



SOUTHERN SHORES CIVIC ASSOCIATION (SSCA)

ARCHITECTURAL REVIEW BOARD (ARB)

APPLICATION FOR DEED AND COVENANT RESTRICTION APPROVAL
5377 N. VA. DARE TR. (PITTS CENTER), SOUTHERN SHORES, NC 27949; 252-261-8617

Owner Information

Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

General Contractor Information

Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____
Email _____

Property/Site Information

Approval Requested for: New _____ Addition _____ Remodel _____ Pool _____ Fence _____ Deck _____
House _____ Garage _____ Boathouse _____ Detached Structure _____ Other _____

Street Address _____ Size: Living Area (sq. ft.) _____
Non-Living Area (sq. ft.) _____
Block _____ Lot # _____ Lot Size (sq. ft.) _____ Decks and Porches (sq. ft.) _____
Pool and Pool Deck (sq. ft.) _____

Submission Requirements

1. An ARB application must be submitted whenever your building project increases the existing building footprint on the property.
2. This application must include one (1) full set of plans (*in final form*); showing owners name, block and lot number.
 - a. Elevation views of all sides of all structures, with dimensions. Include decks, railings, pool, fence and gate. (For remodeling and additions, only floor & elevation plans showing relationship to original are required.)
 - b. Floor plans with rooms labeled.
3. Include a Site Plan (Plat) showing setbacks, all structures, driveway with turn area, pool, septic tank fields, and all fences.
4. Be familiar with the applicable Protective Covenant or section of the deed pertaining to covenant restrictions for the property. Many of these can be obtained at the SSCA Office. If we don't have one for the property concerned it is your responsibility to obtain one at the Dare County Courthouse and submit it with your application. The Register of Deeds contact number is 252-475-5970.
5. ANY CHANGES MADE AFTER INITIAL APPROVAL REQUIRE RESUBMISSION. The SSCA may obtain legal injunction to stop construction which has not been reviewed and approved by the ARB.

GENERAL INFORMATION

The ARB encourages restraint in the removal of trees and other vegetation. Lots should not be stripped or clear-cut.

Plans must be submitted in final form without changes, mirror-images, or mark-overs. They should be delivered to the SSCA Office (or placed in the SSCA ARB box in the lobby) by 12 noon on Friday before the next ARB meeting. The SSCA ARB meets at 9am on the 2nd and 4th Tuesday of each month. Questions can be directed to the SSCA Office, (252)261-8617, between 10am and 1pm on Monday, Tuesday, Thursday, or Friday.

Signature _____ (Owner or Builder) Date _____

Signing this form gives the ARB permission to participate in Lot Disturbance Inspection.