

**WILLIAMSBURG PLANTATION HOMEOWNER'S ASSOCIATION
REQUEST FORM FOR ARCHITECTURAL CHANGE**

To: Williamsburg Plantation Homeowner's Association, Inc.
(Architectural Committee)
1512 Gum Branch Road
Jacksonville, NC 28546

Date Submitted: _____

HOMEOWNER NAME: _____

ADDRESS: _____

HOME PHONE: _____ **WORK/CELL PHONE** _____

An application form should be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact the Directors.

The object of requiring a homeowner to file a change request form is to ensure that your planned improvement conforms to the covenants and by-laws, enhances the beauty of the community, maintains the architectural harmony of the community, and in no way inconveniences your fellow homeowners. It also enables the Board of Directors to determine what information and assistance it can give in order to expedite completion of your planned improvement.

BRIEF DESCRIPTION OF REQUEST:

The following information must be included with this request form:

1. Type of material to be used
2. Drawing of planned improvement with dimensions in relation to your property as well as your neighbors'.
3. Plot plan if necessary for your project.
4. Built Upon Area (BUA) Calculation - if concrete is used in the project (see next page for information on calculating BUA).

NOTE: Before submitting your request, please read your covenants. They can save you time and expense. Approval is based on the guidelines found in the covenants. If the improvement is not addressed in the covenants, the final decision will be based on type, size, style and location of the requested improvement. Covenants can be found on the web site at www.williamsburgplantation-hoa.org or you can contact the Board for a copy.

UNDER NO CIRCUMSTANCES DOES APPROVAL BY THE HOMEOWNER'S ASSOCIATION INDICATE FULL AUTHORIZATION. In addition, it may be necessary to obtain building permits and structural approval as required by the City of Jacksonville and Onslow County. All improvements are subject to local building regulations and restrictions of record. If the homeowner proceeds without all necessary approvals, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements.

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For Board Use Only

Date Received: _____

Date Approved: _____

Calculating BUA (Built Upon Area)

Allotted BUA for Sections at Willimasburg Plantation

** Information can be found under the Stormwater Management section in the Restrictive Covenants

Site: www.advantagegoldrealty.com

- Emerson Park 3,188 square feet
- Huntington Park 3,480 square feet
- Hyde Park 3,000 square feet
- Kensington Park (I) 3,660 square feet
- Kensington Park (II) 3,650 square feet
- Regency Park 3,000 square feet
- Richmond Park 3,000 square feet
- St. James Park 2,846 square feet

Calculating BUA using Onslow County GIS

Site: www.onslowcountync.gov

1. Select **GIS Maps** on the left side of page.
2. Select **Search**
3. Select **Address**
4. Type address of property without "road, street or drive" **example:** 110 Williamsburg
5. Select **GO**
6. Select View **Property Card** at the bottom.
7. Select **OBY** on the left side of the page.
8. Total **ALL** concrete numbers at the top.
9. Select **Sketch** on the left side of the page.
10. Total **ALL** area underneath the floorplan sketch of home.
11. Add **OBY** and **Sketch** numbers for one total.

Formula for calculating your BUA:

Current BUA (total of OBY and Sketch numbers) or survey

SUBTRACT from Allotted BUA (select the section you reside in)

SUBTRACT modification square footage. (Shed, concrete additions, inground pool)

REMAINING BUA (this is your final number what you have left to use on your property)

**Example:

Allotted BUA:	3,000 square feet
Current BUA used:	- 2,097 square feet

	= 903 square feet
Modification: shed	- 150 square feet

Remaining BUA 753 square feet left over for future modifications.

** If your final number exceeds the allotted BUA, the application will be denied by the Board of Directors for liability reasons

** If your final number is close to the allotted BUA., the Board of Directors will ask for a survey to be done on the property to show an accurate calculation

Surveyors in Onslow County

- Parker & Associates
306 New Bridge Street
Jacksonville, NC 28540
910-455-2414
- Lanier Surveying Company PLLC
239 New Bridge Street
Jacksonville, NC 28540
910-455-3889
- Tidewater Associates, Inc.
306 New Bridge Street
Jacksonville, NC 28540
910-455-2414
- John L Pierce & Associates PA
405 Johnson Blvd.
Jacksonville, NC 28540
910-346-9800
- Quadrant Surveying Inc PA
814 New Bridge Street
Jacksonville, NC 28540
910-346-2067