BAY CREEK

Architectural Review Committee Application

4.b. FORMAL FINAL - MODIFICATION

Village: Lot: Date:
Street Address:

Applicant: Phone: Email:
Builder: Phone: Email:
Designer: Phone: Email:
Sales Agent: Phone: Email:

Mark the right hand column of each requirement to indicate its inclusion in your submittal.

1. Application Fee	
a. Correct $ amount according to Fee Schedule (non-refundable)	
b. By Check or money order made out to: Bay Creek Development Address: Bay Creek Real Estate Discovery Center 3335 Stone Road Cape Charles, VA, 23310	

2. Builder's Bond (or proof of enduring full deposit)	
a. Correct $ amount according to Fee Schedule	
b. Paid in same manner as application fee	

3. Photos	
a. Of existing space	
b. Of concept to be emplaced	
c. Of neighboring lots (if modification visible from street	

4. Floor Plans **(**Modifications only dealing with landscaping do not require Floor plans)	
a. Complete floor plans of internal layout for each level	
b. Room names, all doors and windows to exterior	
c. All walkway locations at house connection	
d. All patios, porches and decks	
e. All stair locations	
f. Fully dimensioned	
g. Square foot tabulations, of all gross floor plan areas, decks, porches, garages, pools and patios	

5. Elevation Sheets (Modifications only dealing with landscaping do not require Elevation Sheets)	
a. All elevations for structures	
b. Finished floor elevation for each floor level	
c. All ceiling heights	
d. Dimensions for all floors, ceilings and ridge of roof	
e. All roof slopes and angles	
f. All material callouts (house and garage, and accessory buildings	
g. Typical building section cut through with heights and dimensions, roof slopes as above	
h. Architectural style or pattern statement	
i. Solar panels (if applicable)	
j. Door and window head dimensions at all floor levels	

6. Site / Grading Plans (Modifications not affecting the ground do not require a site / grading plan.)	
a. Minimum Scale: 1" = 20'	
b. Location of Proposed home, garage, driveways, walkways, porches, decks, and stairs	
c. HVAC equipment / service yard	
d. All fences, setbacks and easements	
e. Adjacent homes (if applicable) and existing house slab finished floor elevations	
f. Proposed house finished floor elevations and grade at driveway, road edge, and center of road	
g. Pool and pool enclosures (if applicable)	
h. All dimensions to and from setbacks	
i. Existing trees to be retained and those to be removed	
j. North Arrow and Legend	
k. Lot acreage and house/garage/paved area square foot calculations	
l. All existing and proposed elevation grades	
m. All existing and proposed contours	
n. Drainage patterns and proposed slopes	

Identify all materials and colors for the elements listed below. If any of the material or colors differ from what is shown on the approved exterior materials and colors list, samples must be provided.

7. Building Materials and Colors		
Exterior Elements		
Balcony/ Porch/ Loggia Ceiling		
Balcony/ Porch/ Loggia Flooring		
Brick Walls		
Chimney Brick		
Foundation Brick		
Door(s)- Entry		
Door(s)- Other		
Gutters		
Roofing		
Shutters		
Siding		
Stucco		
Trim - Exterior		
Windows		
Garage Door(s)		
Pool Coping		
Exterior Pool Wall Veneer (above grade)		
Pool Patio / Deck		
(Pool) Fence		
Exterior Lighting		
Additional Notes/Materials		

I, _____ (Print), as a representative of the above property, certify that this submittal provides the required information listed above. I understand that if any of the above items are not completed, the ARC will not perform the review until submitted.

Signature: _____