

# Architectural Review Checklist

Design Guidelines Draft 8 Rev2 · May 2026

Project Type	Applicant & Submittal	Review Stage / Decision
<input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Guest House / ADU <input type="checkbox"/> Exterior Alteration <input type="checkbox"/> Exterior Addition	<b>Applicant Name:</b> _____ <b>Lot #:</b> _____ <b>Date Received:</b> _____ <b>Date Reviewed:</b> _____ <b>Reviewer:</b> _____	<input type="checkbox"/> Concept Review <input type="checkbox"/> Preliminary Design Review <input type="checkbox"/> Final Design Review <input type="checkbox"/> Final Landscape Review <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED

yes no n/a

## A SUBMITTAL INFORMATION

### 1 Submittal Package

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a Checklist form attached (this form, completed by architect/owner)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b One (1) complete digital PDF submission  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c Concept Review completed (required before Preliminary submission)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d Builder approval on file (NC GC license, GL insurance, affidavits, portfolio)                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e ARC application fees paid (Construction Deposit \$5,000; Working Capital \$2,000 at closing) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 2 Drawings & Plans Submitted

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a Site Plan at 1" = 20' min scale (existing topo, footprint, driveway, LOD, setbacks, septic, utilities) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b Stormwater Management Plan (erosion controls + permanent features + calcs)                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c Floor Plans (1/8" preliminary, 1/4" final, fully dimensioned)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d Roof Plan at 1/4" scale (final submission only)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e All Exterior Elevations at 1/8"-1/4" scale (windows, doors, materials, finished grade)                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f Wall Sections and Construction Details at 1" = 1'-0" min (final only)                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g Exterior material samples + paint/stain samples  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h Landscape Plan (Preliminary at submission; Final due ≥ 60 days before completion)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i Window/door manufacturer specifications (final submission)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## B DESIGN STANDARDS

### 1 Architectural Character

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a Most articulated facade faces Irvine Drive?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b Style, materials & details consistent on all elevations?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c Design visually recedes into natural setting (not ostentatious)?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d Massing responds to topography, sun, views, and existing vegetation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 2 Building Size & Height

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a Minimum heated area ≥ 2,800 sf?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b Two-story or more: ≥ 1,600 sf heated on first floor? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c Height ≤ 2½ stories above finished grade?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

d Buncombe County height regulations met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3 Setbacks &amp; Easements</b>			
a ≥ 20 ft from Irvine Drive ROW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b ≥ 10 ft side yard (property line)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c ≥ 15 ft from any stormwater structure or drainage swale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d No encroachment into recorded easements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e Lot 2 only: project respects western StormTech easement (HOA approval required for any disturbance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 Tree Preservation</b>			
a Limit of Clearing (LoC) shown on Site Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b Existing trees within LoC identified and shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Tree removal outside LoC approved by ARC in writing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d Tree protection method (fencing/barriers) detailed on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5 Grading &amp; Topography</b>			
a Building site blended into natural topography?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b Graded slopes ≤ 2:1 (steeper slopes engineered/stabilized)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Disturbed slopes stabilized & permanently planted within 30 days of completion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d Grading does not alter ROW drainage or concentrate runoff onto adjacent lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e Grading not obstructing views from Irvine Drive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6 Erosion &amp; Sediment Control</b>			
a Silt fence (wire-reinforced, 6" buried) shown within 5 ft of LoD and base of graded slopes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b Stabilized construction entrance (mud mat) shown — 50' × 14', 6" #57 stone over geotextile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Disturbed slopes > 15% to be stabilized with erosion blankets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d Tree protection + erosion controls installed BEFORE any land disturbance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 Stormwater Management</b>			
a Plan complies with recorded Stormwater O&M Agreement with Buncombe County?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b All downspouts directed to rear drainage swale (per CC&Rs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Permeable paving considered for driveways, walkways, patios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d No grading or construction that increases runoff above pre-development conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e Septic Improvement Permit + Construction Authorization on file (Buncombe County EH)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8 Exterior Materials</b>			
a Minimum two distinct exterior materials shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b Material changes occur only at interior corners (no exterior-corner transitions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c Wood siding — lap/shiplap/B&B/T&G/bark/shingle (horizontal or vertical; no diagonal)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d Fiber cement — wood-look profiles only; no exposed butt-jointed panel seams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e Natural stone — indigenous Appalachian preferred; terminates at interior corner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f Manufactured stone veneer (case-by-case ARC review)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g Stucco — Portland cement or acrylic only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h Metal panels / exposed concrete (case-by-case ARC review)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i Brick — dark gray / brown / earth-tone only (no red, orange, beige, white)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j Prohibited materials avoided: vinyl, aluminum, raw OSB/fiberboard, EIFS,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

exposed T1-11?

**9 Windows & Doors**

- a Wood, wood with metal cladding, or metal? (vinyl prohibited)
- b Muntins, if used, are simulated divided lights (SDL) — not GBG?
- c Glass is non-reflective?
- d Manufacturer specifications submitted with Final Design Submission?

**10 Roofs**

- a Approved metal roofing — low-sheen/matte in earth tones?
- b Architectural-grade asphalt — ≥ 25-year rating, multi-ply / dimensional?
- c Cedar shakes, wood shingles, natural slate, or vegetated roof?
- d Roof vents, stacks, flashing painted to match roof color, located on least-visible surface?
- e Eave and rake overhangs ≥ 6 inches?
- f Gutters & downspouts shown; color matches siding or trim (NOT roof)?
- g Solar panels detailed (encouraged; ARC-reviewed for location & appearance)?
- h Prohibited avoided: white PVC/TPO, 3-tab shingles, mirror-finish metal?

**11 Chimneys**

- a Finished with stone or stucco (NOT siding)?
- b No exposed metal fireplace flue?

**12 Garages**

- a Minimum two-car fully enclosed garage (no carport)?
- b Side-loaded garage (preferred — doors do not face Irvine Drive)?
- c Single-door-per-car configuration (two individual doors for a two-car garage)?
- d Paneled doors, painted/stained to match adjacent wall or trim color?
- e Windows in garage doors encouraged; no reflective film / foil?
- f Detached garage matches main residence in materials/colors/details (separate ARC approval)?

**13 Accessory Structures**

- a Style, materials, and color palette match main residence?
- b Height < 25 ft?
- c Complies with Buncombe County zoning and building requirements?
- d No prefab plastic / generic storage sheds?

**14 ADU & Guest Houses**

- a Architecturally consistent with primary residence (style, materials, color)?
- b Complies with Buncombe County zoning, setbacks, and max accessory size?
- c Separate septic system OR documented capacity confirmation on existing system?
- d Owner understands 30-day minimum rental term — no short-term rental?

**15 Porches, Decks & Railings**

- a Decks/patios located at rear or side (preferred)?
- b Front decks have enclosed foundation in home's exterior finish?
- c Railings transparent in nature — cable, glass, open metal (match home color/style)?
- d Columns/piers/posts well-proportioned and substantial?
- e Screened porches use materials consistent with primary facade?

**16 Exterior Colors**

- a Paint, stain, and material color samples submitted to ARC?
- b Primary surfaces have LRV ≤ 40?

c	Trim exceeding LRV 40 is subordinate in area and creates no glare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	All exposed wood (non-deck) is painted, stained, or otherwise finished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Foundation walls finished with stone veneer, stucco, or parged in earth tone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17</b>	<b>Exterior Lighting (Dark Sky)</b>			
a	All exterior fixtures are full cutoff (downward-directed)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Each fixture's rated output $\leq$ 800 lumens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	No pole-mounted security floodlights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Spotlights / floodlights concealed from direct view from adjacent properties + Irvine Drive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	No light directed at adjacent lots, Irvine Drive, or gate entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f	Fixture style & scale consistent with the home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	No plastic landscape lighting fixtures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h	Any proposed uplighting described in lighting plan (ARC approval required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i	Dark sky principles: warm-tone LEDs $\leq$ 2700K, timers/sensors used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18</b>	<b>Driveways</b>			
a	Paved from edge of Irvine Drive to the garage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Set back $\geq$ 15 ft from side property lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Covers $\leq$ 30% of front yard area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Max width $\leq$ 14 ft (excluding motor court at garage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Max slope $\leq$ 18% (steeper requires ARC approval + engineered drainage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f	Approved material — concrete / brick / pavers / mortar-set stone / asphalt CBC / crushed stone w/ edging? (no white gravel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Circular drive shown (subject to ARC approval and grading review)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h	Permeable paving considered (encouraged)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19</b>	<b>Walkways &amp; Patios</b>			
a	Paved walkway from driveway to front door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Centerline slope $\leq$ 5%, cross-slope $\leq$ 3%?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Approved material — stone, brick, pavers, or earth-tone crushed stone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20</b>	<b>Retaining Walls</b>			
a	Single wall height $\leq$ 8 ft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Terraced walls combined height $\leq$ 10 ft (ARC approval required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Retaining walls outside platted setback (except low landscape walls bordering driveways)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Approved material — natural stone veneer, boulder, stucco, brick (no exposed CMU or modular block)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Walls connecting to home use materials consistent with primary facade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>21</b>	<b>Fences</b>			
a	Fence application submitted (location, height, materials, purpose)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Approved material — powder-coat steel/aluminum (dark green/black/bronze), cable, or welded wire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	No solid wood privacy or chain-link fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Invisible electric fence noted (allowed for pet enclosures; no ARC review required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>22</b>	<b>Pools &amp; Spas</b>			
a	Located in rear yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Above-ground pool NOT proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Spa is in-ground OR skirted with materials consistent with home's exterior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Equipment screened per Mechanical Equipment standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Not visible from Irvine Drive or adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 23 Mechanical Equipment

- a Located on side of home opposite Irvine Drive?
- b Ground-mounted (no rooftop or window HVAC)?
- c Screened from adjacent lots with dense evergreen plant material, wood, or masonry?
- d No artificial boulders or plastic screening?

### 24 Trash & Recycling Enclosures

- a Screened from Irvine Drive at all times (except scheduled collection days)?
- b Screening matches home — dense evergreen, quality wood, or masonry enclosure?

### 25 Outdoor Fires & Kitchens

- a Design and location of fire feature submitted to ARC?
- b No combustible vegetation, structures, or materials within 25 ft of any fire feature?

### 26 Landscape Design

- a Final Landscape Plan submitted  $\geq$  60 days before construction completion?
- b Native / regionally appropriate species predominate?
- c No invasive species (English ivy, Japanese barberry, burning bush, mimosa)?
- d Minimum 10 trees on lot, healthy specimens from qualified nursery?
- e Tree sizes at install meet minimums (2" caliper / 8-12 ft ht; 8 ft ht for evergreens)?
- f Landscaping shown at foundation walls, HVAC, and parking areas?
- g Drainage swales stabilized with sod, native groundcover, or fieldstone?
- h Mulch noted — pine straw or pine mulch with crisp edge?
- i All disturbed areas stabilized immediately with native seed or sod?
- j Landscaping installed prior to occupancy (or deposit + signed contract on file)?

### 27 Pre-Construction & Builder Compliance

- a Builder approved by ARC (NC GC license, GL insurance, affidavits, portfolio)?
- b All Buncombe County permits in hand (building permit, septic CA, etc.)?
- c Tree protection installed before any clearing?
- d Erosion control installed and inspected before earth disturbance?
- e Construction hours observed (M-F 7a-7p, Sat 7a-4p; no Sunday or federal holiday work)?

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## ARC ACTION

**Approved** \_\_\_\_\_  
*Signature, ARC Chair*                      *Date*

**Disapproved** \_\_\_\_\_  
*Signature, ARC Member*                      *Date*

See attached comments from the ARC.