



CANNONSGATE ARCHITECTURAL REVIEW
SCHEMATIC REVIEW REQUEST

The CARC will provide the optional Schematic Design (SD) Review. However, it is not included in the \$1500 Architecture Review Fee but is available for a separate fee of \$600.00. This review is optional but highly recommended for Lot owners, who are planning to occupy the home after construction. Lot owners requesting more than one SD Review may re-submit with the fee or may contract with the ARC Architect for design consultation services at \$100.00/half hour. Once the HOA has verified required payments, you will be emailed instructions for submittal.

Mail or email this form and any required fees to:

Cannonsgate Homeowner's Association, Inc.
c/o CCMC Post Office Box 5359, Emerald Isle, NC 28594
email: info@ccmc-nc.com

Lot Number: _____

Street Name and Number: _____

Owner: _____

Address: _____

Registrant Name (primary contact if not Owner):



**CONFIRM THE FOLLOWING FEES ARE INCLUDED WITH THE APPLICATION:
(Make checks payable to the Cannonsgate Homeowners Association, Inc.)**

- 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.

- III. Initials _____ We are not the lot owner, are purchasing a lot but have not obtained the title, or are an owner wishing to place the lot with a conceptual plan on the market or are a lot owner constructing a house to place on the market and are requesting a Schematic Review: Provide Review Fee of \$600.00 with the application)

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 Completed Check List One (Lot Survey and Site Plan) and Two (House Plans) and all items designated on those two check lists with the digital submittal to the review site for the Schematic Design review to commence.

All formal ARC determinations will be made in writing and owners notified via email or posting on the Architectural Review Site:

Submitted by: (signature of owner)

Print Name:

Date: _____



SCHEMATIC DESIGN CHECKLIST:

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 Schematic Review Request Form that you submitted to the Association Manager.
- _____ (2) A copy of the site survey/site plan as described on Check List 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)
