



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 Three: Final Review

Understanding the ARC guidelines is an integral part of a successful and positive building experience on Bald Head Island. The last two months we've focused on sketch and preliminary reviews, the first and second steps in the three-step review process. Now we are going to talk about step three in the ARC new construction process.

Yeah! It's time for the final review!

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

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

In addition to the drawings, a final review submittal must include the landscape plan and paint application. The signed and notarized property owner's agreement and construction deposit are required to complete the submittal. The property owner's agreement is a recorded document and ensures that the building project will be completed in accordance with the final approved plan.

Currently, the new construction deposit that accompanies the agreement is \$5,000. Please note, once the ARC final inspection has been completed satisfactorily, the construction deposit will be returned to the owner of record at the time of the inspection. It's especially important to understand that if the property is sold prior to the completed ARC final inspection, the deposit belongs to the new owner. The owner of record is responsible for the completion of the project in accordance with the approved plans.

Once a project has received the Village's Certificate of Occupancy (CO) and the landscaping has been installed, our office must be notified by the builder that the project is ready for ARC final inspection. Before we can initiate the final inspection, the builder must also send our office a scaled copy of the “as built” survey.

The “as built” survey serves as the official documentation that verifies all of the structures are built in accordance with the approved site plan. Structures include all improvements, buildings, walkways, decks, driveways, etc.

The ARC recognizes that sometimes changes arise during the construction process. These changes must be submitted and receive ARC approval before installation. It's important to discuss this with your architect and builder at the beginning of your project construction. It is a rare project that does not have some changes during the building process. And far too often, these changes are not submitted and approved by the ARC, and this creates difficulties during the ARC final inspection. Please remember, as the property owner, you are ultimately responsible for the project, and fines may result from unsubmitted changes to approved plans.

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). Click on the “About BHA” tab, scroll down and click on “Architectural Review,” then click on the PDF link “Complete Architectural Review Guidelines.”

Whether you are a new or experienced BHI 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).