

**SUNSET BAY AT BON SECOUR  
ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION WORKSHEET**

**APPLICATION OF APPROVAL FOR SUNSET BAY, PHASE I  
BALDWIN COUNTY, ALABAMA**  
Please be sure to initial each page stating you have read and understand

Attention: Architectural Review Committee

Two sets of the following digital documents are enclosed:

**FOR PRELIMINARY DESIGN APPROVAL:**

- \_\_\_ Plot Plan; to Scale
- \_\_\_ Grading and Drainage Plan; to Scale
- \_\_\_ Floor Plan; 1/4" scale
- \_\_\_ Construction specifications
- \_\_\_ All Major Elevations; 1/4" scale
- \_\_\_ Description/Samples of all exterior materials, roof materials, and colors;
- \_\_\_ Landscape Plan; to Scale
- \_\_\_ Owner's proposed construction schedule
- \_\_\_ Contractor's Certificate of Insurance (\$500,000 general liability and worker's compensation)

Enclosed is my check for **(\$575) for Architectural Review Fee**

**\*Please make checks payable to Sunset Bay Owners Association**

I understand that Final Design Approval shall be valid for six months, and commencement of construction thereafter will require re-approval. Please include emails if available.

My architect/designer is: \_\_\_\_\_ ; phone: \_\_\_\_\_

My landscape architect/designer is: \_\_\_\_\_ ; phone: \_\_\_\_\_

My builder contact person is: \_\_\_\_\_ ; phone: \_\_\_\_\_

Owner's Name/Address: \_\_\_\_\_ ; phone: \_\_\_\_\_ email: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**FINAL DESIGN APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Initials

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Each owner should review the detailed requirements for all construction of homes at Sunset Bay that is provided in the Covenants and Restrictions, the Rules and regulations, the Development Guidelines, and the General Information Index. Please also have your architect read all of the above prior to preparing an application for an ARC review for your home. The application must be legible and filled out completely. Partial applications shall be returned. No work of any kind shall begin on any lot without written approval by the ARC. The owner is responsible for obtaining a building permit from Baldwin County, Alabama after approval by the ARC is granted. The Architectural Review Committee shall review plans for owners only. Please send the complete application to:

Attn: Sunset Bay ARC  
P.O. BOX 3613  
Gulf Shores, AL. 36547  
**hilary@wavesassocmgmt.com**

1. A fee of \$575 must accompany this application. Make check out to SSBOA

2. Location Information:

a) The application is for lot #: \_\_\_\_\_

b) The street address is: \_\_\_\_\_

See general information furnished to call 911 for the address.

3. Owner Information:

a) Owners Name: \_\_\_\_\_

b) Owners Work Number: \_\_\_\_\_

c) Owners Home Number: \_\_\_\_\_

d) Owners Mobile Number: \_\_\_\_\_

e) Owners Fax Number: \_\_\_\_\_

f) Owners E-Mail Address: \_\_\_\_\_

4. Architect Information:

a) Architect Name: \_\_\_\_\_

b) Architect Company Name: \_\_\_\_\_

c) Architect Phone Number: \_\_\_\_\_

d) Architect Fax Number: \_\_\_\_\_

e) Architect Mobile Number: \_\_\_\_\_

f) Architect E-Mail Address: \_\_\_\_\_

g) Architect Mailing Address: \_\_\_\_\_

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5. Contractors Information:

- a. Contractors Name:
- b. Contractors Address:
- c. Contractors Work Number:
- d. Contractors Mobile Number:
- e. Contractors Fax Number:
- f. Contractors E-mail Address:
- g. Contractors Alabama Homebuilders License Number:

6. Design: Please provide the following:

- a) Two (2) complete sets of plans to scale. Floor plans and construction plans to scale (1/4" = 1 ft.)
- b) Plot plan to scale.
- c) Grading plan to scale.
- d) Exterior Elevations to scale (1/4" = 1 Ft.) (four sides required).
- e) Construction specifications. Include descriptions, pictures, brochures, and samples of all exterior materials. This must include paint and/or stain samples with the manufacturers' name and the number of the paint and/or stain.
- f) Description of materials and samples.
- g) Construction schedule. Start date, pilings installation, frame date, trim date, completion date. (Note: Once pilings are installed, the owner shall provide a survey of the lot with the location of pilings to ensure proper location. Framing shall not start until the survey is provided and approved by ARC.)
- h) Landscape plan. Include type (name) of plants, size (minimum plant size is a 5-gallon container), irrigation (detailed plan), trees (name and size), and sod (type).

7. Setback Information Lot # \_\_\_\_\_:

- |                                       |                 |
|---------------------------------------|-----------------|
| a. Required Right Side Setback: _____ | Proposed: _____ |
| b. Required Left Side Setback: _____  | Proposed: _____ |
| c. Required Front Setback: _____      | Proposed: _____ |
| d. Required Rear Setback: _____       | Proposed: _____ |

8. Dwelling Information:

- a. The dwelling size is \_\_\_\_\_ sq. ft. heated.
- b. The dwelling size is \_\_\_\_\_ sq. ft. under the roof.

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9. The minimum required sea level elevation is 11' to the first living floor level. The average existing sea level is approximately 5' at Sunset Bay. The elevation for this home is to the first living level on top of the floor.
10. Provide a plan to scale for any proposed walls, fencing, patios, decks, or walks.
11. Provide details and location of any proposed exterior lighting.
12. Provide a plan to scale any proposed pool.
13. Provide a plan to scale for any screening required. No lattice allowed.
14. Provide driveway and walk finish material. (Sample Required)
15. Provide roof and gutter information.
  - a. Type: \_\_\_\_\_ (Specific manufacturer type and name)
  - b. Color - Galulume is the only color allowed.
  - c. Height: \_\_\_\_\_ (To ridge of the roof plus identify any accent areas that exceed the ridge of a roof)
16. Provide roof pitch.
17. Provide exterior wall surfaces as required. The housing is to use different materials and colors for the ground level versus the upper levels. (Samples Required. Specify manufacturers name and description of materials) (Colors and Manufacturers name and number of colors are required)
18. Provide the number of automobile parking spaces located in the garage. (Two minimum)
19. Provide a plan to scale for the elevated compressor.
20. Provide type window proposed and if vinyl clad or wood. Brochure and colors along with the manufacturer's name and the number of colors must be provided.
21. The interior ceiling height is \_\_\_\_ ft. (10 ft. minimum)
22. The exterior doors height is \_\_\_\_ ft. (8 ft. minimum)

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23. Provide detail of shutters:

- a. Must include architectural detail of shutter design and must be wood. Provide color and manufacturer's name and numbers of colors.
- b. Storm - Only one type is approved. Type allowed is Roll-a-way P-55 ER Vinyl Slat roll-up shutter with a patented end retention system.

24. Provide elevator information.

25. Provide garage door wood trim specifications, design, and stain color with manufacturer's name and number of stain color.

26. Please carefully review the Rules and Regulations. Items of significant importance are:

- a. The maximum length of any boat is 42'
- b. Only one specified storage container is approved per boat slip and the color is white.
- c. Each owner must purchase a specific set of boat slip numbers and no other
- d. numbers, letters, stickers, or signs are allowed.

**Please review all the Rules and Regulations.**

27. Please carefully review the Declaration of Covenants, Conditions, and Restrictions. Items of significant importance are:

- a. Assignment of Boat Slips.
- b. Boardwalks.
- c. The owner is responsible for any damage to the development caused by their construction and construction personnel. This includes streets, curbs, existing drainage, entry, utilities, boat slips, boardwalks, and all components of the development. No construction personnel is allowed in the Yacht Club or Pool.
- d. Owners must maintain their lot from closing day through construction and thereafter.
- e. See pet restrictions.
- f. See vehicle use and storage.

**Please read and review the Declaration to familiarize yourself with all requirements.**

28. Please review all the general information to familiarize yourself with all requirements.

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29. Each owner shall provide a detailed list of all samples provided by the ARC that includes the required pertinent information with this application. Each sample shall be labeled to match the sample list. No application shall be processed without the list and the corresponding samples properly identified (For example: if your siding sample is #1 on your list, place a #1 on the siding sample).
30. In the event any violation of the Regulations, Covenants, Restrictions, or guidelines is realized by the ARC, the owner shall be required to correct such a violation even if approval is previously granted. A \$5000.00 deposit to be held until all ARC guidelines are completed and meet compliance. At that time, the deposit will be refunded upon completion of request form.

I certify that my security deposit of \$5000.00 has been paid via \_\_\_\_\_ on \_\_\_\_\_ (Date)

Signature of owner(s): \_\_\_\_\_  
\_\_\_\_\_

Please review in detail all Rules and Regulations, Declaration of Covenants and Regulations, the Development Guidelines, and the General Information to help ensure proper compliance with each submission.

I/We as the owner have reviewed all requirements as provided in the Rules and Regulations, Declaration of Covenants and Restrictions, Development Guidelines, and the General Information for the submittal of this application.

Signature of owner(s): \_\_\_\_\_  
\_\_\_\_\_

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**SUNSET BAY  
BUILDER APPLICATION**

Builder Company Name: \_\_\_\_\_

Owner of Company: \_\_\_\_\_

Been in Business for \_\_\_ years \_\_\_\_ months

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (office)

\_\_\_\_\_ (fax)

\_\_\_\_\_ (home)

\_\_\_\_\_ (cell)

Alabama Homebuilder's License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Supplier References (must list a minimum of three):

1. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

\_\_\_\_\_  
Initials

**SUNSET BAY AT BON  
SECOUR ARCHITECTURAL  
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Banking Reference:

1. Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Numbers \_\_\_\_\_ (office)

\_\_\_\_\_ (fax)

( ) A copy of my worker's comp and general liability insurance is attached.

I hereby certify that the information contained within this application is correct.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

2. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Initials



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Contact Person \_\_\_\_\_

\_\_\_\_\_  
Initials

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...

3. Name \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Homeowner References (must list a minimum of two):

1. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

\_\_\_\_\_  
Initials