



Bald Head Association ~ “The voice for BHI property owners”

910-457-4676 • 111 Lighthouse Wynd, Bald Head Island • [www.BaldHeadAssociation.com](http://www.BaldHeadAssociation.com) • [www.BHAMobile.com](http://www.BHAMobile.com)

## So...Ready to Build Your Dream Home on BHI...Step Two: Preliminary Review

Last month we recognized that understanding the ARC guidelines is an integral part of a successful and positive building experience on BHI. We focused on the sketch review, the first step in the three-step review process. Now we are going to talk about the second step, the preliminary review submittal.

It is important to remember the primary purposes of the review process: (a) to assess and confirm conformance with Bald Head Association Covenants and the Design Guidelines, including the NCDNR (North Carolina Department of Natural Resources) Storm Water Permit Regulations, and (b) to assess the impact of requested deviations and approve or disapprove such in the context of the stated objectives of the Covenants and the Design Guidelines.

The preliminary review submittal should include revision and responses to the comments and requests received from the ARC at the sketch review. Unless the architect or designer determines that an additional detail page is required, the submittal should include the following drawings:

- a) Site plan
- b) Floor plans
- c) Roof plans
- d) Elevations
- e) Wall sections
- f) Detail plans
- g) Electrical plans

All of the required drawings must be submitted before the submittal can be reviewed. Please refer to the guidelines for a list of the specific requirements for each drawing. The ARC Design Guidelines can be found on the Association website at [www.BaldHeadAssociation.com](http://www.BaldHeadAssociation.com). First, click on the “About BHA” tab. Scroll down and click on “Architectural Review.” Then, click on the PDF link “Complete Architectural Review Guidelines.”

At the time of the preliminary review submittal, the corners of the house must be staked on the lot in the proposed locations, and trees to be removed must be flagged with surveyor’s tape. This will allow the ARC committee members to visit the lot prior to the review meeting to help understand what factors may have been considered during the design process.

Whether you are a new property owner or an experienced property owner, please remember, we are your resource for all things ARC, including Design Guidelines and necessary ARC approvals. Call 910-457-4676, ext. 22 or email me at [Karen@BaldHeadAssociation.com](mailto:Karen@BaldHeadAssociation.com).