# CHICAHAUK ARCHITECTURAL REVIEW BOARD (ARB)
# BUILDING APPLICATION

Owners Name: _____ Phone No.: _____
Address: _____
Email Address: _____

Chicahauk Lot No.: _____ Street Address: _____

Builder's Name: _____ Phone No.: _____
Address: _____
Email Address: _____

**APPLICATION WILL NOT BE REVIEWED IF REQUIRED CPOA DUES ARE IN ARREARS**

The application must include:

1) A lot disturbance plan. This plan is to indicate: what vegetation is to be kept, what changes to the topography of the lot are to occur, and how any disturbed vegetative or topographical areas are to be restabilized or repaired.
2) A site plan is to be attached to each set of house plans that:
   a) Is based on a legal survey
   b) Is drawn to scale, and
   c) Shows building location, setback lines, driveway with turnaround area, walkways, septic tank and field, fences, bulkheads, screening structures, pools, vegetation to be kept, etc..
3) One (1) full set of plans showing the house/garage/addition/outbuilding/pool/etc., as it is actually to be built. Mirror images, reverse plans or plans with red or penciled-in changes will not be accepted. The plans must include:
   a) Elevation views of all sides of the structure, including decks and railings.
   b) Building dimensions.
4) A description of exterior siding, roof and trim materials, including samples of colors. Descriptions and heights of accessory structures (e.g., fences and bulkheads) must also be provided.

NOTE

1) Failure to provide a complete application will result in a delay of the ARB review of the plans submitted.
2) **There is no need to submit an application for repainting or re-shingling IF the same color paint or shingles is to be used.**
3) Corners of the proposed structure must be rough staked prior to submitting plans to the ARB.
4) Any changes made subsequent to ARB approval must be resubmitted for ARB approval.
5) ARB meetings are scheduled for the second and fourth Wednesday of each month. Applications should be placed in the Chicahauck ARB box at the Southern Shores Town Hall by noon on the Friday prior to the next scheduled ARB meeting.
6) Both the Chicahauk ARB and the Southern Shores Building Inspector's Office review many of the same things. However, approval by either one does not automatically mean approval by the other.
7) The Chicahauk protective covenants (Article II, Section 9) state that "No existing vegetation or sand dunes shall be disturbed during construction without the express written consent of KHL (now the Chicahauk Property Owners Association), which shall require proposals for the restabilization of any such disturbed area. Any vegetation disturbed during construction shall be repaired to the satisfaction of KHL." CPOA encourages restraint in the removal of trees and other vegetation. Replanting of native vegetation, especially varieties with low water, fertilizer and pesticide usage requirements is recommended.

This application form (effective July 22, 2009) supersedes all previous Chicahauk Building Application forms.