

ARC Approval Stamp:

Date Received
For Office Use Only



ARCHITECTURAL REVIEW COMMITTEE
RESIDENTIAL BUILDING APPLICATION

Owner Information:

Name _____

Mailing Address _____

Street

City *State* *Zip*

Phone Number _____

Home

Office/Cell

Email _____

Lot # _____ Phase ____ Street address _____ Minnesott Beach

Builder Information: No builder selected

Name of Building Company _____

Contact Person _____

Title

Mailing Address _____

Street

City *State* *Zip*

Phone Number _____

Office

Cell

Fax

Email _____

Improvement Information:

Building Type: Main Residence Outbuilding Detached Garage

OTHER (See AP ARC APP2 – Improvement after CO)

Number of: bedrooms ____ bathrooms ____ total rooms ____

Building Square Footage:

Heated Total _____

Garage/Utility Total _____

Porch/Deck Total _____

Outbuilding Total _____

Total Square Footage _____

Foundation/House: Block/crawl Piling Raised Slab Other

Foundation Finish/Treatment: Brick Stone Sculptured Block Stucco Other
Color _____

Exterior wall and trim treatments:

	Material	Color
Siding	_____	_____
Trim	_____	_____
Accent	_____	_____
Doors	_____	_____

Roofing: _____

Material	Manufacturer	Type/Color	Weight
_____	_____	_____	_____

Windows: _____

Manufacturer	Type	Grid Pattern	Color
_____	_____	_____	_____

Driveway: _____

Material	Finish	Color
_____	_____	_____

Fencing: _____

Material	Style	Color
_____	_____	_____

Other Materials to Note: _____

N O T E: The ARC may request small samples of exterior finishes and colors

Projected Start date: _____

Estimated Completion Date: _____

APPLICATION CHECKLIST:

All items must be included or application will be returned

- Copy of builder's N.C. License
- Copy of builder's Workman's Comp policy
- Copy of builder's General Liability policy
- This application completed and signed
- Copy of Minnesott Beach Zoning Permit
- Copy of Pamlico County septic and Building Permit
- One set of full size building and floor plans with front/left/right/rear elevations included
- PDF or JPEG of elevations and floor plans emailed to blair@arlingtonplace.com
- List of home inclusions
- Legal survey/site plan
- Landscape plan, landscaping to be installed within 6 months of C.O.
- Review Fee: \$ 1,500.00, payable to Arlington Place Realty
- Surveyor rough stake main corners of house on lot and indicate staked corners on site plan.

NOTE: All plans must meet the criteria as described in the Design and Development Standards. Any incomplete data on the application or plans may require resubmission. Mirror image, reverse plans or plans with red line and/or penciled-in changes may not be acceptable. All incomplete or unapproved applications shall be returned to the applicant or builder with an explanation for return or non-approval.

All building, landscaping and site plans must be accurate as to contemplated construction. Any proposed changes to the approved plans must be resubmitted for approval by the Architectural Review Committee prior to the change being made.

Applications and submittal documents must be delivered to the Welcome Center: **Arlington Place, 57 Burton Farm Road, Arapahoe, NC 28510**. If you have further questions, please email Blair Lang at blair@arlingtonplace.com with your contact information and he will be able to assist you.

Disclosure: THIS DISCLOSURE is made between ARLINGTON PLACE REALTY, _____ BUILDER and _____ OWNER(s).

No construction activity shall take place on Saturdays or Sundays before 10am. Builder agrees to maintain a tidy construction site. Exterior is to be picked up and/or organized daily with construction materials stacked in piles and trash placed in the dumpster. In connection with the improvement of Homesite _____, the Builder shall be required to pay a Builder fee. Such fees shall be paid either at the time of your final construction loan draw; or, if you do not obtain a construction loan, prior to the issuance of the Certificate of Occupancy by Pamlico County, NC. The Builder Fee is three percent (3%) of the construction price, as defined in the construction contract between Owner and Builder, and shall be paid by the Builder to Arlington Place Realty. This fee shall only be assessed on the total construction price, which shall not include the value of the land-only lot. Arlington Place Realty makes no representations regarding how such fees may affect the agreement between the Owner and the Builder.

Agreement: By my signature below I acknowledge that I have read and understand the above Disclosure, the Arlington Place Design and Development Standards and the Master Declaration of Covenants, Conditions and Restrictions, and that I shall abide by those documents. I also verify that the above supplied information is correct to the best of my knowledge.

Owner _____
Signature Date

Owner _____
Signature Date

Builder _____
Signature Title Date

Arlington Place Representative _____
Signature Date

Arlington Place Review Committee
Attn: Blair Lang
57 Burton Farm Road
Arapahoe, NC 28510
(252) 249-9833

Kim Willis
*General Contractor,
Coastal Heritage Construction*

Blair Lang
Arlington Place Sales Associate

Tom McClanahan
Arlington Place Project Manager