

Received on \_\_\_\_\_

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*Address, Owner, Architect/Designer*

## Draft Review Requirements Check List

This required first step has been established to give an overall consensus on the general project plan.

- 1. The online Review Application for New Construction and the Architectural Questionnaire completed.
- 2. The New Construction Review Fee must be included for the submittal to be considered complete.
- 3. Schematic Drawings: **The revision date must be updated for each review submission.**
  - a. **Site Plan** with basic dimensions and noted setbacks.
  - b. **Elevations** at  $\frac{1}{4}'' = 1' 0''$ . One for each major exposure including all accessory structures
    - 1) Conceptual drawings should establish proportion, fenestration, size and mass
    - 2) Roof lines with minimum pitches, steps, and porches shown
  - c. **Floor Plans** at minimum  $\frac{1}{4}'' = 1' 0''$  These should include each floor, mezzanine and ground level plan.
    - 1) room uses labeled
    - 2) all walls shown
    - 3) all windows and doors shown
    - 4) all overhangs of floors or roofs above shown as dashed lines
    - 5) dimension overall limits of plans
- 4. **Compiled PDF IN THE FOLLOWING ORDER** submitted with your Online New Construction Application (Digital comments and signature blocks in the PDF are not permitted.)
  - a. Site Plan
  - b. Elevations
  - c. Floor Plans
- 5. Physical Submission must include:
  - a. One full size set (usually 24"x36") of drawings
  - b. One 11x17 set of drawings
  - c. Review fee (as applicable)

Send physical submission to: Bald Head Association, PO Box 3030, Bald Head Island, NC 28461 or deliver to BHA ARC at 111 Lighthouse Wynd, Bald Head Island, NC

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## Preliminary Review Requirements Check List

The Preliminary submittal will reflect the development stage of an architect's/designer's design. This important step in the Review Process allows revision and responses to the comments and requests received from the ARC at the Draft Review. Unless an additional detail page is required, the schematic drawings should consist of approximately seven to nine pages, depending upon the number of floor levels proposed. **Applications that do not address the direction of previous ARC results letters will not be considered complete.**

- 1. The Review Application for New Construction and the completed Architectural Questionnaire.
- 2. The Review Fee was previously paid with the Draft submittal.
- 3. A signed and sealed survey by a registered North Carolina surveyor at a scale of 1" = 10' and 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 with a minimum caliper of 3" diameter measured 48" along the trunk from ground level and clustered growth vegetation 2 sq. ft. or more at ground level, regardless of branching habits or diameter of the branches
  - d. a north arrow
  - e. setback limits
  - f. the survey must include the required sightline setback calculations for oceanfront properties (see item 4 under Setback Requirements)
  - g. survey must be dated 2 years or less from the date of the submittal.
  - h. identify any existing underground gas tanks
  - i. identify base flood elevations, and if applicable, 404 wetlands and CAMA lines
- 4. Schematic Drawings-**The revision date must be updated for each review submission..**
  - a. **Site Plan** at 1" = 10' 0" scale. This page should include:
    - 1) a north arrow
    - 2) property lines with dimensions and bearings
    - 3) existing and proposed contours
    - 4) the location of all trees to be removed that measure 3" diameter at 48" along the trunk from ground level and clustered growth vegetation 2 sq. ft. or more at ground level
    - 5) roof plans, including any accessory structures, shown to size at same scale
    - 6) indicate first floor elevation (FFE), virgin low (VL), and average grade around the perimeter of the structure
    - 7) setback limits shown

- 8) the building accurately located from property line
- 9) the dwelling to be indicated as ground level or first floor plan if less than 6' above grade, with entry areas and all stairs delineated
- 10) overhangs indicated with dashed lines
- 11) the location and dimensions for drives and walks
- 12) the location of exterior showers, HVAC, and trash enclosures
- 13) indicated exterior lighting locations and styles, honoring the Lighting Section directives of these Design Guidelines that prohibit exposed lights and require down shielding
- 14) FEMA Zone designation and indicated Base Flood Elevation
- 15) specified limits of construction line (construction fencing) beyond which no grading, clearing or thinning, construction traffic or storage of materials will be permitted. Please note: A forest lot requires the use of 36" high black silt fence for limits of construction fencing. A non-forest lot requires the use of 48" high wooden sand fence for limits of construction fencing.
- 16) the location of the Village YES/NO garbage tag (see page 57)
- 17) concrete or paver driveway apron at road edge
- 18) a data block added to the side of the plan that includes the following calculations: lot size, total impervious site coverage breakdown, total building coverage for all structures above 30 inches, heated square footage breakdown and calculations pertaining to the 50 percent rule (if applicable) revealing the footprint and volume of each level, average grade indicating contour points. **Data Block must be complete.**

**NOTE:** The heated (finished) square footage of each level is the sum of the heated (finished) areas on that level measured at the floor level to the exterior finished surface of the outside walls. The heated square footage calculation is based on the American National Standards Institute's (ANSI) method for calculating heated (finished) square footage for single-family residences. This standard applies to all projects.

**b. Floor Plans** at minimum  $\frac{1}{4}'' = 1'0''$  scale

These pages should include for each floor and ground level plan:

- 1) Labeled room uses
- 2) all walls, windows and door openings shown and dimensioned
- 3) all windows and doors with swings shown, including the style of windows and doors selected
- 4) all overhangs of floors and roofs above labeled and shown as dashed lines on first and second floor plans
- 5) overall limits of plans of first and second floors with complete floor plan dimensions
- 6) the ground level plan indicating driveway location, stairway, garage, boat storage concealment plan and grade level screening for trash, HVAC and outdoor shower enclosures

**c. Roof Plans** at  $\frac{1}{4}'' = 1'0''$  scale

This page should include the roofs of the house and all accessory buildings:

- 1) all slope dimensions
- 2) all overhang dimensions indicated with a dashed line and measurements

**d. Elevations** at  $\frac{1}{4}'' = 1'0''$  scale

There should be two pages, the first showing the North and West exposures and the second showing the South and East exposures. Please also indicate front/rear/left/right elevations on your plans—see example on page 17 of the Design Guidelines. These pages should provide the following information for the house and accessory buildings elevations:

- 1) how the building relates to ground level
- 2) the grade level screening type, design details and location
- 3) materials and design details for the exterior of the proposed structure
- 4) the overall height from the virgin low point at the house footprint perimeter to ridge of roof; dimension string should also include the height of wall sections and roof
- 5) The first finished floor elevation (FFE) with the dimension string from the average grade or base flood elevation as required in the Design Guidelines.
- 6) the dimensions of the eave and rake overhangs
- 7) the primary and secondary roof pitches
- 8) the relationship of finished first floor (FFE) to FEMA flood elevation (see explanation of FFE on page 41)
- 9) the exterior lighting details
- 10) HVAC location and screening (including access platform and stairs if required)
- 11) trash enclosure location and screening
- 12) outdoor shower location and screening
- 13) utilities & meter(s) location (including access platform and stairs if required; should be screened by landscaping)

**e. Wall Sections** at  $\frac{3}{4}'' = 1'0''$  scale

This page should include the house and accessory building sections:

- 1) typical wall from ground to roof ridge details at a minimum scale of  $\frac{3}{4}'' = 1'0''$
- 2) overhang measurements
- 3) typical decks and railing details
- 4) typical screened porch details

**f. Detail Plans** at  $\frac{1}{4}'' = 1'0''$  scale

This page should include the house and accessory building's details and indicate the materials, dimensions and design for:

- 1) the HVAC enclosure
- 2) trash enclosure
- 3) fencing, if applicable
- 4) columns
- 5) railings
- 6) walkways and driveways if these details were not included on the site plan
- 7) brackets, if applicable
- 8) lighting fixtures
- 9) grade-level screening
- 10) window and door trim
- 11) garage doors
- 12) other (Example: trellis, generator platforms, detached structures)

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**g. Electrical plans at ¼" = 1'0" scale**

This page should include the location of all house and accessory building exterior lighting fixtures. The site plan must include the location of all pathway lighting. Specifications must be included for all proposed exterior lighting fixtures including lumens, source to baffle measurements and color temperature per the Design Guidelines.

**5. Compiled PDF IN THE FOLLOWING ORDER** submitted with your Online New Construction Application. (Digital comments and signature blocks in the PDF are not permitted.)

- a. Signed and sealed Survey
- b. Site Plan (with Roof Plan and Data Block and updated revision date)
- c. Elevations
- d. Floor Plans
- e. Electrical Plans
- f. Details & Sections Plan
- g. Lighting specifications (often included on the Details/Section Plan)

**6. Physical Submission must include:**

- a. One full size set (usually 24"x36") of drawings
- b. One 11x17 set of drawings

Send physical submission to: Bald Head Association, PO Box 3030, Bald Head Island, NC 28461 or deliver to BHA ARC at 111 Lighthouse Wynd, Bald Head Island, NC

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

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*Address, Owner, Architect/Designer*

## Final Review Requirements Check List

**Applications that do not address the direction of previous ARC results letters will not be considered complete.** NOTE: Approved Final Plans in their entirety are saved in the permanent lot file (both digital and physical files).

- 1. A Final Review submittal **must include all Preliminary Review Requirements** as well as the following items.
- 2. The online Review Application for New Construction and the Architectural Questionnaire in completed final form
- 3. The construction deposit
- 4. The Property Owner's Agreement
- 5. The completed online Roof/Paint/Color Applications
- 6. The completed scaled Landscape Plan (see h. below)
- 7. Final Schematic Drawings—**The revision date must be updated for each review submission.**
  - a. **Site Plan** (All Preliminary Site Plan requirements plus items below)
    - 1) the location of non-stacked guest parking for two carts within setbacks
    - 2) the location of the electric meter, including any necessary platforms or steps (cannot be located in setback)
    - 3) specify lay-down area for material storage
    - 4) the location Village address bollard(s)

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- b. **Floor Plans**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- c. **Roof Plans**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- d. **Elevations**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- e. **Wall Sections**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- f. **Details Plans**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

- g. **Electrical plans at ¼" = 1'0" scale**

*Revised as required by the Preliminary Review indicating each change with a red "revision cloud"*

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h. **Landscape Plan** (See *Landscape – Requirements for New Construction and Major Renovation Plans* in the Design Guidelines for complete requirements-page 66.)

- 1) Date of plan preparation, project name, address and name of property owner, North arrow, graphic scale (the required scale is 1" = 10')
- 2) The site plan must include a legend indicating variety, size (gallons when available or height when gallons are not available) and location of plant material and dimensions of hardscape
- 3) Type and limits of seeded/sprigged area (dune areas)
- 4) Plant list with quantity, botanical name, common name, size and special specifications.
- 5) Detail drawings showing specifications for hardscaping—such as grill pads, planters, extra parking areas, pathways, decking, pavers, steppingstones, fences, arbors, notation of irrigation components, etc.
- 6) Location for mitigation trees and clustered vegetation, as appropriate, if mitigation is required
- 7) Calculation for any impervious surface square footage that the Landscape Plan will add to the existing site impervious coverage totals including retaining walls, pavers and the use of other hardscape details.
- 8) **Calculations for the percentages of plant material designated BHI native, North Carolina native and non-native. These percentage calculations are based on the total number of gallons of proposed plant material.**

8. **Compiled PDF with "red" clouded revisions IN THE FOLLOWING ORDER** submitted with your online **New Construction Application** (Digital comments and signature blocks in the PDF are not permitted.).

- a. Signed and sealed survey
- b. Site Plan, Roof Plan, Data Block (often on same page and dated with updated revision date)
- c. Elevations
- d. Floor Plans
- e. Electrical Plans
- g. Detail and Sections Plan and Lighting Specifications (often on the same page)
- h. Landscape Plan
- i. Any applicable spec sheets

NOTE: An online **Paint Application** must also be submitted for a Final application to be considered complete.

9. Physical Submission must include:

- a. One full size set (usually 24"x36") of drawings
- b. One 11x17 set of drawings
- c. Material and color samples, manufacturer paint chips, and any applicable spec sheets
- d. New construction deposit
- e. Signed and notarized Property Owner's Agreement

Send physical submission to: Bald Head Association, PO Box 3030, Bald Head Island 28461, NC or deliver to BHA ARC at 111 Lighthouse Wynd, Bald Head Island, NC