

## CHECKLIST FOR ARC REVIEW

*Mallard Bay is a planned community with enforceable architectural and esthetic standards. When you bought property in Mallard Bay, you received a deed subject to recorded covenants that specify standards for the size and appearance of homes and other structures built here. The covenants also contain standards relating to the cutting of trees and clearing of land, parking of RVs and trailered boats, and many other matters that affect the appearance and livability of our community.*

*The covenants provide for an Architectural Review Committee (ARC), appointed by the Mallard Bay Property Owners' Association Board of Directors, with the mandate and the authority to enforce these standards. This checklist will help guide you through the process of getting ARC approval for your project. It shows you the full review sequence for new construction. Some of the steps shown here may not be necessary for less complicated projects (e.g., additions, decks, outbuildings) but ARC approval is nevertheless required for these projects.*

**Step 1** is a meeting with the ARC chairman to review the nature and general outlines of your project. At this meeting you should be able to show what your new house will look like and how it will be situated on your lot. If you don't yet have detailed drawings at this point, renderings or photos from a builder's promotional literature, from a magazine article, or the like, will be sufficient. You should have a sketch site plan using a plat of your lot; you can get information about required setbacks and the Landscape Preservation Zone (LPZ) for your lot from the ARC chairman. If you have selected a contractor, please provide his or her name and contact information.

This meeting will normally take no more than an hour and can be done on a weekend, if that's more convenient for you. Call or e-mail the ARC chairman to schedule it.

**Step 2** is final design approval. This is a more complicated process involving review by the full ARC and normally takes up to 3 weeks – occasionally longer. You will need to submit 2 copies of the following:

1. Detailed house plans (floor plans and elevations) drawn to a scale of ¼ inch to the foot, or larger. Include samples or examples of all exterior colors and surfaces (roof, walls, trim, doors and windows).
2. A detailed site plan drawn to a scale of 1 inch = 20 feet or larger, showing:
  - a. Building location (footprint of the floor plan).
  - b. Location of any outbuildings or dependencies.
  - c. Setbacks required by the county.
  - d. Areas to be cleared.
  - e. Location of the LPZ and any easements, noting and justifying any encroachments.
  - f. Location of all driveways, parking areas and walks, showing materials to be used.
  - g. Location of the septic system.

- h. Location of mechanical systems (a/c or heat pump, propane tanks, etc.). These must be screened from the street.
  - i. Location of the mailbox, if one is to be installed.
3. If you did not provide your contractor's name and contact information in Step 1, please provide it now.

**Step 3** is stake-out of the lot. This must occur after submission of the information required in Step 2, and before any clearing or site work commences. A member of the ARC will review the stake-out along with you and your contractor. The purpose of the stake-out is to locate on the lot all items shown on the site plan and to identify the areas to be cleared, by marking either the perimeter or individual trees, or both, as necessary. Remember that no trees larger than 6 inches in diameter, and no trees or shrubs of any size in the LPZ, may be removed without ARC approval. The stake-out ensures compliance with this requirement.

The stake-out cannot be completed successfully unless the property corners and LPZ boundary are clearly and accurately marked on the lot. This is the property owner's responsibility. The ARC member at stakeout will rely on the corners and boundaries being where you say they are. If you have any question about their location, we recommend you have a surveyor locate and mark them before the stake-out.

*Once these steps are completed and you receive written approval from the ARC, site work and construction can begin. But remember that any changes to or deviations from the approved plans also require ARC approval. The ARC and the Board of Directors can impose penalties for violations of the covenants, and will require replanting of any trees cut or areas cleared without prior ARC approval. We want your project to go smoothly and we are ready to work with you to resolve any issues, including consideration of proposed design changes, that may come up during construction. We encourage you to contact the ARC promptly if questions arise.*

*As the property owner, you are ultimately responsible for your project. We encourage you to participate actively in the ARC review process. If, however, you are unable to do so, we can, with your written permission, deal directly with your contractor.*

*Please remember that the ARC's requirements are in addition to those imposed by Northumberland County and any other applicable governmental agency. Compliance with county and other governmental requirements is your responsibility.*

*You can contact the ARC chairman, Harold Baldwin, by telephone at (804) 580-6019, by mail to 2 Pintail Lane, Heathsville, VA 22473, or by e-mail to HAL-SIB@peoplepc.com.*