscape modifications that are not included with the initial submittal for a new residence. If these items are submitted after the Dry-In review, there will be an additional review fee which will need to be paid by the owner prior to the review. There is no refund of this fee.
- E. **Fee for Special Services:** \$75.00 per half hour.
- This rate will be charged for plan or on-site reviews not included above. There is no refund for this fee.
- F. **Minor Projects:** \$150.00
- Some minor projects require a review fee and some do not. These are identified in section 3.13B. There is no refund for this fee.
- G. **Construction Deposit and Road Impact Fees:** The Compliance Security Deposit also termed the Construction Deposit is \$4,000.00 and must be paid by the general contractor from their account. This fee will be refunded, less any fines or other charges which accumulate during construction. The Non-refundable road impact fee is \$1,000.00 is typically paid by the owner and is in addition to the construction deposit and all other fees.
- The Construction Deposit is intended to protect the Homeowners Association from the cost of unnecessary expenses resulting from contractor negligence, failure to maintain a clean site or adjacent roads, and any violations of these Guidelines or community covenants.
  - The deposit, except for impact fee or where reduced by fines or penalties due to willful or negligent acts by the property owner or building contractor, is refundable as determined by the Cannonsgate HOA in its sole discretion. Deposits will be returned after approval of the final On-Site Review.
- H. **Fines:** Fines applicable to an owner will be assessed in accordance with the CCRs and Chapter 47F of the North Carolina Planned Community Act. Fines for Contractors who are not owners of the property under consideration shall be administered as follows:
- For allowing trash to accumulate on the site and or spill over onto neighboring properties, or for leaving mud on the street at the end of the week: \$300.00 per day.
  - For failure to maintain the silt fence allowing silt to discharge into the community storm water system, \$200.00 per day, which may be increased if additional remediation is required.
  - For working outside of permitted hours on any given day: \$100 per hour or fraction thereof.

- For violating the Sunday or holiday working restrictions (Article 3.12): \$500 per day
  - For commencing any construction activities prior to the review and written approval of the Architectural Review Submittal by the CARC: \$500.00. Additional fines of \$100 per day can be assessed if construction continues without CARC approval.
  - For other violations of the Guidelines not mentioned herein, fines will be levied at the actual cost of the corrective action plus any HOA expense.
- I. **Project Completion:** Contractors who do not complete the home within the maximum allowable time allowed by the CCRs and in accordance with Article 3.10 shall be fined 25% of the security deposit paid by them at the start of construction. The fine is applicable for all work commenced after the date of this addendum. However, if an extension is needed the contractor may request up to 60 days providing milestones are identified to confirm progress toward completion.

### 3.3. Application for Review:

- A. Plan review at Cannonsgate is an all digital process. All items submitted to the ARC must be in digital form using .jpg, .pdf, or .tif file formats. No hard copies will be accepted.
- B. Individuals submitting drawings for review are responsible for ensuring that they have permission to use the drawings and that they are not violating copyright laws.
- C. A completed Application Form must be submitted by uploading the application and all required submittals to the CARC website.
- D. The CARC will retain documents only for its own use and will not return nor maintain any submitted information to the applicant.
- E. **The Design Review Process:** (PLEASE READ CAREFULLY...as there are required materials which must be provided at specific times during the process)

The process of review is intended to protect property owners and their investment as well as to secure the aesthetic quality of Cannonsgate at Bogue Sound. With that in mind, each property owner should:

1. **Become familiar with the Covenants and Restrictions and these Guidelines (required):** In some cases the Covenants will contain pertinent information with respect to HOA and CARC administration of this program which are not restated within these pages.
2. **Select the appropriate design consultants:** Owners may contract with any architect or designer of their choosing. The CARC requires verification from any designer who plans to work in the community to ensure they are licensed by the State and Carteret County. This information should be noted on Submittal Form Two. All drawings and specifications shall contain Architect/Engineer or designer's name, contact information and license number. Drawings will not be accepted without this information prominently placed on each drawing. Lastly, all final plans submitted to the CARC shall include a structural design sealed by a Structural Engineer licensed in the State of North Carolina.
3. **It is required that the property be surveyed by a surveyor licensed in North Carolina.** The survey must have a title block to include the owner's name, address, and phone number and the surveyor's name, business address, phone and license number.
4. **Prepare a Space Program for your home (optional):** List all the spaces you wish to have within your home and provide this to your architect or designer. Your designer will organize these spaces into a plan called the Schematic. It will include floor and roof plans, elevations and be placed on a site plan.
5. **Submit your preliminary plan to the CARC for a Schematic Design review:** This is an optional submittal, but highly recommended. There is no charge for this review if you are a lot owner.

6. **Determine how you will bid the work on your home or how you will administer construction (owner's option):** A licensed architect will typically provide services during the bid phase where he/she may help qualify contractors, and can also assist in performing site reviews during construction, check material lists, confirm the quality of the work and confirm fees earned by the contractor are in line with their payment requests. However, an owner may choose his/her own method of ensuring quality of construction and fair pricing as this is outside the scope of work of the CARC.
  7. **Select a qualified General Contractor (owner's option):** Owners may contract with any licensed contractor/builder of their choosing. However, it is a requirement that owners contract with builders who are licensed with the State of North Carolina Licensing Board for General Contractors and with Carteret County with their qualifying information noted on Form Two.
  8. **All construction must be managed by a licensed Contractor:** All work on a site must be under the management of one licensed general contractor, including, all aspects of the home and including prime sub-contractors (contractors required to have separate licenses such as HVAC, plumbing, electrical), and including communications, landscape and irrigation. The one Contractor shall be held responsible for all work occurring on a lot until the Final On-Site Review is satisfactorily completed and deposits returned.
- F. The three levels of CARC review are as outlined below.** Following the outline are a series of check lists which must accompany the formal submittal to ensure all items required for review are included.
1. **The Schematic (SD) Review (Optional – but recommended)**
    - A. Schematic: The Schematic Design submittal is the first submission to begin the review process. This measure is to help provide owners with guidance early in the design process to minimize major changes after a full set of documents has been prepared. The fee for this review is \$300.00 and is not part of the full review fee of \$1500.00.  
NOTE: Reference the Flow Chart to view the full review process.
      - a. The intent of a Schematic Review is to provide the lot owner with an opinion from the ARC if their home will be generally acceptable under the Guidelines.
      - b. Submit Form One- Schematics in order to commence the review process. You will be provided a password to access the site typically within one day of the Association Manager logging you in.
      - c. Items 1-6 below should be in digital form using public domain software PDF only.
      - d. Allow up to fourteen calendar days for a response.
  2. **The Design Development (DD) Review (Required)**

This phase of the work by your architect or designer should include detailed information with respect to the materials of construction as well as provide more extensive details such as wall sections, bracket details, window sills and the like. Following the ARC approval at this level, you should be able to obtain pricing for your home from a contractor. Final contract pricing should be based on full and complete drawings and specifications, which is the final phase of the review process.
  3. **The Construction Document (CD) Review (Required):**

The Final Review is the Construction Document review. Following receipt of the DD review comments from the ARC, the following shall be submitted, accounting for all comments from the ARC.

**CHECK LIST ONE:**

*The following information is required to be on your lot survey.  
Your lot survey should be submitted along with a copy of this list.  
You are required to submit the resultant survey with your Schematic review*

SHOW ON THE PLAN:

- \_\_\_\_\_ Cannonsgate infrastructure to include all improvements, roads, ponds, utilities on or immediately adjacent to subject property. Identify the recorded plat and lot number.
- \_\_\_\_\_ Property lines with dimensions and bearings and a north arrow.
- \_\_\_\_\_ Streets, setbacks, right of ways, easements, flood zones and all other pertinent information from recorded documents.
- \_\_\_\_\_ Front yard Build-to line. Article 4.2
- \_\_\_\_\_ Outline (footprint and eaves) of the proposed home, porches, steps, patios and driveway(s). Show driveway apron and splay as required by Article 4.12.
- \_\_\_\_\_ Contours at two-foot increments. Illustrate elevation above sea level and show benchmark referenced to some 'called' point on site that will remain undisturbed.
- \_\_\_\_\_ All existing trees with a caliper of 6" or over. Exclude wetland areas if on the property.
- \_\_\_\_\_ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- \_\_\_\_\_ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- \_\_\_\_\_ Total planned impervious area. Reference that calculations were based on article 4.1.
- \_\_\_\_\_ Impervious area shall include drives extending beyond the property line to the street.
- \_\_\_\_\_ Total Square Footage of the site and total allowable impervious area.
- \_\_\_\_\_ Seal of the licensed surveyor with a signature and date.

**The surveyor shall release drawing for use and provide a digital copy for the CARC review.**

**CHECK LIST TWO:**

*Provide this page with your SD submittal. Confirm that you have included each item below by initialing beside each required document.*

- \_\_\_\_\_ (1) A copy of Form One-Schematic that you submitted to the Association Manager.
- \_\_\_\_\_ (2) A copy of the site survey as described on Check Sheet One.
- \_\_\_\_\_ (3) Floor plans showing heated and unheated square footage.
- \_\_\_\_\_ (4) A roof plan indicating pitch.
- \_\_\_\_\_ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- \_\_\_\_\_ (6) A copy of this page of the Guidelines with your initials on the lines to the left.
- \_\_\_\_\_ (7) On each drawing provide designer and architect information as required in Article 3.3.

SUBMITTED BY: (print name) \_\_\_\_\_

POSITION (Owner or Contractor) \_\_\_\_\_



**CHECK LIST THREE:**

*Provide this page as part of your DD submittal. Confirm that you have included the required information by initialing beside each item listed below.*

PROVIDE:

- \_\_\_\_\_ (1) A completed Cannonsgate Form Two-Design Development Review Request
- \_\_\_\_\_ (2) A completed Form Three – Materials of Construction, exclude color selection if desired.
- \_\_\_\_\_ (3) Design Development Floor Plans and Elevations in digital format including:
  - i. Floor plan: Indicate all rooms, and sizes, along with square footage. Show the finished floor elevation (FFE) of the first floor using topographic reference from site plan.
  - ii. Roof plan indicating slopes and finish materials.
  - iii. Elevations: Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade overall height with respect to the topography. Show floor to floor heights and overall heights.
  - iv. A fully detailed wall section from foundation to roof and through a window, showing all significant elements of construction including full height of house and overhang dimensions.
  - v. A transverse and longitudinal section through the front porch and front door.
  - vi. Additional key details of each unique feature on the exterior of the home.
- \_\_\_\_\_ (4) Submit updated site survey described in Check Sheet One if there have been changes since the SD submittal, or if this is your first submittal of the site survey.
- \_\_\_\_\_ (5) Include any request for a Variance at this time. Typically, a Variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements. A variance request is attached. \_\_\_\_\_ Yes \_\_\_\_\_ No.
- \_\_\_\_\_ (6) On each drawing provide designer/ architect information as required in Article 2 (2).
- \_\_\_\_\_ (7) A copy of this page with your initials on the lines to the left and item 5 checked, yes or no.
- \_\_\_\_\_ (8) Submit Fees denoted on Form Two, with checks made to “Cannonsgate HOA.”

Other data: The Cannonsgate ARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

SUBMITTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTE: ALL OFFICIAL REVIEWS WILL BE BASED ON GUIDELINE EDITIONS IN FORCE AT THE TIME THE DESIGN DEVELOPMENT SUBMITTAL IS MADE.**

**CHECK LIST FOUR:**

**Provide this page as part of your CD (or exterior renovation) submittal. Confirm that you have included the required information by initialing beside each item listed below.**

PROVIDE:

- \_\_\_ Submittal Form Three checked as a CD submittal, completed by owner or owner's representative.
- \_\_\_ Revised Site Survey if items have been changed since DD Review.
- \_\_\_ LANDSCAPE PLAN: Plans, material lists and planting details must be prepared (and Sealed) by a Licensed Landscape Contractor. This plan must be submitted as part of your CD Review. The Landscape Plan shall be scaled at 1/8" = 1'0" minimum and will include:
  - a. Plant material name, variety, size, location and quantity
  - b. Lawn area and identification of lawn cover.
  - c. Grading illustrating direction flow of drainage and how drainage ties into Cannonsgate drainage plan
  - d. Any other landscape fixtures or features.
  - e. Erosion Control measures.
  - f. Irrigation description and plan
- \_\_\_ Ground Level Plan at 1/4" = 1'0" scale to include:
  - a. Foundation &/or pier locations
  - b. Driveways
  - c. Trash containers and HVAC enclosures MUST be located on plan and be constructed of materials that complement the home, are aesthetically pleasing and functional.
  - d. Exterior Stairway.
  - e. Accessory structures.
  - f. Pool, pool equipment, deck, or pool enclosures and fencing.
  - g. Any other enclosures or improvements
- \_\_\_ Floor Plans shall be scaled at 1/4" = 1'0" and will include:
  - a. Dimensioned wall, window and door openings. Also note total Heated and unheated SF.
- \_\_\_ Elevations to be scaled at 1/4" = 1'0" and to include any revisions required by previous reviews.
- \_\_\_ Detail sheets to include:
  - a. Service yard screen wall section
  - b. Enlarged details fully delineating all exterior features of the home.
  - c. Screened porches, decks, railings and exterior stair details.
- \_\_\_ Fully Detailed Building Section scaled at 1/4" = 1'0", through the front porch showing ceiling heights and overall building heights.
- \_\_\_ Electrical Plan including exterior lighting and power. Show exterior fixture locations and provide color images of fixtures.
- \_\_\_ Schedules: These schedules must be submitted as part of the full drawing review.
  - a. Finish;
  - b. Doors
  - c. Windows
- \_\_\_ Detailed wall sections through window showing all materials of construction.
- \_\_\_ Roof Plan
- \_\_\_ Material Specifications
- \_\_\_ General notes provided to the contractor for construction related items. Typically in the drawing set.
- \_\_\_ Digital photos of all materials proposed for exterior applications. List on Form Two.
- \_\_\_ Site photos and photos of any preconstruction damage to curbs or roadways.

SUBMITTED BY: \_\_\_\_\_ TITLE \_\_\_\_\_

Expected Start Date if known: \_\_\_\_\_ Contractor: \_\_\_\_\_

4. **NOTICES:** Registrants (owner's representative) will be notified by automated notifications to their email of the status of approval. The CD approval will be effective for twelve (12) months from the date of approval. If construction has not substantially begun within the 12-month period, the approval will become void and the owner must make a new CD review request by providing all the support documents required by the original review. If a different edition of the Guidelines is then in force, the plans will require a re-review under the new Guidelines before construction will be approved to commence. In the case of a review required under a different set of Guidelines, an additional design review fee will be assessed at one-half the amount of the original review fee.

Approval by the ARC is in no way an assumption of liability or an endorsement by the CARC of the structural design or engineering of the dwelling, nor suitability of the home for any purpose, nor its adherence to applicable codes, nor its correct placement on a site, nor is approval given, expressed or implied, to use in any manner and/or damage any of the adjacent property or common areas incidental to the approved construction.

Alterations and additions to buildings, landscaping, exterior lighting, fences, exterior paint, or addition of shrubs or trees, must be approved by the Architectural Review Committee, prior to execution of changes desired.

5. **GENERAL NOTE ON TIMELINESS OF THE REVIEWS:** Owners should expect that each of the SD, DD and CD reviews may take 30 calendar days on average. High quality custom designs prepared by architects and experienced home designers and complete submittals will expedite the process. Owners should carefully assess the capability of their designer to prepare the complete set of documents required during this review process. Incomplete submittals or poor design quality can delay the review substantially. Please ensure that ALL items called for in the Check Sheets are included with your submittals. The Cannonsgate Covenants allow up to 45 days for the ARC to review each "completed" submittals. Generally, the review process using the electronic submittals does not take this long.

#### 3.4 **Reviews:**

Submittals will be evaluated by the Architectural Review Committee and the owner will be provided with an evaluation stating whether the project is:

- Need More Information – Submittal is not approved. Supply additional information as requested.
- “Revise & Resubmit” – The submittal is not approved. The Applicant must make modifications per the CARC review comments and resubmit for approval.
- “Approved” – The entire submittal is approved as submitted.
- “Approved With Conditions” – The submittal is approved with conditions. The Applicant must make minor modifications per the CARC review comments. The Applicant may be required to provide additional information prior to further approval.

The CARC may provide a full disclosure of the non-compliant items but is not required to do so.

- 3.5. **Variations:** Variations may be granted in some circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing. The applicant must state the reason for the request, and propose mitigation of the variance. The CARC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance shall be effective unless in writing and signed by a representative of the CARC.

**NOTE:** The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of Carteret County or other governmental authorities. It is the responsibility of Owner/Builder to obtain all necessary permits and approvals.

- 3.6 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the CARC or the Cannonsgate HOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the CARC, the CARC shall notify the Owner and builder in writing of such noncompliance, specifying in reasonable detail the particulars of non-compliance, and shall require the Owner and/or builder to remedy the same. If the Owner and/or builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the Declaration and these Guidelines.
- 3.7 **Pre-Construction On-Site Review:** Prior to commencement of clearing, grading or construction the property shall be staked showing the location of the home site and driveway; clearly mark all areas to be cleared, including flagging all trees (outside the building area) to be removed that are larger than six inches (6") in diameter, as measured at the base, for review/approval by the Cannonsgate HOA.. Complete an On-Site Review Request form and upload it to the CARC website. The CARC will review the property within (14) fourteen business days of receiving the request. Typically on a Wednesday afternoon. Note that the site staking review will only be approved when all elements are on site. Reference the review request form for specific requirements.
- 3.8 **Dry-In On-Site Review:** Once roofing, windows, and doors have been installed, the property owner shall complete an On-Site Review Request form for Dry-In Review and upload it to the ARC website. The ARC will schedule the review as soon as practical. Construction is not permitted to continue without scheduling of the Dry-In Review.
- 3.9 **Final On-Site Review:** When all construction has been completed the property owner shall complete an On-Site Review Request form for Final Review and upload it to the ARC website.

All work must be complete including the home, landscaping, driveways, and walks. Remove construction fencing, debris, dumpster, toilet facilities, sample board, etc. before requesting Final Review.

- A. Final Survey: A Final survey must be submitted along with the request for a Final On-site Review. The Final Survey shall be performed after construction is complete. It shall be prepared by a licensed surveyor, be wet sealed, and must show the following:
- The location of the home, driveway, walks and accessory structures and dimensioned relative to property lines, easements, rights-of-way, etc.
  - The finished floor elevation of the first level of the home relative to mean sea level.
  - Variations, if any, with the CARC approved site plan.
  - A table showing the total amount of permitted impervious area and also the total actual impervious area. Impervious area includes the full roof area to the drip line.

- 3.10 **Time to Complete Construction:**
- A. On new homes, the applicant must commence construction within four months of the approval of the application by the CARC. If no maximum time period is specified in the approval or any other agreement, construction of a new residence shall be completed within twelve months of CARC approval of the staking plan. The Applicant may request an extension of up to six months if requested not less than thirty days prior to the expiration of the maximum time period, which the CARC may approve or disapprove, in its sole discretion.
- B. Modifications to existing homes must commence construction within four months of the approval of the application by the CARC. If no maximum time period is specified in the approval or any other agreement, construction of an addition shall be completed within four months of CARC approval of the staking plan. The Applicant may request an extension of up to two months if requested not less than thirty days prior to the expiration of the maximum time period, which the CARC may approve or disapprove, in its sole discretion.

- C. If construction is to be halted for a period of (30) thirty days or longer, then written notice shall be given to the CARC with an explanation of the cause of the delay and the plans to remedy any problems. The CARC may then require certain additional measures to be taken.
- D. If construction is not completed within the period allowed, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the Declarations and these Guidelines.

3.11 **Change After Approval:** All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the final approval of plans must be submitted to and approved in writing by the CARC prior to implementation. Close cooperation and coordination between the Applicant and the CARC will ensure that changes are approved in a timely manner. If Carteret County or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the CARC, the Applicant must notify the CARC of such changes and receive approval from the CARC prior to implementing such changes.

3.12 **Hours permitted for Construction:** Work may be performed within the community only between the hours of 7 AM and 7 PM Monday through Saturday from September 22 to June 20; between 7 AM and 8:30 PM Monday through Saturday between June 21 and September 21; 7 AM to 5 PM on Sunday and Holidays (Holidays shall include: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Day.) No work may be performed on the exterior of any home, material deliveries made, nor noise heard outside the dwelling on Sunday or on Holidays. Vehicles no larger than a ¾ ton pickup may be driven in the community on Sundays or Holidays.

3.13 **Review of Modifications to Existing Dwellings (initial construction is complete):**

A. The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property will require the submission of the applicable sections of Cannonsgate Architectural Review Submittals One through Three based on the nature of the modification. Only one submission of forms for a modification is required, different from two submissions (DD and CD) required for new construction. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon by the CARC. The review fee for modifications and other improvements shall be as stated in Article 3.2.

**B. Minor Projects**

The ARC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review. A form is included to request a Minor Project Review in the forms area at the end of this document

**Part A Minor Project: A review fee as noted on the form is required for the following items.**

- (1) Children's play equipment. To be approved it should not extend across side yard or rear yard setbacks, should be screened from neighboring property with shrubs and trees and anything above six feet in height finished in natural colors as opposed to primary colors.
- (2) Garden walls composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing or facing a common area and is less than or equal to five feet tall. It must be installed with masonry or stone top cap and water proofing to prevent efflorescence.
- (3) The addition of a patio or masonry fireplace to the rear of the home which is at grade level and does not extend across side yard or rear yard setbacks. Masonry must complement the masonry of the home and the fireplace may not be more than eight feet wide nor eight feet high.
- (4) Landscape elements that are in addition to items in the initially approved landscape plan or are an enlargement or reduction of a previously approved landscape plan.
- (5) Permanently installed basketball goals.

**Part B Minor Project: No review fee is required for the following Minor Projects:**

- (1) Satellite dishes installed on poles. Units should not exceed eight feet in height and must be installed in side yards not facing the street or rear yards and must be fully screened with shrubs or trees. Satellite dishes must not extend across side yard or rear yard setbacks and must not be installed on a roof visible from the front of the home or exposed on the roof visible from common areas or ponds.
- (2) Any recreation equipment placed in the rear of the home providing it does not extend across side yard or rear yard setbacks.
- (3) Visually permeable fencing composed of black wrought iron or similar black aluminum rail and not taller than five feet in height.
- (4) Vegetable (food product) gardens larger than 200 SF in area or placed in areas other than a rear yard.
- (5) Yard ornaments visible from the front of the home or from a common area, lake or pond.

**Part C Minor Projects: No application nor payment of fees are require for the following Minor Projects.**

- (1) Landscape elements added to a home which are replacing plants damaged or destroyed and which meet the requirements of the Guideline edition at the time of the new planting.
- (2) Vegetable (food product) gardens placed in the rear yard of a home up to 200 SF in area.
- (3) Expansion of an existing irrigation system or separating an irrigation system from the community water services by providing a separate service meter.
- (4) Repainting of same color.

CAUTION -Any work requiring movement across a curb with equipment larger than a 2000 series John Deere tractor or truck larger than 3/4 ton must be submitted for a Major Project review.

3.14 Deleted

3.15 Licenses: Construction by North Carolina licensed builder or contractor with a limited, intermediate or unlimited license even if the owner is the contractor or builder.

**ARTICLE 4 – SITE REQUIREMENTS:**

4.1 **Impervious Area:** All lot improvements (driveways, walkways, building footprints, fencing, patios, etc.) with the exception of raised wood decking and the water surface area of pools, must be within the allowable impervious area assigned to each lot as indicated below:

Lots 1-304, 347-368, 376-426:	3200 square feet of total impervious area allowed
Lots 305-346, 483-514:	2600 square feet of total impervious area allowed
Lots 369-375, 427-482, 515-525:	3000 square feet of total impervious area allowed

**The following rules apply to the calculation of impervious area in Cannonsgate at Bogue Sound:**

1. The full building footprint must be counted as impervious or Built Upon Area (BUA).
2. The area under roof overhangs shall not be counted as BUA. Downspout extensions must stop at least 30' from Mean High Water (MHW) to allow an opportunity to sheet flow.
3. The full area under covered porches even if it covers pervious decking is considered BUA.
4. Garden or retaining walls covering more than 100 SF are to be calculated based on the area over 100 SF only. Where all walls on the site have a total footprint of less than 100 SF, they are exempt from the calculation.
5. Concrete driveways, patios and utility pads (HVAC equipment and electrical transformers placed on pads on the ground) are to be counted in the BUA calculation.
6. Permeable pavement cannot receive credit under the current Cannonsgate permit and must be considered as BUA in the calculation.
7. Sidewalks and driveways are considered BUA, with the following stipulation: Sidewalks which are constructed by the developer adjacent to roads that have been constructed by the developer as shown on the

approved plat are not to be counted against the lot's BUA allocation. That portion of a sidewalk and a driveway, or everything else that is constructed by the lot owner within the right-of-way, must be considered BUA for that specific lot.

8. Open decks and steps are not counted as BUA as long as the ground beneath the decking is not concrete or some other impervious material. Loose Pea gravel below decks where it is not subject to compressive loads may be considered impervious. Where access is given to areas below decks for storage, those areas shall be considered in the BUA calculation if covered with gravel or pavement. See also # 10 below.
9. Where wood decking is used in place of driveways, walkways or patios, they shall be elevated above the grade (or a trench constructed below the decking) to not be considered BUA. Decking placed directly on the ground is considered no different than asphalt or concrete, and must be counted as impervious or BUA.
10. Pea gravel used in landscape applications is not considered BUA unless it is subject to compaction, however, a pea gravel driveway, even with reinforced mesh fabric beneath shall be counted as an impervious surface, or BUA because it will compact. Gravel is specifically included as an impervious surface and counted as BUA.
11. Interlocking concrete pavers and other forms of 'permeable' pavement may not receive any credit against BUA and must be considered as "impervious" in BUA calculations.
12. Culverts are generally installed on a bed of gravel, but the gravel is not directly driven over, and therefore, not subject to compaction according to DWQ sources. The actual impervious driveway area above the pipe is all that needs to be counted as impervious or BUA at culvert locations.
13. The pervious area above an underground storage tank is counted as pervious. It shall not be counted as impervious in the BUA calculation.

- 4.2 **Setbacks:** Setback requirements from property lines are established in these Guidelines and by Specific Site Zoning and are subject to public utility easements, drainage easements, landscape easements and rights-of-way. All front setbacks noted are from road rights of way, not curbs.

No part of the home including front steps may encroach on a setback, with the exception that the eaves may extend up to one foot across a side yard setback. Foundation and walls must not encroach across the setback. Driveways, patios and sidewalks may encroach on a setback and a fence may be placed along a property line. HVAC units and their pads may not encroach on a setback. Note that in planning your location for the HVAC equipment you should check with the unit manufacturer for the minimum distances off of walls the units must be placed, and take this into consideration. This dimension varies between manufacturers and with unit size.

All homes must meet minimum setback requirements, as set forth in the recorded plat, deed restrictions, governmental regulations, and as follows:

- All "Charleston" styled lots (lots numbered 131-525) shall comply with minimum setback requirements as follows (where build-to is stated, the front setback of the residence shall be built to the specified dimension from the property line. On lots 438 to 465, the front setback line is also the required build-to line.):

Front Yard Build-To Line:	20'
Side Yard Setback:	5'
Rear Setback:	5'

"Double Lots" (two lots combined to form one new lot) in the "Charleston" style whose main residence is constructed mainly on one half of the property as seen from the road shall comply with the minimum setback requirements and build-to outlined above.

"Double Lots" (two lots combined to form one new lot) in the "Charleston" style whose main residence is constructed more or less equally across the new lot as seen from the road shall comply with the minimum setbacks and build-to requirements below:

Front Yard Build-To Line:	20'
Side Yard Setback:	10'
Rear Setback:	10'

- All “Low Country” styled lots (lots numbered 1-130) shall comply with minimum setback requirements as follows:

Front Yard Setback:	35'
Side Yard Setback:	10'
Rear Setback:	10'

“Double Lots” (two lots combined to form one new lot) in the “Low Country” style whose main residence is constructed mainly on one half of the property as seen from the road shall comply with the minimum setback requirements outlined above.

“Double Lots” (two lots combined to form one new lot) in the “Low Country” style whose main residence is constructed more or less equally across the new lots as seen from the road shall comply with the minimum setback requirements below:

Front Yard Setback:	35'
Side Yard Setback:	15'
Rear Setback:	10'

The CARC reserves the right to require alternate setbacks, to be determined at time of the CARC review, in order to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.

4.3. **Deleted**

4.4. **Construction Entrance:** The property owner/contractor is responsible for keeping dust and dirt off the road and for maintaining the construction entrance to the lot.

4.5. **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the CARC prior to their use. Storage structures may not be used as living or office quarters. Materials must be stored on site in a manner that anticipates severe weather arriving at any time.

4.6. **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the CARC, to be preserved shall be protected prior to commencing construction with a construction fence placed at the drip line, fully around the tree. It will be the financial responsibility of the applicant to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.

4.7. **Dumpster and Site Clean-up:** A commercial dumpster is required on site immediately following initial site grading in order to keep a neat and clean construction site and for the disposal of all refuse associated with the construction program. At the end of each work day all construction materials must be stored neatly and trash placed in the dumpster, which shall not be filled past the top of the dumpster rim. Fabricated wood or wire bins are not permitted. The builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. The services company shall have a severe storm management plan in place for removal of dumpsters from the neighborhood no less than 24 hours before the arrival of known severe weather. The agreement for such services shall be provided by the homeowner’s builder prior to the arrival of the dumpsters on site. Materials not placed in dumpsters may be removed by the HOA with the expense billed to the owner. Sites shall be cleaned of debris at the end of each work day. Fires for burning of trash are Not Permitted.



- 4.8. **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed inside the home site area in the least conspicuous location with the door facing away from the street. The units shall be properly maintained so as not to pose a nuisance. A storm policy is required similar to that stated in article 4.7.
- 4.9. **Potable Water:** Water Meter must be installed at on-set of construction and maintained throughout the course of the work.
- 4.10. **Drainage:** Storm water runoff must be directed to the existing natural drainage features or to storm drainage facilities.
- 4.11. **Mailbox:** Mailboxes are not permitted.
- 4.12. **Driveways/Walkways:** Natural concrete with a broom finish, concrete or brick pavers may be used subject to approval by the CARC. Asphalt & gravel driveways are prohibited. Driveways shall be constructed and maintained in accordance with the requirements of the Cannonsgate Covenants, Conditions and Restrictions and all requirements of the NC Department of Transportation. The drive shall be splayed at the end of the apron except when adjoining community sidewalks. A concrete culvert must be installed if the driveway crosses a drainage swale. Additional measures are required if the driveway crosses a certified Wetland.
- 4.13. **Exterior Lighting:** CARC approval is required for all exterior lighting fixtures except recess can lighting on porches. Exterior lights shall be appropriate to the theme of the design and in keeping with historic precedence. Exterior lighting shall be directed toward the house and be of low wattage (limited to 2,000 lumens) to minimize glare sources to neighbors and other homeowners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Any deviation from the aforementioned guidelines or use of high-wattage, spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) requires CARC approval. The CARC may take into consideration the visibility and style of the fixture and on the home. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations installed 30 days ahead of and 14 days past Christmas Day. Post mounted light fixtures will be considered on an individual basis. Spillover of light on to neighboring property shall be avoided and lights shall be shielded where necessary.
- 4.14. **Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties.
- 4.15. **Official Flags:** Owners may, during daylight hours, display one official flag of the United States of America and one official flag of the State of North Carolina, not to exceed 4' x 6', attached to their home without the approval of the CARC. No other flags are permitted.
- 4.16. **Fountains:** CARC approval is required for all fountains. Fountains require a Minor Projects application.
- 4.17. **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least two vehicles when garage doors are in the closed position. Such garages shall be compatible with and complementary to the main residence in Architectural style, material, color. Each garage entry must be through a single width door. Garages shall be finished on the inside. Double garage doors are prohibited except on lots 40 feet wide or less where double garage doors may be used.
- 4.18. **Hot Tubs and Saunas:** Installation of Hot tubs or saunas are subject to Part A Minor Projects Review. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring units by a fence, wall, or landscaping, such screening to be in accordance with these Guidelines and approved by the CARC. High noise generating pumps and motors may require full masonry wall sound screening, a requirement determined solely by the CARC.

- 4.19. Applications for hot tubs, Jacuzzis, saunas and spas shall be accompanied by a screen or fence plan and a plot of the property with the improvements indicated thereon and evidencing compliance with the above criteria.
- 4.20. **Pools:** CARC approval is required for the construction or installation of pools. Pools are considered a Major Project. Pools must be located in the rear yard and must be an integral part of the residence and landscape. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings for sound isolation. Screening is to be submitted to and approved by the CARC. Above ground pools are prohibited.
- 4.21. **Ornaments and Statues:** Lawn ornaments, statuary and outdoor sculpture must be submitted for CARC approval as a Part B Minor Project, in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind privacy wall must be placed so as to not be visible from adjacent lots.
- 4.22. **Antennae & Satellite Dishes:** Part B Minor Project: No exterior antennae are allowed. One small and inconspicuous Satellite dish which is installed upon or adjacent to any residence, and is screened from adjacent properties and the street, and is integrated with the residential structure and surrounding landscape, is permitted and does not require CARC approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street, and shall be located as inconspicuously as possible.
- 4.23. **Exterior Wires & Cables:** No exposed exterior wires or cables of any kind are permitted, except as may be approved on a case by case basis for lightning protection and other services.
- 4.24. **Garbage Containers:** Garbage containers, when stored in side or rear yard and must be kept screened from view from the roads and adjacent lots. No front yard storage is permitted.
- 4.25. **Walls & Fencing:** Part A Minor Project: Walls and fencing should reflect the architecture of the residence and are pre-approved under conditions stated in Article 3.14. Special consideration should be given to the design and placement of the wall or fence from neighboring home sites. No fencing will be erected or permitted to remain between the street right-of-way and the applicable minimum building setback line, as approved by the CARC. NO chain link fence will be allowed. Other than walls and fences pre-approved as noted above, all walls and fences, including description of materials, must be approved by the CARC prior to installation. Any fencing and/or walls to be installed shall be shown on the site plan. Fencing brochure pictures must be submitted digitally and approved by the CARC.
- 4.26. **Patios & Decks:** Major Project. Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and Architectural detail of the residence. Decks and patios shall be constructed of materials that are generally acceptable as complementary to the residence. Decks and patios shall be designed and installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements.
- 4.27. **Delete**
- 4.28. **Accessory Buildings:** Owners shall obtain CARC Part A Minor Projects approval prior to construction of any accessory building or permanently installed playhouses, doghouses, gazebos, green houses, whether built during initial construction or after. Accessory buildings shall meet the following criteria:
1. An accessory building must be of the same color, material, and Architectural style as the main residence, or of color, material, and style that is generally recognized as complementary to that of the main residence. As accessory building's roofing materials shall match those of the main residence. See Article 5.6.
  2. Any utilities servicing accessory buildings shall be installed underground.

3. Accessory buildings generally shall be located in the rear one third of the yard as long as it does not front onto a street, or encroach on a setback and shall be incorporated as an integral part of the landscape plan, shall not unreasonably obstruct any adjacent neighbor's views of the ponds, open areas, or other amenities, and must be screened by a fence or vegetation.
  4. Freestanding metal utility sheds or storage sheds are not permitted.
  5. A playhouses shall be considered an accessory building if it measures more than 30 square feet, is more than 6 feet high from peak to ground, or is constructed on a concrete slab or footing. All playhouses and playground equipment must be located in the rear yard, within setbacks and screened from view from adjacent properties and the street and must be muted or natural colors as opposed to bright primary colors. Tree houses are not permitted.
  6. Dog houses shall not be visible from the street or adjacent properties, placed inside setbacks, and shall be muted or natural colors. CARC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted.
  7. Docks: The addition of docks is not permitted.
- 4.29. **Recreational Equipment:** All recreational equipment, including, but not limited to, tennis courts, and playgrounds must be approved by the CARC as a Part A Minor Project prior to installation on any lot. The CARC will require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed less than 25' from any property line, unless screened from view of adjacent properties.
- 4.30. **Recreational Vehicles:** All boats and recreational vehicles (i.e. campers, motor homes, etc.) must be kept in a garage. NO outside storage will be allowed except for the HOA controlled boat storage area.
- 4.31. **Birdbaths, Birdhouses, and Bird-feeders:** CARC approval is not required for the rear yard installation of a birdhouse, or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard requires CARC Part B Minor Project approval.
- 4.32. **Clotheslines:** No clotheslines are permitted on the exterior of homes or on any lot.
- 4.33. **Signs:**
- A. **Signs:** All signage must be in accordance with the Cannonsgate Signage Guidelines below. One security sign may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling.
  - B One builder/owner sign approved by the Cannonsgate HOA and permit board shall be allowed. The builder sign shall be erected on the lot/parcel prior to the commencement of any work, including clearing or grading. The Builder sign shall be securely erected and no signs or permits shall be placed in/on trees. The builder sign shall be removed immediately upon the issuance of a Certificate of Occupancy unless a longer period is granted in advance by the CARC. Only the sign approved by the CARC will be permitted. Only one Builder sign or one "For Sale" or Realtor sign will be permitted. NO SEPARATE SUBCONTRACTOR SIGNS ARE PERMITTED. THE BUILDER SIGN MAY INDICATE "NO TRESPASSING" WITHIN ITS TEXT. NO OTHER SIGNS ARE PERMITTED.
- 4.34. **Criteria for the Development of Homes along the ICW:** The Development Permit issued by the State of North Carolina Department of Environmental and Natural Resources (Permit number 120-88) made specific requirements for the discharge of water on lots along the ICW. In adhering to the intent of the permit, homes along the ICW must be graded to allow water to pass along the sides of the homes and into the ICW. The finished garage floors are typically required to be elevated and as such, driveways must be configured to allow the water to discharge to the road.

## ARTICLE 5 – BUILDING REQUIREMENTS:

- 5.1 **Architectural Standards:** The design of all structures shall be predicated on the principles, ideals, and specific requirements, established in the Cannonsgate at Bogue Sound ARC Guidelines. Guidelines and copies are available on-line at CGHOA.com or CAMS Management Company. The CARC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted. No slab-on-grade heated areas are permitted except as follows: Ground floor areas behind garages on an elevated floor plan can have heated areas as long as there are no unscreened doors facing the front elevation. Up to 600 SF of the lower level may be credited toward the minimum area requirement of the home.

There shall be no impervious improvements within designated wetlands.

- 5.2 **Minimum Area Requirement:** For all lots, the minimum area requirement for any residence shall be 2,500 heated square feet (HSF). Square footage for the purposes shall be measured in accordance with the North Carolina Real Estate Commission recommendations.
- 5.3 **Building Height:** No residence shall exceed three and one half stories above ground level. “Charleston” styled homes shall not be less than two stories. Entry floors for homes shall be a minimum of 30 inches above finished grade or sidewalk level, whichever is higher. A one story home shall have the appearance, through its architecture, of being at least a one and one-half story home. In no case shall any building height exceed 50’ in height as measured from the lowest point of contact of the dwelling to the earth to the highest point of any element of the home except chimneys and spires.
- 5.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least three (3) vertical to (12) horizontal inches.
- 5.5 **Exterior Wall Treatments:** The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces (except as noted). When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides.

### Materials:

- Wood clapboard painted or stained with minimum ½” butt, 4” to 8” exposure.
- Traditional Portland cement stucco in muted colors, natural, tinted or painted.
- Wood shingle.
- Board and batten may be used in low country applications when used as accent or trim and not as a foundation element.
- Brick.
- Cement based siding board.
- Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
- Soffits must be of wood, stucco or cementitious materials. Aluminum and vinyl soffits are prohibited.
- Synthetic/foam products (EIFS) used on the exterior of buildings are not approved.
- Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and should be either aluminum or copper. Galvanized material is NOT permitted. Gutter color, if aluminum, should closely match the trim color.
- No vinyl or aluminum siding will be approved.
- SPECIAL NOTE: All HVAC units and pool equipment shall be concealed by landscaping, or an approved constructed screen. The enclosures shall not be placed within setbacks.

Configuration:

- Wood walls shall have minimum 4” trim at corners and openings.
- Frieze height shall be a minimum of 10” on masonry structures and 6” on wood structures.
- Chimneys shall extend to the ground.
- Window and door casing shall be separated from frieze by a minimum of 6”.

General:

- If not enclosed by wood lattice or louvers, the undercroft of decks and porches less than or equal to 5’ above grade, shall have vents sized and detailed as window openings on the foundation wall beneath the plane of the deck/porch.
- Foundation walls, piers and chimneys shall be brick or stucco.
- Piers shall align with columns.
- Screening by wood lattice or louvers must be provided at the undercraft of all steps and entry porches.

5.6 **Exterior Colors:** Exterior colors are limited to the colors included in the Cannonsgate at Bogue Sound Color Pallet. These are the “Colors of Historic Charleston” for the Charleston themed areas of the community and the “Carolina Lowcountry Collection” for the lowcountry homes. Color samples are available in the Sherwin Williams – Duron stores and on the internet. Exterior colors shall be equal to the colors shown on the referenced color pallets and must receive approval. Colors proposed otherwise will require that a variance be approved. The specific manufactured product shall be classified as Chalking Resistant or contain no chalk (e.g. calcium carbonate). All color selections must be complementary to one another.

5.7 **Roofing:**

Materials:

Acceptable roof materials are natural or synthetic slate; copper; dimensional architectural asphalt shingles, equal to GAF Ultra HD, Owens Corning Berkshire Collection, Certainteed Landmark Pro; wood shingles; metal shingles or metal panels. Barrel tile roofing materials will be reviewed on a case by case basis.

Configuration:

- Principle roof: symmetrical gable or hip with slope 3:12 to 12:12.
- Ancillary roof(s): shed, hip or gable with slope 2:12 to 9:12.
- Flat roofs are permitted when enclosed by balustrade or parapet.

General:

- Maximum 24”x48” skylights permitted on rear (side of residence permitted if next to buildable lot).
- Gutters shall be square or half round aluminum or copper.
- Minimum roof projection in “low country” styled houses is 12”. Maximum roof projection in “Charleston” styled houses is 12”, except Italianate homes may project 16”..

5.8 **Windows, Doors, Shutters and Trim:**

Materials:

- Windows shall be wood, framed in vinyl or aluminum clad, or Ultrex Fiberglass in clear glass or a tinted glass in gray or smoke colors.
- Vinyl windows are approved as follows: Any double hung, casement or fixed vinyl or fiberglass window from any manufacturer meeting high impact resistance standards is approved.
- Double hung, casement and fixed vinyl or fiberglass windows are approved as follows: Andersen 100 Series Fibrex; Certain Teed MW 9000 series (9540 or 9555); Jeld Wen Premium Vinyl 4500; Marvin Integrity Series; Pella 350 Series; Simonton Pro-Finish Master. Windows James must be 4- 9/16” deep, minimum.
- Other Windows an owner wishes the ARC to consider will be evaluated on a case by case basis. Please provide sample window and allow 30 days for the evaluation. “Single hung windows are not permitted.”

Please contact the HOA for consideration of any window you wish to submit, c/o CSMorehead@CAMSMGT.com

- Samples shall be submitted for gray and smoke glass colors for approval by the CARC.
- Screens on porch enclosures shall be dark bronze or charcoal.
- Window screen fabric must be dark bronze or charcoal color and cover entire window.
- Single sash screens are not permitted.
- Windows shall be trimmed/banded on the front side, and ~~at~~ the rear elevations.
- Doors shall be of painted or stained wood or fiberglass.
- Shutters shall be of wood or solid PVC.
- Wood or masonry sills should project enough for drip kerf.
- Masonry walls shall have expressed lintels or jack arches above openings.
- The CARC must approve security treatments for doors and windows.

Configuration:

- Windows shall be operable casement or sash of vertical orientation. Where screens are used they shall be full screens.
- Single Hung windows are not permitted.
- Multiple windows in the same opening shall be separated by a 4" mullion. Pre-mulled windows with 4" mullions are acceptable.
- Divided light window panes shall be no more squat than is a square.
- Muntins shall be of the same angled profile as, and coplanar with the sash, 7/8" maximum width.
- Where SDL exterior muntins are used they shall be permanently fixed.
- Windows and casings inset a minimum of 1.5" in a masonry wall.

General:

- Shutters shall be operable and sized to match opening. Include hinges and shutter dogs.
- Single bay garage doors shall be 9'-0" maximum width and 7'-6" minimum clear height.
- Polygonal bay windows shall project perpendicularly from main structure a minimum of 8".
- Single door openings shall be 48" maximum.
- Window panes shall be of equal size.
- Wood attic vents shall be no more squat than is a square and shall be trimmed as a window.

- 5.9 **Screen Doors:** Front screen doors are not permitted. Screening is not allowed at the garage doors and CARC approval is required for all other screen door applications. Screen door design and color must match and be generally accepted as complementary to that of the actual entry doors of the house.
- 5.10 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.
- 5.11 **Ceiling Height:** In homes of two stories or more in height, the minimum ceiling height on each floor shall be 9'-0". In one and one-half story homes, the ceiling height on the first floor shall be 11'-0".
- 5.12 **Deleted**
- 5.13 **HVAC Units:** HVAC units shall not encroach on any setback and may not be visible from the street fronting the residence and must be screened from adjoining lots in such a way to minimize the transmission of noise to adjacent properties. Window air conditioning units and through-wall units are not permitted. Note the offset requirements by manufacturers should be taken into account when setting the HVAC equipment pad and required screening wall.

- 5.14 **Awnings & Overhangs:** The installation of awnings or overhangs requires CARC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Metal awnings are prohibited.
- 5.15 **Deleted**
- 5.16 **Glass Block:** Glass block on the exterior of a dwelling shall be subject to CARC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim. Glass block located at the front and/or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that simulates a wall to diminish the impact on the elevation.
- 5.17 **Covered Porches:** All homes in the “low country” style shall have a covered front porch, a minimum of eight feet in depth and are encouraged to have side porches. The front porch shall extend a minimum of 40% of the street façade. All homes in the “Charleston” style are encouraged to have front, side, or combined front and side porches, and rear porches. Porches in all cases shall be 8 feet deep as a minimum. Homes that do not have porches must have balconies that are braced and that front the street. Double Lot “Charleston Single” style homes whose main residence is constructed mainly on one half of the property as seen from the road may have a two story side porch facing the open space side yard. Porch columns in every case shall be a minimum of 12 inches (square or round). Larger ground level columns may be required. Porches on all homes in the Charleston style shall be two level, running at least 60% across the front of the home, and where the home backs onto a lake or community area, the rear porch shall be two levels extending a minimum of 60% across the rear of the home. Front porch depth shall be eight feet minimum on front and rear. Porch steps shall be enclosed with slatted boards or brick. Lattice is not approved.
- 5.18 **Screen Porches/Patios & Other Enclosures:** CARC approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Screens shall be either dark bronze or charcoal.
- 5.19 **Retaining Walls:** Retaining walls shall not exceed 48” in height per wall at any location. Areas along the ICW may have a retaining wall up to the 404 line or VE line, whichever is further from the ICW. The wall should follow the 404/VE line. The wall must be 48” in height from ground to top of wall as measured on the ICW side. The walls shall be constructed of Fiber Reinforced Polymer (FRP) and be buried a minimum of six feet below grade on the ICW side. The actual depth may need to be deeper depending on soil conditions. This standard is required in order to provide a uniform appearance along the ICW.
- 5.20 **Propane and Oil Tanks:** Propane or oil tanks must be installed underground.
- 5.21 **Additions, Modifications & Expansions:** Any addition, modification, expansion or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the CARC for approval. Updated impervious area calculations must be included in the submission to the CARC.

## **ARTICLE 6 – LANDSCAPING REQUIREMENTS:**

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Cannonsgate at Bogue Sound and reflect the community’s emphasis regarding the value of open spaces, natural land forms,

landscapes and sensitive environmental eco-systems. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living while reducing any negative impacts on the natural eco-system. As such, plans shall be prepared and sealed by licensed landscape contractor. Drawings shall have planting details as well as layouts and schedules.

- 6.2 **Approved Plant List:** All plantings shall be placed in accordance with standard horticulture practice.
- 6.3 **Shade & Canopy Trees:** The establishment of trees in open areas will be required to restore over time the natural forest canopy lost in recent years. In general the site shall have one hardwood tree of a caliper of 2.5” or better at the base for every 4000 SF of gross site area, or fraction thereof. (A 9200 SF site shall have a minimum of 3 hardwood trees). Existing hardwood trees may be counted if meeting requirements as follows: No more than two hardwood trees of the same variety may be used to satisfy this requirement. Hardwood trees must be trees that will contribute to a forest canopy. As such not every variety of hardwood will be acceptable.
- 6.4 **Evergreen Foundations:** Evergreen Foundation Plantings are required to provide year ‘round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants. A minimum of 18”-24” tall shrubs planted 36”-48” on center will be required in areas along foundations and under windows, with exceptions for lower windows, porches, and in areas where the foundations materials are an important architectural accent. Quantities will be decided on an individual basis.
- 6.5 **Evergreen Screening:** Evergreen screening is needed to conceal service and utility areas. Quantities and sizes will be considered on an individual basis but should provide immediate screening i.e.: HVAC should be concealed by plantings.
- 6.6 **Lawn, Groundcover & Mulch:** Areas should be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. All Lawn areas must receive Sod. Natural areas must be mulched, and ground cover is recommended on slopes greater than 3:1. Seeding and maintenance of grass areas must be done in accordance with the North Carolina State University Guidelines for turf grass in “high profile home lawns”, as described on their website: <http://www.turffiles.ncsu.edu/turfselect/>
- 6.7 **Minimum Plant Sizes:**
- **Ground Covers:** 1 gallon: 12-18” spread  
3 gallon: 18-24” spread  
(\*large and/or sloping areas may appropriately plant smaller sizes in greater quantity.)
  - **Hardwood Trees (including ornamentals):** 2.5” caliper (or 12 -14’)
  - **Evergreen Trees:** 6-8’ height minimum
  - **Foundation Shrubs:** Minimum of 3 gallons or 18”-24” tall planted 36”-48” on center.  
(Refer to 6.4 above)
  - **Screen Plantings:** Minimum 18”-24” tall at planting, and 36”-48” on center for utilities or service areas.  
(Refer to Article 6.5 above)
- 6.8 **Exterior Lighting:** Refer to Article 4.13 above.
- 6.9 **Ornaments & Statues:** Refer to Article 4.21 above.

## ARTICLE 7 - ARCHITECTURAL REVIEW SUMMARY

Plan review at Cannonsgate is an all digital process. All items submitted to the ARC must be in digital form using pdf or jpg file formats. No hard copies will be accepted.

The following is a brief summary of the review process and is provided for convenience only. It is essential that the Architectural Guidelines are studied in full to gain a complete understanding of the requirements for building in Cannonsgate.



- **STEP ONE – SCHEMATIC DESIGN (SD) REVIEW:**

This review is not mandatory, but highly recommended. An SD Review is performed at no cost to an owner wishing to get an idea if their home design fits the Architectural Guideline. Note that the interior of the home is not subject to CARC review, but floor plans must be submitted to confirm square footage meets Guideline requirements.

- **STEP TWO – DESIGN DEVELOPMENT (DD) AND CONSTRUCTION DOCUMENT (CD) SUBMITTALS:**

Once you are ready to start the formal review process, submit the review fees to the Association Manager at the address listed on Application Form One. You will then receive an email containing a user name and password providing access to the CARC web site for your formal review. Fees are payable to Cannonsgate Home Owner’s Association, Inc.

All Fees must be paid with the DD review. The contractor is required to pay the fee for the Construction Deposit. If the contractor is not yet selected, the owner must pay this fee. The owner will be refunded their fee when the contractor has paid the deposit.

Login to the ARC website. Upload the completed DESIGN DEVELOPEMENT (DD) Submittal Form Two in these Guides. Upload also a copy of Form One, Check List One and Three, DD drawings and all other required information for review. See Article 3 for details. *Incomplete submittals will not be reviewed.* The CARC will typically review the DD Submittal within 14 calendar days and issue a statement approving, approving with conditions or not approving the submittal. In most cases the CARC will provide comments to clarify what may be required for compliance with the Guidelines. If a resubmittal is required, the 14 day review period beings again when the new submittal is uploaded.

Upon completion of the required changes, download and complete the CONSTRUCTION DOCUMENT (CD) Submittal Form Two. Upload this, a copy of Form One, Check List One and Four, CD drawings and all other required information for review. See Article 3 for details. *Incomplete submittals will not be reviewed.* The CARC will typically review the CD Submittal within 14 calendar days, arrange for a site inspection and issue a statement approving, approving with conditions or not approving the submittal.

- **STEP THREE – ON-SITE REVIEWS:**

Download and complete a Request for On-Site Review Form for each of the following and upload this to the review site:

**Pre-Construction Site Staking Review:** This review must be scheduled and approved prior to clearing, grading, or beginning any construction. Construction must not start prior to receiving approval as site staking. Construction must start within four months following site staking approval.

**Review at Dry-In:** This review is to be scheduled at the point when the roof is on and windows and doors have been installed. Construction is Not Permitted to continue without scheduling the dry-in review.

**Final Review:** This review is to be scheduled upon completion of all construction, including landscaping and accessory structures. Note that the Final Survey and confirmation of impervious areas must be submitted along with the request for Final Review.

## **ARTICLE 8 - CLARIFICATIONS:**

1. The setbacks are measured to where the building makes contact with the ground. The roof overhang may extend across a side yard setback a distance of one foot. Cantilevered floors of any width may not extend across any setback.

2. Where the lower level is a garage level and access to this level for automobiles is from the main street side, that floor may also have habitable heated spaces and be approved by the CARC, as long as the front of the home does not appear to be an occupied conditioned space. (windows on that front elevation as opposed to simply garage doors would not be permitted. Windows would be permitted on side and rear elevations on the ground level) The main entry above the garage level would then be considered the first floor for all other considerations.
3. Water Wells: In accordance with Article II Section 24 of the CCRs, no private water wells are permitted for irrigation or drinking. The CARC will permit the drilling of wells for the purpose of creating a heat sink for mechanical systems used to heat or cool a residence. (eg: ground water source heat pump).

**CANNONSGATE ARCHITECTURAL REVIEW**  
***MINOR PROJECT APPLICATION***  
**(ONE PAGE)**

**Submit this form for Minor Projects (only)**

SUBMIT THIS FORM AND APPLICABLE FEE ONLY, TO:  
**Cannonsgate Homeowner's Association, Inc.**  
c/o CAMS 316 Commerce Ave Suite C Morehead City, NC 28557

REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.

All submittals will be digital and must be emailed to CAMS at [csmorehead@camsmgt.com](mailto:csmorehead@camsmgt.com) and they will upload to the Architects Review site.

COMPLETE THE FOLLOWING:

Lot Number: \_\_\_\_\_ - MP (Project will be registered with – MP in suffix)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_

Lot Owner (if different): \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

1. \_\_\_\_\_ Initial: Part A Minor Project Application Fee of \$150.00 is attached.  
**Make Check payable to: Cannonsgate Homeowners Association Inc.**
2. \_\_\_\_\_ Initial: Part B Minor Project has been exempted from a review fee.
3. \_\_\_\_\_ Part C Minor Project: No application is required.

OWNER ACKNOWLEDGES THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE CANNONSGATE ARCHITECTURAL GUIDELINES IN THE EDITION DATE AS NOTED ON THE BOTTOM OF THIS PAGE.

Lot Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to ten days. The registrant will be notified by email from the review site of the ARC determination.

**CANNONSGATE ARCHITECTURAL REVIEW**  
***SCHEMATIC REVIEW REQUEST***

The CARC will provide a review of an owner's schematic plans at no charge in order to assist them in ensuring they are developing a plan meeting the intent of the Architectural Guidelines. This review is optional but highly recommended. The fee for this review is \$300.00.

Deliver this form and any required fees to: (Also upload this form to the review site).

**Once the HOA has verified payment (if required) you will be sent an email containing a user name and password for access to the ARC website and instructions for how to proceed.**

**Cannonsgate Homeowner's Association, Inc.**

c/o CAMS 316 Commerce Ave Suite C Morehead City, NC 28557

Lot Number: \_\_\_\_\_ Lot Street Name and Number: \_\_\_\_\_

Lot Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Registrant Name (primary contact if not Owner): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Preferred Telephone: \_\_\_\_\_ (w/area code)

This plan is for a home we as owners of the referenced lot intend to occupy upon completion.

YES NO (circle one)

ALSO, CONFIRM THE FOLLOWING FEES ARE INCLUDED WITH THE APPLICATION:

- I. Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year, or attached herein.
- II. Initials \_\_\_\_\_ We are the lot owners and are planning to occupy the home after construction. No review fee.
- III. Initials \_\_\_\_\_ We are not the lot owner, are purchasing a lot have not obtained the title, or are an owner wishing to place the lot with a conceptual plan on the market and are requesting a Schematic Review:  
Provide Review Fee of \$200.00 with the application)

**(Make checks payable to the Cannonsgate Homeowners Association, Inc.)**

**IMPORTANT GENERAL NOTE:** All submittals after this form are to be digital. There is no regular meeting time for the ARC. Reviews will commence upon receipt of the digital submittal and typically are completed within two weeks. Incomplete submittals will be rejected, requiring a further submittal.

**Include Check List One and Two and all items designated on those two check lists with the digital submittal to the review site for the review to commence.**

All formal ARC determinations will be placed on the Architectural Review Site: \_\_\_\_\_

Submitted by: (signature of owner) \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## CANNONSGATE ARCHITECTURAL REVIEW DESIGN DEVELOPMENT APPLICATION (FORM ONE)

All fees must be paid before any submittals can be made to the Cannonsgate ARC. Do not attempt to submit an Application Form or any items for Architectural Review with this form. Once the HOA has verified payment you will be sent an email containing a user name and password for access to the ARC website and instructions for how to proceed.

**Cannonsgate Homeowner's Association, Inc.**  
c/o CAMS 316 Commerce Ave Suite C Morehead City, NC 28557

(Make checks payable to the Cannonsgate Homeowners Association, Inc.)

**Complete the following registration information:**

Lot Number: \_\_\_\_\_ Lot Street Name and Number: \_\_\_\_\_  
 Lot Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Registrant Name (primary contact if not Owner): \_\_\_\_\_  
 Registrant e-mail address: \_\_\_\_\_  
 Registrant Preferred Telephone: \_\_\_\_\_ (w/area code)  
 Submitted by: (signature) \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Title may be: Owner; Architect, Contractor, Realtor, etc.

**Indicate payments attached:** (See Architectural Guidelines for Fee Schedule)

Initials \_\_\_\_\_ Homeowner's assessments paid to HOA for current year. Initial if you are current.  
 Initials \_\_\_\_\_ If you own a Boat Slip designate the number here: \_\_\_\_\_  
 Initial if you are current on your boat slip fees.  
 Initials \_\_\_\_\_ \$4,000.00 Construction Deposit **Paid by the Contractor** (Payment due with DD submittal)  
 Initials \_\_\_\_\_ \$1,000.00 Owners Road impact fee, not refundable. (Payment due with DD submittal)  
 Initials \_\_\_\_\_ \$1,500.00 Architectural Review Fee, not refundable (Payment due with DD submittal)  
 Initials \_\_\_\_\_ \$300.00 Additional Plan Review Fee (if required)  
 Initials \_\_\_\_\_ \$250.00 Additional On-site Review (if required)  
 Initials \_\_\_\_\_ \$250.00 Plan Review for pool, or other accessory structure (if submitted after Dry-in)

Shaded Areas To Be Completed By CANNONSGATE HOA Only			
\$1,500.00 or \$ _____ Architectural Review Fee: 42-4210-000	Check #: _____	Date: _____	Paid By: Owner Contractor NON REFUNDABLE
\$4,000.00 Construction Deposit: 21-2121-000	Check #: _____	Date: _____	Paid By: Contractor REFUNDABLE WITH NO INCIDENTS
Road Impact Fee \$1,000.00 42-4206-000	Check #: _____	Date: _____	Paid By: <input type="checkbox"/> Owner NON REFUNDABLE
HOA Assessments Current? <input type="checkbox"/> YES <input type="checkbox"/> NO			Date: _____
Application Received By: _____			Date: _____

**CANNONSGATE ARCHITECTURAL REVIEW**  
***DESIGN DEVELOPMENT (DD) ARCHITECTURAL REVIEW***  
***SUBMITTAL FORM TWO***

Submit this form only after all fees have been paid and you have received a user name and password for the ARC review site. This form may only be submitted by uploading to the ARC website. Do not mail or hand deliver.

This form and all required information, including drawings, photographs, material samples, etc., must be submitted in digital format using pdf, tiff, or jpeg file formats.

This is an Application for DD Architectural Review of a new Residence:      YES                      NO  
If No, Do Not Use This Application Form

LOT#: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Complete all applicable information below:

**OWNER'S NAME:** \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Provide the preferred phone number for contact)

EMAIL: \_\_\_\_\_

**REGISTRANT:** \_\_\_\_\_  
(Primary Contact if other than the Owner)

CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Provide the preferred phone number for contact)

EMAIL: \_\_\_\_\_

**BUILDER:** Name: \_\_\_\_\_ License No.: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Provide the preferred phone number for contact)

EMAIL: \_\_\_\_\_

PLAN NAME: \_\_\_\_\_

ARCHITECT/  
DESIGNER \_\_\_\_\_

Has Architect or Designer approved you to submit their plans to the CARC to be used for its purposes? YES NO  
(Circle One)

HEATED SQ. FT.: \*1 1<sup>ST</sup> FLOOR \_\_\_\_\_  
(See Footnote Below)

2<sup>ND</sup> FLOOR \_\_\_\_\_

BASEMENT \_\_\_\_\_

OTHER \_\_\_\_\_

SUBTOTAL \_\_\_\_\_ (Heated)

UNHEATED SQ. FT.: SUBTOTAL \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): \_\_\_\_\_ (Under Roof)

IMPERVIOUS AREA SQ. FT.: \*2 ALLOWED \_\_\_\_\_ ACTUAL \_\_\_\_\_

<sup>1</sup> The HEATED SQUARE FOOTAGE shall be measured in the manner prescribed by the International Building Code (IBC) which is to the inside face of the interior finish materials of the perimeter walls of Conditioned Space.

<sup>2</sup> IMPERVIOUS AREA shall be measured in the manner prescribed by the North Carolina Department of Environment and Natural Resources, Division of Water Quality. Building area, as related to Impervious Area, shall be measured to the outer edge of the roof overhang. See Article 4.1.

Submitted by: (signature) \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Title may be: Owner; Architect, Contractor, Realtor, etc.

**CANNONSGATE ARCHITECTURAL REVIEW  
CONSTRUCTION DOCUMENT (CD)  
OR OTHER MAJOR PROJECT ARCHITECTURAL REVIEW  
SUBMITTAL FORM TWO**

Submit this form only after all fees have been paid and you have received a user name and password for the CARC website. This form may only be submitted by uploading to the CARC website. Do not mail or hand deliver.

**No clearing, grading or construction shall commence before written approval of this application is obtained & pre-construction review is completed.**

**This form and all required information, including drawings, photographs, material samples, etc., must be submitted in digital format using pdf, tiff, or jpeg file formats.**

This is an Application for CD Architectural Review of a new Residence:      YES                      NO  
If NO, check one of the following:      RESUBMITTAL      ADDITION      POOL or DOCK  
OTHER \_\_\_\_\_(Describe)

LOT #: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**Complete all applicable information below:** (For re-submittals complete only new or changed information)

**OWNER'S NAME:** \_\_\_\_\_  
**CURRENT ADDRESS:** \_\_\_\_\_  
**CITY/STATE:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ (Provide the preferred phone number for contact)  
**EMAIL:** \_\_\_\_\_

**REGISTRANT:** \_\_\_\_\_  
(Primary Contact if other than the Owner)  
**CURRENT ADDRESS:** \_\_\_\_\_  
**CITY/STATE/ZIP:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ (Provide the preferred phone number for contact)  
**EMAIL:** \_\_\_\_\_

**BUILDER:** \_\_\_\_\_  
**CURRENT ADDRESS:** \_\_\_\_\_  
**CITY/STATE/ZIP:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ (Provide the preferred phone number for contact)  
**EMAIL:** \_\_\_\_\_

PLAN NAME: \_\_\_\_\_

ARCHITECT/DESIGNER \_\_\_\_\_

Has Architect or Designer approved you to submit their plans to the CARC to be used for its purposes? YES NO  
(Circle One)



HEATED SQ. FT.: \*1    1<sup>ST</sup> FLOOR    \_\_\_\_\_  
 (See Footnote Below)    2<sup>ND</sup> FLOOR    \_\_\_\_\_  
                                   BASEMENT    \_\_\_\_\_  
                                   OTHER    \_\_\_\_\_  
                                   SUBTOTAL    \_\_\_\_\_ (Heated)

UNHEATED SQ. FT.: SUBTOTAL    \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS):    \_\_\_\_\_ (Under Roof)

IMPERVIOUS AREA SQ. FT.: \*2    ALLOWED    \_\_\_\_\_    ACTUAL    \_\_\_\_\_

<sup>1</sup> The HEATED SQUARE FOOTAGE shall be measured in the manner prescribed by the International Building Code (IBC) which is to the inside face of the interior finish materials of the perimeter walls of Conditioned Space.

<sup>2</sup> IMPERVIOUS AREA shall be measured in the manner prescribed by the North Carolina Department of Environment and Natural Resources, Division of Water Quality. Building area, as related to Impervious Area, shall be measured to the outer edge of the roof overhang. See Article 4.1.

**EXTERIOR MATERIALS:** (Specify Manufacturer, Product Name, & Color for all that apply. Good quality digital images of proposed materials must be submitted)

BRICK:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color)

STONE:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color)

STUCCO:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

SIDING:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

ROOF:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color)

WINDOW:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

DOOR:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

SHUTTERS:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

TRIM:    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
           (manufacturer)                    (product name)                    (color name plus CMYK or RGB #)

\_\_\_\_\_

GARAGE  
DOOR: \_\_\_\_\_  
(manufacturer) (product name) (color name plus CMYK or RGB #)

OTHER: \_\_\_\_\_  
(manufacturer) (product name) (color)

DRIVEWAY: \_\_\_\_\_  
(manufacturer) (product name) (color)

WALKS: \_\_\_\_\_  
(manufacturer) (product name) (color)

OTHER: \_\_\_\_\_  
(manufacturer) (product name) (color)

**Reference Article 3 for additional check lists which must be provided.**

**THE UNDERSIGNED CERTIFIES THAT IT WILL OBTAIN BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.**

Submitted by: (signature) \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Title may be: Owner; Architect, Contractor, Realtor, etc.

# CANNONSGATE ARCHITECTURAL REVIEW REQUEST FOR ON-SITE REVIEWS

This form may only be submitted by uploading to the ARC website. It must be submitted in order to request a site review

## 1. PRE-CONSTRUCTION REVIEW:

All of the following must be in place prior to scheduling the Pre-construction Review: Staking of site corners; Staking of Building Corners, Silt Fence, Toilet facilities. If any of the named items are not installed at the time of the initial site inspection, a subsequent inspection will be required at the additional cost of on-site review fee noted on Application Form One. Commercial dumpsters are required for construction but are not required on site until the concrete slab has been placed. **Where adjacent properties are needed for staging of work during construction, impacted property must be restored to its original condition.**

Request Pre-Construction Review a minimum of five business days in advance. Approval to proceed must be issued prior to the commencement of any construction activities.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

## 2. REVIEW AT DRY-IN:

Request Dry-In Review as soon as roofing, windows, and doors have been installed. The ARC will schedule the review as soon as practical. Construction is permitted to continue without regard to the scheduling of the Dry-In Review.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

## 3. FINAL ON-SITE REVIEW:

Request Final Review when all construction is complete, including landscaping, driveways, and walks. Remove construction fencing, debris, dumpster, toilet facilities, sample board, etc. before requesting Final Review.

A Final Survey (See Article 3) must be submitted with this request for Final Review

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

# UNIFORM FIELD REPORT LOT REVIEW AT SITE STAKING

Community: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Review Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Homeowner: \_\_\_\_\_  
Builder: \_\_\_\_\_

Road and Curbing: Any pre-construction damage?  
\_\_\_\_\_  
\_\_\_\_\_

Valve Box or Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Connection Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Location: \_\_\_\_\_

Condition of, and location of, dumpster and port-a-potty:  
\_\_\_\_\_  
\_\_\_\_\_

Site Boundaries Marked? \_\_\_\_\_

House staked? \_\_\_\_\_

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_

Community Work Hours: M-F \_\_\_\_\_ (am) \_\_\_\_\_ (pm) Saturday \_\_\_\_\_ (am) \_\_\_\_\_ (pm) Sunday & Holidays: \_\_\_\_\_ (am) \_\_\_\_\_ (pm)

NOTES: Builder/Homeowner are responsible for maintaining site: Builder/Homeowner shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained HOA will have roadways cleaned and bill the homeowner.

Building materials delivered to the site: If building materials delivered to the site spill onto roadway it is the responsibility of the delivery company/Builder/Homeowner to clear materials from roadway. If not cleared from roadway after notification by community management, HOA will have roadway cleaned and bill the homeowner.

Approval letter from adjacent lot owner provided: N/A YES NO Explain: \_\_\_\_\_.

Photos on file? YES NO

Approved (To Proceed with Construction)

Approved With Conditions

Not Approved

Not Approved – Revise and Resubmit

\* Indicates Items to be Resolved

Non-Compliant – Requires Resolution

Incomplete – Add'l On Site Review Required

Additional Review Fee will be deducted from

the Deposit \$ \_\_\_\_\_

Signatures: (Note: representative required on site at time of review)

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Builder: \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIFORM FIELD REPORT 2 LOT REVIEW AT DRY-IN**

Community: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Homeowner: \_\_\_\_\_  
Builder: \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_  
Type of protection: \_\_\_\_\_  
Sewer System: Condition of cover and piping: \_\_\_\_\_  
Type of protection: \_\_\_\_\_  
Silt Fence Condition: \_\_\_\_\_  
Condition of, and location of, dumpster and port-a-potty, site trash:  
\_\_\_\_\_

Materials on home same as Approved?  
\_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other:  
\_\_\_\_\_

Building materials stored:  
Neatly and Organized? Yes No (Circle One)  
\_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain:  
\_\_\_\_\_

Windows and Doors: Confirm correct style and size:  
\_\_\_\_\_

Roofing: Confirm Manufacturer and Style:  
\_\_\_\_\_

Landscape Elements as approved: If no, or plan not yet submitted, explain:  
\_\_\_\_\_

Photos on file? YES NO

- |   |   |
|---|---|
| <input type="checkbox"/> Approved                           | <input type="checkbox"/> Not Approved                               |
| <input type="checkbox"/> Approved With Conditions           | <input type="checkbox"/> Incomplete – Add'l On Site Review Required |
| <input type="checkbox"/> Not Approved – Revise and Resubmit | <input type="checkbox"/> Non-Compliant – Requires Resolution        |
- Add'l Review Fee will be deducted from the  
Deposit \$ \_\_\_\_\_

\* Indicates Items to be Resolved

Signatures: (Note: representative required on site at time of review)  
Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_  
Builder: \_\_\_\_\_ Date: \_\_\_\_\_  
ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Note: Cannonsgate HOA Certificate of Occupancy (CO) is **REQUIRED** prior to owner moving into home. CO is issued by receipt of "Approved" status at final lot review.

**UNIFORM FIELD REPORT LOT REVIEW AT FINAL**

Community: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Review Date: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Homeowner: \_\_\_\_\_  
Builder: \_\_\_\_\_

Road and Curbing: Note any damage due to current construction: ,  
\_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Silt Fence Condition: Road Side removed? If no explain: \_\_\_\_\_

Interior property lines removed? \_\_\_\_\_

Condition of, and location of, dumpster and port-a-potty, site trash: All removed?  
\_\_\_\_\_

Materials on home same as Approved? If No, explain:  
\_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other: \_\_\_\_\_

Building materials stored: If on neighboring property was property restored? ,  
\_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain: \_\_\_\_\_

Landscape Elements as approved: If no, explain:  
\_\_\_\_\_

Is Security Deposit Authorized for release? Explain YES or NO:  
\_\_\_\_\_

Is there any outstanding claim with the contractor's insurance company with respect to community property pending resolution? If yes, explain: \_\_\_\_\_

Photos on file? YES NO

- Approved Cannonsgate (CO Issued)
  - Approved With Conditions
  - Not Approved – Revise and Resubmit
  - Not Approved
  - Incomplete – Add'l On Site Review Required
  - Non-Compliant – Requires Resolution
- Add'l Review Fee will be deducted from the Deposit \$ \_\_\_\_\_

\* Indicates Items to be Resolved

Homeowner acknowledges that the HOA is required to perform reviews for all exterior modifications on each home site.

Signatures: (Note: Homeowner's Signature **REQUIRED**)

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Builder: \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_