

**WATERSEDGE HOLDINGS, LLC  
ARCHITECTURAL CHANGE REQUEST**

Resident Name \_\_\_\_\_

Watersedge Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email \_\_\_\_\_

Brief summary of change(s) requested:

\_\_\_\_\_

\_\_\_\_\_

Time frame for requested change(s) (when work is projected to start and be completed):

\_\_\_\_\_

Additional information (if applicable):

\_\_\_\_\_

☐ I have checked with the Town of Emerald Isle to determine if permit(s) are required.

\_\_\_\_\_  
Signature of Mobile Home Owner(s)

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Member Signature

\_\_\_\_\_  
Date

Scan this completed form and any attachments into a PDF format. Attach them to an email and submit them to the Architectural Committee for approval at least 90 days prior to the proposed start date. Email addresses for committee members are as follows: Larry Wood, [lrwood@nc.rr.com](mailto:lrwood@nc.rr.com); Fred Adams, [fred@fredadams paving.com](mailto:fred@fredadams paving.com); Al Parris, [aparris@ncbeec.org](mailto:aparris@ncbeec.org); and Rich Bennett, [rab1052@aol.com](mailto:rab1052@aol.com). Committee members serve as volunteers, and members strive to provide a response within 30 days; however, 30-day turnaround is not guaranteed, particularly during winter months.

After approval, apply to the Town of Emerald Isle for any required permits and submit an approved copy of this form. If a permit(s) is required, a copy should be forwarded to Larry Wood, Chair of the Architectural Committee.

### Watersedge, LLC Requirements

Residents should not purchase a new mobile home or begin building projects without Architectural Committee approval or proper permits. Questions as to whether a project requires an Architectural Change Request form should be addressed to Architectural Committee members (listed on page 1). Changes could affect the Park's current approved site plan or be in violation of regulatory agency requirements or Town of Emerald Isle regulations. Failure to obtain approval PRIOR to the start of work will be subject to a \$100 fine.

- ☐ All mobile homes must be at least 10 feet from the street unless the board allows a variance.
- ☐ All structures (any outdoor construction, including porches, decks, stairs, utility buildings, additions to mobile home, walkways, platforms, and other external additions) must be at least 10 feet from the street.
- ☐ All mobile homes and any other structures must be at least 10 feet from each other.
- ☐ All structures must be at least 5 feet from the water main lines.
- ☐ All structures must be at least 5 feet from septic tanks and at least 2 feet from the drain field.
- ☐ Ground level walkways are not allowed between the main building structure and the bulkhead (sea wall).
- ☐ If applicable, obtain approval for additional pervious coverage from the Pervious Allocation Committee and pay a one-time assessment for additional pervious coverage.
- ☐ Mobile homeowners must get permission from an Architectural Committee Member prior to beginning construction of any structure.
- ☐ If a new mobile home is being installed, the owner must provide certification from a professional septic tank company, designated by the Park, that the septic tank system is functional. The mobile homeowner will be responsible for the cost of the certification and cleanout, if applicable.
- ☐ Building plans must include a sketch or drawing of the new structure and a signed acknowledgment from neighbors on both sides.
- ☐ Check with the Town of Emerald Isle to determine if permit(s) are required. If so, a copy of the required permit(s) should be forwarded to Larry Wood, Chair of the Architectural Committee.

Residents adding or changing a mobile home, pier or dock must be considerate of neighbor's space and potential needs, both current and future.

When reviewing requests for changes, the Architectural Committee will look at Park requirements and will review changes to ensure that they are for the overall good of the Park, not benefitting one resident at the expense of others. In case of a conflict between residents regarding requested changes, residents

may appeal the Architectural Committee's decision to the Watersedge Board of Managers, who will review the decision and make a final determination.

**Instructions:**

**Provide a high-level diagram of the proposed changes to your mobile home on the following page or as an attachment. If engineered diagrams are available, please attach them.**

**Provide your name and address and that of your neighbors in the appropriate mobile home outlines of the sketch.**

**Insert locations of streets, water mains, and septic tanks and drain fields with measurements to new structure, if applicable.**

**Draw an outline of all porches, decks, stairs utility buildings, walkways, platforms, and other external additions of you and your neighbors that are in the vicinity of the proposed structure.**

**Provide measurements between proposed structure and any neighboring structures (any outdoor construction, including porches, decks, stairs, utility buildings, walkways, platforms, and other external additions).**

**Have your neighbors acknowledge the request by signing the high-level diagram page.**

**If additional pervious coverage is required, obtain approval from the Pervious Allocation Committee.**

**Submit this entire form to the Architectural Committee members for approval and signature.**

**Project Diagram:**

**Owner Making Request** \_\_\_\_\_

**Watersedge Address** \_\_\_\_\_

**Owner/Neighbor Name** \_\_\_\_\_

**Watersedge Address** \_\_\_\_\_

**Acknowledgement Signature** \_\_\_\_\_

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

**Owner/Neighbor Name** \_\_\_\_\_

**Watersedge Address** \_\_\_\_\_

**Acknowledgement Signature** \_\_\_\_\_

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