

Design and Development  
Standards for Arlington Place



Pamlico County  
Minnesott Beach, NC

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IT'S *good* TO BE HOME.

# Arlington Place Community Design and Development Standards

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## I. Introduction

### A. Architectural Review Committee

These Community Design and Development Standards will be interpreted and enforced by the Arlington Place Architectural Review Committee (hereinafter referred to as the ARC). Arlington Place’s “Coastal Country” architectural standards are included later in this guideline. All new construction within Arlington Place shall be required to go through the ARC review process prior to making any improvements to a homesite in Arlington Place. Additional information on the ARC and the development application process and procedure can be found in the OWNERS section of [www.ArlingtonPlace.com](http://www.ArlingtonPlace.com) and are also available upon request to [frontdesk@arlingtonplace.com](mailto:frontdesk@arlingtonplace.com).

The intent of these standards is to provide guidance to individual homeowners, builders, and architects without limiting creativity.

All new construction is also subject to the town of Minnesott Beach Code of Ordinances and Pamlico County Ordinances & Plans. A copy of these documents can be found on the Town and County’s websites.

### B. The Arlington Place Vision

The Master Plan for Arlington Place has been carefully devised to guide the development in an environmentally sensitive way. The property is on the “Inner Banks” of the North Carolina coast in the town of Minnesott Beach (hereinafter referred to as the Town) and has elevated waterfront land on the Neuse River and Mill Creek.

The Master Plan for the neighborhood includes three village areas, each separated by protected wetland systems, and each with their own set of unique features and amenities. Arlington Place has a mile of frontage on the Neuse River and over a mile of frontage on Mill Creek. The neighborhood has a wide range of amenities already in place including community docks, clubhouse, boat ramp, on-site storage, outdoor pool, tennis courts, outfitter’s center, sports courts, boardwalk, trails, playground, dog park, riverfront beach, Pintail Lakes, lake beach, welcome center, gates and neighborhood parks.

The general architectural theme of Arlington Place is “Coastal Country” with the goal being to create a relaxed atmosphere taking people back to a simpler time. This theme, to become defined as one progresses through a review of these standards, is created, preserved, and ensured by way of architectural standards for home building and landscaping, and by way of the winding streets, leisure amenities, and open space, all harmoniously integrated into the natural environment.



## II. The Neighborhood Standard

### A. Residential Neighborhood Overview

Arlington Place consists of three villages within the neighborhood itself. The first is called Burton Village and is focused on the upper end of Mill Creek and is centered around a neighborhood park and clubhouse, homesites 1-138. The second, called Horizon Village, consists of homesites on the lower part of Mill Creek and the west end of the Neuse Riverfront property, homesites 139-408. There is a total of 413 homesites that make up the Burton and Horizon Villages. Each homesite has been platted, approved, and recorded with the Town of Minnesott Beach and Pamlico County.

The third Village area is currently labeled 'Future Development'. Though not platted and recorded at this time, it is likely to consist of a mix of Estate Homes, Patio Homes, Row Homes, and Cottages with a wide range of lot sizes, including acreage sites. All neighborhoods within Arlington Place will be linked by a mix of walking and biking trails, roads, and boardwalks.

### B. Homesite Types

Arlington Place offers a variety of homesites along the marsh, river, creek, open areas, and wooded areas of the neighborhood. Homesite sizes include 1/3 acre, 1/2 acre, 3/4 acre, and 1+ acre with the majority of homesites averaging 1/2 acre. Six large homesites at 10+ acres are on the left side of Burton Farm Road.



### **C. Streets & Streetscapes**

The streets within the neighborhood are constructed to comply with all Pamlico County and Department of Transportation standards approved by the Town of Minnesott Beach. A hierarchy of street types, both primary and secondary, will accommodate traffic flows. Most streets have drainage swales on either side in keeping with the natural look and varying topography.

Streetscapes typically have a massing of trees and shrubs at entries, intersections and focal points. Natural vegetation was preserved along all roadways (where existing) within residential homesite neighborhoods. Trees bordering the street and other native plant material shall be required where necessary to reestablish the forest at the sole discretion of the ARC.

### **D. Homesite Setbacks & Buffers**

Single-family homesites in Arlington Place are subject to setback restrictions as outlined in the Town of Minnesott Beach Code of Ordinances (AP is zoned R-MU) and on the County approved individual homesite plats. For additional setback requirements for elements of construction, reference Section IV, A, 4, page 13.

**Each homesite has a 25 ft. utility easement in the front.**

Building setbacks for single-family homesites are as follows:

Front:	35 ft. min.
Side:	15 ft. min.
Rear:	20 ft. min.
Height:	35 ft max. height above grade to the eaves

Setbacks may vary at the discretion of the ARC for each homesite based on existing vegetation, topography, size of the lot, and proposed architecture. Greater setbacks may be required by the ARC based on these natural conditions. Variance for setbacks less than the minimums listed above may be granted by the Town of Minnesott Beach and the ARC for preservation of valuable natural resources or if site aesthetics and/or topography need to be taken into consideration to reasonably accommodate buildable areas.

### **E. Architectural & Site Design Standards**

All final architectural design and site designs shall be approved by the ARC. A homesite owner or builder may apply and be approved for site grooming (clean-up, clearing, grading, stabilization etc.) by the ARC prior to the approval of final architectural plans.

The intent of these guidelines is to provide creativity to individual homeowners, designers, and architects. Variety in architectural styles shall be allowed based on individual taste; however, the ARC at its sole discretion may approve or disapprove any architectural design. Early involvement with conceptual architectural and site plan review with the ARC is strongly encouraged to avoid unnecessary delays and fees that could be incurred without direction from the ARC.

Building materials and colors should reflect and compliment Coastal Carolina character as well as neighboring homes. However, alternative materials and colors may be allowed at the sole discretion of the ARC. Approved building materials can be found in section V. Building Materials, page 15.

**F. Homesite Organization**

In that Arlington Place has been developed around the existing landscape and natural features, homesite configurations vary. The following pages address guideline criteria for architecture. On many sites, views of the creek, river, lake, or marsh give greater importance to the rear orientation and thus will give variation to home placement. However, the requirements and guidance of the Arlington Place ARC will allow for a homogeneous diversity of square footage without seeming out of scale or imposing in relationship to adjoining homesites.

**III. The Neighborhood Character**

**A. Coastal Country Style**

Homes in Arlington Place will be reminiscent of the coastal and historical dwellings found throughout small towns scattered up and down the Carolina Coast. We have used these familiar elements for the architectural requirements and guidelines. To appreciate these stylistic traditions, one must understand the underlying similarities in style when buildings differ in size, shape, and degree of formality.

For purposes of design review, Arlington Place is not as concerned with the particular style of a house or what might have influenced the style, but more importantly with whether or not the design is pleasing to the eye, appropriate to the region, and compatible with the neighborhood as a whole.

It is the familiarity with the examples demonstrated below that should give guidance to Arlington Place property owners in the design of their homes. These images are not meant to be all-inclusive, for they are not. It is our intent to set examples from which the architecture of Arlington Place is based and for use by the architect, owner, and builder as well as the Architectural Review Committee as a reference for design.

Homes are to create a sense of timelessness and permanence, and individuality is encouraged. Thus, the repetition of existing home designs with only minor modifications will not be allowed. Proximity to other homes with similar styles, shapes, or colors will be taken into consideration. The following information and pictures are presented to help demonstrate Arlington Place's interpretation of Coastal Country architecture and style.

Stylistically, you are by no means limited to the examples below, they are simply illustrations of approved styles for the neighborhood.

## B. Massing

### 1. Square Footage

Minimum heated square footage for homes on the Neuse Riverfront is 2500 square feet and minimum heated square footage for all other single-family homesites that do not front the river is 1600 square feet. There is no prescribed maximum home size. However, the ARC is authorized to place limits on size or home placement if neighboring homesites could be negatively affected.

### 2. Main Mass

The main mass is the original “core” of the house. This is the structure that all attached additions, wings, and outbuildings shall be subordinate to. The main mass may be one, one and a half, two, two and a half or three stories in height and should be dominant over any additions, attached wings or outbuildings. Modular construction is not permitted.



### 3. Porches

Porches are by far one of the most important features of a Southern home. Front porches may be one or two stories high and are encouraged to span as much width of the main mass as possible. Front porches are not to be screened. Rear and side porches may be screened or glass-enclosed for additional living area.



#### 4. Attached Additions

Attached additions or wings are permitted as a means of reducing the overall mass while creating additional floor area and providing interest in elevation design. Attached additions should be smaller or subordinate to their adjacent mass in both width and height. A wing of the home may be attached to the main mass directly or with a breezeway.

#### 5. Garages & Outbuildings

Garages and outbuildings provide a unique design opportunity that complements and helps to frame the main house. One detached structure is permitted for lots less than 1 acre in size and 2 structures are permitted for lots larger than an acre. The base of the outbuilding should be skirted or landscaped to hide the foundation.

**Note:** All outbuildings must be approved by the ARC (AP ARC APP2) and the Town requires a zoning permit.

Garages may be one-story or one-and-one-half-story with a storage area above. Detached garages are encouraged, especially on larger homesites, and their design should be approached with a sense of creativity, not only from the standpoint of function but to enhance the curb appeal of the exterior facade. It is important that the architecture of garages and outbuildings complement the main home in color and materials used, and if possible, are set to the side or rear of the home so they will not obstruct views of the main house.

- If the homesite area and topography allow, entry to the garage should be from the side (“side-load”) or face the interior court (“courtyard-load”).
- Front-load garages may be approved on homesites only where the size or topography of the site does not allow for a side or courtyard load garage.
- The roof ridge height on garages is to be subordinate to the main mass.

- Garage doors easily visible from street view must be a minimum of 8' tall and have windows.
- Front-load garages are to be set back on the homesite as far as possible and shall not have a width that exceeds 40% of the total width of the front elevation of the home. Architectural elements such as columns, pergolas, or roof overhangs may be required to add visual interest. See pictures below for ideas and examples of approved garages.



#### 6. Covered Breezeways

Breezeways may be used to connect the main house to a minor mass, garage, or outbuilding. Breezeways should range from 6 feet (minimum) to 15 feet (maximum) wide and may be open, screened, or glass-enclosed. Attachments to the breezeway, if subordinate to the breezeway and no more than 25% of breezeway length, could house storage, mudrooms, or powder rooms. Breezeways should be one story (maximum).

#### C. **Acreage Homesites**

Homesites that are greater than 1 acre may have up to two (approved) detached structures. Homesites that are greater than 10 acres may have up to 3 detached structures and are to be considered Design Specific homesites.

Varying styles and materials will be considered if the structure is not visible from the street.

#### **D. Single-Family Attached Cottages**

Single-Family Attached Cottages are multiple structures, sharing a single homesite, that fall under the multi-family zoning requirements for the Town of Minnesott Beach. Cottages can be individually owned but are not to be used for primary residences. Permitted uses for single-family attached cottages are second homes and/or investment properties.

Cottages are to be physically attached by breezeways or by a shared wall. Existing cottages zoned multi-family on homesites 62, 62A, and 62E are subject to the ARC, all Arlington Place Design Guidelines and Covenants, as well as a separate set of cottage-specific covenants, reference Fifth Supplemental Declaration to the Master Declaration dated October 2013.



### **IV. Site Planning**

The beauty and character of a timeless community is surely in the details. Hardscape, garden structures, lighting, and other built elements within a site should work together to form cohesive yet unique designs for homes in each neighborhood. From entry courts to casual patios and small pools, the finishes should flow from one area to the other and be perceived as a seamless design. The general intention is to suggest that all elements work together in one unified plan.

#### **A. Site and Setbacks**

##### **1. Site Characteristics**

Each Arlington Place homesite has special existing characteristics which will help determine how the site is planned and ultimately constructed. Careful attention to the orientation of adjacent homes and natural elements, such as significant vegetation and solar orientation, will help determine the best arrangement of the site plan. Examination of the site prior to construction is important. This involves a site survey to physically locate all existing elements including setbacks, drainage, and site contouring as well as any other significant natural features.

##### **2. Street Orientation**

One very important characteristic of Arlington Place is the orientation of the

house to the street. Almost every home will be viewable from the street and will have consistencies of setback and placement between adjacent homes. This will reinforce the street character and will maintain cohesiveness between homes. Special importance is given to design elements on home elevations highly visible from street view.

3. Vegetation

Significant trees and vegetation may exist on the homesite. It is both to your advantage as well as your neighbors to attempt to keep significant trees and vegetation within the site and along your side lot lines, and over the septic repair area as much as possible. Shading portions of the house through existing tree cover can help to cool the home during warmer months, while placing other elements in a sunny, southern-facing orientation can assist in solar warming. Also, trees and vegetation within setbacks can create natural buffers between adjacent homesites and can begin to suggest where landscape planting beds may be located.

4. Setback Requirements for Building

Setbacks and buffers also offer areas within the homesite that can contribute to the placement of the home as well as the layout of its interior. Homes, or any section thereof, as well as other constructed vertical elements, with the exception of fences and driveways, may not be located on or across the setback lines, unless granted a variance by the Town and ARC. Any variance would be subject to Arlington Place ARC and Town review and approval.

**Note:** property lines are the boundaries of the homesite itself and setback lines are the setbacks inset from the homesite property lines.

- Roof Eaves and Overhangs           Up to homesite setback line
- Driveways                               5ft from side property line
- Driveways for Side-Load Garages   1ft from side property line
- Fences and Decorative Walls       15ft from front property line  
5ft from side or rear property lines
- Retaining Walls                       Up to property line
- Fenced Service Yards                10ft from side and rear property line
- Pools, Spas, Hot Tubs               Up to setback lines
- Outbuildings                          Up to setback lines  
10ft from home (incl decks/porches)
- Decks, Patios, Terraces             Up to setback lines
- Septic Tank and Drain Lines        5ft from property lines (or as  
allowed by Pamlico County  
Environmental Health)  
5ft from home (incl decks/porches)

## **B. Grading**

### **1. Topographic Variations**

Site grading will vary based on topography. If the homesite allows, grading should be used sparingly with alteration to site drainage patterns minimized. Large earthen berms are restricted in most instances. However, exceptions may be made in special cases where screening is necessary or is required for site engineering and surface water management.

### **2. Walls**

Retaining walls may be used as needed for ground stabilization and when it is necessary to preserve vegetation. Walls are to be incorporated into the architecture or landscape architecture of the house or site.

### **3. Drainage**

Site drainage should be planned in concert with the Arlington Place overall drainage master plan. Whenever possible, underground piping should be used to direct stormwater away from structures and to help mitigate the potential of erosion on the site. Channeling or ditching, other than those channels or ditches planned within the overall drainage master plan, should be avoided. In general, runoff should be directed to the natural, existing, or man-made channels designed for the whole community.

## **C. Site Clearing**

### **1. Lot Size**

The typical homesite within Arlington Place is approximately ½ acre, often bordered by open space. This size lends itself to highly organized designs that are community and street-oriented. Upon consideration of the natural elements, the architectural style, neighboring structures, and views, the house can be situated on the homesite and site clearing can be identified.

### **2. Cleared Areas**

It is assumed that the footprint of the home will be cleared for construction, as well as clearing for the driveway, sidewalks, and yard areas. The septic area as permitted by Pamlico County will also be cleared for septic installation, but the septic repair area is not required to be cleared until that defined space is needed, if ever.

### **3. Vegetation Preservation**

Due to the amount of construction and development contemplated within each homesite, clearing will inevitably occur. However, it is suggested that vegetation be preserved on the site where possible and that the architecture responds to the trees and vegetation. Typically, the goal for site clearing for buildings and improvements shall not exceed 70% of the total site lot size. Vegetation on the side lot lines is encouraged to create a natural buffer from your neighboring homesites.

## V. Building Materials

All materials and installation patterns are to be approved by the ARC. Small samples may be requested for approval of colors and finishes. Other materials not listed may be approved by the ARC at their sole discretion.

- A. Siding:** A variety of materials are encouraged, especially for gables, dormers, bump-outs, and other architectural features where incorporating a different material or color adds pleasing visual interest. Exterior trim shall be consistent with the style of the house and trim at a 4" minimum will be required on all windows and doors where there is lap, shake, and/or board and batten siding. A horizontal bottom band board at a minimum of 10" will be required between the foundation and siding. All siding and trim colors are to be approved by the ARC, including repainting if the color is different from the original. Vinyl lap, vinyl board and batten, vinyl trim/corner boards, aluminum, and stucco siding are **not** permitted.

Approved siding materials are as follows:

- Cement fiber siding including Hardie Color Plus
- Wood Shingles/Shake
- Brick (lighter color brick may be required in certain areas)
- LP SmartSide
- Stone (accents)
- Certainteed Cedar Impressions, or equivalent – shake style only
- Thin-stone or thin-brick masonry accents are allowed on a case-by-case basis.
- Everlast Composite siding, or equivalent
- Paneled plywood – outbuildings only

- B. Roofing:** Roof materials are to be selected in colors that are appropriate to the building style. Mixed material roofs are permitted but colors and style are to be approved by ARC. Long or tall sections of roofs without a gable, dormer, pitch change or another architectural element may not be approved. Varying home and porch rooflines are highly encouraged and will be required on most plans.

Approved roofing materials are as follows:

- Standing seam copper, aluminum, or steel roofing
- 30-year fiberglass or synthetic slate shingles
- Wood or slate shingles

- C. Foundation:** The foundation material selected should match or complement the exterior trim and siding colors; color to be ARC approved. Unfinished concrete block, parged block, and unenclosed piling/pier foundations are **not** permitted. Areas between porches and the ground shall be screened. Slab on-grade foundations are not allowed.

Piling, crawl space, and raised slab foundations shall be constructed at a minimum of 24" **exposed** height from the **finished** grade.

Approved foundation surround materials are as follows:

- Brick
- Stucco
- Textured block or split-faced block
- Louvers for piling-built homes, porches, and deck screening
- Stacked stone
- Thin-stone or thin-brick masonry veneer allowed on a case-by-case basis.



**D. Windows & Doors:** Windows and doors shall be selected to be in keeping with the theme and style of the overall house design.

- Windows should be aesthetically proportionate for each elevation. The ARC reserves the right to require alternative sizes, grid patterns and number of windows. Windows may be vinyl or wood and can be white, black, bronze, or dark green. Large areas of continuous siding without windows or other design elements will not be permitted.
- Front door may be wood, fiberglass, or aluminum clad. Glass panels, sidelights, and/or transoms are encouraged.
- Storm doors are preferred on the side or rear of the home and can be wood, fiberglass, aluminum-clad, or steel; ARC approval is required.

See following Section VI, Exterior Features and Details, for information on permitted materials for Driveways, Walkways, Fences, Garden Walls, Decks, Patios, and Pools.

## VI. Exterior Features and Details

### A. Exterior Elements of Home Construction

#### 1. Driveways and Walkways

Driveways are an extension of the home and therefore should be purposefully designed and constructed with respect to the style and architecture of the home. The width of the driveway should be a minimum of 12' at the entrance. Approved driveway surfaces are as follows:

- Concrete, smooth, brushed, or stamped
- Exposed aggregate
- Brick, stone, or concrete pavers

- Tabby concrete (concrete with crushed oyster shells as aggregate)
- Oyster shell, granite screenings or gravel with a concrete apron. The permanent hard surface driveway apron shall be extended from the road a minimum of 15' toward the house, and be a minimum of 12' in width.

Like driveways, walkways too are extensions of the built environment and shall be intentionally detailed using the following materials:

- Concrete, brushed, smooth or stamped
- Exposed aggregate
- Brick or concrete pavers
- Slate or cut natural stone sections
- Tabby concrete
- Oyster shell or granite screenings with brick, stone, or paver edging
- Grass with ground level pavers (grass grown between pavers)

## 2. Decks, Patios, and Terraces

Decks, patios, and terraces can add a great deal of value to the outdoor spaces around the home and are extensions of your living space. It is necessary to design these spaces in close coordination with the home. Two types of decks and patios exist:

- At-grade (no higher than 12" above existing grade – horizontal construction)
- Above-grade (greater than 12" above existing grade – vertical construction)

At-grade and above-grade decks, patios, and terraces should be designed with careful consideration to all site planning issues such as storm drainage, lighting, and views. At-grade spaces shall consider the following materials for construction:

- Brick or concrete pavers
- Slate, cut-stone, or terrazzo
- Tabby concrete
- Treated wood decking
- Wood of a rot-resistant species (such as Ipe or Cumaru)
- Synthetic decking (such as Trex)
- Concrete, smooth, brushed or stamped

Pavers and stone materials should be placed in sand to help facilitate on-site infiltration.

Above-grade spaces such as elevated decks shall be reviewed with the architectural sketches of the home and as such are subject to all applicable guidelines inherent in vertical construction.

Landscaping, screening, and/or louvers may be required around deck construction.

All vertical elements related to the construction of an above-grade deck (railings, benches, coverings, etc.) shall have an appropriate finish that is complementary to the principal home. Approved above-grade decking materials are as follows:

- Treated wood
- Wood of a rot-resistant species (such as Ipe or Cumaru)
- Synthetic decking (such as Trex)



### 3. Fencing

In general, fencing is considered to be an avoidable element in the landscape plan. Fences often unnecessarily block views of amenities and open spaces from neighboring homesites. However, fences for dogs are permitted if properly planned with respect to the architecture and designed in an unobtrusive manner. Backyard privacy fences will be approved on a case-by-case basis.

Typically, fencing the front of the house is not allowed, but may be acceptable when used to define and frame the entrance space of the home. Entrance fencing shall not include enclosures of any type and decorative gates may be approved on a case-by-case basis. Front yard fence height shall not exceed three (3) feet above the finished grade.

Rear and side yard fence height shall not exceed six (6) feet above the finished grade. Fence height not to exceed 5' may be required in certain areas. Chain link fencing is not allowed. Acceptable fence materials are as follows:

- Masonry (for entrance fences, retaining walls, and other uses)
- Aluminum metal painted black, dark brown or Charleston green
- Wrought iron painted black, dark brown or Charleston green
- Wood board-on-board (backyards only)
- Vinyl fencing in color complementary to trim and siding
- Painted wood picket and post and board
- Split railing fences to define areas such as the driveway entrance

The material and detailing shall be selected to match or complement the principal house structure siding and style. The fence styles illustrated shall be allowed, if complementary to the architectural design of the home.



## **B. Additional Exterior Elements**

### **1. Swimming Pools, Spas and Hot Tubs**

Pools, spas, and hot tubs may be placed within the lot on the rear or side of the lot only. All pool equipment must be visually screened and shall be acoustically buffered from adjacent homes. If possible, equipment shall be placed in the fenced service yard, outbuilding, or in a mechanical vault to help buffer the noise and visually screen equipment. Equipment, such as tools, hoses, chemicals, etc., used for pool, spa, or hot tub maintenance must be stored in a screened service area or pool house.

In-ground pools are similar to at-grade decks, patios and terraces in that the decking material shall conform to the guidelines specified for those spaces. Pools are required to be in a fenced-in or walled area. Above-ground pools are not permitted. Recommended in-ground pool decking materials shall include:

- Brick or concrete pavers
- Tabby concrete
- Cool Deck painted surface
- Concrete, smooth, brushed or stamped
- Treated wood
- Wood of a rot-resistant species (such as Ipe or Cumaru)
- Synthetic decking (such as Trex)

### **2. Outdoor Lighting**

Area, accent, and landscape lighting are all subject to review and approval and should be indicated on the Landscape Plan. Lighting shall not negatively affect adjacent landowners. Outdoor lighting should only be bright enough to provide adequate light for safety of movement through exterior spaces, and aesthetic/accent lighting of landscape elements.

Accent lighting on walls, buildings, and landscaping shall be used when illumination effects are desired. However, these lighting effects shall not negatively affect adjacent homeowners or passers-by. Use shielded fixtures when illuminating vertical elements with the point source of the light concealed.

Lighting along driveways and walks shall be limited to a maximum of 2 ft. in height and equally spaced throughout. However, taller decorative light posts are permitted.

3. Utility Equipment

Satellite dishes, HVAC units, propane tanks, junction boxes, generators, tankless water heaters, electric panels, etc. visible from a street view are to be screened by a structure or substantial landscaping. Small satellite dishes, not exceeding 18" in diameter, shall be permanently mounted to the house or other structure, following approval from the Arlington Place ARC. However, if possible, the dish must be placed in an area that is inconspicuous. Large antennas, CB (citizen's band) radio communications equipment and other large exterior-mounted communication devices will not be permitted unless hidden and a variance granted by the ARC.

4. Recreational Areas

The location and appearance of recreational areas such as playgrounds, basketball courts, and other permanent structures are subject to review and approval by the Arlington Place ARC. All equipment shall blend in with the surrounding environment or architecture. Use of bright colors or elaborate designs may not be permitted.

5. Pet Facilities

Dog runs or pens shall not be permitted. Residents shall comply with all Pamlico County and Town of Minnesott Beach regulations concerning pet licenses and ordinances, as well as the AP Pet Policy. Dog houses may be permissible as approved by the Arlington Place ARC. Dog houses should be built using similar materials as the main house. The use of invisible fencing is allowed as a means to contain pets.

6. Car Ports

Covered carports are allowed as approved by the Arlington Place ARC provided they are an integral part of the architectural style of the house and that any stored equipment, tools, bicycles, grills, mowers, and the like are in enclosed storage areas or behind screen fencing.

**C. Landscaping Planning**

1. Landscape Guidelines

These basic design guidelines **should be followed** to establish a level of consistency between all homes within Arlington Place.

- Sod in front yard, including continuous strip along the street frontage.
- Trees, plant types, and ornamental grasses indigenous to the region are encouraged.
- Planting beds along the street side of the home are required and can include a combination of flowers, ornamental grasses, bushes, and/or trees.
- Irrigation is permitted. Drip irrigation can be used wherever possible.

- Appropriate plants shall be used along the driveway and front of the house to designate and frame the entrance. Unique plantings, such as vegetable gardens, shall be placed in the rear portion of the lot, or screened to prevent views from adjacent lots.
- Tall landscaping on waterfront homes is to generally be in line with the home. Hedge rows blocking river views will not be allowed.

The following lists items that **should be avoided** in the creation of a planting plan:

- Removal of specimen trees that may be incorporated into the design of the homesite.
- Monoculture, or overuse of a single specimen.
- Insufficient screening or planting around undesirable areas such as service yards, large windowless walls, and parking areas.
- Use of specimens known to be highly attractive to deer or other animals.

## 2. Garden Structures

Trellises, gazebos, arbors, columns, and gateways used within the landscape shall be complementary to the style and architecture of the house.

Recommended materials include:

- Masonry
- Wrought iron
- Dry stacked stone
- Wood (stained or painted to match or compliment home finish)

## 3. Garden Ornamentation

Sculptures, fountains, statues, and any other yard ornamentation shall be reviewed by the Arlington Place ARC. Their location and appearance is limited and should be submitted on a landscape plan with a sketch or picture for final approval.

We realize that some months of the year are not ideal for landscape installation, however all landscaping depicted on the approved landscape plan should be installed as soon as possible or within 60 days of home completion.

# VII. Design Review and Architectural Review Committee

## A. Approval Process

The Guidelines outlined here are intended to maintain a unique image for Arlington Place. The Design and Development Standards govern all the property in Arlington Place. All plans for site development in the residential areas and all plans for site work and structures in the community areas must be approved by the ARC before any construction activity begins. An Arlington Place ARC Residential Building Application (AP ARC APP1) must be completed and submitted to the ARC with supporting documents found on the application checklist. In addition to ARC approval, builders and owners will be required to obtain all applicable Town, County, and State permits before construction commences.

## **B. Reviewer**

Site development and architectural review for Arlington Place is conducted by the Arlington Place Architectural Review Committee (AP ARC), a committee appointed by the Executive Board of the Arlington Place Property Owners Association. During the period of Declarant Control as defined in the Master Declaration of Covenants, Conditions, Restrictions and Easements for Arlington Place dated October 30, 2006 (hereinafter referred to as the "Declaration") the Declarant shall have the right to appoint the ARC members. The term "reviewer", often used in this document shall refer to the Declarant and the ARC. The Declarant and ARC shall set review fees at their discretion, to be charged for application review services.

At this time, the Declarant has tasked the ARC with the review of individual homesite development and construction. The Declarant and the ARC have exclusive rights for approving all matters relating to architecture, other structures, site work, lighting, signage, and landscaping in Arlington Place. The Declarant shall be the sole interpreter of the Design & Development Standards, shall monitor their effectiveness and may add or remove guidelines as it deems appropriate during the period of Declarant Control. The Declarant may assign these rights, via written document executed by the Declarant, as provided in the Declaration.

## **C. Review Procedures**

The Design & Development Standards only provide a framework; they are not all-inclusive. The reviewer will consider design quality, harmony with existing development, relation to other structures, topography and drainage, grade elevations, home elevation visibility, views, and aesthetics. With these elements taken into consideration, the reviewer may determine some homesites to be 'site-specific', which may be held to different standards. The determination of a site-specific homesite will often be made based on visibility from the street.

Although not required, applicants should discuss plans with the reviewer at the conceptual stage to avoid finalizing designs that may not work. At this time the applicant may have rough sketches of site plans, elevations as well as ideas for building design, colors, materials, etc.

## **D. Steps to Approval**

**Step 1:** Review the Design Standards and be familiar with the requirements.

**Step 2:** Retain a Licensed Contractor

You are required to have contractors visit the site, do the required design work for the home and for other improvements, and prepare drawings. These professionals should be licensed in the state of North Carolina, in good standing with the state, be capable of submitting concept and construction drawings for building, site work, lighting, landscaping, paving, walls, and other elements of your conceptual plan. You should ensure that all of your consultants and contractors read and understand these Design Standards.

**Step 3: Collect Required Site Information**

A surveyor should be employed to collect site information for your homesite. Additional information may be obtained from a design engineer. The survey should provide the following information:

- All existing or proposed roads, utilities, drainage structures, and other improvements by the developer
- Property lines with bearings and distances
- Existing contours
- North arrow and scale
- Title with name, address, and telephone number of surveyor
- Delineations of wetland buffers, setbacks, easements, and rights-of-way, in relation to other project features, utilities, and property lines

**Step 4: Conceptual Sketches**

The design professional should produce a sketch or sketches that fully illustrate the “design concept” for the proposed project and must include all elements of the design. The sketch plans should show building elevations (all sides) and site plans and should be supplemented with photographs, as necessary, to explain the concept. Construction materials should be clearly indicated.

**Step 5: Sketch Review**

The conceptual sketches can be reviewed by representatives of the AP ARC and approved prior to the preparation of construction drawings. Construction materials will be discussed, and samples may be requested at this time.

**Step 6: Prepare Construction Drawings**

The design may be presented in a variety of formats but must include the following requirements. Each drawing sheet should have a title block showing the name of the design professional, title, and date.

- Survey: a survey of the site by a registered North Carolina Surveyor at a minimum scale of 1" = 50'.
- Architectural Plans at 1/4" = 1' minimum complete construction documents.
- Site Plan at 1" = 30' minimum
  - Construction limits
  - Building siting
  - North arrow
  - Property lines with bearing and distance
  - Existing and proposed contours
  - Delineated wetlands, designated wetland buffer areas
  - All design elements accurately located
  - Drainage swales
- Landscape Plan at 1" = 20' minimum
  - Variety, size, number, and location of all plant material
  - Seeded and/or sodded areas
  - Other site features to include utility screening, lighting, walls, patios, walkways.

**Step 7: Submittal**

Using the Arlington Place ARC Residential Building Application (AP ARC APP1) form and checklist, submit all construction documents, drawings, and specifications to the Arlington Place ARC for final approval. Construction documents should not deviate from the approved concept. The form stamped with an approval, a letter of conditional approval with conditions, or a letter of denial with the reasons cited for denial will be issued within ten (10) days of the complete submission.

**Step 8: Permits**

Before construction can begin, Town and County permits must be obtained. A zoning permit must be issued by the Town of Minnesott Beach. An improvement septic permit (IP), an authorization to construct septic (CA), and a building permit must be issued by Pamlico County along with any other permits as required by local, State, and Federal laws.

In order to promote a comprehensive approach to the protection of wetlands, a wetland master plan has been prepared for the development, and wetland areas are depicted on individual homesite plats. Arlington Place will provide owners and builders with these homesite plats, though the wetland delineations are subject to change over time. Wetland areas should be avoided in the development of the homesite.

**Step 9: Modification and changes**

It is anticipated that modifications and changes may be necessary during or following construction. Minor changes that do not substantially alter the location of design elements, change the design concept, or require approval of a government agency may be reviewed and approved in the field by a representative of the AP ARC. Major changes should be presented in sketch form for approval and may require additional construction documents.

Changes and minor additions, such as outbuildings and fencing, made after occupancy can use the application ARC Improvement After the CO (AP ARC APP2).

## VIII. Signage Guidelines

Signage for Arlington Place shall be minimal and understated. Rural character shall be required.

Address numbers should be prominently displayed on mailboxes, mailbox posts, or porches.

Vehicular control, directional and amenity signs shall be consistent and uniform throughout the community.

Contractors and designers may be permitted to place a small sign advertising their company on the construction site, to be removed upon the sale of the home or receipt of the Certificate of Occupancy. The Arlington Place ARC shall approve design and

location of these signs. Besides these temporary vendor signs and the occasional event directional sign, no other signage shall be placed in yards, alongside the streets or in windows or doors where signage is visible to passersby. Political signs and/or flags will not be permitted.

Only ARC-approved “Home For Sale” signs will be allowed. All signs shall be consistent throughout the community and the ARC shall control the sign design and usage.

**In recognition that Arlington Place will not be frozen in time, but rather a community whose needs and environment are dynamic, the ARC and Declarant reserve the right, as it deems appropriate, to promulgate and amend specific design criteria and standards that make up the Architectural Guidelines and Design and Development Standards.**

**Homes that were constructed and/or approved before May 2025 will be “grandfathered” in and are not subject to the additions made to these Design and Development Standards. However, if any changes or new construction projects are proposed after May 2025, new and existing homes will be required to adhere to the above Design and Development Standards as well as the Architectural Review Committee Applications APP1 and APP2.**

**Builders shall be required to pay a Builder fee. Such fees shall be paid either at the time of the final construction loan draw; or, if a construction loan is not obtained, prior to the issuance of the Certificate of Occupancy by Pamlico County, NC. The Builder Fee is three percent (3%) of the construction price, as defined in the construction contract between Owner and Builder, and shall be paid by the Builder to Arlington Place Realty. This fee shall only be assessed on the total construction price, which shall not include the value of the land-only lot. Arlington Place Realty makes no representations regarding how such fees may affect the agreement between the Owner and the Builder.**

**Failure to follow the guidelines set out in this document could result in fine or suspension of privileges pursuant to NSGS § 47F-3-107.1. If an owner is not in compliance, the ARC and Arlington Place POA will give the violator written notice and a 30-day window to bring the infringement up to compliance. The ARC will follow the APPOA Bylaws structure for fine collection and lien procedure.**

Questions? email [frontdesk@arlingtonplace.com](mailto:frontdesk@arlingtonplace.com).

**Arlington Place**  
**IT'S *good* TO BE HOME.**