

**BUCK ISLAND
ARCHITECTURAL CONTROL
APPLICATION SUBMISSION PROCEDURES**

Submission:

Application and plans should be submitted to;

Architectural Review Committee
Buck Island Association, Inc.
P.O. Box 182
Corolla, NC 27927
buckislandhoa@yahoo.com

The following information should be included:

1. Completed Application Form: Completed in full and signed and dated by the Homeowner AND Contractor (a copy of the application form is enclosed and can also be obtained from the Association Office).
2. Final Plans/Drawings: Final plans in complete form must be submitted in order to gain approval to commence on a building site or project. *Two (2) sets of all plans are required for approval.
3. Copy of Certificate of Insurance from the Building Contractor being used.
4. Copy of all county building and state permits.
5. Owner and Builder Acknowledgement: signed and dated (page 23 of this packet)

All buildings and structures erected within Buck Island and the use and appearance of all land within Buck Island shall comply with all applicable Currituck County zoning and code requirements as well as the Declaration of Covenants, Conditions and Restrictions (as amended) and this Design Guidelines insert.

Review: Approval and/or Disapproval

The Architectural Review Committee Shall Have Forty-five (45) Calendar Days After Submittal of Plans to Approve or Disapprove Plans.

Review and approval or disapproval will include, but not be limited to, consideration of materials, quality of workmanship, colors, consistency with the external design and color of existing structures on the lot and on neighboring lots. The location of the improvement with respect to topography and finished grade elevation is also considered.

Neither the Architectural Review Committee, nor the Board of Directors, nor the Declarant shall have any liability in connection with or related to approved plans and specifications of improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the addition nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

Approval Required

No devegetation, excavation or grading work shall be performed on any Lot without the prior written approval of the Architectural Review Committee. No improvement shall be constructed or installed on any Lot without the prior written approval of the Architectural Review Committee which shall regulate the external design and appearance of the Lots and all Improvements

constructed thereon. No addition, alteration, repair, change or other work, which in any way alters the exterior appearance of any part of a Lot, or any improvements located thereon, shall be made or done without the prior written approval of the Architectural Review Committee. Any Owner desiring approval of the Architectural Review Committee for the construction, installation, addition, alteration, repair, change or replacement of any Improvement shall submit to the Architectural Review Committee a written request for approval specifying in detail the nature and extent of the work that the Owner desires to perform. No work is to be done until a signed approval is received. (See page 24 for Approval Form)

It is the homeowners' responsibility to ensure that any proposed construction is coordinated with, and where applicable, approved by local, state and federal government agencies. It is also important to note that the Architectural Review Committee process is not in any way related to any approvals that may also be required by local, state and federal government agencies. A government approval does not replace the requirement for Architectural Review Committee approval. The Committee may take up to forty-five days to process requests for approval. If approval is not received within forty-five days approval is deemed to be granted provided that no portion of the request is prohibited by rules issued by any agency.

Setback Requirements

The setbacks for all residential lots in Buck Island are designated on the recorded plat that is kept on file with the Currituck County Register of Deeds.

BUCK ISLAND ASSOCIATION, INC.

Architectural Review Committee Construction and Remodeling Application

Owner Name _____
Last _____ First _____
Buck Island Address _____ Lot # _____
Home Address _____
Address _____
City _____ State _____ Zip Code _____
Phone #'s _____
Home _____ Cell _____
Email _____
Contractor Name _____
Company Name _____
Contractor Phone # _____ Contractor Email _____
Contractor Address _____
Address _____
City _____ State _____ Zip Code _____

Type of Construction: new / remodel / deck / residing / painting / pool / hot tub / repair work
Other _____

Date Project to Start _____ **Projected Completion Date** _____

Paint / Stain Information, Main Structure

Paint / Stain Color _____ Brand Name _____

Paint / Stain Information, Trim

Paint / Stain Color _____ Brand Name _____

Paint / Stain Information, Accent Color

Paint / Stain Color _____ Brand Name _____

PLEASE SUBMIT SAMPLES OF ALL PAINT / STAIN WITH APPLICATION

Date of Application _____

Owner Signature _____

Contractor Signature _____

To Be Completed by the ARC

Date of Review by ARC _____ ARC Member Name _____

Review Fee Received _____ (Date, amount, check #) _____
NA
Damage Deposit Received _____ (Date, amount, check #) _____
NA

Approved / Disapproved and Date _____ ARC Member Signature _____

Reason _____

Assigned Contractor Gate Code _____ Gate Code Expires on Date _____

APPROVAL IS GOOD FOR ONE YEAR FROM ARC APPROVAL DATE ON APPLICATION

**BUCK ISLAND
OWNER AND CONTRACTOR ACKNOWLEDGEMENT**

By signing below the Homeowner and Contractor acknowledge receipt of the Buck Island Association, Inc. Architectural Control Policy Manual which includes the following documents; Architectural Control Policies and Procedures, Design Guidelines, Rules and Regulations and Excerpts from the Declaration of Covenants, Conditions and Restrictions (as amended) containing Articles XI and XII.

The Architectural Review Committee has forty-five (45) days to act on a request. Please do not begin any work until you receive a signed approval from the Architectural Review Committee.

If the requested change is approved, **the owner agrees to comply with all applicable County and State laws and building codes and agrees to obtain all necessary permits.** Furthermore, the owner agrees to complete the work EXACTLY as stated on the application and supporting documents within the time frame indicated.

Homeowner _____
Signature Date

Please type or print name

Builder/Contractor _____
Signature Date

Please type or print name