

# ARCHITECTURAL REVIEW APPLICATION FOR NEW CONSTRUCTION

## **BHA ARCHITECTURAL REVIEW COMMITTEE (ARC)**

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PO Box 3030

Bald Head Island, North Carolina 28461-7000

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Please check one:

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

**Draft Review Application**

**Preliminary Review Application**

**\$3000 New Construction Review Fee**

**Final Review Application**

**\$5000 New Construction Deposit**

**Lot #** \_\_\_\_\_ **BHI House #** \_\_\_\_\_ **BHI Street Name** \_\_\_\_\_

**Property Owner** \_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Architect/Designer** \_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Builder** \_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Surveyor** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Landscape Designer** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Variance Requested (Describe on Architectural Questionnaire)

# NEW CONSTRUCTION ARCHITECTURAL QUESTIONNAIRE

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**Form(s) to be completed, as required, by all architects/designers submitting documents for consideration at Draft, Preliminary and Final stages.**

Lot # \_\_\_\_\_ BHI House # \_\_\_\_\_ BHI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

1. Has the architect visited the site?  Yes  No  
Date of visit (required prior to submittal of major renovation or new construction) \_\_\_\_\_
2. Has the architect read the **current BHA Architectural Design Guidelines** and related **Protective Covenants** 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 the Property? \_\_\_\_\_
8. Has the architect/designer attempted to minimize the amount of the site to be graded?  
 Yes  No
9. Has the architect/designer attempted to minimize the removal of, or damage to existing vegetation, especially plants of special concern?  Yes  No
10. Has the architect/designer taken views, orientation and location of adjoining buildings into consideration for the design of the house?  Yes  No
11. Has the house been staked out on the lot (required at Preliminary)?  
 Yes  No Date Staked \_\_\_\_\_ (**Trees to be removed must be tied with red surveyors tape**)

12. Type of lot: Required setbacks:
- |  |                      |
|--|----------------------|
| <input type="checkbox"/> Corner                            | Front _____          |
| <input type="checkbox"/> Deeded site-specific building pad | Side _____           |
| <input type="checkbox"/> Estate                            | Rear _____           |
| <input type="checkbox"/> Merged                            | Alley Easement _____ |
| <input type="checkbox"/> Standard                          | Other _____          |
| <input type="checkbox"/> Cape Fear Station                 |                      |
13. Area of lot (sq. ft.) \_\_\_\_\_
14. Lowest natural point (virgin low) at perimeter of complete structure (including stairs, decks, etc.) (MSL) \_\_\_\_\_
15. Height of structure (highest roof ridge) above virgin low point (max. 35') \_\_\_\_\_
16. First floor elevation (FFE) \_\_\_\_\_  
**(Max of 2' above FEMA or 4' above average grade around perimeter of complete structure including stairs and decks, whichever is greater)**
17. Total proposed building coverage \_\_\_\_\_  
Total proposed impervious coverage \_\_\_\_\_  
Maximum building coverage allowed for lot \_\_\_\_\_  
Maximum impervious allowed for lot \_\_\_\_\_
18. Mean finished grade within this footprint \_\_\_\_\_
19. 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.)**
20. Number of trees over 3" in caliper at 4' proposed to be removed \_\_\_\_\_
21. Roof pitch: Primary \_\_\_\_\_ Secondary \_\_\_\_\_
22. Eave overhang dimensions \_\_\_\_\_  
Rake overhang dimensions \_\_\_\_\_
23. Total allowable heated square footage \_\_\_\_\_
24. Total square footage (heated/non-heated) \_\_\_\_\_ / \_\_\_\_\_
25. Heated first floor area \_\_\_\_\_
26. Heated second floor area \_\_\_\_\_
27. Heated third floor area \_\_\_\_\_
28. Total sq. ft. of screened porch \_\_\_\_\_ Screen Material \_\_\_\_\_
29. Total sq. ft. of deck and balconies \_\_\_\_\_
30. Percentage of covered porch (8' deep min.) if in front of dune ridge — must be 15% of the linear footage heated wall space on the first floor \_\_\_\_\_

31. Percentage of covered porch (8' deep min.) in East End neighborhoods must be 20% of the linear footage heated wall space on the first floor \_\_\_\_\_
32. Covered porch per Cape Fear Station requirements Front \_\_\_\_\_ Rear \_\_\_\_\_
33. 50% rule calculation (if on or in front of dune ridge)  
Area of grade level volume footprint (if usable) \_\_\_\_\_  
Area of first level volume footprint \_\_\_\_\_  
Area of second level volume footprint \_\_\_\_\_  
Second level percentage of first level (50% max.) \_\_\_\_\_
34. Are any variances from Architectural Review Committee requirements being requested under this application?  Yes  No If yes, please attach a letter of explanation for request \_\_\_\_\_
35. Shutter material: Plastic \_\_\_ Vinyl \_\_\_ Wood \_\_\_ Other \_\_\_\_\_ Color \_\_\_\_\_  
A physical sample must accompany any submittal that includes plastic or vinyl shutters.
36. Roof: Color \_\_\_\_\_ Type \_\_\_\_\_  
For guidance, see roofing color guidelines.
37. Are there any existing fences bordering property lines?  Yes  No  
(See fence guidelines)
38. Is there a concealment proposal on plans for storing a boat on the lot? (**Required** if owner intends to bring a boat to the island)  Yes  No
39. Location of YES/NO trash tag \_\_\_\_\_
40. **For Draft and/or Preliminary:**  
Has the architect/designer submitted one full-size printed copy, one emailed PDF copy and one AutoCAD- compatible copy?  Yes  No  
**For Final Review:**  
Has the architect/designer submitted two full-size printed copies, one 11" x 17" printed copy, one emailed PDF copy and one AutoCAD- compatible copy?  
 Yes  No  
Has the architect/designer submitted an original sealed topographical survey (less than two years old) by a registered land surveyor or civil engineer?  
 Yes  No (**Required at Draft Review**)
41. The survey and site plan include the required sightline setback calculations for oceanfront properties  Yes  No (**Required at Draft Review**)
42. If this property falls under the restrictions of a neighborhood sub-association, has a letter from that association, granting approval of the plan, been submitted with the application?  
 Yes  No

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

\_\_\_\_\_  
Architect/ Designer signature

\_\_\_\_\_  
Date