

**SAPONAS POINT HOMEOWNERS ASSOCIATION**  
**Architectural Review Committee**  
**1029 N. Lake Park Blvd. Carolina Beach, NC 28428**  
**Fax# (910)458-7773**

**APPLICATION FOR ARCHITECTURAL APPROVAL**  
**FOR STRUCTURAL CHANGES AND/OR EXTERIOR COLOR CHANGES**

Submit all requests for changes, improvements, or additions to the current architectural board chair member at the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Please review the Saponas Point Covenants before submitting an application. If you do not have a current copy, please contact the board and one will be sent to you or log on to [www.networkkwilmington.com](http://www.networkkwilmington.com), click HOAs and then Saponas Point.

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**PROPERTY OWNERS NAME:** \_\_\_\_\_

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

**TELEPHONE NUMBER: HOME#** \_\_\_\_\_ **WORK#** \_\_\_\_\_

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

1. Provide a narrative description of the proposed home and/or detached, or attached improvement, addition, or change (i.e. fence, storage room, etc.) Please describe materials, colors to be used as well as the **location**. Use a separate sheet of paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this application is for **re-painting only**, check here and go to step #3.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines.

- A. Plot plan – “Top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
- B. Elevation(s) – “side view(s)”

3. Attach paint or material samples, if applicable.

4. A permit and inspection by New Hanover County may be needed. It is the sole responsibility of the homeowner to ensure compliance with all relevant building practices, codes, permits, and licensing requirements as such matters are beyond the scope of the Committee’s review.

5. **Deposit- A refundable Security Deposit of \$250.00 will be required for any improvements. Security Deposits must be made out to Saponas Point HOA and received by property management for deposit. Once project is completed, the project will be inspected by the ARC committee for approval and reimbursement of Deposit.**

**FOR OFFICE ONLY:**

**LOT#** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

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6. When the committee reviews this request, your neighbors may have the right to comment and present views about your requested improvements. **This is not for their approval;** it is only to make them aware that there will be changes in the adjacent property. If the ARC deems it necessary/appropriate to consult with neighbors, a letter will be sent notifying them of the proposed plans and providing them an opportunity to review a copy of the plan documents. Neighbors not requesting a copy of the plan documents will be considered as having no objection.

**REASON FOR THE CHANGE/ADDITION:**

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**ARCHITECTURAL COMMITTEE:**

**Approval:** \_\_\_\_\_  
**Conditional Approval:** \_\_\_\_\_  
**Disapproval:** \_\_\_\_\_

**COMMENTS:**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

