



## Kilmarlic Residential Community Association, INC.

PO Box 613  
Kitty Hawk, NC 27949

The design ideology for Kilmarlic Residential Community Association, Inc. is derived from those characteristics found throughout the Currituck region. The design of your home should reflect your personality and a strong expression of its chosen architectural style. Conforming to natural grades and respective of significant natural features are encouraged. Preserving, rather than obscuring views from neighboring homes and other sites are also encouraged.

### **Submission of Plan to Architectural Standards Committee**

Documents and data provided by the applicant/builder in this building application must assure the Architectural Standards Committee that the applicant/builder intends to improve the lot consistent with the Kilmarlic design philosophy and Protective Covenants with any addendums. The committee will review the application to ensure that all required data and documentation have been submitted and to ensure that data and documentation provided meet committee standards. Results of the committee's review will determine approval or non-approval of the application.

### **Approval of Architectural Standards Committee**

Upon completion of the review, one set of plans will be stamped approved, approved conditionally, or rejected. Approved and approved conditionally plans will be returned to the applicant/builder with a letter. The letter will advise that plans are approved and applicant/builder can begin construction or approved conditionally advising the applicant/builder of required corrections to plans to gain committee approval. The committee will retain one set of plans on file (preferably an electronic version).

### **Basis of Disapproval of Plans by the ASC**

The committee may disapprove any plans submitted with this application pursuant to Section 7.03 of the Protective Covenants. Applicant/builder can review Sections 7.04.01 through 7.04.7 for reasons the committee may disapprove plans.

### **Written Notification of Disapproval**

Should the committee disapprove an application; the applicant/builder will be notified with a letter explaining reasons for disapproval. The application with all documents will be stamped rejected and returned to the applicant/builder. With the applicant/builder's cooperation, the Committee is willing to assist and advise so that acceptable plans can be prepared and re-submitted for Committee approval.

### **Failure to Committee to Act**

The Committee has up to 35 days after receipt of the application to approve or disapprove any plans.

## **Lots Adjacent to the Golf Course**

*This information is important if you are building on a lot that is adjacent to the golf course.*

If your lot is adjacent to the golf course, your setbacks (side and rear) may be subject to a 35 foot ball retrieval easement which can be found in the recorded subdivision plat. Any owner requesting to construct, install or clear in this area must contact the Kilmarlic Golf Course for approval prior to doing any clearing (trees and brush), construction or installing. Please contact the golf course prior to completing your plans as the easement may have significant impact your plans. You can contact the golf course at (252) 491-4220.



Kilmarlic Residential Community Association, INC.

*Architectural Standards Committee New Construction Application*

Please refer to the Architectural Standards Committee Guidelines as you fill out this application. By following the guidelines your application can be approved in a timely manner by submitting a complete application.

**Provide Following Application Information**

Address and Lot # \_\_\_\_\_

Owner \_\_\_\_\_

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

Phone Numbers:

Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Email Address \_\_\_\_\_

**Builder Information**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Point of Contact \_\_\_\_\_

Phone Numbers:

Office \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

**Dimensions of Driveway** \_\_\_\_\_

**Dimensions of Parking Areas** (Do not include garage) \_\_\_\_\_

**Dimensions of Septic System** (Include system, repair areas, and drain fields)

\_\_\_\_\_

**Total Square Footage of Septic System Area** \_\_\_\_\_

**Total Percentage of Lot Coverage** \_\_\_\_\_

## Roofing

Roofing materials to be used:

Color \_\_\_\_\_ (Provide samples/pictures)

Type \_\_\_\_\_

Weight \_\_\_\_\_ (Minimum weight requirement is 300lbs)

Minimum roof slope that will be used \_\_\_\_\_ (Minimum acceptable roof slope is 6/12)

Maximum structure height is 35.

## Siding and Trim

Siding materials to be used: \_\_\_\_\_

Soffit, fascia, or other exterior trim materials to be used:

\_\_\_\_\_

## Exterior Colors

The Kilmarlic Residential Community encourages earth tone color pallets. All paint colors must be coordinated for all structures. Provide color swatches of paints to be used to the committee for review. There is a limit of 3 exterior colors. The color white may not be used as the primary color on the exterior).

*Identify paint colors, manufacturer, paint numbers and provide color samples:*

Siding Color \_\_\_\_\_

Manufacturer \_\_\_\_\_ Paint # \_\_\_\_\_

Dwelling Door Color \_\_\_\_\_

Dwelling Door Material \_\_\_\_\_

Manufacturer \_\_\_\_\_ Paint # \_\_\_\_\_

\*Please provide photo

Garage Door Color \_\_\_\_\_

Garage Door Material \_\_\_\_\_

Manufacturer \_\_\_\_\_ Paint # \_\_\_\_\_

\*Please provide photo

Trim Color \_\_\_\_\_

Manufacturer \_\_\_\_\_ Paint # \_\_\_\_\_

Accent Color \_\_\_\_\_

Manufacturer \_\_\_\_\_ Paint # \_\_\_\_\_

Brick or stone, if applicable, to be used \_\_\_\_\_ (please provide photo or sample)

**Fences**

Fencing materials, if applicable, to be used: \_\_\_\_\_

Color: \_\_\_\_\_

\*Please provide photo

**Windows**

Window Type \_\_\_\_\_

Window Manufacturer \_\_\_\_\_

Frame Color \_\_\_\_\_

\*Please provide photo

**Foundation**

Type \_\_\_\_\_ (pilings or crawl space not to exceed 4ft above finish grade)

Enclosure \_\_\_\_\_ (please provide a photo)

Please show the location of flood vents on construction plans.

**Paving Materials**

Paving materials for driveways, sidewalk steps, patios, pool decks, and other areas must have a dull non-reflective surface and color that blends well with the natural surroundings.

Choice of materials:

\_\_\_\_\_

**Construction Requirements and Materials Specifications**

Dwelling Area Requirements: The minimum square feet requirement for a dwelling exclusive of garage, porches, decks, and other outbuildings is 2200 square feet for a two-story home and 1800 square feet for a single dwelling home of heated and air-conditioned living area.

Provide square footage of heated and/or air-conditioned living area:

First Floor \_\_\_\_\_

Second Floor \_\_\_\_\_

Garage/Utility \_\_\_\_\_

Covered Porch \_\_\_\_\_

Open Decks \_\_\_\_\_

Outbuilding/Other \_\_\_\_\_

Dimensions of Swimming Pool Complex \_\_\_\_\_

(Include pool, deck, etc.)

Dimensions of each Outbuilding \_\_\_\_\_

**Landscape Plan**

Will the lawn be sod or seed? \_\_\_\_\_

Material any of walkway/pathway \_\_\_\_\_

Will there be irrigation? Y / N

**Other**

*HVAC* - Please show the location of the HVAC on site plan or landscape plan.

Screening material and color used \_\_\_\_\_

*\*Screening must be painted to match house or trim and must be basket weave or lattice pattern.*

*Trash Can Screening* - Please show exterior trash receptacle on site plan or landscape plan.

Screening material and color used \_\_\_\_\_

*\*Screening must be painted to match house or trim and must be basket weave or lattice pattern.*

*Gas Tanks/ Mechanical & Electrical Units* - Will there be any exposed propane tanks and/or exposed Mechanical/Electrical Units: Y / N

If yes, type and screening material and color used \_\_\_\_\_

Please provide location on the site plan or landscape plan.

*Lighting Fixtures* - If lighting fixtures are to be used please provide photo. They must be decorative wall sconces or lanterns. Security lighting may be used at the garage, driveway, and exterior stairways.

## To Complete This Application

1. Provide one scanned copy and one physical copy of final construction plans (architectural quality) to include the following sheets at a minimum: ¼' scale foundation plan and section with full framing details; ¼' scale east, west, north, and south elevation drawings. Enlarged details or any exterior items not clearly presentable at plan scale.
2. Provide one scanned copy and one physical copy of a site plan prepared by a North Carolina registered engineer or survey or showing the following: Placement of all structures and other accessory improvements including dwelling and garage; swimming pool with pool deck; outbuildings; bulkheads; piers; docks; fencing surrounding the swimming pool and/or the yard; other structures; required "setbacks" driveway and turn-around areas, and culvert locations; approved septic tanks and septic field location.
3. Provide two copies of a professionally rendered landscaping plan.
4. Provide the following fees:
  - ✓ \$1500.00 refundable deposit for the purpose to repair of damages to common areas or association property cause by applicant's site improvements and/or construction. The check will be held in escrow. Within 30 days deposit will be refunded less any amounts for damages.
  - ✓ \$300.00 non-refundable fee for review of building plans.Make checks payable to the Kilmarlic Residential Community Association.

All plans must meet the criteria as described in the Kilmarlic Protective Covenants and Architectural Restrictions. Any incomplete application of plans may require re-submission. The Architectural Standards Committee approves exceptions. Mirror images, reverse plans, or plans with penciled in changes are unacceptable. All incomplete or unapproved applications shall be returned to the applicant at the address shown registered herein with an explanation for return or non-approval. The committee retains the \$300.00 check and returns the \$1500.00 check. All building plans, landscape plans, site plans, and data provided in this application must be accurate. Plans stamped approved and dated for construction by the committee are "final" plans. Neither applicant nor builder can initiate changes to "final" plans. Applicant is legally bound by protective covenants and architectural restrictions and compliance by application and their agents is expected. Agents employed by owners are responsible for the actions of sub-contractors and other employees.

By my signature below, I acknowledge that I have read and will comply with Kilmarlic Residential Protective Covenants and Architectural Guidelines and any addendums, and I will comply with any other communications to include letters, email messages, phone messages from the Kilmarlic Architectural Standards Committee to signatories relevant to this application and the construction of a dwelling and other structures on a lot. I verify that the above supplied information is correct to the best of my knowledge.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Signature of Builder \_\_\_\_\_

Date \_\_\_\_\_