

**FORM B**

**Exterior Additions and Alterations**  
**Broad Street Architectural Committee (BAC)**  
(Revised August 2021)

For approval of exterior additions or alterations to include additions to homes, garages, outbuildings, elevation changes such as shutters, windows or doors to include screen doors, storm doors and garage doors, addition of porches or other components.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Description of Work:

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If needed, provide three (3) sets of the following:

Site Plan

Tree & Topo Survey

- Floor Plan
- Elevations & Wall Sections
- Structural & Foundation Plan
- Mechanical & Plumbing Plan
- Electrical Plan
- Window & Door Schedule

The Site Plan shall be scaled and based on the Tree & Topo Survey by licensed surveyor showing building footprint, all trees – flagging those of greater than 4” DBH (diameter at breast height) to be removed, location of exterior lighting with cut sheets of fixtures, location of electric service connection, septic tank and field, construction debris and human waste containers, construction crew parking, staging area for material delivery and all hardscaping indicating materials.

Floor Plan shall be at 1/4” scale indicating room names, construction notes, dimensions, keys to window and door sizes, all trim details, building and wall sections and square footage of heated, non-heated and total area covered by structures.

Elevations shall be at 1/4” scale indicating all windows and doors, principle materials, elevation of first floor and dimensions between floors, elevations of headers, building height and roof pitches, and building wall sections sufficient to indicate materials and dimensions of details which will define structure.

Plans must be suitable to obtain required building permits and allow efficient construction of the project while meeting all governing codes.

**EXTERIOR MATERIALS and COLORS:**

<u>Item</u>	<u>Material</u>	<u>Color</u>	<u>Manufacturer or Model</u>
Siding	_____	_____	_____
Roofing	_____	_____	_____
Fascia, Trim	_____	_____	_____
Porch Floor	_____	_____	_____
Porch Steps	_____	_____	_____

Porch Risers	_____	_____	_____
Porch Pickets	_____	_____	_____
Porch Handrails	_____	_____	_____
Newel Posts	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Gutters	_____	_____	_____
Foundation	_____	_____	_____
Driveway	_____	_____	_____
Other	_____	_____	_____

Attach photographs, cut sheets and samples of each item above for approval of color and texture.

Prior to beginning construction, owner must stake the proposed building footprint(s) and tag any trees for proposed removal.

I certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If approved, Fee Amount Received: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

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