

Old Nags Head Place

Architectural Review Board Building Plan Submission Guidance

Prior to submitting a building plan with application do the following:

- Fill out the application completely
- Provide three sets of Building Plans
- Enclose an application fee check for \$500.00 (make payable to Florez Design Studios, Inc.)

Building Plan Components:

- Material and Finish specifications
- Site Plan showing location of cottage, driveway, pool, walks, septic field, etc. and elevation of lowest finished floor; significant vegetation on lot.

Mail completed application to:

Florez Design Studios, Inc.
Attn: ARB
PO Box 170
Point Harbor, NC 27964

Review timelines

- Allow 30 to 60 days for review by Architect on call (Florez Design)
- Followed by 14 to 30 days for ARB reviews and determination.

Re-application

- If a plan has been denied submit modified plan with a re-application fee of \$100.00 (make payable to Florez Design Studios, Inc.)

Old Nags Head Place

Architectural Review Board

Building Plan Application

1. Owners Information

a. Owner/ Contact name _____

b. Owner's mailing address

c. Telephone (Day) _____ (Evening) _____

2. General Contractor

a. Company Name _____

b. State License No. _____

c. Contact Person _____

d. Mailing address _____

e. Telephone _____ FAX _____

3. Architect or Designer

a. Firm name _____

b. Contact person _____

c. Telephone _____

4. Building Site Information

a. Lot no. _____

b. House no. and street name _____

5. Size of House

d. Total living area _____

6. Exterior Finishes

ITEM	MATERIALS	FINISH COLOR
a. Roof material		
b. Primary siding		
c. Accent siding		
d. Trim		
e. Window manufacturer & type		
f. Entry door manufacturer & type		
g. Other doors		
h. Other		
i. Other		

Prepared by: print _____

Sign _____

Date _____

Approved by: _____

Date _____