

APPLICATION FOR ADDITIONS AND OUTBUILDINGS  
FOR ARCHITECTURAL REVIEW (1 of 4 pages)  
(Policy Guidelines, 3 pages; Lot Preparation, 1 Page)  
Greenbrier Subdivision Covenant Restrictions

Date \_\_\_\_\_  
Section # \_\_\_\_\_ Lot # \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Builder \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Submit two (2) copies of the following to the ACC and GPOA :

Greenbrier Property Owners Association  
Attn: ACC Committee  
P. O. Box 13943  
New Bern, NC 28561

- \* Plans / Blueprints for proposed building to be constructed.
- \* Site - Plat showing proposed location of addition or outbuilding (including decks and patios.)
- \* Building permit .
- \* Lot boundaries .
- \* Utility and drainage easements.
- \* Wetlands indication, size, and permit from Corps of Engineers (if applicable).
- \* Distances from the structure to all lot boundaries.
- \* Location of house, driveway(s) and sidewalk(s) in relation to additions and/or outbuilding s.
- \* Creation of slopes, terraces, berms, swales, ditches, pools, or any change in natural elevation of lot.
- \* Name and phone number of clearing contractor, if any.

**NOTE:**

No tree removal, clearing or construction permitted  
without prior *written* approval by ACC and GPOA

ADDITION, OUTBUILDING, WORKSHOP, ETC., PLANS: Two (2) full sets of plans/blueprints, site plan, etc., as above stated, must accompany this form. One (1) set of all documents will be retained by the Architectural and Covenant Committee. One (1) set will be initialed and returned to the property owner. Any changes will require revised Application and a separate review process. Please complete the following, where applicable:

Foundation Brick

Brand \_\_\_\_\_

Color \_\_\_\_\_ (sample, if possible)

Exterior Siding

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Exterior Trim (Soffit and Fascia)

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Windows

Manufacturer \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Exterior Doors

Style \_\_\_\_\_

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Porches

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Decks

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/ chip)

Shutters

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/ chip)

Garage Door

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/ chip)

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Roof Shingles  
Brand \_\_\_\_\_

Material \_\_\_\_\_

Color \_\_\_\_\_ (attach color sample/chip )

Landscaping Design  
Structures Planned \_\_\_\_\_

Location of Pavement \_\_\_\_\_

Foundation Planting Beds Yes \_\_\_\_\_ No \_\_\_\_\_

We agree to be responsible for all damage done to curbing, street, and utilities during the construction process requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Builder / Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

As adjacent property owners, we consent to the addition or outbuilding requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adjacent Property Owner #1

\_\_\_\_\_  
Address/Phone # of Adjacent Property Owner #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adjacent Property Owner #2

\_\_\_\_\_  
Address/Phone # of Adjacent Property Owner #2

Revised: 02/01/07

# INSPECTION

The location of the outbuilding, workshop, etc., shall be staked, and all trees to be removed outside of the location of the outbuilding, workshop, etc., shall be flagged. Upon completion of the above, contact the Architectural Covenant Committee (ACC) for on-site inspection and review.

Building Location Staked/  
Property Corners in Place \_\_\_\_\_

Trees to be Removed Outside of  
Building Location Flagged \_\_\_\_\_

Utility Connections in Place \_\_\_\_\_

Curb and Street in Good Condition \_\_\_\_\_

\_\_\_\_\_  
Date ACC Member \_\_\_\_\_

\_\_\_\_\_  
Date ACC Member \_\_\_\_\_

Date Submitted to GPOA: \_\_\_\_\_ GPOA Approval/Denial: \_\_\_\_\_

Date: \_\_\_\_\_  
GPOA Liaison to ACC \_\_\_\_\_

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Date Received by ACC: \_\_\_\_\_ ACC File No: \_\_\_\_\_

ACC Initial Review Date: \_\_\_\_\_ Notes: \_\_\_\_\_

ACC Committee Members: \_\_\_\_\_

ACC Interim Review Date: \_\_\_\_\_ Notes: \_\_\_\_\_

ACC Final Inspection Date: \_\_\_\_\_ Notes: \_\_\_\_\_

Date Submitted to GPOA: \_\_\_\_\_ GPOA Approval/Denial: \_\_\_\_\_

Date: \_\_\_\_\_  
GPOA Liaison to ACC \_\_\_\_\_

Revised: 02/01/07

GREENBRIER PROPERTY OWNERS ASSOCIATION  
ADDITIONS AND OUTBUILDINGS POLICY GUIDELINES

These standards apply to: (1) Additions to existing structures ; (2) Construction of new free - standing structures where permitted by the covenants ; and (3) Alterations to a currently existing structure where the external appearance of the structure is changed in any way .

Definitions

A. Structure

For purpose of the Greenbrier covenants and variances therefrom , a structure is defined as any element of construction -- not excluding major landscaping -- that, by reason of its size, placement on the property, components, use and/or appearance, a reasonable Greenbrier property owner knows, or ought to know, would materially alter the character or appearance of their property, its compatibility with the neighborhood and/or the use and enjoyment of nearby properties. This definition applies to buildings, equipment, landscaping objects whether imported or built on site, whether erected or assembled, and whether intended to be temporary or permanent.

B. Addition

An addition is defined as any change that extends the foundation, exterior walls or roof line of an existing building. Examples: addition of a room, porch, garage or deck, or the addition, or modification of dormers, doors, or windows.

C. Free -Standing Structure and/or Outbuilding

A free -standing structure and/or outbuilding is defined as any structure not directly attached to the house . Examples: a storage building or workshop separate from the house. This would also include landscape structures if as defined above.

D. Conversion

Conversion is defined as changes to an existing structure that affect the external appearance of the structure such as converting a screened porch to an enclosed room. It should be noted that the covenants restrict the conversion of a garage to other uses.

## Guidelines

### A. Foundations

All additions must be constructed with foundations that have brick facing identical to that on the existing structure. Free-standing outbuildings must be constructed on permanent foundations, as defined by the building codes, and the foundation must have brick facing matching the house.

### B. Materials

Brick, siding, roofing, trim, soffits, windows, doors, gutters, downspouts, and other exterior materials shall be an extension of the same materials, design, type, and color as the house. The brand, color, and composition of the existing materials and the materials for the proposed structure shall be specified on the Application. Substitutes, if necessary, must match existing material.

### C. Architecture

The architecture of the proposed structure must be in harmony with the general architecture of the house. Roof lines shall be at or close to those of the house. Flat roofs are not permitted. The added structure must have the appearance of having been part of the original construction, following all standards applicable to a new home. Free-standing buildings must be of the same general architecture as the house.

### D. Site Plan

A site plan shall be submitted showing all setbacks, conservation areas, easements, and locations of present and proposed structures. The location of the proposed structure shall consider the topography, trees, and impacts on neighboring properties, such as view, drainage, harmony, etc. An outbuilding shall be sited to minimize its visibility from the street and its effects on neighbors. The location of proposed structures shall be staked, and trees to be removed marked. Easements, restrictions and setbacks must adhere to provisions set forth in the covenants and deed to the property.

D. Building Standards

All debris from any lot clearing must be hauled away. Burying of debris is unacceptable.

No trees may be removed and/or cut down without the prior written approval of the ACC and the GPOA.

Builder and Property Owner must have an approved Site Plan and Building Permit before commencing any clearing or construction activity on the subject property.

Access to the lot for any clearing and/or construction must not interfere with road drainage or contaminate road bed. Any damage to the curb or street is the responsibility of the Builder and Property Owner.

Approved building materials are brick, solid wood, masonite or vinyl. Plywood siding or equivalent panel products are unacceptable.

Colors are subject to approval of the ACC and GPOA pursuant to the Application for Architectural Review - Additions and Outbuildings.

Decorative ornamentation on roofs, such as weathervanes or scalloped eaves, is not acceptable.

All signs, including but not limited to Builder, Contractor, Realtor, Realty, Financing, etc., must have the prior written approval of the ACC and the GPOA prior to placement.

If applicable, all chimneys must have a spark arrestor.

All reasonable efforts shall be made to locate exhaust vents and vent pipes on the backside of the roof of the structure.

Minimum pitch allowed is 6/12.

## LOT PREPARATION

The clearing of all building lots in Greenbrier must be reviewed and approved by the Architectural Review Committee (ACC) and the Greenbrier Property Owners Association (GPOA) prior to any tree removal or other construction activity. The following guidelines are intended to help the contractor in the preparation of the lot for inspection by the ACC of the GPOA which will lead to approval and authorization to begin lot clearing and construction.

1. Clear all lot lines of undergrowth (do not cut trees) and mark all corners of the lot with surveyor's stakes and flags. The lot lines should be clear enough to walk the line unimpeded, and the surveyor's pipes marking corners should be exposed to view.
2. Locate the position of the house on the lot and mark each corner with a stake and orange flagging tape. Clear the brush from the footprint of the house (do not cut trees).
3. Locate the position of the driveway and mark its footprint with stakes and orange tape. Clear the brush from the footprint of the driveway.
4. If a drainfield is required on the lot, mark its location with stakes and orange flags. Clear the brush from the footprint of the drainfield.
5. If there are any other stand-alone features on the lot, mark them in the same manner as above.
6. Place orange flagging tape around every tree to be removed (trees larger than six inches in diameter, twelve inches up from the ground), except those trees inside the house footprint, inside the driveway footprint, inside the footprint of the drainfield and inside the footprint of any other stand-alone feature. Trees six inches in diameter and smaller may be removed at the discretion of the builder and owner.
7. It is the contractor's responsibility to tell the logger that he may cut only those trees inside the house footprint, inside the driveway footprint, inside the drainfield footprint, and inside the footprint of any other stand-alone feature. Outside of these boundaries he may cut only trees with orange tape around them and trees smaller than six inches in diameter. Supervise his work, as you will be responsible to replace any trees the logger cuts down that are not marked and approved by the GPOA.
8. Document the number of trees larger than six inches in diameter that will remain on the lot after clearing is completed. Show on a copy of the plat the general location of these trees, the location of natural areas on the lot, etc.