

# Cypress Island Interior/Exterior Alteration Application

Owner's Name \_\_\_\_\_ Lot Number \_\_\_\_\_

Address of Proposed Changes \_\_\_\_\_

Mailing Address of Owner (if different) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (c) \_\_\_\_\_ (w) \_\_\_\_\_

Description of desired change(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the **INSTRUCTIONS, INFORMATION AND NOTES** page and agree to follow the Cypress Island procedures

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

***Acknowledgement of homeowner most affected by/adjacent to the change:***

*Address:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Your signature indicates an awareness of the applicant's intent and does not indicate approval or disapproval. If you have any concerns about this application, contact the chairman of the Architectural Review Committee posted at the clubhouse.*

**ARCHITECTURAL REVIEW COMMITTEE DECISION**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DENIED**

\_\_\_\_\_ **DATE**

**REMARKS**

We thank you for submitting your plans and hope you continue to enjoy living in Cypress Island.

Signature of ARC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signature of CIHOA President \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:**

1. Fill out all information on application.
2. Describe in full detail and attach exhibits, i.e. sketches, drawings, photographs, pictures or illustrations:
  - a. List materials to be used.
  - b. List color of materials to be used and attach a sample of the color.
  - c. Indicate location of change on a plot of your property.
  - d. Contour lines will be required where damage is a consideration.
  - e. Estimated start and completion date (from date of approval).
3. If the change is for a structural alteration, addition or patio:
  - a. Attach completely drawn scale drawing(s) or architectural plans.
  - b. Exterior alteration must be compatible in design and color with existing structure.
  - c. Exterior lighting must not produce a glare and not be sodium vapor.
  - d. If the project changes the built-upon area of your lot, provide a plot plan with measurements of all concrete and areas under roof on the property (all concrete and under roof measurements count as built-upon and cannot exceed 4860 square feet).
4. If the changes if for a structural alteration, addition or patio of a townhome this request must be approved by the THA Board prior to beginning the project.

**Information:**

1. Nothing herein contained shall violate any of the provisions of building and zoning codes of Wilmington/New Hanover County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said reconstruction.
2. The building ordinance of the Wilmington/New Hanover County requires that you file plans with the building inspector for construction requiring a building permit.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received.
4. I understand that any construction or external alteration undertaken by me or on my behalf before the approval of this application is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay for all legal expenses incurred.
5. I understand that members of the Architectural Review Committee are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress and the completed project, and that such entry does not constitute a trespass.
6. I understand that my approval is contingent upon construction or alterations being made in a professional manner.
7. Committee decision is required on all applications within thirty (30) days of receipt of completed application to the Architecture Review Committee, NOT the date of my signature.
8. It is understood that I am aware of the Cypress Island Association standards to the review process established by the Board of Directors which state that I have the right to appeal all ARC decisions to them within 30 days of their decision.

**Notes:**

- Any incomplete form will be returned for clarification and/or completion.
- If you have questions, please contact the ARC chairman, William Bolhuis at [williambolhuis@att.net](mailto:williambolhuis@att.net)
- Email the completed application to [Thomas@Bamgt.com](mailto:Thomas@Bamgt.com) or mail to Blue Atlantic Management 5129 Oleander Drive Suite 101, Wilmington, NC 28403