

BALD HEAD ISLAND

HARBOUR ARCHITECTURAL GUIDELINES

07.02.2013

Dear Property Owner,

Welcome to Bald Head Island! We hope that sharing the island experience will be rewarding. The Harbour Association of Bald Head Island would like to insure that the process of building your home will be as smooth as possible. The Association's Harbour Architectural Review Board is composed of a dynamic team of respected individuals who have a deep concern for the quality of development on the Island. Maintaining the beauty of Bald Head Island's natural and man-made environments is of the utmost importance. We anticipate these guidelines will maximize this intent as well as clarify and expedite the process of plan approval.

Please take time to thoroughly read these Guidelines and share them with your architect and contractor. The Harbour Association looks forward to working with you and assures you that your new home will be a welcome addition to the island community.

Sincerely,

The Harbour Association of Bald Head Island

DESIGN GUIDELINES
FOR THE BALD HEAD ISLAND HARBOUR
07.02.13

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INTRODUCTION

Purpose of the Guidelines

The Guidelines promote a harmonious community aesthetic and a conservation consciousness, and, more practically, a uniform review process for obtaining approval of The Harbour Architectural Review Board (HARB).

This document strives to promote clear expectations and comprehension of the design requirements for owners entering the building process, as well as greater opportunities for objectivity and consistency (therefore fairness) on the part of HARB members who have agreed to review building plans.

Applicability

These Guidelines apply to the properties that are subject to the Protective Covenants for Bald Head Island Harbour, as amended and supplemented. These Guidelines also apply to common property in the Harbour area as appropriate.

In addition to the Guidelines homes in the Harbour are restricted by the Urban Code. More information on the Urban Code can be found on page 13. These Guidelines, supplemented by the Urban Code, shall serve as the criteria followed by the HARB for the approval of any improvements, as mentioned in Article VIII, Section 8 of the Protective Covenants. Properties in the Harbour are further subject to the easements and restrictions imposed by the Declaration, to the laws, rules and regulations adopted by federal, state, and local governmental authorities, and to the terms and conditions of permits issued in accordance with those laws, rules and regulations, such as zoning permits and state stormwater and Coastal Area Management Act permits.

Function of the Committee

The Harbour Architectural Review Board is established by the Protective Covenants to administer the Design Guidelines and review all applications for construction and modifications on any portion of the properties. HARB approval is required prior to undertaking any new construction or improvements.

What Requires HARB Approval?

No site preparation or initial construction, erection, or installation of any improvements, including, but not limited to, residences, accessory buildings, fences, walls, screens (whether by plants or structures) and other structures, shall be undertaken upon the properties unless the plans and specifications therefor, showing the nature, kind, shape, height, materials, and location of the proposed improvements shall have been submitted to the HARB and expressly approved in writing. No subsequent alteration or modification of any existing improvements nor construction, erection, or installation of additional improvements may be undertaken on any of the properties without prior review and express written approval of the HARB. Violation of these requirements can lead to penalties and fines.

Common Areas

Common areas are owned by the Harbour Association. They typically are the buffer areas between lots, and lots and the river. No clearing, landscaping or improvements of any type may occur on these properties without the permission of the Association.

Government Requirements

Please note that further codes, regulations and restrictions are applicable to the construction of new homes. Each architect should be familiar with these regulations. Your home must be designed consistent with certain regulatory standards, including FEMA and CAMA requirements, North Carolina Building Code for Wind Resistant Construction, and pertinent Village of Bald Head Island ordinances. The applicable standards will vary with the location of your lot. Compliance with these standards is outside the purview of these Design Guidelines; however, some references to them are included as reminders of their importance. In situations where the HARB, and Village restrictions overlap, the strictest applies. For more information, please contact the Village of Bald Head Island.

While also outside the purview of these Guidelines, you should be aware that regular homeowner's insurance for properties on Bald Head Island does not cover loss from wind, hail or flood. There are special programs that provide coverage for such losses. You should ensure that your architect is familiar with the implications of these as they relate to your lot and the design of your home.

Review Process Summary

Details of the review process are found starting on page 84 of these Guidelines, followed by copies of the proper forms on page 95. For new construction, architectural review is typically a three-step process whereby the homeowner receives Sketch, Preliminary, and then Final approval for the submittal. Review steps for changes to existing homes are also laid out in the Review Process section. Applicants are encouraged to submit drawings for review as soon as possible, to ensure the length of the approval process does not interfere with construction schedules. The full three-step review process can span several meetings and may take several months to complete.

Requirements and Recommendations

All designs must be **designed, drawn and sealed** by an approved licensed architect. Approval of all designs must be granted in writing by the HARB. A list of recommended architects is available from the Architectural Review Administrator.

Early in the process, after the required survey has been obtained, the architect must visit the site and become familiar with its constraints and opportunities. A detailed review of the Design Guidelines, in conjunction with that visit, will dictate major design decisions by the architect. Each of the following sections delineates the requirements for successful submittals.

Requirements must be met for approval to occur. They are considered essential to ensure a built environment that will sustain and maintain the beauty and essence of Bald Head Island while protecting the investment of property owners. It is anticipated that in some situations, variances to one or more of the requirements may be requested in the submittal. In such cases,

the HARB will assess the impact of the requested variance(s) on the overall objectives of the Guidelines and approve or disapprove the request based on the conclusions reached.

While additional recommended items are not necessarily required for approval, their incorporation into the plans design is **strongly** encouraged. When reviewing a specific set of plans, the HARB can require compliance with requirements that, though not itemized specifically, are supported by sections of the Design Guidelines and the Covenants.

Please note that existing house designs on Bald Head Island shall not be taken as a precedent. Note also that the Design Guidelines may be amended or changed over time, and the membership of the HARB will also change.

The Architectural Review Administrator will be pleased to discuss your questions or concerns about any of these items.

BALD HEAD ISLAND ARCHITECTURE

Bald Head Island is a masterpiece of nature, worthy of our protection and stewardship. It is a place where man can live and play in harmony with nature. Choosing to buy property on Bald Head Island commits you, the property owner, to play a role in helping to preserve the visual richness and environmental stability of a typically sensitive, changing coastal barrier island. With careful and competent planning and design, we believe that your home can complement the natural environment.

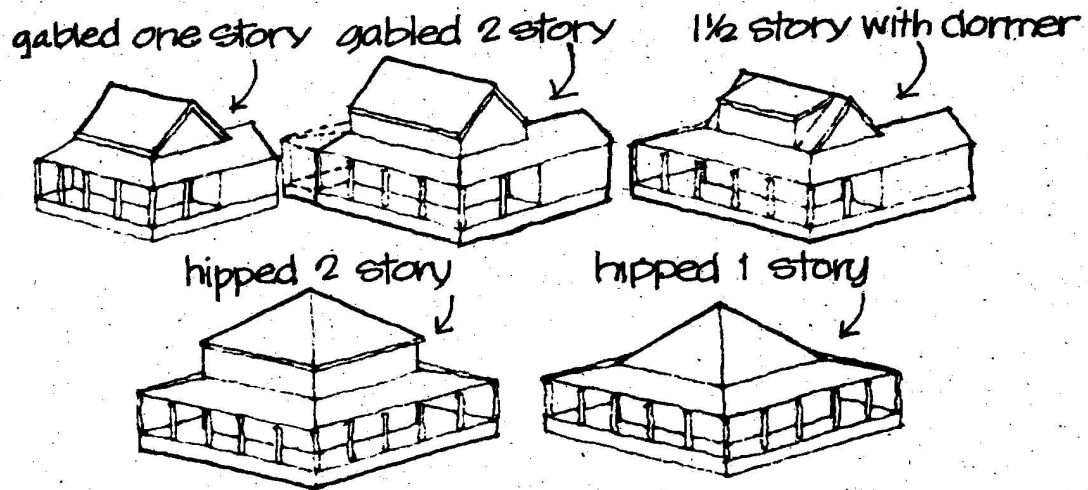
No particular style or period of architecture is required, however, a style reminiscent of coastal Carolina cottages is encouraged. Shingle-style has been characterized as the “architecture of the American summer”. These homes project individual tastes while sharing a look of rustic informality, minimal detailing, high gables, large vertical windows, inviting porches and rambling massing. These homes are common on the Eastern coast, and Bald Head Island is no exception. The shingle form is notably free in form and size and exemplifies the organic/naturalistic environment, blending with the environment and utilizing materials that display a natural appearance. Unity is the guiding principal behind the style.

The Bald Head Island home takes advantage of many of the features offered by shingle-style architecture and accentuates them with common elements of coastal design. Most homes on the island are a blend between shingle-style and the coastal “cottage”, depending on the size of the structures.

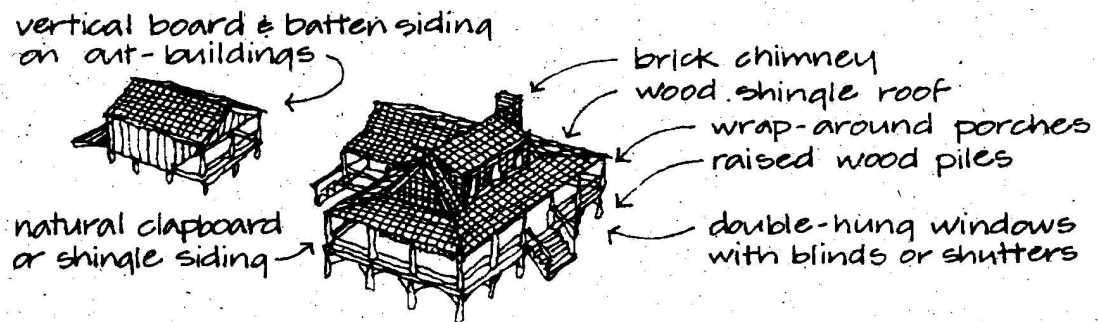
These Guidelines will aid architects and property owners in developing a home design that finds the optimal compromise between the Bald Head Island environment and individual taste.

Other characteristics of coastal architecture include steep roofs, cedar shingles, dormers, double-hung, large vertical windows, minimal ornamentation and variation in overall shape and massing. Natural materials are strongly encouraged. Climate tempering is achieved with wrap-around porches to shade the summer sun, operable shutters to provide shade and admit breezes, lattice work and sun screens to provide sun control on porch areas. It bears repeating that the home should blend with its natural setting and all features of the home should complement the main structure. The final product must then fit comfortably with the neighboring natural environment and surrounding homes.

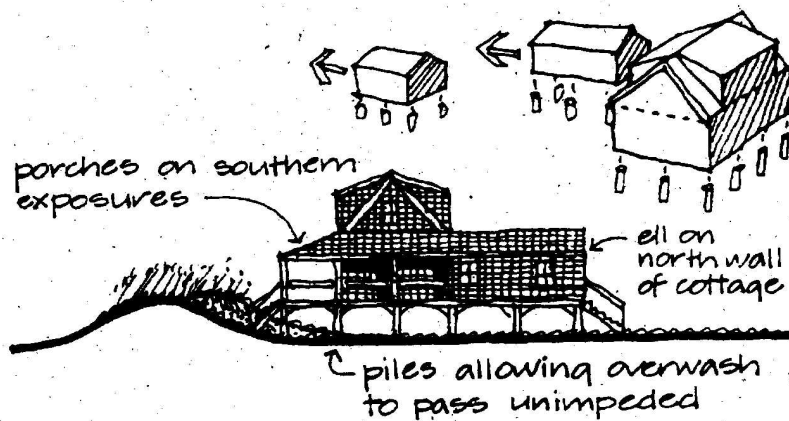
COTTAGE FORMS



CHARACTERISTICS



SITE ACCOMMODATION



Massing

REQUIREMENTS

The essential elements of coastal Carolina vernacular massing are roof shape and pitch, porch length and depth, window size, shape, proportion and placement as well as the building's relationship to grade. Traditional proportions are critical in the success of a building's form. Simple hipped or gabled volumes wrapped by shed porches are the essence of the coastal Carolina vernacular massing. (See previous page for a sample diagram of cottage forms.)

Building Relationship to Grade

Each building submitted for review will be analyzed according to site and topography. Houses should be constructed as low as possible to grade elevations while complying with all applicable codes, regulations and restrictions.

REQUIREMENTS

1. Height is measured by vertical distance between average street level and the roof peak on a structure. Height restrictions for each lot can be found in the Urban Code on page 13.

Note: The Village Ordinance measures height from the lowest natural point where the building perimeter meets grade. In cases where the Village Ordinance conflicts with the Harbour Guidelines and Covenants the strictest applies.

2. First floor elevations will be restricted to 2' above the FEMA (the Federal Emergency Management Agency) designation or 4' above average grade around the perimeter exterior walls whichever is greater. Homes in areas with a tendency to flood may be built higher, but the height requirement must still be observed.

Roofs/Overhangs

REQUIREMENTS

Principal eave overhangs shall be 18 inches minimum. Rake overhangs shall be 12 inches minimum. Roof forms shall be of simple gable, hip, gambrel, shed or flat with parapets. The principal roof pitch must meet or exceed 8 in 12. The pitch of a hip roof may be reduced to 6 in 12. Attached sheds must meet or exceed 4 in 12. Flat roofs are only allowed when architecturally integrated as an attached shed or room to the principal pitched roof and surrounded by parapet or balustrade. Approved roofing materials include: standing seam metal panels (unpainted galvalume), B label cedar shingles, synthetic slate shingles (gray-green color) or other roofing materials as approved by HARB. Colors must be approved by the HARB.

Porches

REQUIREMENTS

1. Porch restrictions for each lot can be found in the Urban Code on page 13.

RECOMMENDATIONS

The Guidelines promote porches with simple lines and minimal ornamentation.

Windows

Windows shall be rectangular (vertical only), circular, semi-circular, semi-elliptical, octagonal, or square. Single and double-hung windows, awnings, and casements are the restricted operational type. Fixed windows must be of square, circular, semi-circular, semi-elliptical, octagonal, or diamond shape not greater than 48 inches tall. No trapezoidal window will be allowed. A 3-inch minimum frame shall separate multiple windows in the same rough opening. Window mullions shall be true divided lites or fixed grills on both the interior and exterior glazed surfaces and shall create panes of square or vertical proportion. Windows shall be wood, vinyl-clad, or aluminum-clad. All vinyl and/or fiberglass windows shall be approved at the discretion of the HARB. All windows shall be glazed with clear glass unless otherwise approved by the HARB. Mirrored glass or heat-mirrored glazing is not permitted. Stained or cut glass is permitted but designs must be submitted to the HARB.

Colors

Colors need to be compatible with the island environment, as well as chosen to emphasize the home's design elements. All colors chosen for the exterior elements of the home must be compatible.

REQUIREMENTS

A non-pigmented bleaching oil or paint colors with subdued hue intensity and light to medium value can be used for siding. Examples of these colors might include soft grays and tans. Natural weathering will also be considered.

Bright tropical and pastel colors (for example - pinks, yellows and blues) are not generally acceptable as body colors, but may be considered for accents.

1. Porch columns, porch pickets, porch lattice, porch trim, stair trim, and any other trim, railing pickets and fence, shall be **white** unless otherwise approved by the HARB.
2. Lattice/foundations must be subdued hue intensity of medium to dark values to aesthetically bring the building to the ground. Siding may be brought to the ground.
3. Accents, panels, doors, louvers, soffits and porch ceilings must complement the overall color scheme. These colors can be of higher hue intensity and value.
4. Roofing must be standing seam metal panels (unpainted galvalume), B label cedar shingles, synthetic slate shingles (gray-green color) or other roofing materials as approved by HARB.

5. Miscellaneous details (such as window and door casings, soffits, fascia, deck railing, ground level screening, chimneys, accessory buildings and other detached elements) must have commonality in materials and/or color to unify the appearance of the home.

A Paint Review Application found on page 102 must be filled out with the colors of an applicant's choosing and submitted for the HARB color review process. (See Review Process section page 84.)

Decks/Balconies

REQUIREMENTS

Decks shall be integrated into the massing of the house. Rail cap and balusters must be detailed. Cantilevered decks must be bracketed or braced from pilings or wall. Decks more than 4 feet deep or 4 feet high must be supported by pilings (8 inches x 8 inches minimum) rather than braced from house pilings. Decks on grade are permitted inside setbacks. Decks greater than 18 inches above grade are not permitted inside setbacks. **Note: Village setbacks may vary from HARB setbacks.**

RECOMMENDATIONS

1. Decks are a very important element to an island home and its casual lifestyle. Size, location relative to the house living spaces, and orientation in terms of view, breezes, etc. should be considered.
2. As a prominent feature of the exterior, great care should be given to the details concerning the deck, rail, seats, stairs, etc.
3. The rail cap and balusters should have some depth and body rather than the generally accepted 2 x 2 or 2 x 4 cap.
4. Note that decks and/or balconies built over conditioned areas can create moisture problems.

Doors (Exterior)

REQUIREMENTS

Entry doors shall be wood, fiberglass, aluminum-clad or vinyl-clad. Garage doors shall be wood composite, or fiberglass. All doors shall be painted or stained. True divided lites are permitted. Snap-in muntins are not allowed. All exterior hardware must be oil-rubbed bronze or stainless steel. Coated aluminum storm doors or aluminum screen doors are allowed with permission.

RECOMMENDATIONS

1. Avoid exposing exterior doors to water infiltration. Overhangs or covered porches are encouraged over door areas. Out swinging exterior doors have better defense for water infiltration.

Screening

REQUIREMENTS

1. Shall be constructed of pressure treated pine, cedar, or redwood. Prefabricated diagonal lattice is not permitted. Lattice must be constructed so that spacing does not exceed the width of the board.
2. Ground level screening must follow heated space. Screening for boats and other storage needs should be integrated into the structure.

RECOMMENDATIONS

Vegetation can screen objectionable views and add privacy and architectural unity. Refer to the list of recommended plants on page 72 for plant selection.

Shutters

Shutters may be fixed, but all shutters must be sized to cover the sash. If bi-lateral shutters are used they should be the same height as the windows and each one wide enough to cover one half of the total window area. Plastic or vinyl shutters must be approved by the HARB. If hurricane shutters are desired, special consideration must be taken during the design of the building. Storm shutter boxes or rolls must be built into the structure and not visible. As with other exterior elements, permanent shuttering requires careful design and must be approved by the HARB prior to installation.

Information on temporary storm shutters can be found in Appendix B on page 106.

Hurricane shutters if installed must comply with Village Ordinances.

Size Requirements

Homes will be limited in size by impervious coverage restrictions. This is the area of the property covered by structures or materials that do not allow water to penetrate or percolate into the ground. The maximum impervious coverage for each lot is listed in the Covenants. Materials that are considered impervious include but are not limited to, structures, asphalt, concrete, gravel, brick, stone, slate, and coquina, but do not include raised, open wood decking, or the water surface of swimming pools.

Other size restrictions per lot can be found on the next page in the Urban Code.

Harbour Urban Code

Each lot in the Harbour is a numbered (I-IXa) type that prescribes minimum setback requirements, porch specifications, out building specifications, height and parking areas. Furthermore, materials, configurations and other criteria for building and site are explained. These restrictive guidelines attempt a further homogeneity of building style for a village character that will be unique to Bald Head Island.

Urban Code Lot Designations

I	For Future Use
II	64, 65, 66, 68A, 70A, 71, 72, 74, 75, 76, 78A, 80A, 81, 82R, 83R, 84, 85
III	1A, 1B, 2, 3A, 3B, 21, 22
IV	5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 23, 24, 25, 26, 27, 28, 29, 30
IVa	For Future Use
IVb	88, 90, 92, 94, 96, 98, 100, 102, 104, 106, 108, 110
IVc	198
IVd and g	207, 209, 211, 213, 215, 217, 219
IVe	200, 202, 206, 208, 210, 212, 214, 216, 218
IVf	204, 220
V	11, 12, 13, 14, 31, 33
Va	80TH, 82TH, 84TH, 86TH (TH - Turks Head)
VI	6A, 54, 56, 73, 20, 86, 87
VII	For Future Use
VIIa	40, 42, 44, 46, 48, 50, 52, 103, 105, 107
VIII	For Future Use
IX	43, 45, 47, 49, 51, 53
IXa	41, 55

**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE I
RESIDENTIAL
RETAIL & LODGING (to be determined in future phase)

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

TO BE DETERMINED

PORCHES: An unglazed and roofed structure.

TO BE DETERMINED

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

TO BE DETERMINED

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

TO BE DETERMINED

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

TO BE DETERMINED

**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

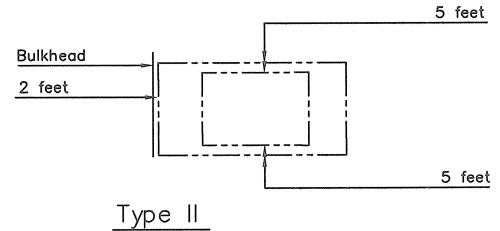
URBAN CODE - BALD HEAD ISLAND HARBOUR

TYPE II

RESIDENTIAL & RETAIL

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The larger of the side yards shall be where designated on accompanying subdivision plat.
4. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
5. The side set back is 5 feet on both sides. There is a 2 foot setback off the rear bulk head easement. No setback required where properties owned by the same owner adjoin.
6. Fences are not allowed.



PORCHES: An unglazed and roofed structure.

NONE REQUIRED

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area. Allowed at any location without side yard setback.

NO ACCESSORY BUILDING FOR THIS LOT TYPE.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. Parking allowed anywhere on site.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 22 feet.
2. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.

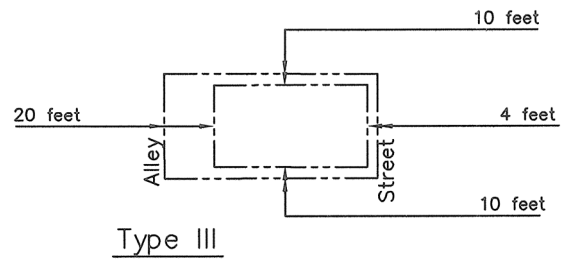
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Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

TYPE III
RESIDENTIAL
RETAIL & LODGING

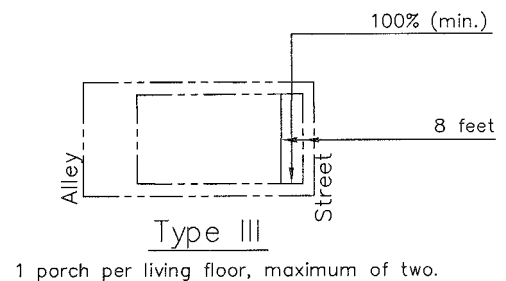
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 50% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts except in Types I & II. Maximum height is 3 feet
7. Side set back 10 feet, front street set back 4 feet, alley set back 20 feet.



PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 100% of the street side facade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.
4. Type III lots shall contain 1 porch per living floor, maximum of two.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

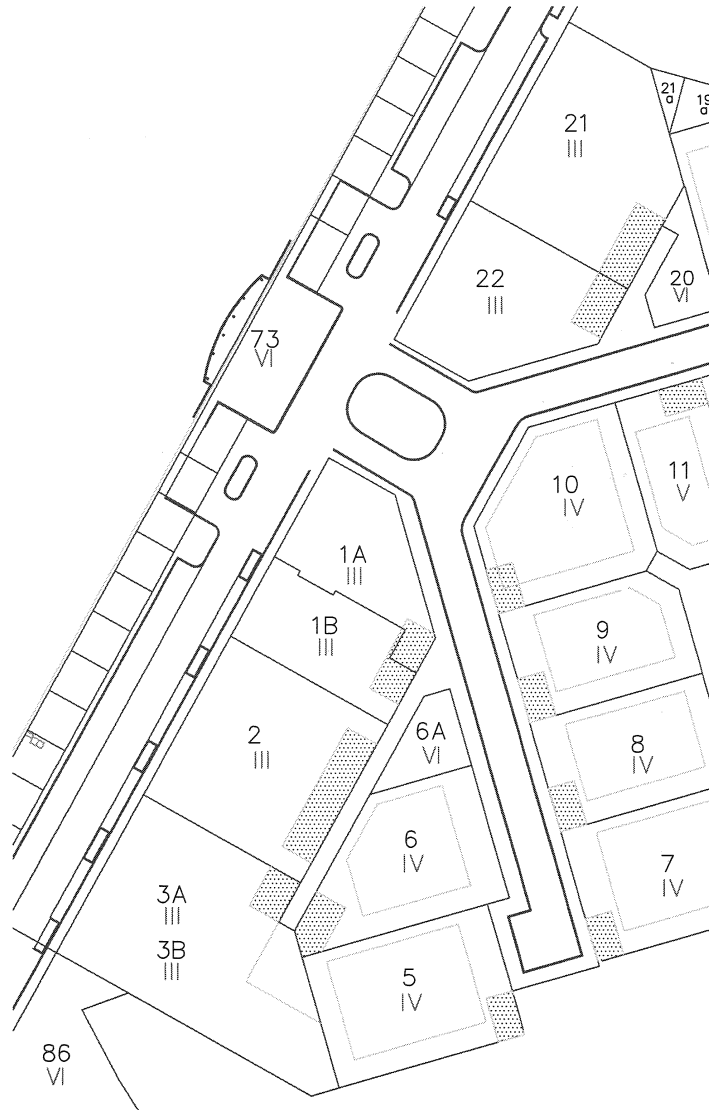
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 18 for accessory building pad locations. Pad depth is 15 feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces or 1 per 2 bedrooms shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 45 feet and the minimum is 23 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



Accessory building pad locations for Urban Code:
III

 Accessory building pad



Lot Size and Configuration is approximate.
Refer to Recorded Plat for legal
description of land.
This drawing is for illustration only. It is
not part of any contract between
Bald Head Island and potential purchasers.
Approval by the Architectural Review Board
does not insure approval by any other agency.

Harbour Village
Bald Head Island, NC

Accessory
Building
Pad

11.05.09

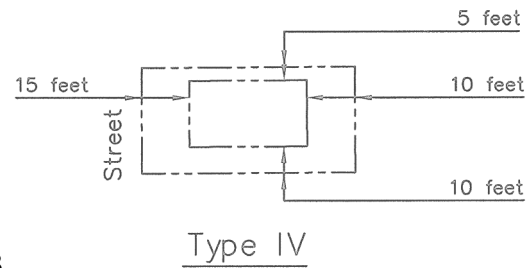
**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE IV
RESIDENTIAL**

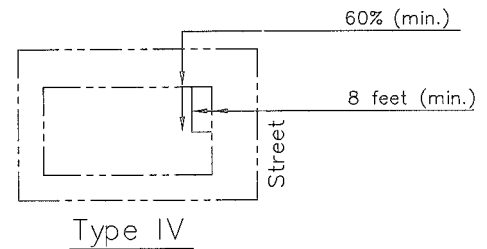
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 30% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet.
7. Left side 5 feet setback, right side 10 feet setback, front street set back 15 feet, rear set back 10 feet.



PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 60% of the street side facade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

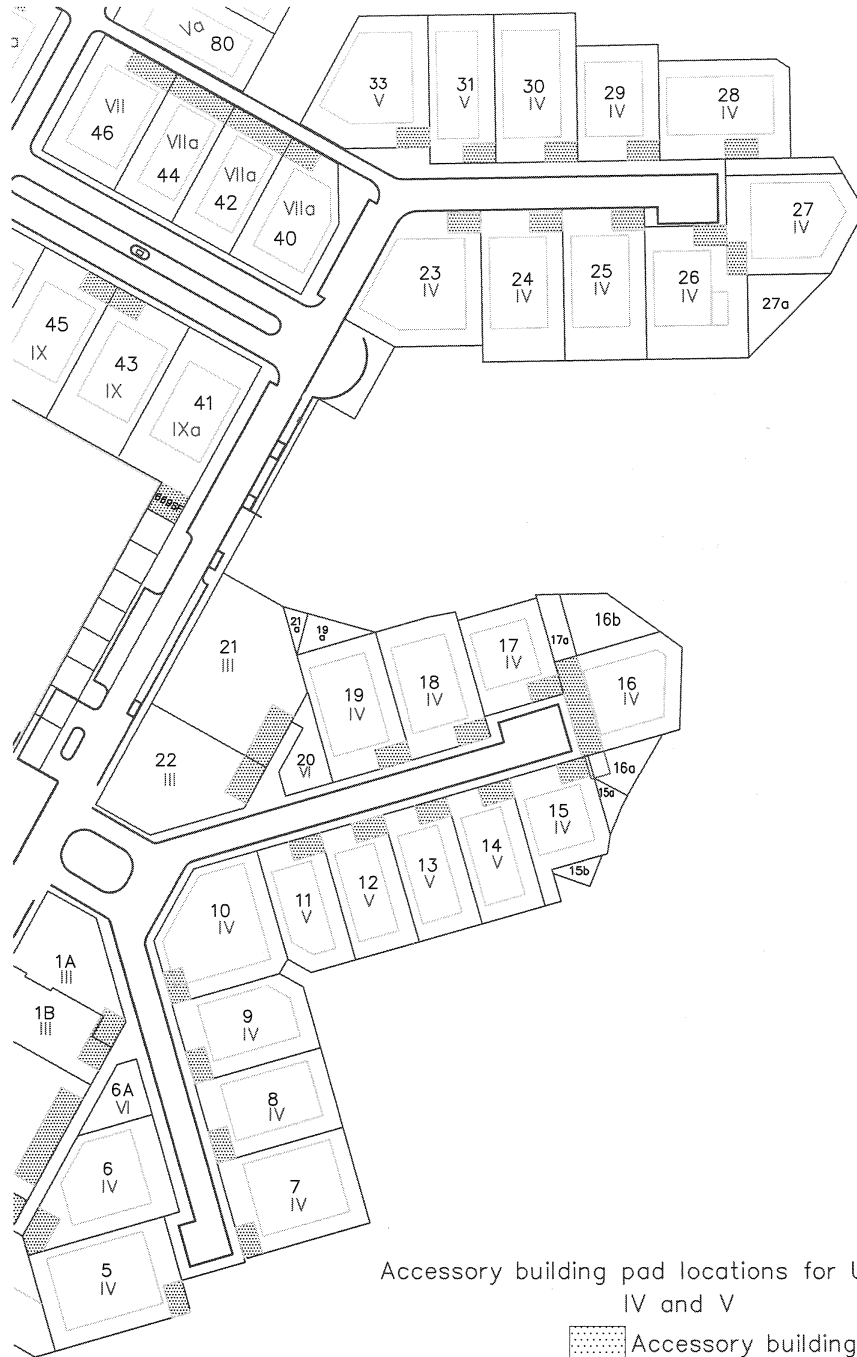
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 21 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.
3. Shall be located only in area designated.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



	<p>Lot Size and Configuration is approximate. Refer to Recorded Plat for legal description of land. This drawing is for illustration only. It is not part of any contract between Bald Head Island and potential purchasers. Approval by the Architectural Review Board does not insure approval by any other agency.</p>	<p>Harbour Village Bald Head Island, NC</p>	<p>Accessory Building Pad</p>	<p>11.05.09</p>
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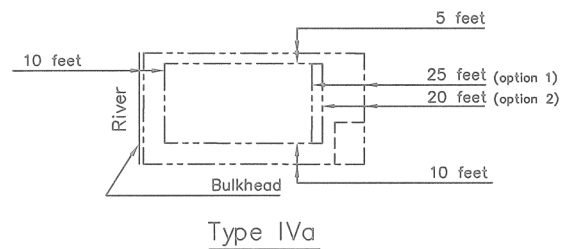
**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE IV a
RESIDENTIAL**

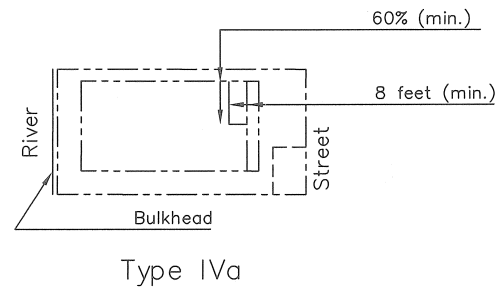
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 50% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet.
7. Left side setback 10 feet, right side set back 5 feet, front setback 20-25 feet, rear set back 10 feet.



PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 60% of the street side facade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. The footprint of accessory buildings shall not exceed the designated sites. Maximum area of 225 square feet.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.

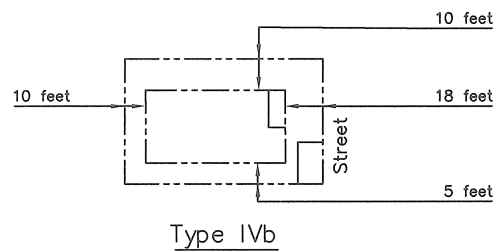
**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
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Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE IV b
RESIDENTIAL**

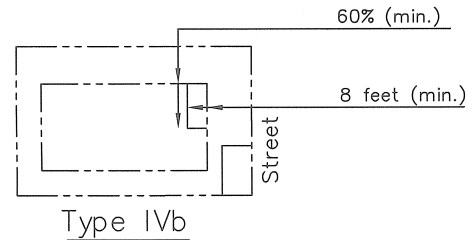
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 50% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet.
7. Left side setback 5 feet, right side setback 10 feet, Front setback 18 feet, rear setback 10 feet.



PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 60% of the street side facade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

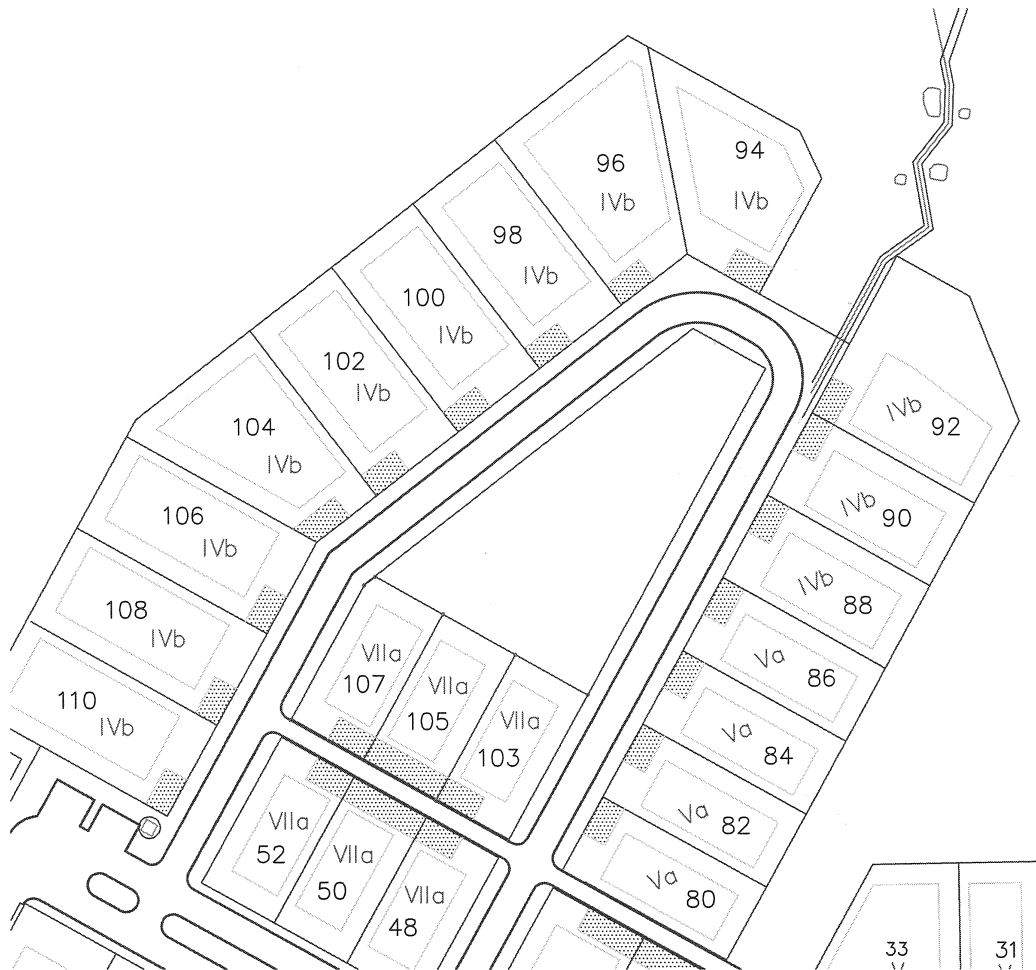
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 26 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long. Maximum area of 240 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
5. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



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**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE IV c
RESIDENTIAL LOT 198

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations. All construction except for accessory buildings shall be within the area designated.
2. The street side facade shall extend along the street a minimum of 50% of the lot width.
3. Chimneys and bay windows may encroach the side yard.
4. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet.

PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 20% of the street side facade.
2. The front porch shall be the minimum designated depth of 14 feet.

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area. Accessory buildings may not be attached to main building except by fence/trellis.

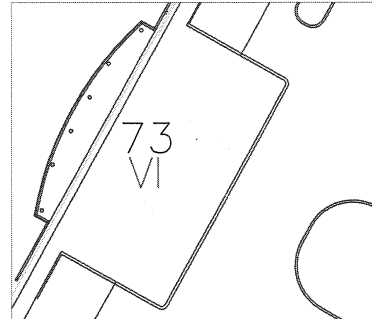
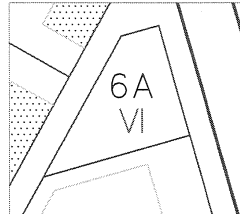
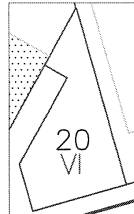
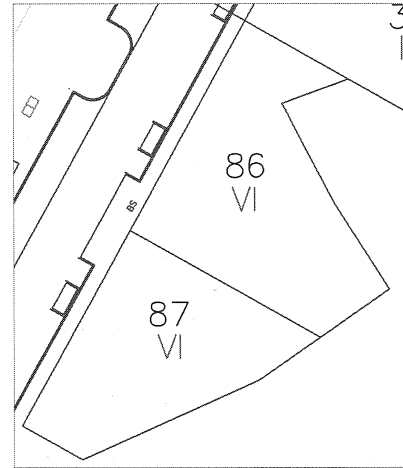
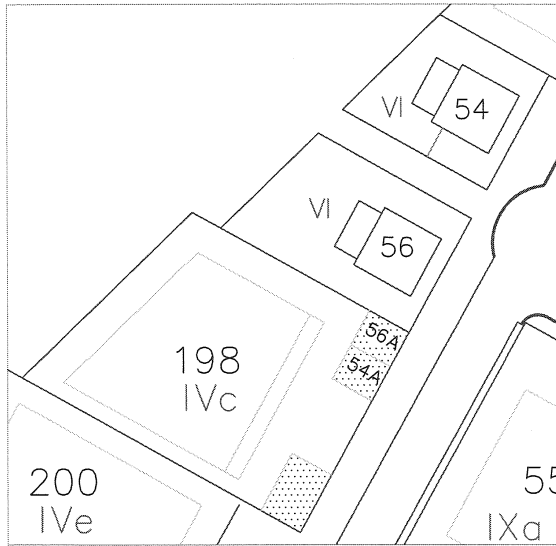
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 16 feet in height.
3. The roof overhang on accessory buildings are allowed to overhang up to 18 inches on accessory building setback line.
4. See recorded plat or page 29 for accessory building pad location. Maximum area of 300 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Minimum and maximum building height and porch heights shall be as designated.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



Accessory building pad locations for Urban Code:
IVc and VI

 Accessory building pad



Lot Size and Configuration is approximate.
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does not insure approval by any other agency.

Harbour Village
Bald Head Island, NC

Accessory
Building
Pad

11.05.09

**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

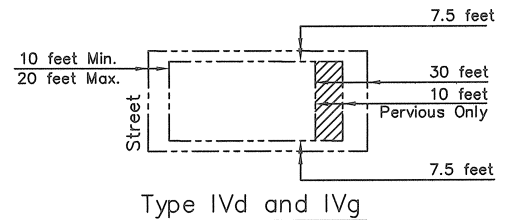
URBAN CODE - BALD HEAD ISLAND HARBOUR

TYPE IV d and g

RESIDENTIAL LOTS 207, 209, 211, 213, 215, and 217

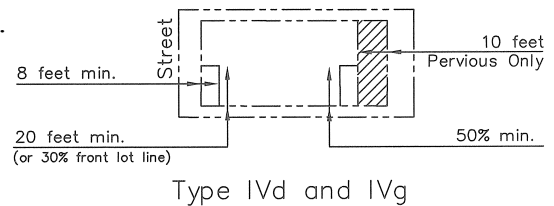
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 30% of the lot width or 20 feet minimum
4. Chimneys and bay windows may encroach up to 3 feet of the side yard up to 30% of bldg. side wall.
5. Wood fences shall be built along all property lines. Maximum height is 3 feet
6. Side set backs 7 feet 6 inches, front street set back 10 feet minimum 20 maximum, rear set back 30 feet (the 10 feet closest to the house is for pervious structures only).



PORCHES: An unglazed and roofed structure.

1. Porches are required on front and rear side of house.
2. Porches shall be minimum 8 feet depth.
3. Bays up to 3 feet deep allowed, minimum 2 feet from outside corner of porch.
4. Front porch is to be minimum of 20 feet in length or 30% of the length of the front lot line.
5. Rear porch to be minimum 50% of lot width at bulkhead.
6. Pervious deck setback 20 feet from property line allowed.
7. The porch column spacing and window openings shall be square or vertical in proportion.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area. Accessory buildings may not be attached to main building except by fence/trellis.

1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 16 feet in height.
3. The roof overhang on accessory buildings are allowed to overhang up to 18 inches on accessory building setback line except on property lines.

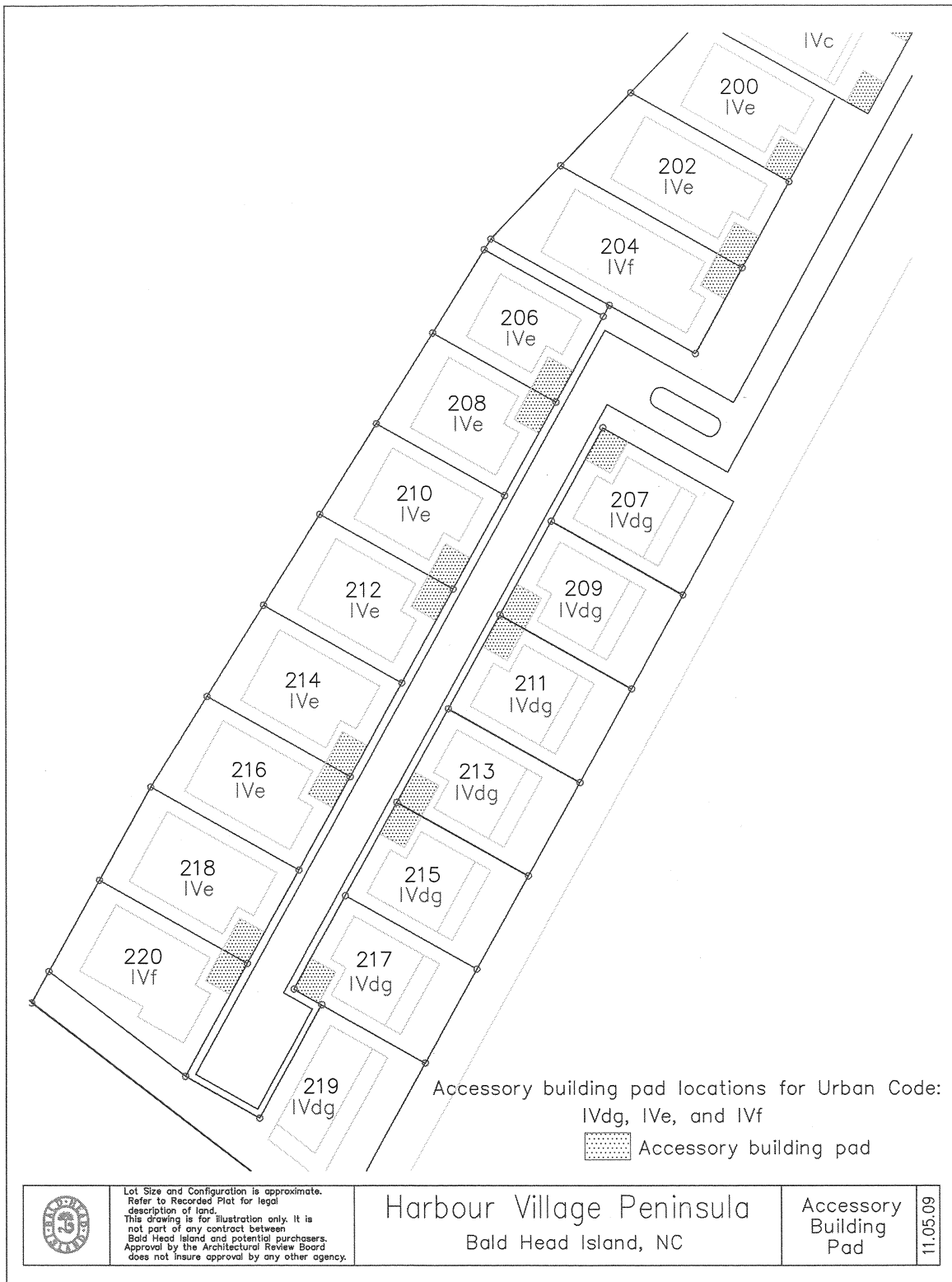
4. See recorded plat or page 32 for accessory building pad locations. Maximum area of 300 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height of main building volume shall not exceed 40 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



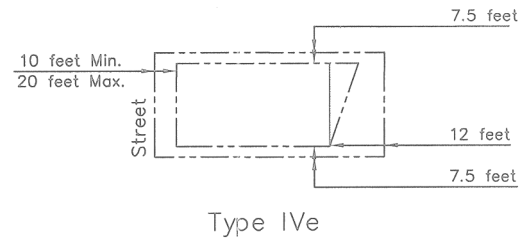
**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE IV e

RESIDENTIAL LOTS 200, 202, 206, 208, 210, 212, 214, 216 and 218

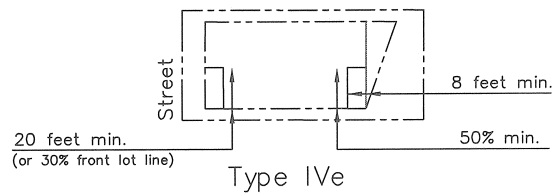
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 30% the of the lot width or 20 feet.
4. Chimneys and bay windows may encroach up to a maximum of 3 feet for 30% of building sidewall.
5. Wood fences shall be built along all property lines. Maximum height is 3 feet.
6. Side setbacks 7 feet 6 inches, Front setback 10 feet-20 feet, rear setback 12 feet from rear north lot corner parallel to street.



PORCHES: An unglazed and roofed structure.

1. Porches required on front and rear sides of the house.
2. Porches are shall be a minimum 8 feet depth. Bays up to 3 feet deep are allowed, minimum 2 feet from corner of porch.
3. Front porch shall be 20 feet minimum length or 30% of front lot line. Front porch is to be within the 10 to 20 feet set back.
4. Rear porch to be 50% of lot frontage at street minimum.
5. The porch column spacing and window openings shall be square or vertical in proportion.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

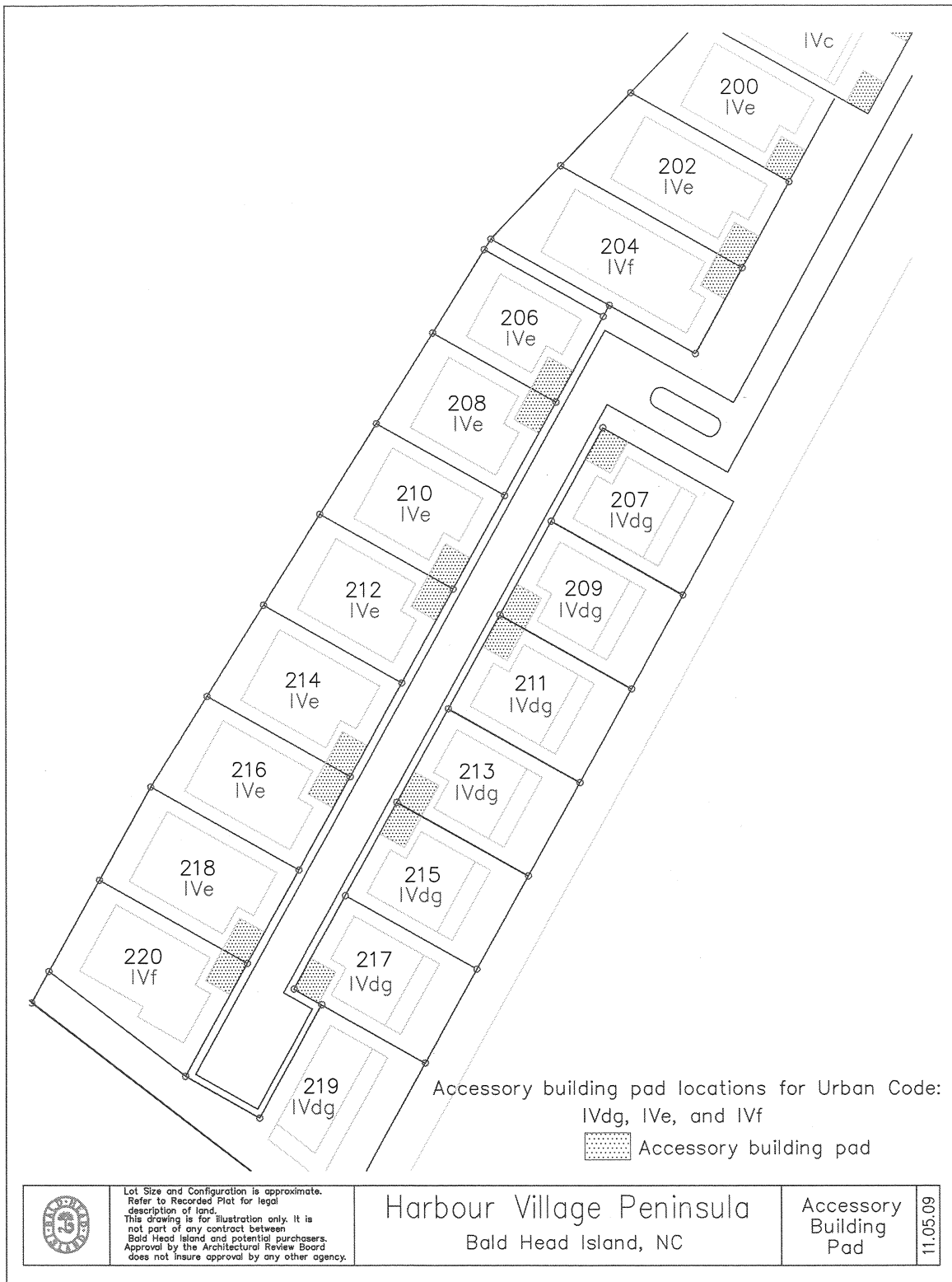
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 16 feet in height.
3. The roof overhang is allowed over accessory building pad up to 18 inches. Except on property lines.
4. See recorded plat or page 35 for accessory building pad locations. Maximum area of 300 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 of parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.
3. Accessory buildings shall not be attached to primary residence.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height of main building volume shall not exceed 40 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



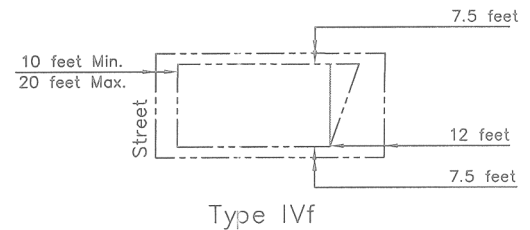
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Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

**URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE IV f**

RESIDENTIAL LOTS 204 and 220

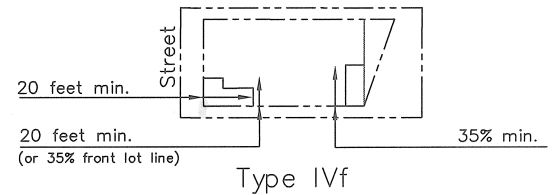
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. Chimneys and bay windows may encroach up to 3 feet deep into the side yard. No more than 30% of side wall.
4. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
5. Side setbacks 7 feet 6 inches, Front setback 10 feet-20 feet, rear setback 12 feet from rear north lot corner parallel to street.



PORCHES: An unglazed and roofed structure.

1. The front porch shall be an L shape porch extending in width a minimum of 20 feet or 35% of the street lot width and extending 20 feet minimum along designated side wall. Front porch is to be within the 10 to 20 feet set back.
2. Porches shall be a minimum 8 feet depth.
3. Rear porch is required and shall extend 50% of Lot frontage at street.
4. Side porch is required and must extend a minimum of 20 feet.
5. Bays up to 3 feet deep allowed, minimum 2 feet from outside corner of porch.
6. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. Accessory buildings may not be attached to main building.
2. The footprint of accessory buildings shall not exceed the designated sites.
3. Out buildings shall not exceed 16 feet in height.
4. Roof overhang is allowed over accessory building pad up to 18 inches except on property line.

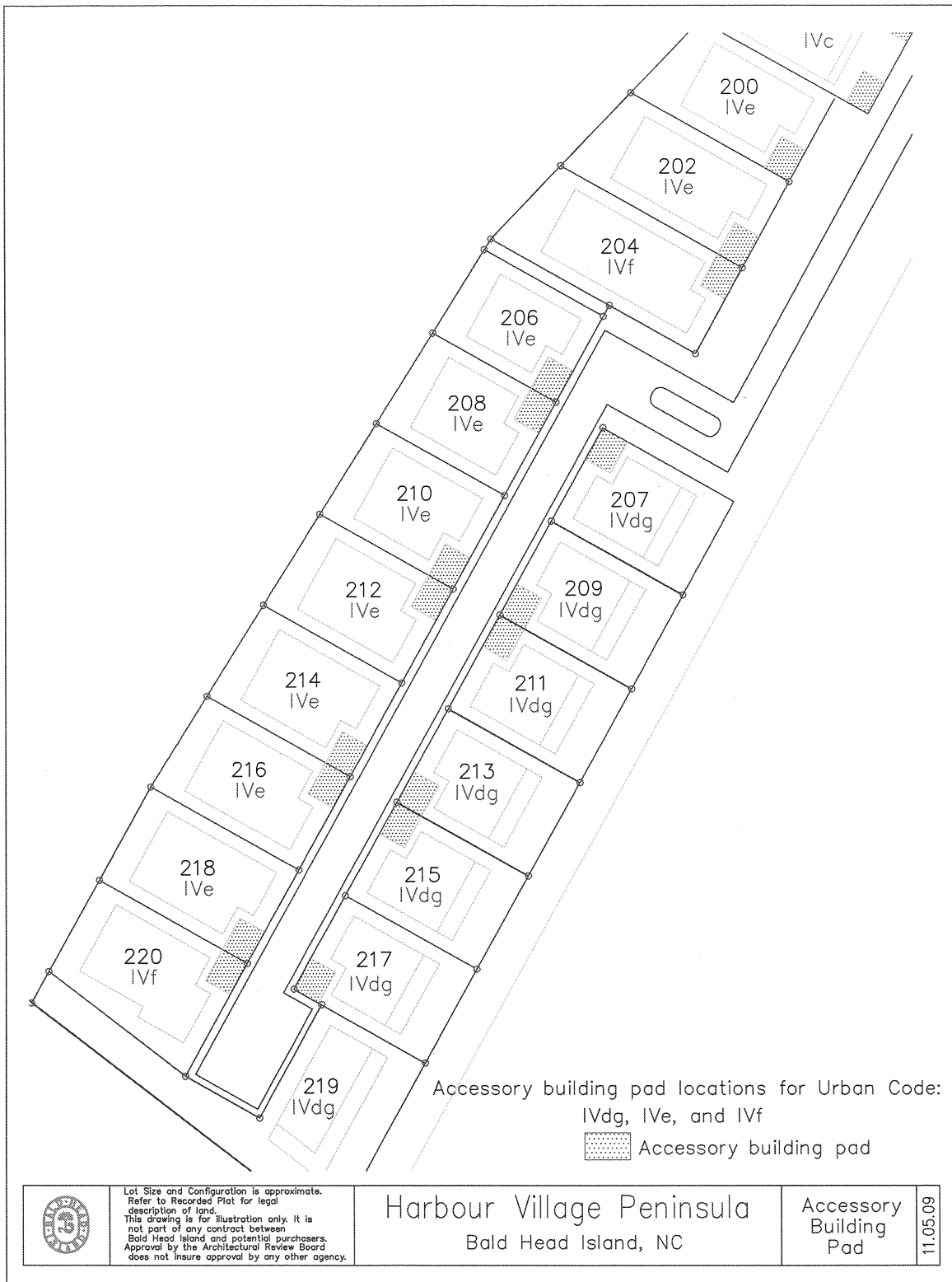
5. See recorded plat or page 38 for accessory building pad locations. Maximum area of 300 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height of main building volume shall not exceed 40 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



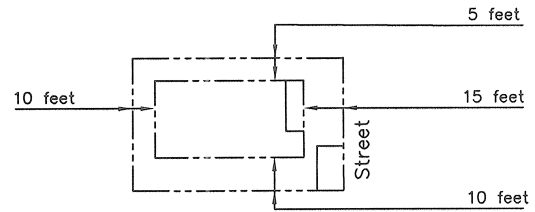
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Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE V
RESIDENTIAL**

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

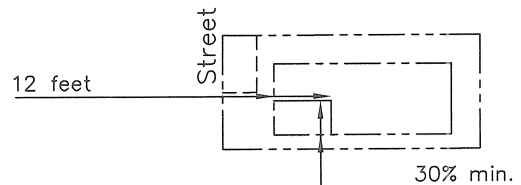
1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 40% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 10 feet, left side setback 5 feet, front setback 15 feet, rear setback 10 feet.



Type V
The side set backs on HV 31 are opposite.

PORCHES: An unglazed and roofed structure.

1. The front porch shall extend in length a minimum of 30% of the street façade.
2. The front porch shall be the minimum designated depth of 12 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.



Type V

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

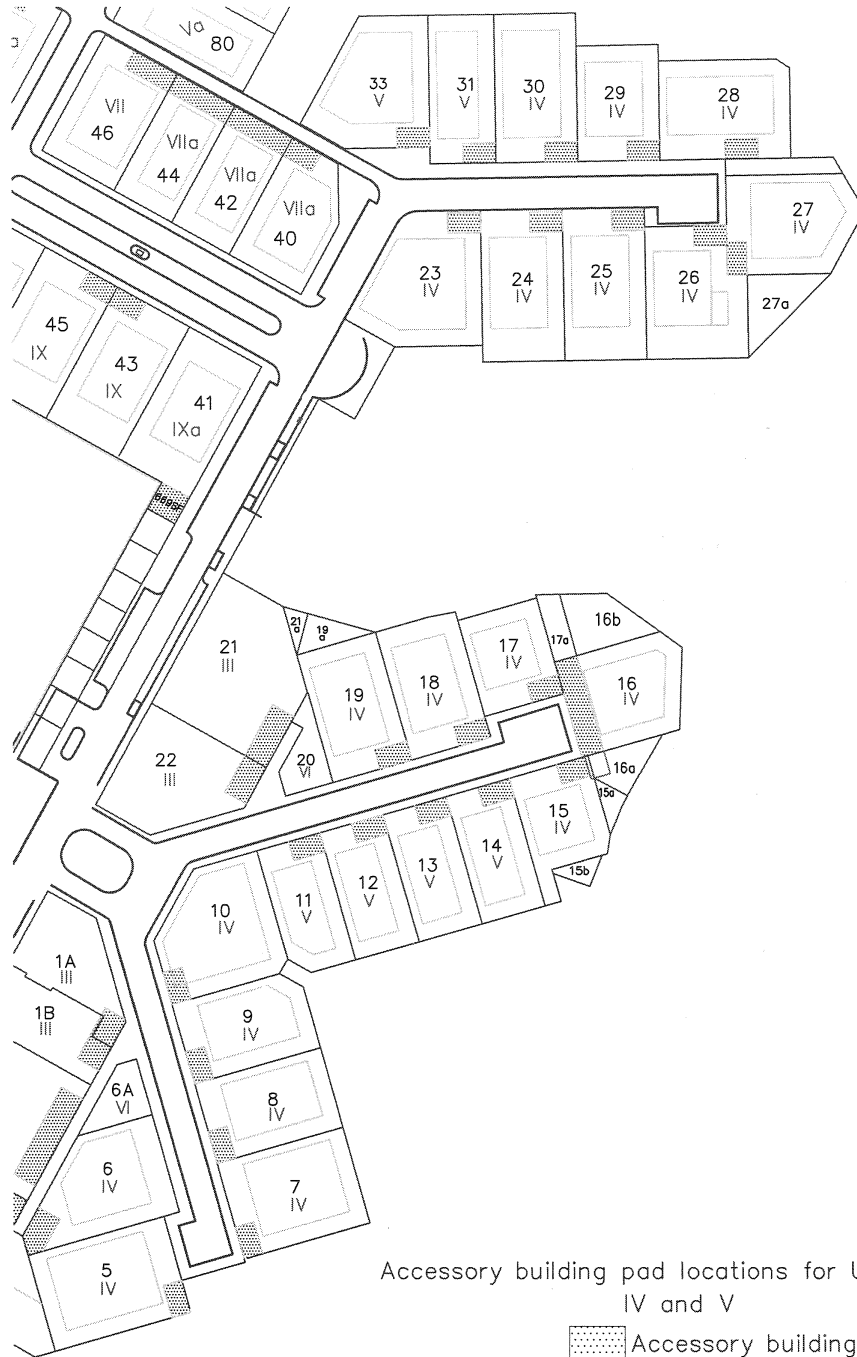
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or 41 page for accessory building pad locations. Pad is typically 12 feet deep and 20 feet long.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height of main building volume shall not exceed 40 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



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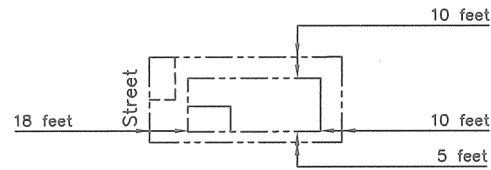
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Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

TYPE Va
RESIDENTIAL

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

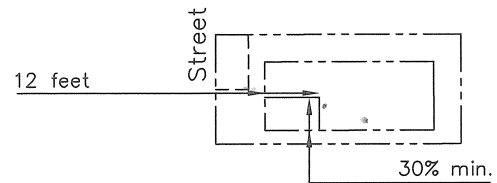
1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
4. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street minimum of 40% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 5 feet, left side setback 10 feet, front setback 18 feet, 10 feet rear setback.



Type Va

PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 30% of the front façade.
2. The front porch shall be the minimum designated depth of 12 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.



Type Va

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

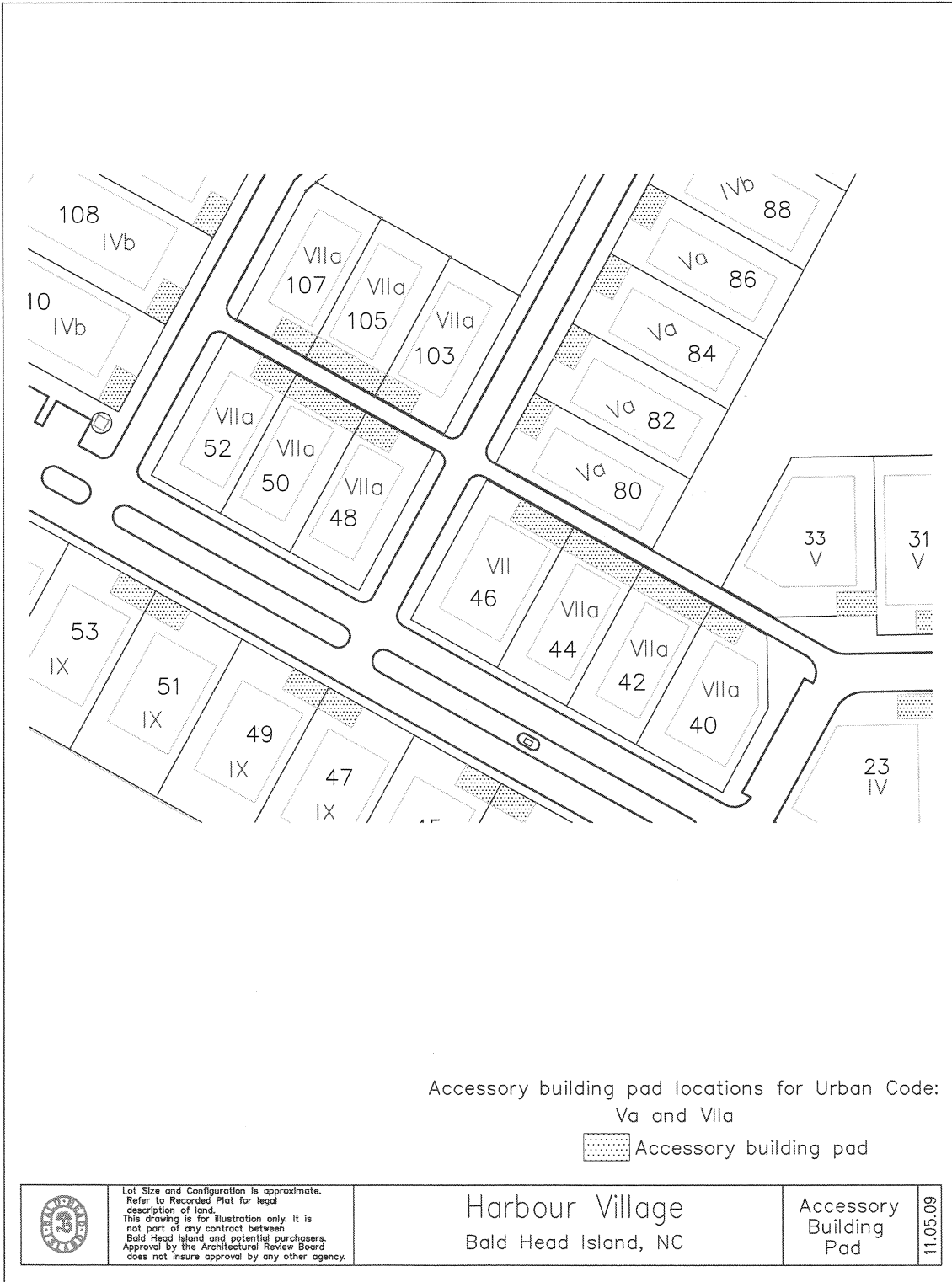
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 44 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long. Maximum area of 240 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**

Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR

TYPE VI

SPECIAL DISTRICT

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

NONE REQUIRED

PORCHES: An unglazed and roofed structure.

NONE REQUIRED

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

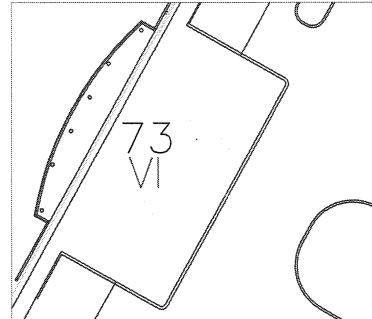
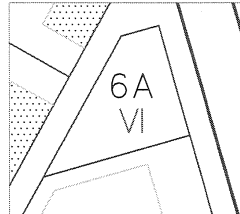
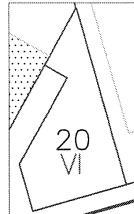
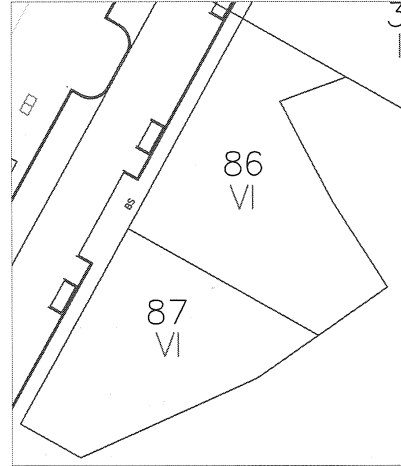
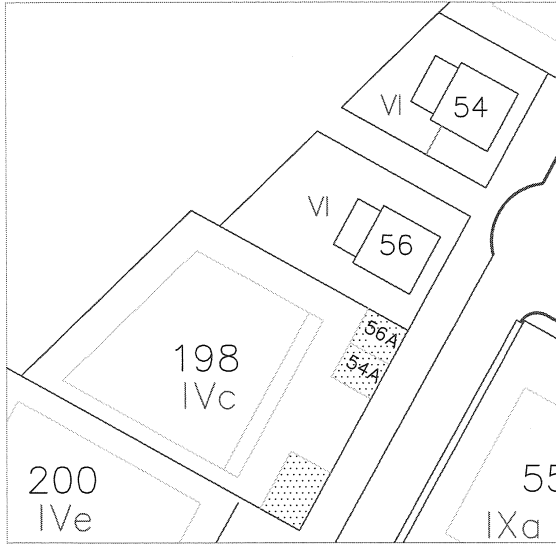
NONE REQUIRED

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

NONE REQUIRED

MAIN STRUCTURE BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

NONE REQUIRED



Accessory building pad locations for Urban Code:
IVc and VI

 Accessory building pad



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Harbour Village
Bald Head Island, NC

Accessory
Building
Pad

11.05.09

**AS REFERENCED IN THE AMENDED AND RESTATED DECLARATION OF COVENANTS,
CONDITIONS AND RESTRICTIONS FOR BALD HEAD ISLAND HARBOUR**
Consisting of pages 1A, 1B, 2A, 2B, 3A and 3B

URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE VII
RESIDENTIAL

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 40% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half of the side yard to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 10 feet, left side setback 5 feet, front setback 10 feet, rear setback 15 feet.

PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 60% of the street side facade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street or alley as designated.

1. A minimum of 2 parking spaces shall be provided within the shaded area designated.
2. Garages shall follow the specifications of accessory buildings.

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.

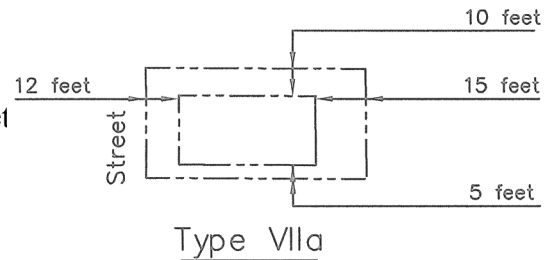
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URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE VII a
RESIDENTIAL**

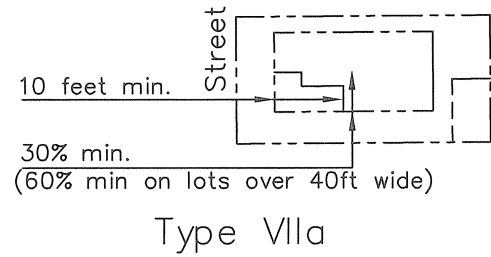
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street minimum of 40% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to a maximum of 3 feet. Provided a minimum distance of 10 feet is maintained between dwellings.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 5 feet, left side setback 10 feet, front setback 12 feet, rear setback 15 feet.



PORCHES: An unglazed and roofed structure.

1. The front porch shall have a minimum width of 10 feet. The porch length shall be 30% minimum. (60% minimum on lots over 40 feet wide)
2. The porch column spacing and window openings shall be square or vertical in proportion.



ACCESSORY BUILDINGS: An auxiliary structure located on the same lot as the principal building.

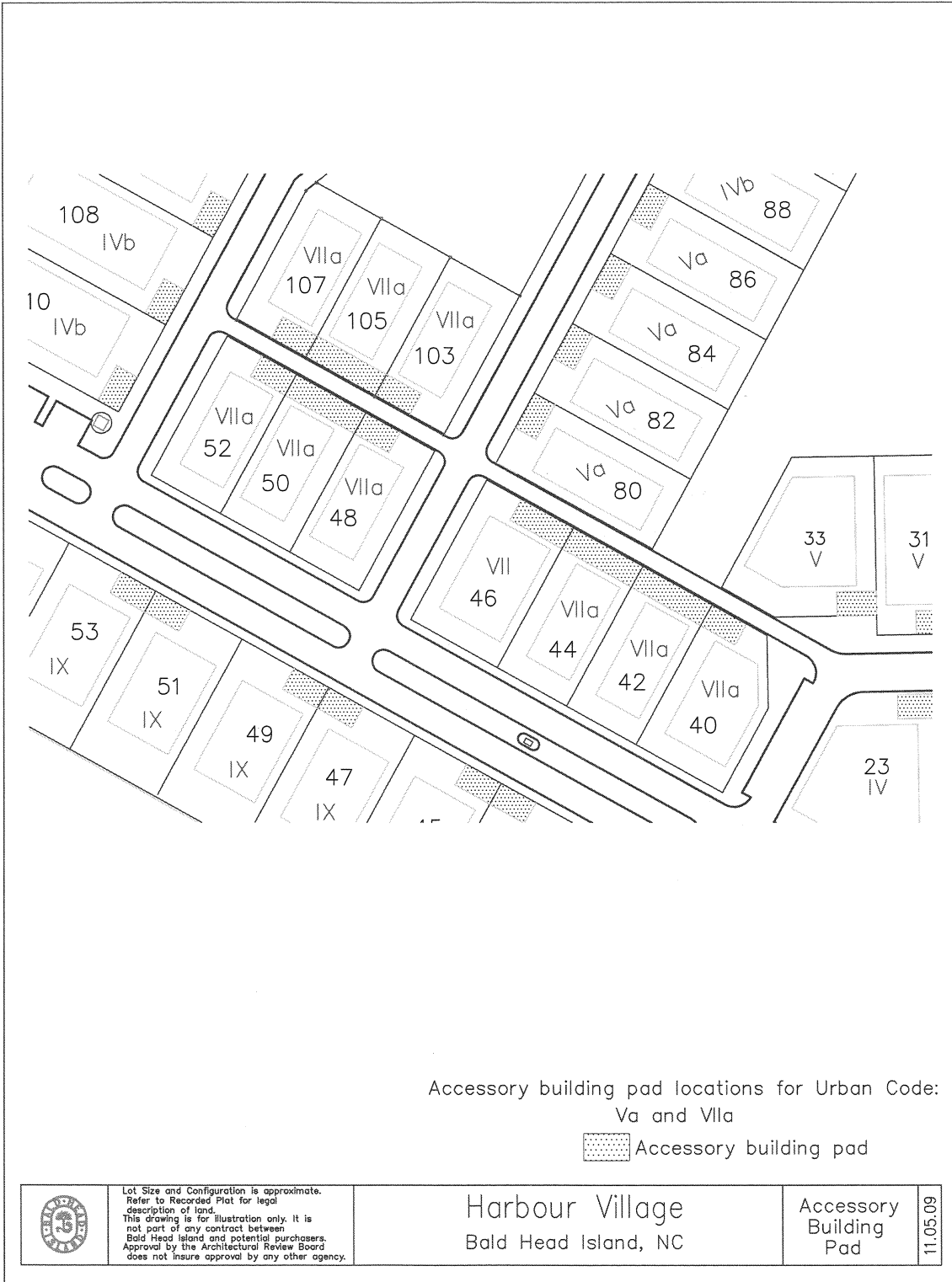
1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 51 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long. Maximum area of 240 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the shaded area designated.
2. Garages shall follow the specifications of accessory buildings.

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



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URBAN CODE - BALD HEAD ISLAND HARBOUR
TYPE VIII
RESIDENTIAL

MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street a minimum of 30% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 3 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 15 feet, left side setback 5 feet, front setback 10 feet, rear setback 15 feet.

PORCHES: An unglazed and roofed structure.

1. The porch shall extend in length a minimum of 60% of the street façade.
2. The front porch shall be the minimum designated depth of 8 feet.
3. The porch column spacing and window openings shall be square or in proportion vertical.

ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. The footprint of accessory buildings shall not exceed the designated sites. Maximum area of 225 square feet.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.

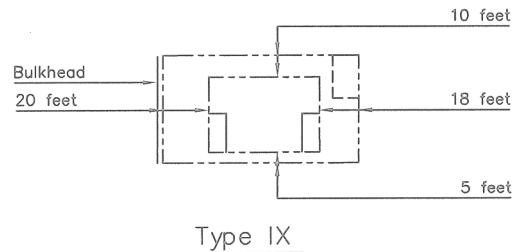
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URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE IX
RESIDENTIAL**

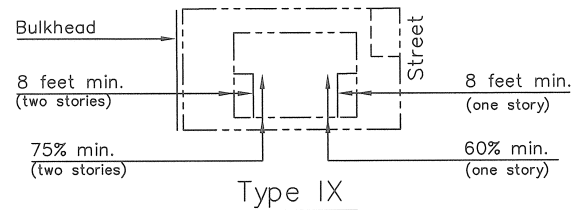
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street minimum of 50% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 2.5 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet.
7. Right side setback 10 feet, left side setback 5 feet, front setback 18 feet, rear bulkhead setback 20 feet.



PORCHES: An unglazed and roofed structure.

1. The front porch shall extend in length a minimum of 60% of the street façade.
2. The rear porch shall extend 75% of house width and be on both stories.
3. Porches shall be the minimum designated depth of 8 feet.
4. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 56 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long. Maximum area of 240 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
4. First floor elevations will be restricted to 2 feet above the FEMA (the Federal Emergency Management Agency) designation or 4 feet above average grade around the perimeter exterior walls whichever is greater.



Accessory building pad locations for Urban Code:
IX and IXa

 Accessory building pad



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Harbour Village
Bald Head Island, NC

Accessory
Building
Pad

11.05.09

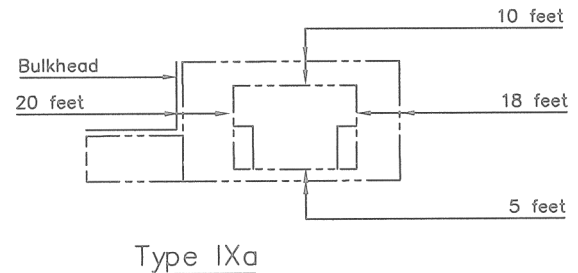
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URBAN CODE - BALD HEAD ISLAND HARBOUR

**TYPE IX a
RESIDENTIAL**

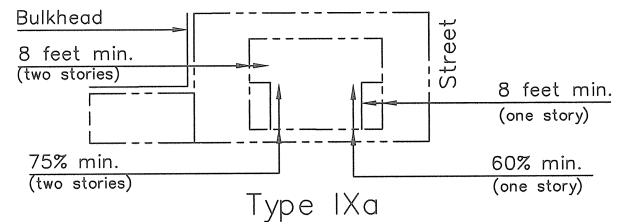
MINIMUM SETBACK REQUIREMENTS/YARDS: An area left free of structures more than 3 feet in height except as hereinafter shown for accessory buildings.

1. All building plans shall be submitted to the HARB prior to initiation of improvement or alterations.
2. All construction except for accessory buildings shall be within the area designated.
3. The street side facade shall extend along the street minimum of 50% of the lot width.
4. The larger of the side yards shall be where designated on accompanying subdivision plat.
5. Chimneys and bay windows may encroach up to one-half the side yard specified to a maximum of 2.5 feet.
6. Wood fences shall be built along all streets, alleys and courts. Maximum height is 3 feet
7. Right side setback 10 feet, left side setback 5 feet, front setback 18 feet, rear bulkhead setback 20 feet.



PORCHES: An unglazed and roofed structure.

1. The front porch shall extend in length a minimum of 60% of the street façade.
2. The rear porch shall extend 75% of house width and be on both stories.
3. Porches shall be the minimum designated depth of 8 feet.
4. The porch column spacing and window openings shall be square or in proportion vertical.



ACCESSORY BUILDINGS: An auxiliary structure located within a yard area.

1. The footprint of accessory buildings shall not exceed the designated sites.
2. Out buildings shall not exceed 22 feet in height.
3. The roof overhang of accessory buildings are allowed to overhang up to 18 inches on all alleys, streets, sidewalks and adjoining property lines.
4. See recorded plat or page 59 for accessory building pad locations. Building pads are typically 12 feet deep and 20 feet long. Maximum area of 240 square feet.

PARKING: An open area no less than 5 feet by 10 feet with a minimum 8 feet wide continuous access to the street.

1. A minimum of 2 parking spaces shall be provided within the area designated.
2. Garages shall follow the specifications of accessory buildings.

BUILDING HEIGHTS: The vertical distance between average street level and the roof peak on a structure.

1. Maximum building height is 35 feet.
2. There shall be a height limit of 45 feet on structures (cupolas or towers) with a footprint of less than or equal to 215 square feet.
3. A flat roof shall be permitted only as a habitable deck enclosed by a continuous balustrade.
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Accessory building pad locations for Urban Code:
IX and IXa

 Accessory building pad



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Harbour Village
Bald Head Island, NC

Accessory
Building
Pad

11.05.09

SITE GUIDELINES

Accessory Buildings

All accessory buildings shall be located within the designated building setbacks and must be included in the impervious coverage calculation for each lot. Accessory buildings containing covered parking must be located within the designated garage/parking zone. Massing, materials, and colors of such accessory building(s) shall complement those of the primary structure. Two non-stacking parking spaces are required either outdoors or in a garage. The garage and primary structure may be connected with arbors, decks, pergolas, open porch or breezeway.

Massing-- shall complement that of the main building and be based upon simple, traditional coastal vernacular forms.

Setbacks--All accessory buildings must be placed within the designated building setback.

Height

1. The accessory building height restrictions for each lot are listed in the Urban Code for each lot. The Urban Code lot designations are found on page 13.

Uses--The following uses are permitted for accessory buildings:

1. Pavilion and gazebo
2. Detached garage
3. Utility, shower or garbage enclosure
4. Guest cottage/crofter
5. Workshop or studio

Arbors, trellises and pergolas are considered site work.

RECOMMENDATIONS

1. The Committee discourages a “three-story” look to accessory buildings.
2. Village Ordinance does not permit two living units on one property. This means the accessory building cannot have a working stovetop.

Beach Accesses

In order to minimize dune crossings, beach accesses must be grouped with adjacent property owners. No beach access or other structures, other than those constructed in designated access easements, shall be permitted. Any beach access approved to cross Harbour Association land will require a license agreement.

All beach accesses must comply with Village Ordinances.

Boats

Any applicant who intends to store a boat on private property on the Island needs to present a construction or natural vegetation screening option for the boat as part of their submittal (see Architectural Questionnaire on page 98, under Forms Section). The boat must be screened from any roadway, common area, adjoining lot or living unit.

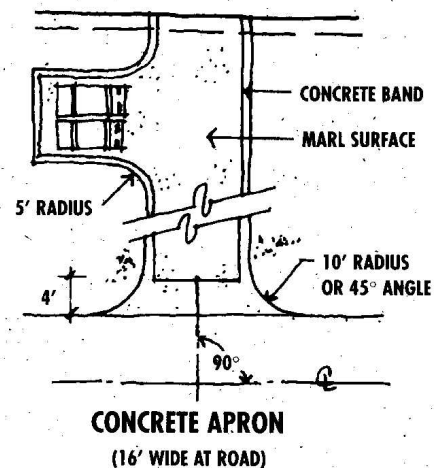
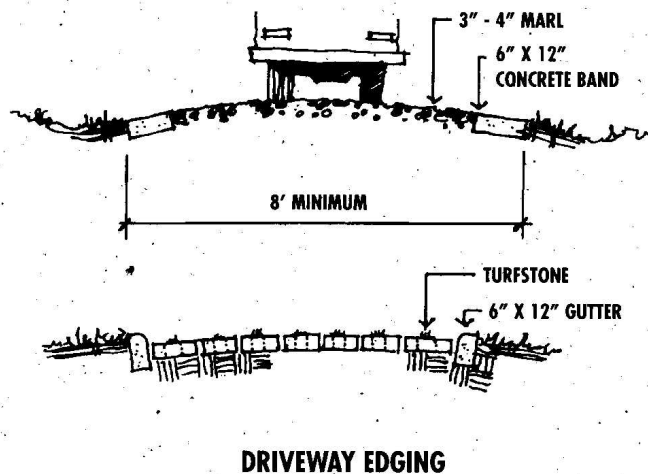
Driveways and Parking

REQUIREMENTS

1. All loose paving materials must be edged with suitable permanent material.
2. Drives must provide a concrete apron at the road edge. This protects the road from breaking. The apron must be installed to the edge of the road with 16-foot width at the interface and tapered to meet driveway width of 8-foot minimum.
3. Outside or non-garage parking must be adequate for two carts without stacking.
4. Changes to driveway surfaces for existing homes or during new construction must be brought to HARB attention prior to implementation.
5. Carts may not be parked on unimproved properties. Properties that are under construction cannot have vehicles left on the property overnight. Appropriate parking locations can be made available to contractors through Contractor Services.

RECOMMENDATIONS

1. Two 4" Schedule 40 PVC sleeves with caps at each end should be placed under concrete aprons/entry driveways for the purpose of utility conduits, 2' below grade, 6' from the road edge. This protects the driveway from being torn up if any future utility maintenance is required.
2. It is strongly recommended that all drives should be stabilized with gravel, mulch or other appropriate material before construction starts, in order to protect the road edge.



Exterior Decorative Items

All exterior decorative items must be harmonious with the site, home and surrounding area. Landscaping should primarily be accomplished with native plants and vegetation. Decorative items (such as planters, statuary, fountains and other decorative structures) which are included in the landscaping or are visible on decks, porches and balconies, should be few in number and must be consistent with the general character of the Bald Head Island environment. Colors should blend with the surroundings.

Fences

All fences shall have a minimum height of 24 inches and shall have a maximum height of 36 inches above grade with pickets being vertical unless otherwise approved by the HARB. Fencing should always follow the existing grade. A detailed drawing of elevations of the entire fence must be submitted to the HARB.

Approved materials are limited to the following:

1. Pressure treated lumber
2. Cedar
3. Redwood
4. Approved man-made materials
5. Masonry and stucco
6. PVC
7. Composite

All boards must be installed on the outside of the fence frame on the entrance side of the house. When fence construction is intercepted by a tree, the fence may not be attached to or touch the tree. The gates on the public street side must be 3 feet wide minimum.

Where fences taller than 36 inches are allowed by Village Ordinances (i.e., adjacent to commercial property) no more than 50% of the fencing shall be opaque. Further opacity is encouraged through vegetation. A list of recommended plants can be found in the landscaping section on page 72. The maximum height of any privacy fence shall be 6 feet. The fence line in the rear yard can vary from the property line with the written approval of the HARB, however, no structure may overhang the property line. It is the responsibility of each architect to transition his/her fence to any existing fences on either side of the property line and to adjust to the grade. All painted fences shall be painted with Benjamin Moore “Superwhite” or approved equivalent.

Lighting (Exterior)

Light pollution is avoidable. Homes on the island must be extremely frugal with exterior lighting. Homes must be careful to prevent distraction of the hatchling and nesting sea turtles during May 1st to November 15th, and this is strictly regulated by Village Ordinance. Nesting female and hatchling loggerhead sea turtles should not be exposed to artificial sources of light

while on Bald Head Island. It is highly recommended that all homes install room darkening window treatments (blinds, shades, drapes...) on windows.

REQUIREMENTS

No residential exterior lighting is permitted except low profile luminaries and fully baffled lights.

Path/landscape lighting is encouraged in moderation, must be no taller than 3' mounting height and must use no more than 60 watt incandescent lamps.

Fixtures with an exposed light source are prohibited. All exterior lighting shall be shielded from horizontal view for the protection of the night sky and to avoid glare.

Setbacks

REQUIREMENTS

Each lot has different setback requirements. Please refer to the Covenants and Urban Code pertaining to each specific lot.

Listed below are structures that are allowed to encroach upon the setbacks. All others shall be within the setbacks.

1. Fences not exceeding 3 feet in height above grade.
2. Trellises, entry arbors, and pergolas not to exceed 10 feet in height.
3. Driveways (excluding the guest parking area).
4. Wood walkways (not beach accesses) must not exceed 4 feet in width and 16 inches in height above grade.
5. Retaining walls
6. Address bollards

Please be aware that on marsh, ocean and river properties, CAMA setback requirements may take precedence over platted setbacks.

Signage

House identification signs shall not exceed an area of 2 square feet. Freestanding house identification signs shall not exceed two feet in height. Location, material and content must be approved by the HARB. House identification sign content is limited to house name or family name. The Architectural Review Administrator can provide guidance with regard to the specifications for these signs. In accordance with state law, political signs not exceeding 24" x 24" are not prohibited. However, such political signs may not be erected or visible on a lot earlier than 45 days prior to the election to which they pertain, and must be removed no more than seven days after the election.

Specifications for the builder/construction signs and the standard address bollard can be found in Appendix C on pages 108 and 109.

The Village also has specific sign ordinances. In situations where the HARB, neighborhood Association, and Village restrictions overlap, the stricter shall apply.

Site Grading

REQUIREMENTS

1. Site grading must be kept to a minimum and necessary drainage systems must be designed for minimum impact. Because of the sensitive environment of the Island and drainage issues, the Village and the HARB are very concerned with filling or major contour changes on a lot. Any filling or contour changes must be brought to the attention of the Village Building Inspector and the HARB for approval before proceeding. In an AE Flood Zone, filling requires Village approval, and the Building Inspector will examine particularly whether the filling will impact the natural flow of stormwater. FEMA requirements also specifically regulate filling in a VE Flood Zone.
2. Erosion and siltation control provisions shall be employed during and after construction. Surface drainage must be collected on site and not cause damage to adjacent properties as the result of construction. Particular attention must be paid to avoid standing water.
3. Paving, buildings and drainage systems must preserve natural grade runoff and vegetation. The drive must be designed for minimal environmental impact and zero impact on neighbors. Avoid damming the natural water flow, with culverts or drain tile as necessary.
4. The sands on Bald Head Island are very permeable and accept runoff easily. However, flooding from large storms is sometimes a problem. Particular attention must be paid to avoid standing water. Any elevation under 8' MSL tends to flood; therefore, filling for the building pad and driveway is allowed with a Village permit only.
5. Lots containing drainways, swales, bulkheads, drainage grates, pipes, or other ecological controls must be kept and maintained in accordance with the requirements of all applicable permits, and in such a manner so as not to interfere with the proper operation of such controls or with any related easements.

RECOMMENDATIONS

Raised deck driveways are recommended in flood areas, but care should be taken to ensure they are firmly anchored.

Trash Receptacles

REQUIREMENTS

1. Trash receptacles must be under or near the house.
2. Unobstructed access convenient to the driveway must be provided.
3. Receptacles must be animal proof.
4. Receptacles must be sized to hold at least two 30 gallon trash containers.

Trellises and Arbors

REQUIREMENTS

1. The footprint of a trellis must not exceed 120 square feet measured within the outer perimeter of all members and the proportion must complement the other structures on the lot.
2. If over a driveway:
 - The maximum inside width dimension must be no more than 10' from post to post.
 - The minimum inside width dimension must be no less than 8' to allow for vehicular access.
3. The minimum height must be 8' from finish elevation to the lowest horizontal member. Overall height cannot exceed 10'.
4. Simple versus ornate trellis styles are preferred.

Flags

REQUIREMENTS

1. Ground mounted flagpoles in the Harbour must be made of wood or high quality metal no taller than 25'. Maximum flag size is 4' x 6'. Wall mounted flag kits are allowed. In accordance with state law, U.S. and N.C. flags smaller than 4' x 6' are not subject to regulation by the HARB.
2. Requests should include a site survey with dimensions and requested pole location.
3. Only one (1) flagpole may be installed on a property.
4. U.S. flags shall be displayed in a respectful manner and be in good condition and in accord with the U.S. flag code of 1976.

All flagpoles and flagpole locations are subject to approval by the Harbour Architectural Review Board.

Utilities

REQUIREMENTS

1. All HVAC equipment and solar hot water collectors must be above the base flood elevation and shielded from view.
2. Solar panels, if used, must be incorporated into the house and roof design to minimize visibility.
3. Thru-wall heating/cooling units (window HVAC units) are prohibited.
4. Architects shall show proposed location on the site plan for grinder pump, existing water meter and sewer stub-out. Grinder pump shall be no closer than 5 feet from the property line and house. Contact The Village of Bald Head Island Utilities Department for approval on grinder pump location.

RECOMMENDATIONS

1. For requirements with respect to water, sewer and fire sprinkling contact The Village of Bald Head Island.

2. For common sense guidelines for fire protection, including considerations for golf carts, appliances and fireplace safety, consult with the BHI Public Safety Department.
3. Corrosion can be a problem and should be considered. All HVAC compressors should be located out from under the roofing of any structure to allow rain to wash salt accumulation.
4. Bald Head Island's climate is such that applicant may want to consider passive solar heating designs, depending upon the characteristics of the lot.

Other

1. Independent stair towers built to reach views are not permitted on vacant or improved properties.

RECOMMENDATIONS

1. Applicants are strongly encouraged to position satellite dishes and external antennas discreetly, screening them from view to the maximum extent possible. Maximum size is one meter (approx. 39 inches) in diameter.

LANDSCAPING



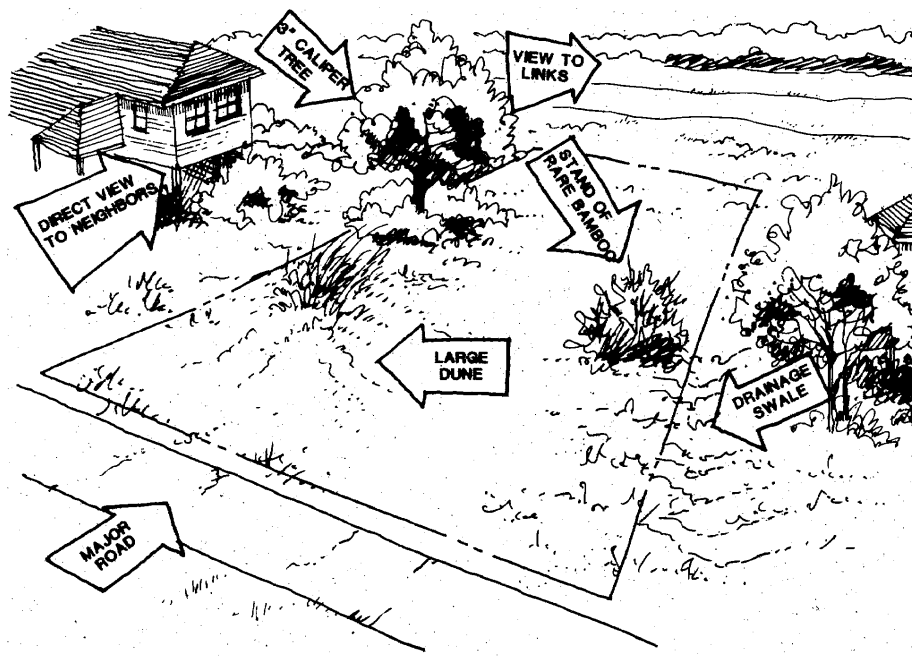
The Harbour

A small variety of animals and vegetation occurs in the dune environment. What plant varieties do occur on the dunes is very important to the stability of the slow moving dunes. The sea oats and other salt and wind tolerant grasses, vines and shrubs inhibit the movement that would otherwise bury the forest.

The sensitive natural environment we have just described is something you as a property owner on Bald Head Island should take special effort to preserve. This means not only protecting the existing flora on your property, but also increasing the productive natural systems of your own particular mini-environment. “Natural” landscaping can help you accomplish both ends. This means, for the most part, planting and allowing the NATIVE plants to flourish of their own accord. Most likely, this is opposed to spending a lot of time and money establishing lawn grass or ornamental plants. Letting nature run its course does not mean total abandonment of planting maintenance. Rather, it will mean a controlled and guided landscape in character with the charm and beauty of Bald Head Island.

Any approved clearing/planting should take into account the environmental impact of such activity and the need to protect plants of special value to the island ecology. In this Landscaping section of the guidelines you will find important information on this issue, which members are expected to follow.

The Landscaping section will attempt to show you how to bring Bald Head Island’s natural beauty closer to your home. At the same time, it will show you how to ensure the preservation that is crucial to the delicate environmental balance on the island. Hopefully, your landscaping plan will leave you with more time on your hands to enjoy that natural beauty.



Landscape Planning

One of the most important aspects of a successful landscape plan is the planting budget. This is money well spent to increase the value and appeal of your new home, and serves a practical as well as attractive purpose. On a wooded site, protecting and planting trees decreases temperature impacts of seasonal extremes, while at the same time providing privacy and beauty. In the dunes, strategically placed appropriate shrubs can detour strong winds and, in combination with the native grasses, can stabilize shifting sands that tend to intrude on unwanted places. Refer to the typical lot planting approaches at the end of the section for design techniques and effective use of plants for utilitarian use and aesthetic value.

The “leading edge” of maritime forest on the dune side is especially sensitive, as it protects the remaining forest from the “domino effect” of saltspray die back. This edge should be maintained. Disturbance of wetland vegetation (termed “404” areas by the Army Corps of Engineers) is to be avoided and should be delineated by a trained surveyor. HARB and Village approval is required for removal of any tree of 3 inch caliper or greater at 48 inches above grade. A plot plan showing trees of 3” or greater diameter is required before proceeding, or should be marked on the survey (if part of new construction). See Tree Mitigation and Review Process sections for further requirements.

A successful site/landscape plan is composed of a number of elements that, with quality design and execution, contribute to a unified balance of the natural environment and man-made elements.

REQUIREMENTS

1. Engage a trained landscape design professional.
2. All disturbed areas are required to be restored to their original character.
3. For new constructions, prepare a site and planting plan. This is required to be submitted when the house is approximately 70% complete. The required scale is 1” = 10’. The plan must show: variety, size, location and number of all plant material; type and limits of seeded/sprigged areas; a plant list with quantity, botanical name, common name, size and special specifications; date of plan preparation; project name, address and property owner; North arrow; graphic scale; dimensions and locations for hardscaping, such as grill pads,

planters, extra parking areas, pathways, decking, pavers, stepping stones, fences, arbors, etc.; square footage for added impervious coverages; notation of irrigation components and how many zones (specify drip and micro emitters).

A color board must be submitted along with a detail drawing and site plan showing location of trellis and fencing. Show location for mitigation trees, as appropriate, if mitigation was required.

4. Landscaping improvements (for an existing home) costing less than \$1000 to purchase/install do not require HARB approval. Landscaping improvements must be consistent with the natural beauty of the island and the original landscaping plan.
5. Homeowners are to review their landscape plans before turning them in for review.

RECOMMENDATIONS

1. Obtain a topographic survey or use original survey (if less than 2 years old) and prepare the site plan with careful thought as to what you envision the final product to be.
2. Verify setbacks of the property determined in the Covenants and Zoning, as well as government waterfront setback controls/dictated maximum coverage (see Size Requirements on page 12) of your house.
3. Develop a site/landscape program to contribute to your planting plan. This should begin by developing a list of the needs, desires, limitations and opportunities afforded by your property. For example:
 - 1) existing plant material
 - 2) neighboring plant material
 - 3) drainage patterns on or near the site
 - 4) neighboring houses, streets, etc.
 - 5) views in all directions, to and from the site
 - 6) location on the house of doors, windows, stairs, etc.
 - 7) predetermined setbacks
 - 8) sensitive environmental areas

Fees For Landscape Plans

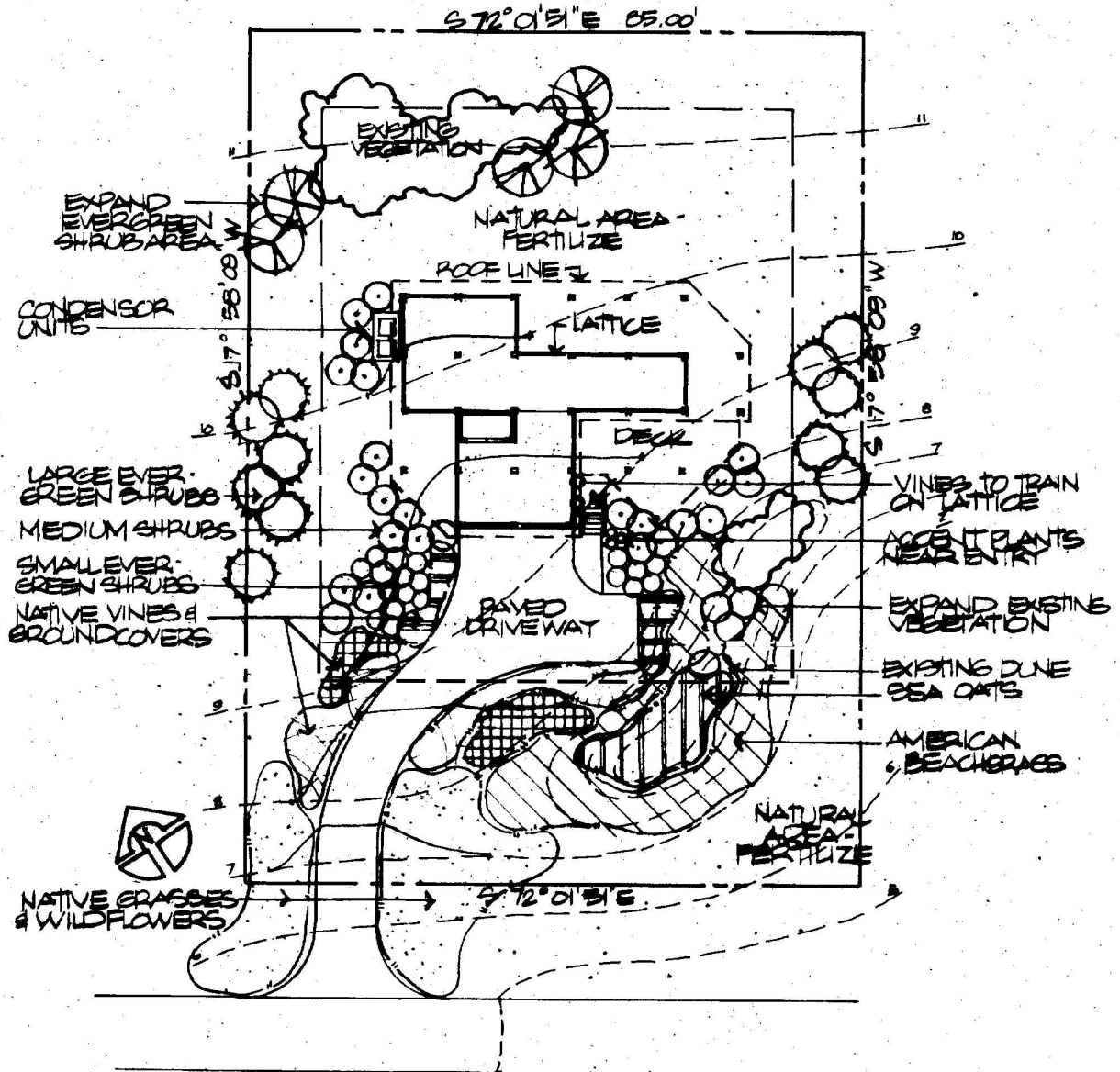
The Harbour Architectural Review Board (HARB) charges fees to cover the cost of reviewing plans and enforcing design guidelines for Bald Head Island. The HARB will have the right to refuse to approve any plans which, based on the Design Guidelines, are not suitable or desirable, in their discretion, for aesthetic or any other reasons.

First two reviews for the same lot have no fee. If the plan has not passed by the third review there is a fee of \$200. If a fee is due, the HARB will not review the landscape plan until a check has been received.

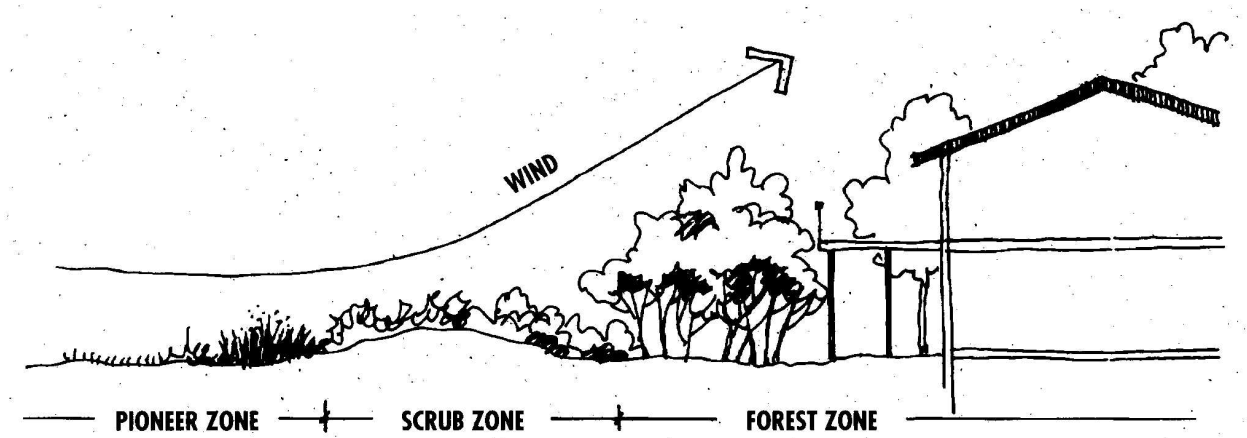
Harbour checks should be paid to the order of: Harbour Association of Bald Head Island

Landscape Plan Examples

Typical Dune Lot



This plan reflects a hypothetical lot, house and landscape design. Each site is unique and will require special considerations. Further information is required than what is shown for a complete submittal package for the Harbour Architectural Review Board.



Planting Strategies

Dune Lots:

These zones are shown as a smaller scale version of the larger plant relationships found naturally on the island.

Recommended Plant List and Planting Advice

On the leeward side of dune environment structures, more ornamental plants may be used, still with some risk of loss, however. Tall plants (which are more subject to wind and salt spray) may require periodic replacement. Within the swale zone behind the frontal dune, the best ground stabilizer is native cordgrass. Shrubs should be planted in masses in order to minimize salt penetration. Remember, however, that certain plants will not perform well when they are planted on the edge of open areas and are exposed to the resulting salt spray, wind and heat. Only a few larger species (cedar, wax myrtle, yaupon and baccharis) will survive unprotected and then only if the specific plants used are adapted to the harsh environment.

Most native grasses are available commercially and may take several years to establish. Grasses such as American beachgrass, bitter panicum and weeping lovegrass (unmowed, naturally!) are more commercially available. Beachgrass and its cousin, the sea oats, tend to prefer the primary dune shifting sand situation.

Groundcovers will require an inch of topsoil, but mulching and topsoil should be limited to planting areas only. Planting optimally should occur November through April. Plants should be sized adequately to survive the initial adjustment period. Larger plants tend to die back in adjusting to these harsher conditions; therefore, one to two gallon container shrubs are recommended. A truly successful natural landscape may take many years. The success will depend on the condition of your site after construction, water availability, an effective planting plan, and your landscaping budget.

Finally, a word on plant maintenance. A successful landscape plan for your island home should be one that virtually eliminates most time-consuming maintenance. Water conservation is an important issue in the southern climes, where summer and even winter drought periods are common. Drip irrigation to maximize water effectiveness is strongly recommended. Lawns are discouraged, both for the waste of water to maintain them and their incompatibility with the natural look of the Bald Head Island environment. The use of drip irrigation should be used particularly for first year establishment of new plantings. It is tremendously hard to establish plants, especially in the dune areas, without irrigation.

The following plant list offers suggestions for vegetation that grows well on Bald Head Island, as well as plants of special concern that the property owner should take special care to protect and preserve.

One very important note about planting on the Island. Wildlife is a serious consideration. For successful landscaping, vegetation should be chosen that discourages the interest of deer. For maximum success, you are encouraged to consult with a landscaper familiar with the Bald Head Island environment. There are many repellent products used effectively on the island.

Plants of Special Concern

The following plants are very important to the ecology of the island and special care should be taken to protect and preserve them:

American Beachgrass
American Holly
Carolina Jessamine
Dogwood
Fig
Hercules Club
Hickory
Ironwood
Laurel Oak
Live Oak

Magnolia
Persimmon
Red Bay
Red Cedar
Red Maple
Sabal Palm
Sea Oats
Virginia Creeper
White Poplar
Yaupon Holly

Planting List:

Dunes

Dune Grasses, Forbs, Wildflowers and Perennials

American Beachgrass (*Ammophila breviligulata* 'Cape'; 'Fernald' or 'Hatteras')
Marshay Cordgrass (*Spartina patens*) * low areas
Cordgrass(*Spartina bakerii*)
Sea Oats (*Uniola paniculata*)
Bitter Panicum (*Panicum amarum*)
Seacoast Bluestem (*Andropogon littoralis*)
Bushy bluestem(*Andropogon conglomerates*)
Broomsedge (*Andropogon virginicus*)
Longawn Virginia, Wildrye (*Elymus virginicus*)
Hairawn Muhly' (*Muhlenbergia capillaris*)
Seashore Paspalum (*Paspalum vaginatum*)
Largeleaf Pennywort (*Hydrocotyle bonariensis*)
Lippia (*Lippia nodiflora*)
Dayflower (*Commelina erecta*)
Seaside Goldenrod (*Solidago sempervirens*)
Trailing Wildbean (*Strophostyles helvola*)
Silverleaf Croton (*Croton ponctatus*)
Indian Blanket (*Gallardia pulchella*)
Black Eyed Susan (*Rudbeckia hirta*)
Weeping Lovegrass (*Eragrostis curvula*)
Purple love grass(*Eragrostis spectabilis*)
Blue love grass(*Eragrostis elliottii*)

Camphorweed (*Heterotheca subaxillans*)
 False Anil Indigo (*Indigofera pseudotinctoria*)
 Marsh Elder (*Iva imbricata*)
 Seaholly (*Eryngium maritimum*)
 Tawny Daylily (*Hemerocallis fulva*)
 Prickly Pear (*Opuntia compressa*)
 Spurge (*Euphorbia ammannioides*)
 Dune Spurge (*Euphorbia polygonifolia*)
 Broomsedge (*Andropogon virginicus*)
 Wild Millet (*Echinochloa walteri*)
 Sandgrass (*Triplasis purpurea*)
 Tickseed (*Coreopsis lanceolata*)
 Ox-eyed Daisy (*Chrysanthemum leucanthemum*)
 Sweet flag (*Acorus calamus*)
 River oats(*Chasmanthium latifolium*)
 Horsetail(*Equisetum hyemale*)
 Bottle brush grass(*Hystrix patula*)
 Lomandra breeze grass(*Lomandra longifolia*)
 Soft rush(*Junkus effuses*)
 Dwarf maiden grass(*Miscanthus sinensis* ‘Adagio’
 Morning light(*Miscanthus sinensis* ‘Morning light’
 Pink muhly grass(*Muhlenbergia capillaries*)
 Lindheimer’s muhly (*Muhlenbergia lindheimeri*)
 Blue sand switchgrass (*Panicum amarum* ‘Dewey Blue’)
 Blue switchgrass(*Panicum virgatum* ‘Dallas Blues’)
 Panicum ‘Cloud Nine’ (*Panicum virgatum* ‘Cloud Nine’)
 Red switchgrass (*Panicum virgatum* ‘Shenandoah’)
 Fountain grass(*Pennisetum alopecuroides*)
 Cassian(*Pennisetum* ‘Cassian’)
 Karly Rose(*Pennisetum orientale* ‘Karly rose’)
 Little bunny(*Pennisetum* ‘Foxtrot’)
 Red buttons(*Pennisetum* ‘Red buttons’)
 Black tail grass (*Pennisetum* ‘Moudry’)
 Little bluestem (*Schizachyrium scoparium*)
 Prairie dropseed (*Sporobolus heterolepis*)
 Lemon grass(*Cymbopogon citrates*)
 Blue wild indigo(*Baptisia australis*)
 Blue mist shrub (*Caryopteris x clandonensis*)
 Daylily(*Hemerocallis*)
 Lantana(*Lantana camera*)
 Goldenrod(*Solidago* spp.)
 Salvia(*Salvia* spp.)

It is particularly important to fertilize, but not over fertilize, these herbaceous plants, particularly in their first year. A 30-10-10 compound in 3 to 4 equal applications per year in pellets should be applied at 3-4 pounds per thousand square feet. Ninety percent sulphur is also

an important additive to raise pH slowly. The ideal grass coverage is to maintain a fairly open stand with about two-thirds to three-fourths of the sand surface under vegetative cover. Remember, use the sea oats and beachgrass only in the primary dune area with shifting sand. Lovegrass and the other less salt tolerant grasses should be used landward of the frontal dunes.

Dune Shrubs

Eastern Baccharis (*Baccharis halimifolia*)R
American Beautyberry (*Callicarpa americana*)
Rattlebox (*Daubentonia punicea*)
Northern Bayberry (*Myrica pennsylvanica*)
Devilwood Osmanthus (*Osmanthus americanus*)
Banks Rose (*Rosa banksiae*)
Rugosa Rose (*Rosa rugosa*) R
Adams Needle (*Yucca filamentosa*)
Hercules Club (*Zanthoxylum clavaherculis*)
Wax Myrtle (*Myrica cerifera*)
Pittosporum (*Pittosporum tobira*) R
Shrubby Yew Podocarpus (*Podocarpus macrophyllus* var. *maki*)
Indian Hawthorn (*Rapheolepis umbellata* or *indica*)
Butchersbroom (*Ruscus aculeatus*)
Salt Cedar (*Tamarix gallica*) R
Spanish Dagger (*Yucca aloifolia*)
Cypress Lavendercotton (*Santolina chamaecyparissus*)
Butterfly bush (*Buddleia davidii*)
Summersweet (*Clethra alnifolia*)
Red Bottlebrush (*Callistemon rigidus*)
Rosemary (*Rosmarinus officinalis*)
Texas sage(*Leucophyllum frutescens*)

An “R” denotes a rapid grower.

Dune Trees

Most all of these trees should be planted on the leeward side of buildings or fences in the dune area. Most trees will not survive in the dune area without some form of protection.

Eastern Red Cedar (*Juniperus virginiana*)
Red Bay (*Persea borbonia*)
White Poplar (*Populus alba*) R
Chickasaw Plum (*Prunus angustifolia*)
Carolina Laurel Cherry (*Prunus caroliniana*)
Black Cherry (*Prunus serotina*)
Live Oak (*Quercus virginiana*)
Cabbage Palm (*Sabal palmetto*)

Yaupon (*Ilex vomitoria*)
Wax Myrtle (*Myrica cerifera*)
Pindo palm (*Buttia capitata*)
Needle palm(*Rhaphidophyllum hystrix*)
European fan palm(*Chamaerops humilis*)

Dune Vines

Vines are excellent ground covers in the dune zone.

Common Trumpet Creeper (*Campsis radicans*) R
Carolina Jessamine (*Gelsemium sempervirens*)
Trumpet Honeysuckle (*Lonicera sempervirens*)
Virginia Creeper (*Parthenocissus quinquefolia*) R
Summer Grape (*Vitis rotundifolia*)
Peppervine (*Ampelopsis arborea*) R
Sweet Autumn Clematis (*Clematis paniculata*) R*
Asian jasmine(*Trachelospermum asiaticum*)

* These plants should be used with discretion as foundation or protected area plantings.

Plants listed have various salt-wind resistance and awareness of this tolerance is crucial for successful planting. Sand fences and the like can provide an 80% reduction in wind velocities for establishing plants. “Lead” plants indigenous to the dune pioneer zone may be planted as a low first row, followed by plants gradually taller and less salt tolerant to create a vegetative salt-wind barrier.

Tree Removal/Mitigation

REQUIREMENTS

1. For new construction, all existing trees of 3 inch caliper or greater at 48 inches above grade shall be entered on a Tree Survey and submitted to the HARB with site plans. This survey shall depict the exact location, size and drip line or canopy line of the trees and identify clearly all trees that will be removed. In addition, all existing vegetation which exists in a wind blown environment as clustered growth or having horizontal branching habits with a minimum caliper of 3 inches or greater at 48 inches above grade shall also be submitted on the survey and, if they are to be removed, this should be clearly noted.
2. For existing construction or lots where trees of 3 inch caliper or greater at 48 inches above grade are to be removed, all existing trees on the lot of this size shall be entered on a Tree Survey and submitted to the HARB. This survey shall depict the exact location, size and drip line or canopy line of the trees and identify clearly the trees that will be removed.
3. The HARB may require a mitigation rate of up to 100% for each inch of caliper of trees to be removed. The replacement trees preferred are listed below. Depending upon the number of trees removed and the landscaping planned by the owner, the requirement of replacement trees may be waived or the HARB may determine that plant materials and shrubbery may be substituted where visually appropriate. If replacement trees cannot be contained on a lot, the HARB may instruct location of same in a specified common or open area.

Recommended Replacement Trees

Ocean Environment	
Eastern Red Cedar Red Bay Carolina Laurel Cherry Black Cherry Live Oak*	Cabbage Palm Sabal Palm (Single Trunk) Yaupon Wax Myrtle

* If protected from SW wind

4. In exercising its discretion respecting these Tree Mitigation Guidelines, the HARB shall take into consideration, among other things, the number and species of trees removed; any hardship to the property owner; the remaining foliage, trees, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the Landscaping Plan; the size, shape, and topography of the lot; the size, species, and value of proposed replacement trees; and other relevant factors.
5. All specimen trees shown on the Tree Survey outside of the building envelope shall be carefully protected from construction activities in any manner deemed appropriate by the

HARB, including protective fencing. This fencing shall remain in place throughout the construction process (see Construction/Site Guidelines page 79).

6. Unauthorized Removal of Trees:

The Village and The HARB take very seriously the unauthorized removal of trees 3 inches or greater in caliper at 48 inches height above grade, whether on new construction, built lots, undeveloped lots or common area. Village ordinance indicates that removal of any tree or trees 3 inches or greater in caliper at 48 inches above grade requires permission and/or a landscape permit from the Village Building Inspector, even if the tree is determined to be dead or diseased. Please see Appendix E for the Village Ordinance on tree cutting and removal.

For unauthorized removal of any tree or trees larger than 3 inches in caliper at 48 inches above grade, the HARB supports the process provided through Village ordinance. Those removing trees of this size or greater without first obtaining a proper Village landscaping permit and HARB approval will be required to obtain a Village landscaping permit, pay the required fine, and mitigate loss of such tree or trees. As part of mitigation, the offender will be required to replant a tree(s) of like kind and of the same size as the cut tree(s) within 180 days of the fine, guaranteeing the tree to survive for one year after the replanting date. If the caliper of the cut tree is greater than four inches, the offender will replant a number of trees to equal the caliper of the cut tree. Replanted trees will have a minimum caliper of four inches per tree. Fines will be \$500 per inch of caliper at 48 inches above grade of the cut tree.

The Building Inspector must approve the location(s) of the replanted tree(s). The HARB also has the discretion to require the offender to submit a landscaping plan to the HARB for approval.

In the case of “competing trees”, the Building Inspector shall make a decision of which tree to remove. The removal of dead trees, of 3 inch caliper or greater at 48” grade, shall not require a permit but shall require the approval of the Building Inspector prior to removal. If a decision by the Building Inspector is disputed, the property owner must provide sufficient evidence to show the tree is dead, represents a danger to individuals or property, or that the tree is diseased and will not live.

RECOMMENDATIONS:

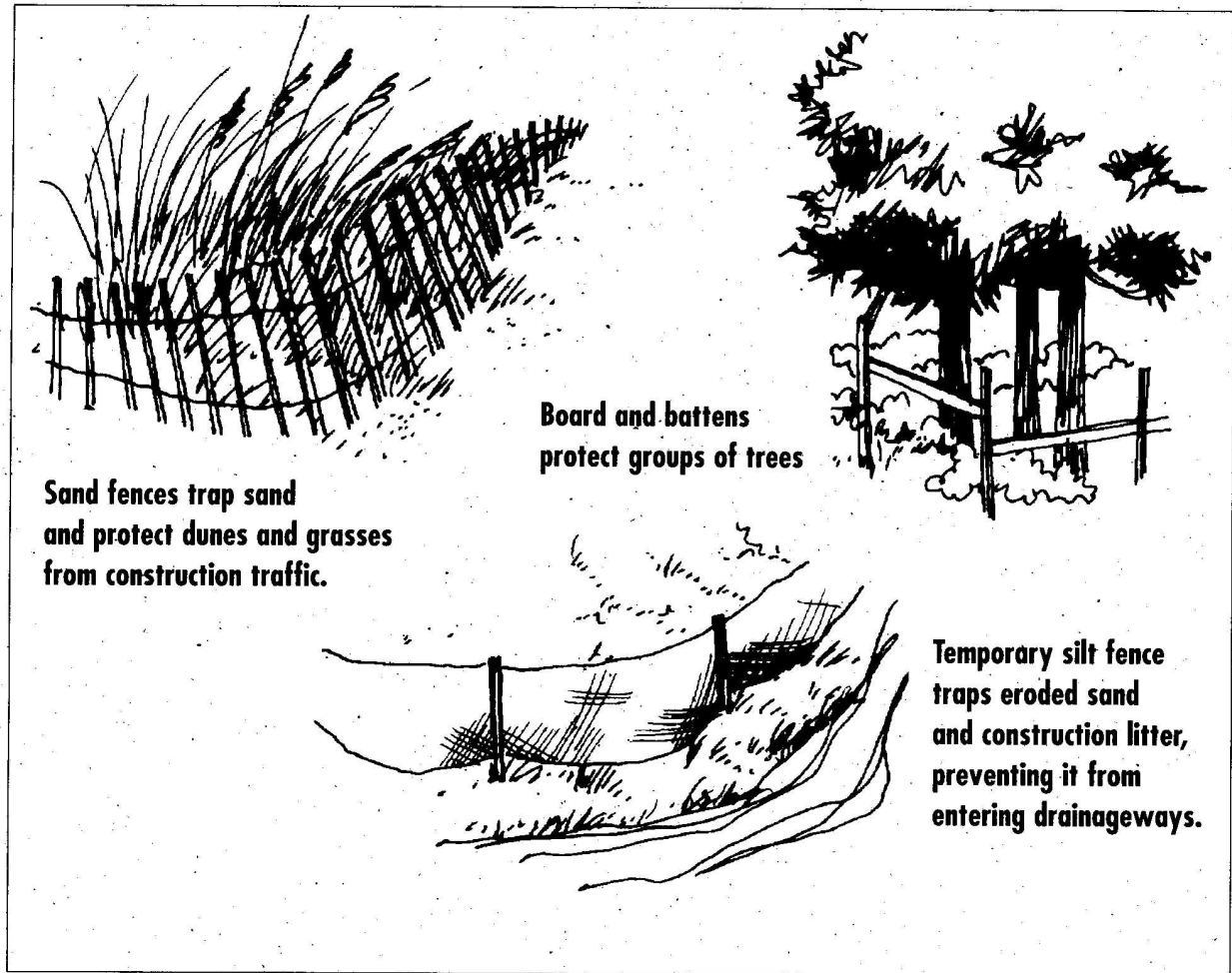
1. Lot Clearing – Some clearing of understory trees and shrubs may be required to prepare a site for sale or survey or to stake the proposed building site. Permission to clear such understory trees and shrubs shall not be required by the HARB or Building Inspector for the purpose of surveying, but shall be limited to such vegetation with a 3 inch caliper at 48 inches above grade. Violations of this requirement are subject to the mitigation and fines delineated above.

CONSTRUCTION/SITE GUIDELINES

A preconstruction discussion with your builder on site can be valuable for reducing needless damage and removal of the topography and vegetation. Progress reviews are equally valuable to inventory damage and responsibility. Your contractor should be aware of specific regulations governing construction work and keeping the site presentable.

REQUIREMENTS

1. Construction on the structure must commence within 24 months of HARB approval. Once commenced (the date the building permit is obtained), the exterior must be completed within twenty-four months. Please note, the Village requires construction to commence within 6 months of obtaining the building permit, or the permit expires. It is expected that HARB approved landscaping plans should be in place within 30 days of occupancy or completion of construction of the building, whichever comes first. If planting should coincide with summer months, it can be delayed for maximum success rate. Please notify the Architectural Review Administrator if landscaping will be delayed during the summer due to weather-related considerations.
2. After gaining HARB final approval and obtaining all necessary permits, the property owner's contractor must establish limits of construction, stabilize the proposed driveway, install appropriate protection (ie. sand fence, etc.) for trees that are to be saved at limits of construction as shown on site plan **before** delivery of materials and start of construction (see Tree Mitigation section for further protection requirements). Existing grades and drainage features also need adequate protection. Silt fencing must be used where specified by CAMA requirements. Small construction trailers are permitted on a temporary basis.
 - See Landscaping section and Appendix E on page 113 for requirements regarding clearing of lots and tree removal. All reasonable means shall be taken during and after construction to protect and preserve all existing vegetation. Boards or other materials shall not be nailed to trees during construction. Storage (temporary or otherwise) of equipment or materials must occur within driveway and parking areas of the site, where it will minimize impact of root damage under tree canopies.
 - Sediment and erosion control provisions shall be employed during and after construction as required by the State of North Carolina. Surface drainage must be collected on site and not cause damage to adjacent properties as the result of construction. Particular attention must be paid to avoid standing water.



All planting, fixtures, fencing and landscaping which is damaged during construction or after by construction vehicles, fire or other cause, on or off site (including streets, shoulders and common areas), shall be repaired, removed or replaced by the contractor.

During construction, all trash, debris and waste shall be picked up regularly and not be exposed to public view or accessible to wildlife. Burning of debris must occur in a proper receptacle by permit only, issued by the Village's Chief of Public Safety.

Construction personnel are expected to conduct themselves in a professional manner. Disturbance of island residents/visitors with loud music, profanity or other unacceptable behavior will be addressed through the Village of Bald Head Island's Department of Public Safety. The Bald Head Island Contractor Handbook, available at the Contractor Services, provides other information helpful to contractors.

Homes that burn down or are badly damaged shall be either replaced, or removed and the property restored to its natural vegetative state.

Materials

Design and construction of a home on Bald Head Island should not be accomplished without the assistance of qualified architects who are familiar with applicable codes and ordinances. The environment, while beautiful, is subject to high seasonal winds, salt-laden air, a variety of soils, flooding potential, wind-driven rain and hurricanes. Use the skills of an experienced architect to ensure site placement and elements of the home to provide maximum protection against storms.

The selection of structural systems, materials and methods of construction are of utmost importance. We encourage you to select those components of your home that exceed the minimal standards of the code and are chosen for durability, wearability and aesthetics. Architects and contractors who are experienced in this area should be strongly considered.

They can assist in promoting the following:

1. Raising the overall standard of construction
2. Diminishing the likelihood of materials visibly deteriorating
3. Protecting the homeowner

The following offers some recommendations for materials that have been used successfully on Bald Head Island. Due to the ever-changing technology of building materials, the Committee does not prescribe a limited list of material options; it will, however, withhold approval for materials used that do not 1) promote the natural appearance, detailed more specifically under the introduction to the Architecture section, 2) blend with the design of the house presented, or 3) respect the sensitive Island environment. Special care should be taken to protect vegetation on and around the property. Damaged vegetation may subject the property owner to mitigation requirements from the Association and/or Village.

Structure

The structural design of your home may vary with the location of your lot, just as the aesthetic considerations will differ between a beach lot and a forest lot. In the dune zone, the architect must recognize the effect of coastal wind and water factors in the structural design. See Introduction – Purpose of Guidelines for reference to issues of governmental agency codes, regulations and restrictions that must be followed.

1. Use a minimum of 8” x 8” for unmasked deck or porch pilings.
2. Wind driven rain is a significant consideration when constructing a home on Bald Head Island, and connecting details should be given special attention to avoid water retention or rain into the structure.
3. Avoid slab or piling undermining by wind or water.
4. No sawn plywood textures will be allowed as primary siding material (T1-11 plywood, for example).
5. Use materials that are natural or have a “natural” appearance.
6. Stucco-covered foam moldings are not permitted.

The following materials, listed under the appropriate element, are commonly used on Bald Head Island.

Columns

- Wood
- Polystone, fiberglass, PVC and other composite materials.

Doors

- Doors/garage doors - wood, fiberglass, aluminum clad or vinyl clad.
- Storm doors or screen doors - wood frame, fiberglass, aluminum clad or vinyl clad. The doors should match the trim color unless otherwise approved by the HARB.

Comments

In the selection of exterior doors, consider that:

- High winds and driving rain tax weather tightness to the limits.
- The corrosive salt atmosphere is damaging to frames and hardware.
- Uncoated aluminum will pit and corrode and untreated wood will decay.

Driveways (paving materials)

- Brick, stone or concrete pavers
- Crushed stone, or shell with edging
- Turfstone, cobblestone or other HARB approved products
- Wood

Fencing

- All fences must be constructed of dimensional lumber. Fencing materials used on the Island include pressure treated lumber, cedar, redwood or composite.
- Chain link fencing is not permitted
- Fencing materials must be consistent throughout (For example: An applicant cannot use sand fencing to finish off an area primarily done in cedar pickets).
- Electric fencing is not permitted.

Metal Elements

- Galvalume
- Stainless steel or plated stainless steel
- Bronze/brass (note – these can tarnish/corrode easily in coastal environments)
- Copper
- Lead-coated copper
- Roofing: terne metal (lead and tin or zinc and tin)
- Zinc-coated copper and coated aluminum (no mill finish)

Comments

- Aluminum windows can be protected with anodizing, Kynar coated or similar protector.
- Sliding windows or doors should have substantial head and sill flashing or a metal pan at the sill.

Porch (screening)

- Galvanized aluminum wire
- Fiberglass screening
- Bronze insect screening
- Brass insect screening

- Wood shutters or louvered panels
- Custom wood lattice (prefabricated diagonal lattice is not permitted)

Plastic roll down screening is not permitted.

Roofs

- Fire-protected wood shingles or shakes
- Copper (unpainted or scaled, aged naturally)
- Slate or synthetic slate
- Metal (unpainted)
- Fiber cement siding/shingles

Comments:

1. Consider cedar shingle roofs. These typically have far less damage than asphalt shingles in high winds. However, please note that cedar shingles are more flammable than asphalt and tend to have a shorter life on the waterfront.
2. Chimneys shall be finished with non-synthetic stucco, masonry or wood.
3. Slate and synthetic slate are very brittle and have exhibited poor performance during high winds.

Screening

- Pressure treated pine, cedar, composite or redwood.

Requirements

1. Prefabricated lattice is not permitted.

Shutters

- Wood has been used more often than PVC composite or metal, but technology is constantly developing to create a more “natural look” shutter.

Trellises & arbors

- Wood members must be pressure treated wood, cedar, redwood or composite and should be constructed of dimensional lumber.

Trim

Requirements

- Windows and doors must be cased with wood or composite trim (3 inches minimum width and 1 inch thick minimum depth).

REVIEW PROCESS

EXISTING HOMES/LOTS

Improvement Review

Improvement Review applies to additions to buildings, any exterior alterations, or any improvements described in the Covenants. A submission for review of the proposed improvements must contain:

1. Site plan and elevation of proposed improvements to scale. The HARB may require an up-to-date site plan or survey.
2. Letter of intent with description and purpose of improvements
3. A filled out Change Application found in the Forms section
4. Material and color samples
5. Review fee (See Appendix A on page 105 for fee schedule or contact Architectural Review Administrator.)

Typically, major changes involve additions of 250 heated square feet or more; minor changes include additions less than 250 heated square feet and non-heated additions. Should more than 50% of an existing structure be removed/alterd it will be reviewed as new construction, subject to the new construction review fee.

Minor changes typically do not alter the form or significantly change elevations. However, the Architectural Review Administrator may determine, based on the size of a non-heated space project, that a higher review fee is appropriate.

If there is a question as to whether a change qualifies as a minor or major change, the Architectural Review Administrator will consult with the HARB. If the HARB determines that the alteration qualifies for a minor review, it may (or may not) be approved by application rather than by going through the HARB review process. If qualified for approval outside of the review process, the minor change Application must be approved by at least two members of the Committee. The minor change review fee must be submitted with the application. The Architectural Review Administrator has the discretion to permit the site plan and elevations of proposed improvements to be provided by the applicant rather than an architect if they are presented professionally and drawn to scale. Major changes will be subject to the application requirements detailed under New Construction Review Process.

Paint Color Review

No approval shall be required to repaint the exterior of a structure with the originally approved color scheme. Changes to any exterior paint colors must be submitted to the HARB for a paint color review. There is no charge for a paint review. A color sample, with the name of the colors, numbers and manufacturer must be provided on the Paint Color Application on page 102, available in the Forms section. Once painting has commenced on a structure, it must be completed within three months.

Rebuilding

HARB approval is not required to rebuild in accordance with original HARB approved plans and specifications, in the event the house is destroyed due to catastrophic circumstances such as hurricanes. However, all restrictions laid out in the Construction section must be observed and the property owner should check with the Village of Bald Head Island to determine what restrictions they may have with respect to the rebuilding process. Homes pre-dating the HARB process must submit their plans to the HARB before proceeding with construction. Structures on Common Areas must be resubmitted for approval to the Association or its designated representative.

Moving an Existing or Modular Home

EXISTING HOME

On occasion, it becomes necessary to retreat from the oceanfront. It is important to take into account the rules associated with the destination lot. The existing house on the new lot will be treated as a new application, but will not be charged the new construction fee. However, the house will have to comply with the Design Guidelines on the new lot. An applicant should contact the Architectural Review Administrator as well as seek the assistance of an approved architect. Please consider the following:

- 1) The relationship of the virgin low point of the new lot to the desired building pad may mean that your existing house will not fit into the 35' height rule.
- 2) The FEMA Flood Zone on the new lot may be significantly different from the original lot. It may be impossible to conform to the 2' above the flood plain maximum without significantly altering the existing house.
- 3) The new lot may be smaller than the original lot, resulting in non-permitted coverage.

EXISTING OR MODULAR HOMES

The following rules apply whether an existing home is being moved or a modular home is being brought onto the Island for placement on a lot:

- 1) The action of relocating a house must not increase or exacerbate any non-conforming conditions.
- 2) As part of the submittal package, a written statement or sketch will be required which shows 1) placement of moving equipment on the affected lot(s), 2) where construction materials will be stored, and 3) relocation path of the existing house or modular home. For the equipment and relocation path, vertical height low points and other limitations must be identified.
- 3) Special care should be taken to protect vegetation and property along the route. Damaged vegetation may subject the property owner to the Village requirements with respect to mitigation. The Village requires a police escort for the transport of the home and the police also will require a copy of the travel route prior to the event.

NEW CONSTRUCTION REVIEW PROCESS

The primary purpose of all reviews is to a) to assess/confirm conformity with these Design Guidelines and the Covenants and b) to assess the impact of requested deviations and approve or disapprove in the context of the stated objectives of the Covenants and Design Guidelines. The review procedure for new construction projects is typically a three-step process whereby the homeowner receives Sketch, Preliminary, and then Final approval for the submittal. A new construction fee and construction deposit is due at Preliminary review. (See Violations and Enforcement on page 92 for information on the construction deposit and Appendix A on page 105 for information on Harbour review fees.) As a minimum, the homeowner/architect must submit to two of the three phases. A typical new construction project review takes approximately three months. Changes to existing homes and sites fall under the Existing Homes/Lots portion of the Review section.

The Harbour Association employs a liaison between the HARB and property owners, the Architectural Review Administrator. This person will coordinate and assist applicants with the approval process and will also screen submittals. For submittal requirements or questions, contact the Architectural Review Administrator.

The following rules will ensure a smooth review process:

1. Submittals must fulfill all requirements designated in the Review Process Guidelines before they will be considered by the Board. Plans must be **clear and detailed**.
2. Each submittal for a new construction project must be made by an architect on the Architectural Review Board's Recommended List. (This requirement applies to the entire review process, including sketch review.) This assures the Board of an appropriate level of competency and aesthetic desirability to maintain compatibility in this unique building environment. Experience in this type of construction is invaluable in planning a safe, lasting home on Bald Head Island. If an architect is not on the approved list, a portfolio must be submitted for review by the Board to request a place on the approved list.
3. The architect is required to visit the site prior to the first submittal of a new construction or major renovation plan to the Board.
4. Pile driving, material deliveries or other construction will not be permitted without written final approval by the Board.
5. The owner should begin the review process early enough in planning to accommodate the process and any unforeseen delays. All submittals are required to be in by the submittal deadline date listed on the Architectural Review meeting schedule. Submittals require two full size and two 11"x17" copies of plan sets. Once approved, one of the full size sets will be stamped and issued to the builder. Submittals received after the deadline or incomplete submittals will be deferred to the following meeting. Copies of submittal applications are provided in the Forms section for reference, copying and use by the applicant. *The Harbour Architectural Review Board typically meets the first Wednesday of every month. Additional meetings may be scheduled to accommodate volume of submittals.*

Steps in the New Construction Approval Process

- Step One Review the Protective Covenants and the Design Guidelines. Determine if further restrictions are applicable to your property.
- Step Two Employ a registered surveyor to obtain a complete survey as required and described under the Preliminary Review section.
- Step Three Discuss plans and visit the site with your architect.
- Step Four Sketch Review: A sketch plan submittal is strongly recommended. This step will enable the Harbour Architectural Review Board to consider the design aspects of the house and site. Revisions at this stage can save many hours of production time needed to meet preliminary submittal requirements. Submittals must be in by the submittal deadline date listed on the Architectural Review meeting schedule.
- Step Five Preliminary Review: Submit two full size copies and two 11"x17" copies, as well as the review fee, for Preliminary approval after schematic design development. Submittals must be in by the submittal deadline date listed on the Architectural Review meeting schedule. The review fee and construction deposit is due.
- Step Six Final Review: Revise as required and submit two full size copies and two 11"x17" copies, for Final approval to the HARB. Submittals must be in by the submittal deadline date listed on the Architectural Review meeting schedule.
- Step Seven Once approved, obtain final building permits when construction is ready to begin (Village of BHI Building and Landscape Permits). HARB Approval is valid for 24 months from date of approval letter. Construction must be complete within 24 months of commencement (building permit issuance date).
- Step Eight Coordinate with contractor 1) to install protective measures for vegetation at limits of construction and delineate a material storage area, 2) protect grade and erosion control as discussed under Construction/Site Guidelines, and 3) stabilize driveway - **BEFORE** start of construction.
- Step Nine After construction is complete, site work complete, site cleaned of trash and debris and landscaping installed, apply for a Certificate of Occupancy/Compliance from the building inspector. Once a CO is approved, the Architectural Review Administrator will conduct a final inspection. If there are no violations, the deposit will be refunded when the homeowner receives final approval.
- Step Ten If landscaping or other exterior work is delayed, a letter to the HARB is required to insure final completion. Steps for addressing damages due to construction must likewise be addressed in written communication at this time.

Steps/Requirements of the Submittal Process

Sketch Review

This highly recommended first step has been established to give overall consensus on the general project plan. Plans, elevations, models and/or perspective sketches may be submitted with a rough idea of site layout and square footage. This step does not preclude Preliminary approval.

A Sketch review submittal has the following requirements:

1. Architectural Questionnaire (as much as is possible to fill out at that time). This standard form answers some basic questions for the HARB and assures the architect's familiarity with the site.
2. Survey. Must be sealed by a registered North Carolina surveyor at a minimum scale of 1" = 10'. It must provide:
 - a) property lines with dimensions and bearings
 - b) existing contours at one foot maximum intervals, each indicating elevation above sea level
 - c) existing tree location of every tree 3" or over in caliper at 48" height from grade
 - d) north arrow
3. Sketch elevations
4. Sketch site plan

Preliminary Review

The Preliminary drawings will reflect the development stage of an architect's design. This important step allows revision and responses to the Architectural Review Board's requests at Sketch without final working drawing revisions. The design may be presented in a variety of formats, but must contain the following:

1. Architectural Questionnaire.
2. Survey. Must be sealed by a registered North Carolina surveyor at a minimum scale of 1" = 10'. It must provide:
 - a) property lines with dimensions and bearings
 - b) existing contours at one foot maximum intervals, each indicating elevation above sea level
 - c) existing tree location of every tree 3" or over in caliper at 48" height from grade
 - d) north arrow
3. Schematic Drawings:
 - a) **Site plan at 1" = 10' - 0"**
 - 1) north arrow
 - 2) property lines with dimensions and bearings
 - 3) existing and proposed contours

- 4) location of all trees to be removed that are 3" or more in caliper at 48" height from grade (noted "removed")
- 5) roof plan shown to side at same scale
- 6) first floor elevation (FFE) indicated
- 7) setback limits shown
- 8) building accurately located from property line
- 9) drives and walks shown
- 10) FEMA Zone designation and Base Flood Elevation indicated
- 11) limits of construction line (sand fence line)
- 12) Village address bollard (location)
- 13) concrete apron
- b) **Floor plans at minimum 1/4" = 1' 0"**
 These should include each floor, mezzanine and ground level plan.
 - 1) room uses labeled
 - 2) all walls shown
 - 3) all windows and doors with swings shown (should include types of windows – i.e. casement, divided lights, etc.)
 - 4) all overhangs of floors or roofs above shown as dashed lines
 - 5) all fixtures, cabinets and appliances shown
 - 6) dimension overall limits of plans
 - 7) ground level plan to indicate pilings, enclosure, driveway location, stairway, garage, garbage/trash enclosure, boat storage/screening plan and HVAC enclosures and screening
- c) **Elevations at 1/4" = 1' 0"**. One for each major exposure
 - 1) show how building relates to ground level
 - 2) show screening type and location (this includes screening utilized for the HVAC and trash enclosures)
 - 3) indicate overall height measured from the average street level to the roof peak of the structure
 - 4) indicate relationship of finished first floor to FEMA flood elevation
- d) **Review fee**

NOTE: At the time of preliminary submittal, the corners of the house must be staked on the lot in the proposed location. Trees to be removed must be flagged with surveyor's tape.

Final Review

The refined drawings must contain the following:

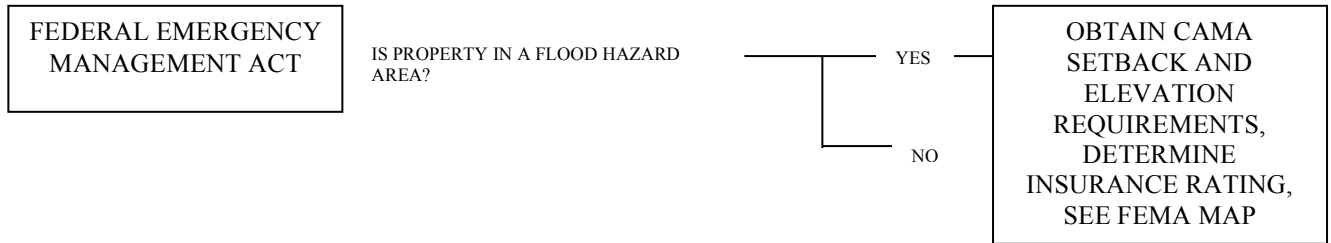
- 1) Architectural Questionnaire – in final form
- 2) Completed Paint Color Application (See Forms section)
- 3) Final drawings:
 - a) **Site plan**
 Revised as required by preliminary review
 - 1) location, dimension and materials for walks and drives and any other impervious site additions.

- 2) limits of construction activity (No grading, clearing or thinning, construction traffic, or storage of materials will be permitted beyond these limits.)
- 3) storage of materials (location)
- 4) dwelling to be indicated as piling plan (or first floor plan if less than 6' above grade) with entry area and all stairs delineated and roof and deck lines shown as dashed line
- 5) exterior light location, type, and number of fixtures (no exposed lights are permitted – must be downshielded - see Lighting section)
- 6) location of HVAC unit and trash enclosures with hard screening located
- 7) electric meter location (including any necessary platforms or steps)
- 8) roof plan shown to the side at same scale
- 9) concrete apron at road edge
- 10) address bollard
- b) **Floor plan at $\frac{1}{4}" = 1' 0"$**
 - 1) pile location dimensioned
 - 2) wall, window and door openings/swings dimensioned
 - 3) all swags, bars and straps for hurricane protection located
- c) **Elevations at $\frac{1}{4}" = 1' 0"$**
 - 1) revise as required by preliminary review
 - 2) electric meter access
- d) **Sections**
 - 1) typical wall from ground to roof ridge at minimum scale $\frac{3}{4}" = 1' 0"$
 - 2) typical decks and railings details
 - 3) typical screened porch details
 - 4) typical lattice or grade screening detail
 - 5) detail of grade-level breakaway walls to meet FEMA requirements if applicable
- e) **Landscape plan (Must be submitted when house is 70% complete)**
 - 1) the required scale is $1" = 10'$
 - 2) variety, size, location and number of all plant material
 - 3) type and limits of seeded/sprigged areas
 - 4) plant list with quantity, botanical name, common name, size and special specifications
 - 5) date of plan preparation; project name, address and property owner; north arrow; graphic scale
 - 6) list square footage for added impervious coverages
 - 7) notation of irrigation components and how many zones
 - 8) a color board must be submitted along with a detail drawing and site plan showing location of trellis and fencing
 - 9) show location for mitigation trees, as appropriate, if mitigation was required
- f) **Optional drawings**
 - 1) schedules – finish, doors, windows, lintels
 - 2) electrical plans
 - 3) additional details

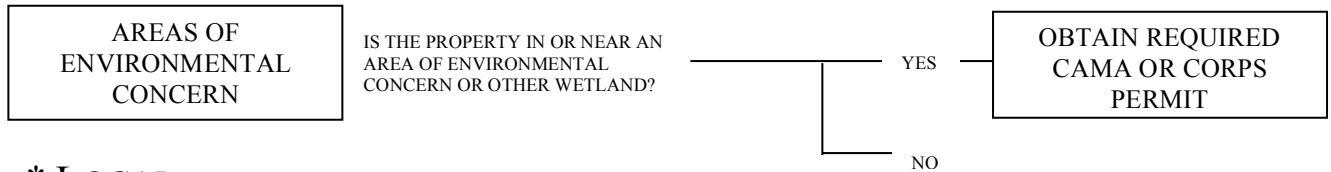
For more details on restrictions and allowances, see the pertinent sections in this booklet.

BEFORE YOU BUILD...

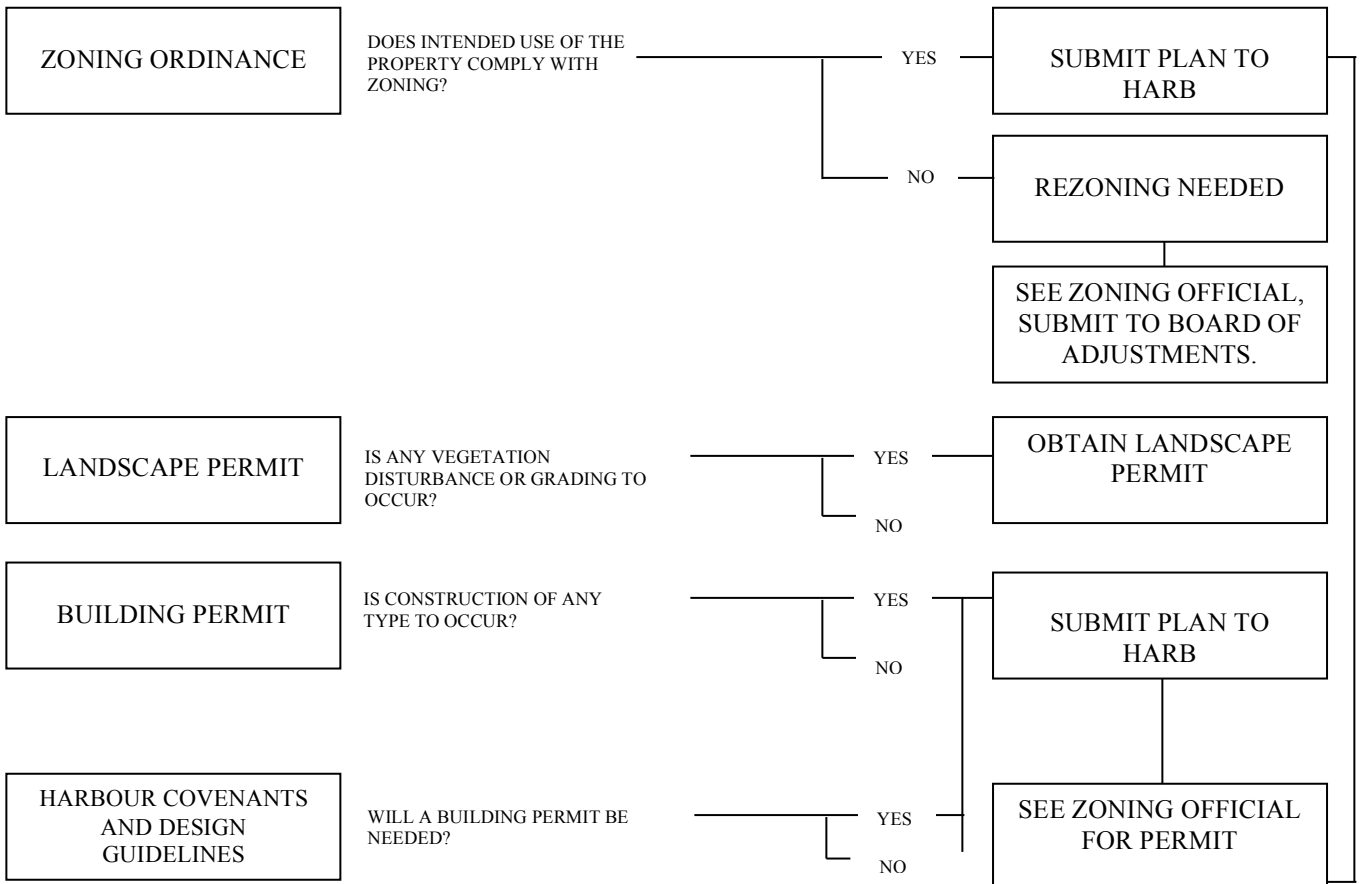
* FEDERAL



* STATE



* LOCAL Village of BHI



* Contact Village of BHI for assistance with determining Federal, State and Local permitting issues.

HARB Decisions

Notification of HARB Decisions

The HARB has 30 days to respond to an Owner's submittal. However, a letter will generally be sent to the applicant within 15 days after the HARB meeting at which the submittal was reviewed. Any contingencies that are included in an approval decision, or any disapprovals, will be supported in the letter by direct reference to the relevant provision(s) of the Design Guidelines or Covenants to ensure a clear understanding by the applicant and the applicant's agents of the decision/contingencies.

In verbal or written communication of HARB decisions, it is the responsibility of the HARB to clarify why a plan was disapproved, or why approval is contingent upon specific items. While the HARB may choose to recommend some options that will correct a disapproved feature or plan item, it is not its role to offer a solution. The HARB's role is to offer a sufficient explanation of why a plan was disapproved, or of the contingency items, so that the applicant's architect can create a solution.

Approval Expiration

Property owners seeking to build after their HARB approval has expired (24 months after date of approval), who intend to use the originally approved plans and specifications, will be required to re-submit for the Final review process and pay a resubmittal fee. If the property owner intends to use a different plan, it will be treated as a new application, requiring payment of a new construction review fee.

Appealing a Decision of the HARB

Until the Developer assigns architectural review authority to the Harbour Association in accordance with the Covenants, there is no internal method for appealing decisions of the HARB. Thereafter, any owner applicant disagreeing with a decision of the HARB may appeal the decision to the Board of Directors of the Association by giving written notice of appeal to the President of the Association within 15 days following receipt of notice of denial. The Board of Directors of the Association shall then review the plans, giving the Chairman of the Committee, or his designee, the opportunity to present to the Board of Directors of the Association specific reasons why the plans were rejected, in the presence of the Owner of the lot or his agent, and the Owner of the lot or his agent may present information challenging the findings of the Committee. The decision of the Committee shall only be overridden by unanimous vote of the Board of Directors of the Association.

Amendments and Variances

The Harbour Architectural Review Board reviews a wide variety of plans. As a result, the Board may, from time to time, determine there is a need to amend the Guidelines by adding topics, requirements or recommendations, or to correct or enhance existing information. Any amendments or changes to the Guidelines must be adopted and approved by the Harbour Association Board of Directors before implementation. If approved, any new requirements will apply to plans under consideration at the time of the approval.

Situations may arise where the HARB determines that approval should be granted despite the submittal's variance from a requirement contained in the Guidelines. The Board may grant reasonable variances or adjustments from compliance with the Guidelines and HARB procedures to alleviate practical difficulties and hardship in their enforcement and operation. Such variances may only be granted when unique circumstances dictate, and the granting of a variance shall not prohibit the Committee from denying a variance in other circumstances.

Violations and Enforcement

The Protective Covenants for Harbour prohibit the construction of buildings and installation of improvements not approved by the HARB or not executed in accordance with plans submitted to and approved by the HARB. The Protective Covenants authorize the Harbour Association to collect a construction deposit to provide for the HARB's administrative expenses, to repair damage to common property or rights-of-way caused by construction activities, and to insure that construction is completed in accordance with HARB approved plans. Applicants are required to post a \$2,200 construction deposit with the HARB before commencement of any construction work. This deposit will be returned to the Applicant, provided that the following conditions are met: 1.) the project has been completed in accordance with the HARB approved building and landscape plans; 2.) no common areas or rights-of-way were damaged by construction, or if damaged have been repaired; 3.) no Covenants or Guidelines applicable to the property and the construction process have been violated. Failure to satisfy these conditions may result in the loss of some or all of the construction deposit, regardless of whether such failure is caused by the Owner, architect, builder, their contractors or agents.

Should damage be inflicted on Association common area or right-of-way property due to construction-related activities, the HARB may direct the responsible lot Owner to repair the damage to the satisfaction of the HARB. If such repairs are not satisfactory or are not forthcoming within a reasonable time, the HARB may, on behalf of the Association, cause the damage to be repaired and recover the costs thereof by deducting and retaining the repair costs from the Owner's construction deposit. The HARB will give written notice to the Owner of any amount deducted from the deposit for repairs. The Owner may appeal the action of the HARB by requesting that a hearing be held before the Association Board of Directors to determine whether the Owner is responsible for the damages claimed. The Owner and the HARB will be given an opportunity to be heard and to present evidence to the Board or the panel, and will be given written notice of the decision. If the Owner is found liable for an amount in excess of the

construction deposit, the balance owed (but not to exceed \$5,000) may be assessed as a lien against the Owner's lot without further hearing.

Should construction or installation of improvements occur without approval from the HARB, should a construction project (including landscaping) deviate in any respect from the plans submitted to and approved by the HARB, or should any Covenants or Guidelines be violated, then the HARB may refer the Owner to the Association Board of Directors for enforcement action. The Association Board or a panel will hold a hearing to determine whether an Owner should be fined. The Owner will be notified of the charges against him, given an opportunity to be heard and to present evidence related to the charges, and will receive written notice of the decision. The Board or panel may impose a fine not to exceed \$100 per day of violation without further hearing. This fine will be deducted from the construction deposit and retained by the Association. If the fine exceeds the amount of the deposit, the balance owed may be assessed as a lien against the Owner's lot.

The HARB understands that construction of a home is a very detailed process and that unintentional deviations from plans may occur. However, applicants or their representatives must bring any deviations from exterior approved plans to the attention of the Architectural Review Administrator immediately upon discovery for the HARB to review the deviation and determine if it is permissible or if other action will be required.

Applicants must not assume automatic approval because some feature (paint color, architectural detail, structure, etc.) exists elsewhere on the island.

FORMS

HARBOUR ASSOCIATION OF BALD HEAD ISLAND
ARCHITECTURAL REVIEW BOARD
OWNER / CONSTRUCTION DEPOSIT AGREEMENT

Owner: _____
 Architect/Designer: _____
 Builder: _____
 Lot #: _____ Deposit Amount: \$ _____

THE UNDERSIGNED OWNER ACKNOWLEDGES AND AGREES AS FOLLOWS:

It is the task of the Harbour Architectural Review Board (HARB) to make sure that every property owner, builder and architect follows the Design Guidelines. All changes made to building or landscape plans must be submitted to the Board for approval to ensure that they meet the Guidelines. This process ensures that every house in Harbour, Bald Head Island, is of the same character, thereby maintaining or increasing property values. I/We have given the above-named Architect/Designer permission to submit a proposal for work to commence on my/our property identified above. I/We have reviewed all drawings submitted for Final Review by the HARB on _____, 20____ and will have the structure(s) built and the landscaping installed per the plans submitted, should the plans be approved by the HARB.

The undersigned is/are responsible for making sure that the plans for any changes to the above mentioned property are submitted to and approved by the HARB. The undersigned is/are also responsible for violations of the Covenants or Design Guidelines, and for the repair of any damage inflicted on common area or rights-of-way during construction. The HARB will refer the undersigned to the Harbour Association Board for enforcement action if these responsibilities are violated. Damages may be assessed and fines of up to \$100 per day of violation may be imposed, and may be deducted from the construction deposit. I/We hereby consent to the use of the construction deposit by the HARB, and grant authority to the HARB to deduct and retain any amount assessed or imposed by the Association Board as damages or fines.

If I/we sell or transfer the property prior to the commencement or completion of construction, I/we will make the new owner(s) aware of any requirements imposed during the HARB review process. This includes, but is not limited to, having a landscaping plan submitted, approved and installed within 30 days of occupancy or completion of the construction, whichever comes first. My/Our interest in the construction deposit, or any remaining portion thereof, shall be assigned to the new owner(s), subject to deduction for payment of any claims against it for incidents pre-dating the transfer of the property.

Owner's signature: _____ Date: _____

Owner's signature: _____ Date: _____

I, _____, a Notary Public for the State of _____, County of _____, hereby certify that _____ personally appeared before me this ____ day of _____, 20____, and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal.

Notary Public

My commission expires _____

Return signed agreement to: Corey Boyett, Architectural Review Administrator
P.O. Box 3069, Bald Head Island, NC 28461

ARCHITECTURAL REVIEW APPLICATION
HARBOUR ASSOCIATION OF BALD HEAD ISLAND
ARCHITECTURAL REVIEW BOARD

PO Box 3069 Bald Head Island, North Carolina 28461
(910) 457-7514 / (910) 457-7463 Fax / cboyett@bhisland.com

(Copy and use)

Please check one:

Date: _____

- ☐ Sketch Review Application
- ☐ Preliminary Review Application
- ☐ Final Review Application

Lot Number

Street/Road/Wynd

Property Owner

Mailing Address

Telephone/Email

Architect

Architect Address

Telephone/Email

Builder

Address

Telephone/Email

Surveyor

Telephone

Landscape Designer

Telephone

Variance Requested (Describe on Architectural Questionnaire)

ARCHITECTURAL REVIEW QUESTIONNAIRE

HARBOUR ASSOCIATION OF BALD HEAD ISLAND

ARCHITECTURAL REVIEW BOARD

PO Box 3069 Bald Head Island, North Carolina 28461
(910) 457-7514 / (910) 457-7463 Fax / cboyett@bhisland.com

(Copy and use)

Please check one:

Date: _____

- ☐ Sketch Review Application
☐ Preliminary Review Application
☐ Final Review Application

To be completed by all architects submitting documents for approval at Sketch, Preliminary and Final stages.

Lot # and Street Name _____

Property Owner _____

Mailing Address _____

Telephone Number _____

Architect's Name _____

Firm _____

Address _____

Telephone Number _____ Registration # _____

1. Has the architect visited the site?

☐

Yes

☐

No

Date of visit: _____

(Note: this step required prior to initial submittal to the HARB of a major renovation/new construction plan.)

2. Has the architect read the Protective Covenants and architectural Guidelines and designed the house accordingly? ☐ Yes ☐ No

3. Has the house been designed according to the State of North Carolina Residential Building Code, especially in regard to wind resistant construction? ☐ Yes ☐ No

4. Is the architect familiar with CAMA, FEMA and Village of Bald Head Island Zoning requirements for this site? ☐ Yes ☐ No

5. If applicable, what are the CAMA and FEMA restrictions for this property? _____

6. Are there 404 (regulated) wetlands on the property?

☐

Yes

☐

No

7. What is the FEMA Flood Zone for property? _____
8. Has the architect attempted to minimize the amount of site to be graded?
☐ Yes ☐ No
9. Has the architect attempted to minimize the removal or damage of existing vegetation, especially plants of special concern? ☐ Yes ☐ No
10. Has the architect taken views, orientation and location of adjoining buildings into consideration for the design of this house? ☐ Yes ☐ No
11. Has the house been staked out on the lot (required at preliminary)? Date Staked: _____
☐ Yes ☐ No (Trees to be removed must be tied with red surveyor's tape.)
12. Area of lot (sq ft) _____
13. Average street level and lowest natural point where the building perimeter meets grade. Average: _____ Lowest: _____
14. Overall height measured from the average street level to the roof peak of the structure. (Note: The Village Ordinance measures height from the lowest natural point where the building perimeter meets grade. In cases where the Village Ordinance conflicts with the Harbour Guidelines and Covenants the strictest applies). _____
15. First floor elevation (FFE) _____ (maximum of 2' above FEMA or 4' above average grade around perimeter exterior walls, whichever is greater)
16. Area under perimeter of all construction (building footprint) including all decks, stairs and garages. (excl. roof overhang). (See size section for impervious coverage information.) _____
17. Mean finished grade within this footprint _____
18. Percentage of site to be graded _____
(This area should be kept to a minimum and generally include only the building pad, drive and walk area. See Size section for maximum site coverage.)
19. Number of inches of trees over 3" in caliper at 4' above grade proposed to be removed. _____
20. Area enclosed under main girders _____
21. Total square footage (heated/non-heated) _____
22. Heated first floor area _____
23. Heated second floor area _____
24. Heated third floor area _____
25. Total heated area _____
26. Total sq ft of screened porch _____

27. Porch screen material _____
28. Total of deck and balconies _____

29. Are any variances from Harbour Architectural Review Board requirements being requested under this

Application? ☐ Yes ☐ No

If yes, please describe and give reason _____

30. Is there a screening proposal on plans for storing a boat on the lot? (required if owner intends to bring a boat to Island): ☐ Yes ☐ No

31. Has the architect submitted 4 full size plan copies or 2 full size copies* and 2-11"x17" copies to the Architectural Review Administrator?

(*Final review requires 2 full size copies.)

☐ Yes ☐ No

32. Has the architect submitted an original survey prepared by a registered land surveyor or civil engineer?

☐ Yes ☐ No

33. If this property falls under the restrictions of a neighborhood association, has a letter from that association, granting approval of the plan, been submitted to the Architectural Review Administrator?

☐ Yes ☐ No

To the best of my knowledge, the foregoing statements are true.

ARCHITECT'S SIGNATURE

DATE

Architect's Seal:

ARCHITECTURAL REVIEW CHANGE APPLICATION
HARBOUR ASSOCIATION OF BALD HEAD ISLAND
ARCHITECTURAL REVIEW BOARD

PO Box 3069 Bald Head Island, North Carolina 28461
(910) 457-7514 / (910) 457-7463 Fax / cboyett@bhisland.com

(Copy and use)

(for new work on existing homes or design changes during construction)

Date: _____

Lot Number _____ **Original Permit Number and Date:** _____

Street/Road/Wynd _____

Property Owner _____

Home Address _____

Telephone _____

Architect _____

Address _____

Telephone _____

Contractor _____

Change description _____

Reason for change _____

Please attach sketch of proposed changes, elevations, and floor plans. Must be to scale.

ARCHITECTURAL REVIEW PAINT/COLOR APPLICATION
HARBOUR ASSOCIATION OF BALD HEAD ISLAND
ARCHITECTURAL REVIEW BOARD

PO Box 3069 Bald Head Island, North Carolina 28461
(910) 457-7514 / (910) 457-7463 Fax / cboyett@bhisland.com

(Copy and use)

Date: _____

Property Owner: _____

Lot # _____ Street/Wynd: _____

Applicant Address: _____

Phone: _____

COLOR SAMPLE (ATTACH SWATCH)

Roof:

Color/Number: _____

Mfr: _____

Material: _____

Rafters/Soffits:

Color/Number: _____

Paint Mfr: _____

Main Body of the Bldg:

Color/Number: _____

Paint Mfr: _____

Note: A sample of this paint color must be submitted on a actual sample of the actual siding material proposed. This sample must be no smaller than 5"x5" and must fit inside a legal size folder.

Trim:

Color/Number: _____

Paint Mfr: _____

Exterior Doors:

Color/Number: _____

Paint Mfr: _____

Page Two – ARCHITECTURAL REVIEW PAINT/COLOR APPLICATION
HARBOUR ASSOCIATION OF BALD HEAD ISLAND
ARCHITECTURAL REVIEW BOARD
PO Box 3069 Bald Head Island, North Carolina 28461

Grade Level Screening:

Color/Number: _____

Paint Mfr: _____

Porch Ceiling:

Color/Number: _____

Paint Mfr: _____

Window Shutters:

Color/Number: _____

Paint Mfr: _____

Deck:

Color/Number: _____

Paint Mfr: _____

Columns and Railing:

Color/Number: _____

Paint Mfr: _____

Other/Accents: _____

Color/Number: _____

Paint Mfr: _____

APPENDICES

- (A) HARB Fee Schedule**
- (B) Temporary Storm Shutter/System List**
- (C) Signage**
- (D) Village Ordinance – Beach Accesses**
- (E) Village Ordinance – Tree Removal/Clearing**
- (F) Glossary**

Appendix A

HARBOUR REVIEW FEES FOR SINGLE FAMILY RESIDENCES

\$1200	New Construction
\$800	Major Renovations (and additions of more then 250 heated square feet)
\$500	Minor Renovations (and additions of less then 250 heated square feet)
\$200	Minor Renovations (and additions of non-heated square feet)
\$100	Re-submittal (HARB approval has expired)

Color Changes - No Charge

Minor Changes During Construction – No Charge

Major Changes During Construction – The amount of this fee will be determined in the discretion of the HARB, but will not exceed the \$200 minor review fee.

HARB approval is required for all of the above situations, whether or not a fee is required. For new construction projects, the review fee is due at Preliminary submittal. A submittal will not be placed on the meeting agenda for Preliminary review if the fee is not received at the Preliminary submittal.

The \$1200 new construction project review covers three reviews and three rejections. If another submittal is needed, an additional \$1200 fee must be paid. The “three review” rule does not include the Sketch review step. The intent of the “three review” rule is to encourage the investment of appropriate preparation in the original submittal, and thus simplify and expedite the approval process for all parties involved.

The HARB has defined a re-submittal as having had no changes made to a residence between reviews, except those due to Design Guideline changes. All re-submittals will be subject to the current Design Guideline requirements. Any changes beyond those necessary to meet Design Guideline requirements will be considered new construction, subject to a new construction fee.

Houses that are to be moved due to catastrophic conditions, such as storm action or erosion, will require only a fee for landscape/site review for the new site, not a new construction fee. The amount of this fee will be determined in the discretion of the HARB, but will not exceed the \$200 minor review fee.

Checks must be made payable to Harbour Association of Bald Head Island and mailed to the Architectural Review Administrator at:

Architectural Review Administrator, P.O. Box 3069, Bald Head Island, NC 28461

Appendix B

Temporary Storm Shutter/System Listing

As mentioned under the discussion of requirements for shutters, permanent, operable wood shutters support the coastal impression and are strongly recommended as the storm protection solution for an Island home.

If a property owner chooses to use a temporary shutter type for storm protection, the following list sets forth requirements with respect to certain types of temporary shutters. Technology has created a growing number of options for storm protection systems, so this list is not all-inclusive. Property owners wishing to use a shutter type not listed here need to contact the Architectural Review Administrator to determine if HARB review and approval is required.

Temporary shutters are a storm protection measure and are expected to be removed in a timely manner after the danger has passed, to maintain the aesthetic appearance of the property.

Aluminum or Steel Panels: Aluminum panels provide a lightweight alternative to plywood. The lighter weight makes them easier to install and remove.

- Stainless steel brackets should be used to attach such panels to avoid corrosion in Bald Head Island's harsh environment. Additionally, they detract from the natural wood casing appropriate to the coastal Carolina cottage style. As such, the use of this type of system is prohibited unless the attachments are concealed.

Roll-down shutters: Roll-down shutters are available in both metal and PVC. They can be motorized or manual.

- Because of their size, roll-down shutters are prohibited unless concealed from view when not in use.

Accordion shutters: Accordion shutters are typically manufactured of extruded aluminum.

- Accordion shutters require 1" of stacking space for every 1' of opening.
- Accordion shutters are prohibited unless concealed from view when not in use.
- These shutters require top and bottom tracks. As with the aluminum panel systems, the tracks must be concealed.

Transparent Shields – There are now a variety of “transparent” window shielding systems available, such as StormGuard Protection™ systems (ABS plastic material) and HurriSafe Systems™ (Lexan). Property owners who wish to leave these two particular systems up on a permanent basis may do so if the transparent shields are flat (not corrugated).

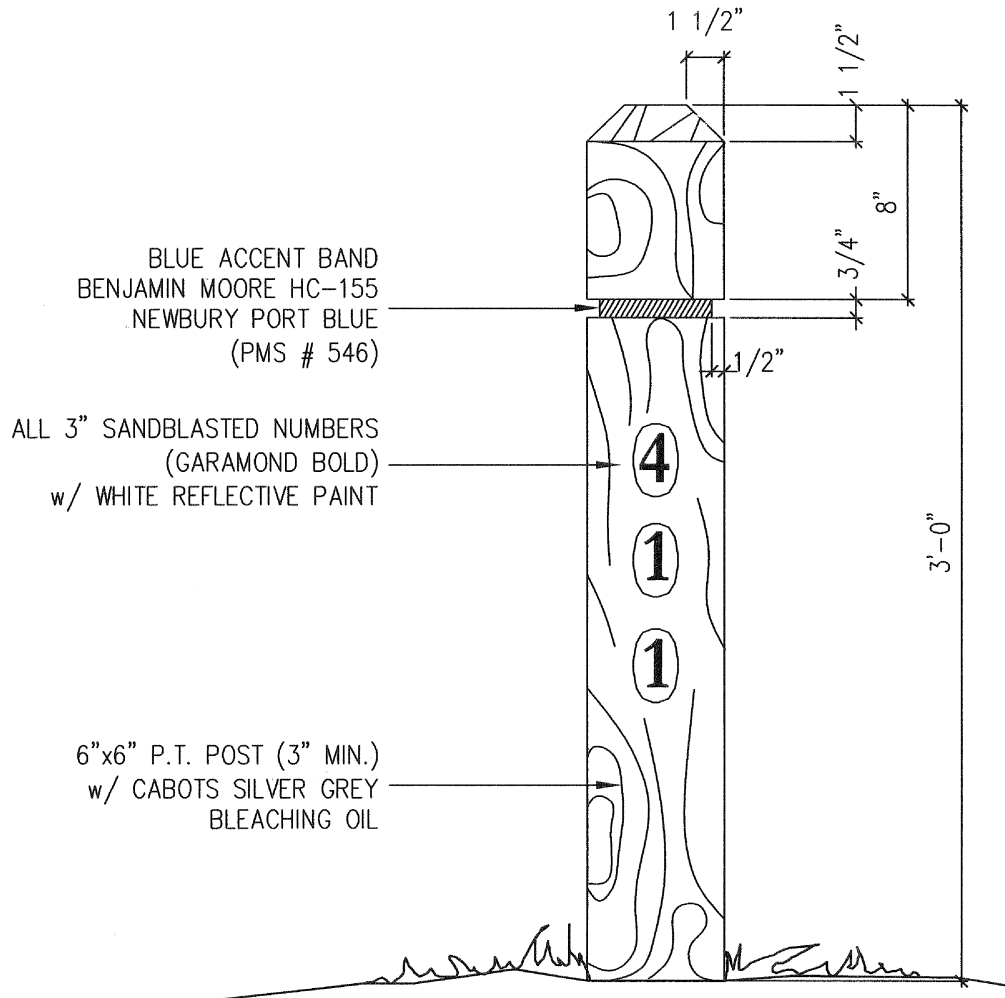
Plywood Panels: Plywood panels are an inexpensive, quick way to provide temporary storm protection. ½" or 5/8" plywood panels can be nailed in place with duplex nails and removed after the storm threat passes. Plywood panel ratings are available from the APA (American Plywood Association, PO Box 11700, Tacoma, Washington, 98411).

- Because nailing can damage exterior millwork, permanent stainless steel lagged studs should be installed.
- Plywood shutters should not bend more than the shutter span (in inches) divided by 30 or no more than 2". This is based on the pressures associated with 120 mph winds.
- If the span is large enough that the bend will be more than 2 inches, stiffeners should be added.
- Steel lagged studs coupled with stainless steel wing-nuts and a set of labeled, pre-drilled painted plywood panels creates a quick system for installation and removal.

Suggested Reading:

1. Making Buildings Safer for People During Hurricanes, Earthquakes and Fires; Edited by Andrzej S. Nowak and Ted V. Galambos; Publisher - Van Nostrand Reinhold, c.1990
2. Simplified Design for Wind and Earthquake Forces – 2nd Edition; by James Ambrose and Dimitry Vergun, Publisher: John Wiley and Sons.

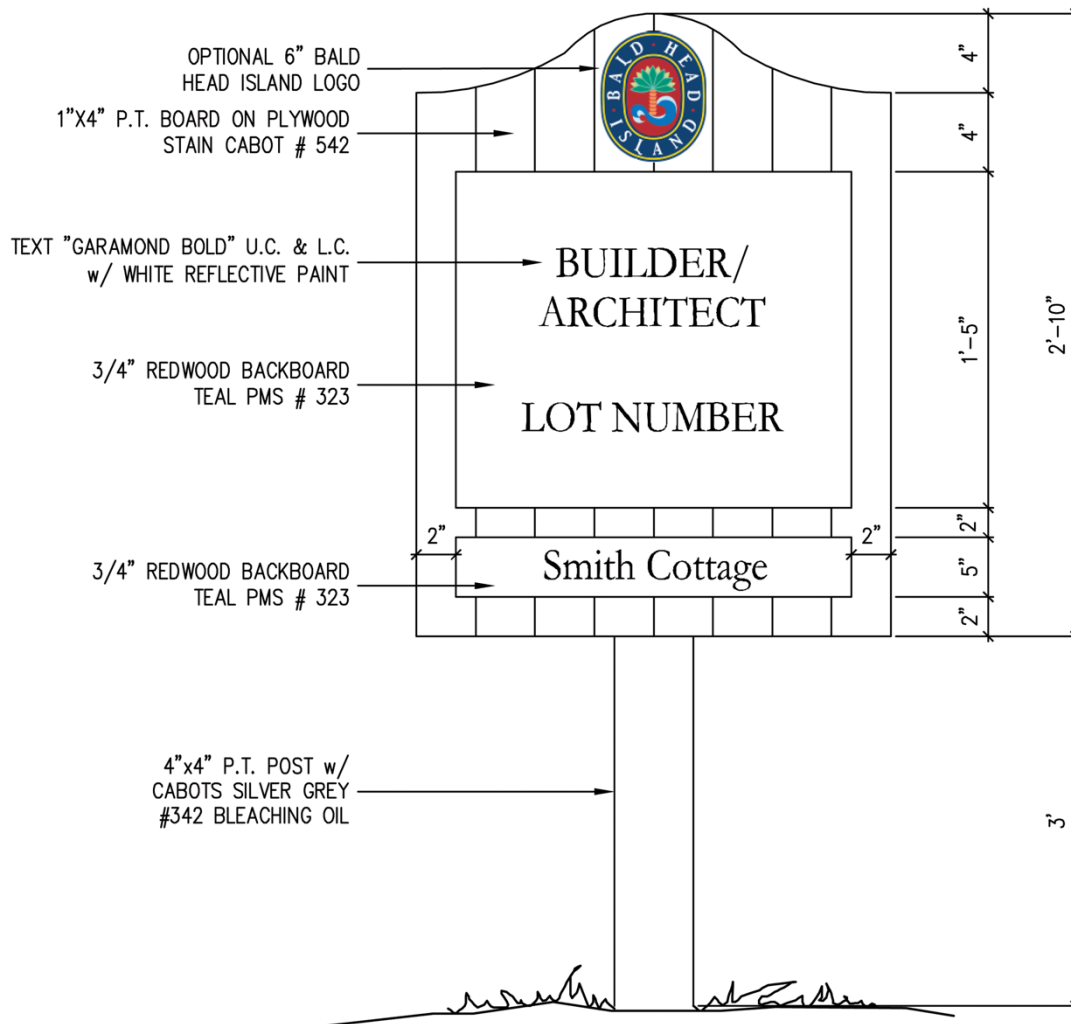
Appendix C



STANDARD ADDRESS BOLLARD

PER VILLAGE ORDINANCE AND ACC GUIDELINES
REFER TO SITE PLANS FOR EXACT LOCATION OF ADDRESS BOLLARD

Address bollard(s) are required for each property. On a corner lot, the bollard is required to be located on the side to which the address is designated by the Village and approved by the HARB. Lots in the Harbour with access on street and alley sides must have an address bollard at each entrance. The addition of an address bollard to an improved property must be approved by the HARB.



STANDARD CONSTRUCTION SITE SIGNAGE

Text, which includes the builder's name as it appears on the contractor's license, architect's name or firm, the lot number and owner's last name, must be sandblasted, painted with reflective white paint on a solid teal plaque against a gray background in the font indicated. The owner can use their last name only and then "Residence"/ "Cottage" (i.e., – Smith Residence). This is the only embellishment permitted. A website address or other contact information connecting to commercial/rental information about the property or other business interests is not permitted on the sign. All signage shall conform to the Design Guidelines and the Village of Bald Head Island sign ordinance. Please keep in mind that the Village only regulates the size of the signage. Guideline restrictions establish colors, verbiage and other aspects of signs that are often more strict than the Village.

Appendix D

Village Ordinance Beach Accesses

ORDINANCE NO. 2001-047

AN ORDINANCE OF THE VILLAGE OF BALD HEAD ISLAND, NORTH CAROLINA, AMENDING ITS DUNES PROTECTION ORDINANCE

WHEREAS, Chapter 4 of the bill incorporating the Village of Bald Head Island provides that the Village may regulate access to and across dunes to prevent or repair damage to dunes in order to provide protection against erosion or overwash; and

WHEREAS, the Village of Bald Head Island finds as fact that, because of potential erosion and overwash, the residents of the Village could be exposed to substantial damage and potential danger and that maintenance and protection of the dune system on Bald Head Island is of critical importance to the continued stability, health and safety of the residents of the Village of Bald Head Island;

WHEREAS, unlimited access over and across the dunes leads to erosion thereof and potential dangers to the health and safety of the property and the citizens and residents of the Village of Bald Head Island;

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Bald Head Island, North Carolina, as follows:

Section 1. Definitions. The following words and phrases shall have the meaning set forth herein unless the context clearly indicates otherwise:

- a) **"Access"** shall mean those artificial walkways designated as the means of entry to the beach over the frontal sand dune.
- b) **"Beach Access Point"** shall be any public access as duly permitted or preexisting and non-conforming private access.
- c) **"Buildable Lot"** shall mean a lot where a dwelling unit may be constructed.
- d) **"Frontal Dune"** shall mean the first mounds of sand located landward of the ocean beach with sufficient vegetation, height, and configuration to offer protection from ocean storms.
- e) **"Owner"** shall mean the corporation, person or persons, or other entity owning the real estate on or from which the access is to be located.
- f) **"Private Access"** shall mean an access intended for or restricted to the use of a particular person, group, or class.
- g) **"Public Access"** shall mean an access intended for use by the general public.
- h) **"Street"** shall mean any public thoroughfare or privately owned street, which affords a means of access to abutting property.

- i) **"Vegetation"** shall mean any significant plant growth, both naturally occurring and planted, on or along the Frontal Dune such that the plant growth affords stabilization to the Frontal Dune.
- j) **"Waterfront Lot"** shall mean a Buildable Lot from which a perpendicular line drawn from the midpoint of the water-facing property line will reach the mean low tide line without crossing any portion of any Buildable Lot.

Section 2.

- a) It shall be unlawful for any person to traverse or walk upon, over or across or to damage, in any manner whatsoever, the Frontal Dune at any point within the corporate limits of the Village of Bald Head Island other than at "Beach Access Points". There shall be maintained at the office of the Village Clerk a schedule of points designated as "Public Beach Access Points" which are approved for use by the general public and which shall be duly marked as to be readily identifiable as "Public Beach Access Points".
- b) No private access shall hereafter be constructed, erected, remodeled, refaced, relocated, expanded or otherwise altered until such time as a building permit and CAMA permit thereof have been obtained from the Building Inspector in accordance with the provisions of this ordinance.

Section 3. Any person desiring to construct, erect, remodel, reface, relocate, expand or otherwise alter any private access shall make application to the Village of Bald Head Island Inspection Department for a permit therefor. Applications for permits shall contain or have attached to them the following information:

- a) The street address, lot number, and tax parcel number of the property from which the private access will be located.
- b) Names, addresses, and telephone numbers of the applicant, owner of the property, and the person or contractor constructing the access.
- c) A site or plat plan of the property, showing accurate location of the proposed access in relation to existing structures, property lines and setbacks.
- d) Two (2) detailed scaled drawings of the plans and specifications of the private access to be constructed. Such plans shall include but shall not be limited to details of dimensions, materials to be used and topographical information.
- e) Other information as the Building Inspector may require to determine compliance with this and other applicable local, state or Federal regulations affecting the construction, erection, remodeling, refacing, relocating, expansion or other alteration thereof

Section 4. - Private accesses shall be constructed in accordance with the following standards and any permit therefor shall require conformity to the following:

- a) Width shall be no more than forty-eight inches (48");
- b) Height above grade shall be at least eighteen inches (18"), but no more than twenty-four inches (24");
- c) Pilings shall be installed at least three feet (3') deep, but no more than five feet (5') in depth;

- d) Stairs shall be used only when necessary to protect the integrity of the dune system and shall be allowed in the discretion of the building inspector for such purpose only;
- e) Construction of any private access shall be in accordance with the NC Building Code;
- f) Handrails on any private access shall be prohibited unless otherwise required by the North Carolina Building Code;
- g) Permitted private accesses shall be constructed to follow the natural contour of the Frontal Dune; and
- h) Private accesses shall be permitted only from waterfront properties.

Section 5. The Building Inspector shall review any applications for construction, erection, remodeling, refacing, relocation, expansion or other alteration of any private access. Any application for such permit which lacks any of the requirements of Section 3 above or which shows non-conformity to the construction standards set forth in Section 4 above shall be rejected as either incomplete or non-conforming. Complete and conforming applications shall be reviewed and a permit issued therefor unless the Building Inspector shall determine that the proposed access shall diminish the affected Frontal Dune's capacity to serve as a protective barrier. Any permit issued shall require conformity to the construction criteria set forth in Section 4 above, shall be conditioned upon conformity to plans and specifications of the application and shall permit no alterations to the Frontal Dune other than those permitted by regulations promulgated pursuant to the Coastal Area Management Act. Any such alterations shall require that the affected portions of the Frontal Dune be returned to its condition prior to construction within twenty-one (21) days of such alteration or other disruption.

Section 6 – Private accesses existing at the time of the adoption of this ordinance and which are, for any reason, non-compliant herewith are hereby determined to be preexisting non-conforming. It is the intent of this ordinance to allow these preexisting non-conforming accesses to exist until they are removed, discontinued or damaged such that the cost of repair exceeds fifty percent (50%) of the cost of replacement of such access. Repair, replacement, erection or remodeling, relocating or otherwise altering any preexisting non-conforming access, which is removed, discontinued or damaged in excess of fifty percent (50%) of the replacement cost thereof, shall be in conformity with this ordinance.

Section 7 – Any person who shall violate this ordinance shall be subject to a civil penalty in an amount of One Hundred Dollars (\$100.00) for each offense and any continuing violation thereof shall be deemed a separate offense for each day during or on which the violation shall continue. Any civil penalty shall be payable to the Village within 24 hours of issuance of a civil citation. Further, any person who shall violate this ordinance shall be guilty of a Class 3 misdemeanor, punishable by imprisonment and/or a fine of \$500.00, for each violation, pursuant to North Carolina General Statutes 14-4. Additionally, this ordinance may be enforced by injunction and orders of abatement, together with all other remedies available to the Village under G.S. 160A-175(e) or other state law

Section 8 – Upon adoption, this ordinance shall supersede that ordinance entitled “Dunes Protection Ordinance” dated February 20, 1998, as amended August 19, 2000.

Adopted this 27th day of October, 2001.

Appendix E

Village Ordinance Tree Cutting/Removal

ORDINANCE NO. 2001-019

**AN ORDINANCE OF THE VILLAGE OF BALD HEAD ISLAND, NORTH CAROLINA,
AMENDING THE TEXT OF THE ZONING ORDINANCE, ARTICLE 3.4, ENTITLED
"LANDSCAPE PERMITS AND BUILDING PERMITS", AND ARTICLE 8.5(2)2.1, ENTITLED
"PRE-STAKING OR PRE-CONSTRUCTION LOT CLEARING".**

Article 3.4, Landscaping Permits and Building Permits, Section A, Issuance of Landscape Permit, shall be amended to read as follows on the last paragraph:

Provided, however, that nothing herein shall require issuance of a landscape permit under this article for the maintenance of roads within the Village right-of-way and hand clearing of three (3) inch and smaller caliper trees.

with the following paragraphs being added:

Cutting of any tree or trees with a three (3) inch caliper or greater at four feet above grade without first obtaining a proper landscaping permit will require the offender to obtain a permit, pay the required fine, and mitigate loss of such tree or trees.

Pruning tree branches and/or limbs larger than five (5") inches in caliper without first obtaining the proper landscaping permit will require the offender to obtain a permit, pay the required fine, and mitigate the loss of such branches and/or limbs.

As a part of mitigation, the offender will be required to replant a tree(s) of like kind and of the same size as the cut tree(s), within one hundred and eighty (180) days of fine, guaranteeing the tree(s) to survive for one year after replanting date. The Building Inspector must approve the locations of the replanted trees. If the caliper of the cut tree is greater than twelve (12) inches, the offender will replant a number of trees to equal or exceed the caliper of the cut tree. The replanted trees will have a minimum caliper of four (4) inches per tree. Fines will be \$500.00 per inch of caliper at four feet above grade of the cut tree.

In the case of "competing trees" the Building Inspector shall make a decision of which tree to remove. The removal of dead trees with a three (3) inch caliper or greater, shall not require a permit but shall require the approval of the Building Inspector prior to removal. If a decision by the Building Inspector is disputed, the property owner must provide sufficient evidence to show the tree is dead, represents a danger to individuals or property, or the tree is diseased and will not live.

Article 8, Zoning Districts and Regulations, Section 2, Performance Standards, Sub-Section 2.1, Pre-Staking or Pre-Construction Lot Clearing, shall be amended to read as follows:

Some clearing of understory trees and shrubs may be required to prepare a site for sale or survey, or to stake the proposed building site. Permission to clear such understory trees and shrubs shall not be required by the Building Inspector, but shall be limited to such vegetation with a three (3) inch caliper or less at four feet above grade.

Appendix F

Glossary of Terms

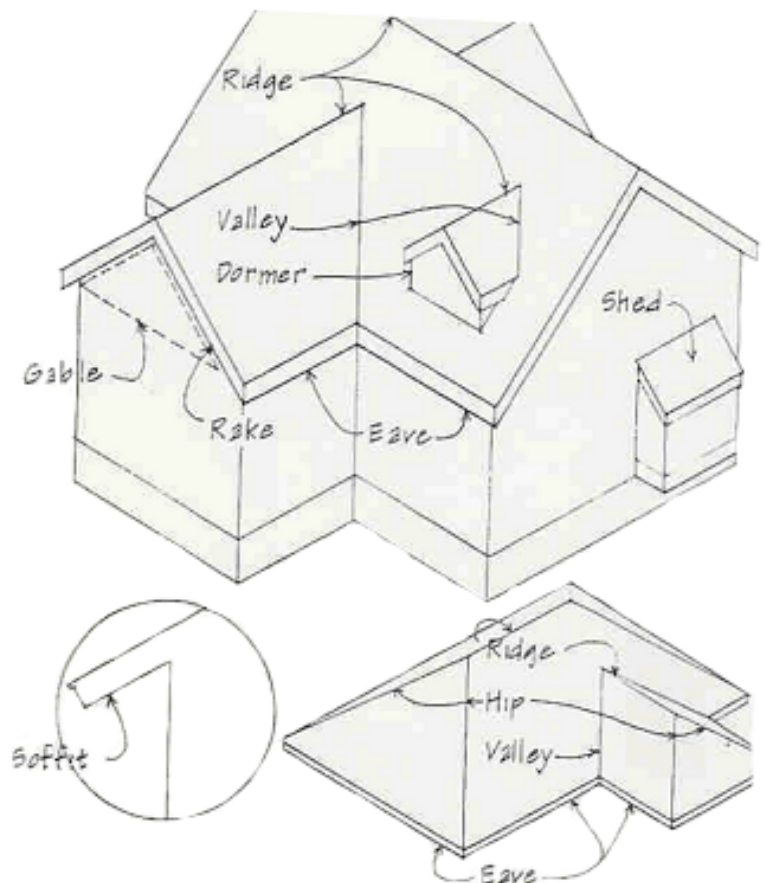
1. **Arbor** - An area shaded by trees, shrubs, or vines on a latticework structure.
2. **Caliper** – Diameter of a tree. This is measured using an instrument called a caliper, hence the name.
3. **Casement** - a window sash that opens on hinges at the sides.
4. **Coastal Zone (AE)** – This zone is the Area of Environmental Concern, as defined by CAMA. Properties in this zone can be affected by rising, slow moving, or standing water, and are typically beach or marsh properties.
5. **Coastal Zone (VE)** – This is the zone subjected to wave action (velocity), ocean hazard areas as defined by CAMA. Typically beach properties.
6. **Cupola** - A dome, especially a small dome on a circular or polygonal base crowning a roof or turret. Usually only decorative in modern homes. Older cupolas can be reached by stairs.
7. **Deck** – A roofless, outdoor floored area that adjoins a house.
8. **Dormer** – See pictorial example and definition on following page under Roof Terminology.
9. **Divided Lights** – a description of a window separated into panes by muntins or other forms of dividers.
10. **Dune, Frontal** – The first mounds of sand located landward of the ocean beach with sufficient vegetation, height and configuration to offer protection from ocean storms.
11. **Dune Ridge** – The dune ridge on Bald Head Island is the raised ridge of land that runs from West to South across the island. It is a structure, like most dune ridges, that has built up over many decades. Its main function is to provide protection from wind and water for the maritime forest.
12. **Fenestration** - The arrangement and design of windows and doors in a building.
13. **Gable** - See pictorial example and definition on following page under Roof Terminology.
14. **Grade, Average** – Grade is simply the topography of a lot, or the ground of a lot. Average grade sums up the varying elevations of the grade measured around the perimeter of the building and divides them to come up with Average Grade.
15. **Grade, Mean Finished** – Mean finished grade is the same thing as finished average grade. This is found by summing up the varying elevations around the perimeter of the building after grading is complete and dividing them to find the mean finished grade.
16. **Grade (Verb)** – to prepare the topography of a lot for construction by leveling or building up different areas on the lot.
17. **Impervious Coverage** – In relation to construction, this is the area of the property covered by structures or materials that do not allow water to penetrate or percolate into the ground. For example, this would include any covered buildings, paved walkways/driveways, or decking without sufficient spacing between the boards (less than 1/4"). It would also include

marl, for though water can penetrate marl, it does not percolate into the spaces of the ground beneath quickly enough to earn a pervious rating.

18. **Massing** – the composition of building forms. Good massing is exemplified by an orderly, well-proportioned composition of building forms.
19. **Muntin** - a strip separating panes of glass in a sash.
20. **Pergola** - An arbor with an open roof of rafters supported by posts or columns.
21. **Porch** - A covered deck attached to a building; may be open or partly enclosed.
22. **Shed** – See pictorial example under Roof Terminology.
23. **Soffit** – See pictorial example under Roof Terminology.
24. **Trellis** - any structure made of pieces arranged in a crossing pattern to form a ladder for climbing plants.
25. **Waterfront Property** – A property from which a perpendicular line drawn from the mid-point of the water-facing property line will reach the mean low tide line without crossing any portion of any adjacent property.

ROOF TERMINOLOGY

The image to the right includes pictorial definitions of:
Gable, Dormer, Valley, Ridge, Rake, Eave and Shed



ROOF TERMINOLOGY