



Design Review and Building Policies

Updated October 2020

The attached Beachtown Design Review Policies is the update/replacement of the prior Design Review Policies and updates.

DISCLAIMER: Please Read Carefully

The review and approval of the Beachtown Community Foundation Corp (“BCFC”) and/or the Town Architect of any architectural plans presented by any architect, engineer or property owner and observation of any construction by BCFC or Town Architect are solely for aesthetic purposes and do not represent an assumption of responsibility by either BCFC or the Town Architect for the following: 1. The structural adequacy, capacity, or safety features of the structure and/or improvement; 2. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances; 3. The performance or quality of work of any contractor or approved architect. In addition to the Pattern Book and the Design Review Policies, architects designing residences to be built in Beachtown must obtain, read, and comply with the most current Supplemental Design Guidelines adopted by BCFC and/or recommended by Town Architect.

Definitions

BCFC: BCFC refers to Beachtown Community Foundation Corporation, the homeowner's association for the Beachtown community.

Master Declaration: Master Declaration refers to the Master Declaration, Covenants and Restrictions of the Beachtown Subdivisions and all the amendments thereto.

Rules and Regulations: Rules and Regulations refers to the recorded rules and regulations of the Beachtown Subdivision established by the Board of Directors of BCFC.

Bylaws: Bylaws refer to the bylaws of BCFC.

Corporate Resolutions: Corporate Resolutions are the resolutions of the actions taken by the board of directors of BCFC.

Management Agreements: Management Agreements is certification of actions or documents for BCFC.

Town Architect (TA): Town Architect, as defined in the Master Declaration, refers to the Architect in charge of establishing the design standards and guidelines, and the approval of architects and builders for the design and construction of buildings within the Beachtown Subdivisions. The review, comment, approval or rejection of plans submitted to BCFC are at the Town Architect's sole discretion. The Town Architect is appointed by the Declarant(s) pursuant to the Master Declaration.

Approved Architects: Approved Architects are the architects approved by the Town Architect and/or Declarant(s) and confirmed by the Board of Directors of BCFC pursuant to the requirements and of the Town Architect at his or her sole discretion.

Approved Builder(s): Approved Builders are those builders approved by the Town Architect and the Declarant(s) pursuant to satisfaction of the requirements set forth by the Town Architect and the Board of Directors.

IBHS: IBHS refers to the Insurance Institute for Business and Home Safety.

IBHS Fortified Construction Standards: IBHS Fortified Construction Standards are the IBHS Construction Standards adopted by BCFC.

City of Galveston Building Code(s): City of Galveston Building Code(s) are the International Residential Code (“IRC”) or International Building Code(s) (“IBC”) adopted by the City of Galveston.

Base Flood Elevation (“BFE”): BFE refers to the required elevation from sea level to the lowest horizontal member of the building.

Required Building Elevation: Required Building Elevation is the elevation of the building structure above BFE which is required by the Town Architect or IBHS.

Design Review Policies

Application Withdrawal. The withdrawal of an application may be made without prejudice.

Exceptions. All exception requests pertaining to the Code, as defined hereunder, must be made in writing to the Town Architect. Any exception granted shall be considered unique and will not set precedence for future decisions.

Approval of Builders.

All builders must be approved by the BCFC to build in Beachtown. Prior to construction, a builder must submit to the BCFC and the Town Architect, or any of its agents, all documentation required by the BCFC, **including requirements set forth in Step 4-f hereunder**, and, before beginning construction, a builder must obtain written approval from the BCFC. BCFC retains the right to create common signage during construction to be utilized only during construction throughout the Subdivision by the owner for any purpose. In the event that such sign is created (at the sole discretion of BCFC), each Owner shall be required to both pay for the signage and place same on their Lot within the Subdivision. BCFC retains the right to remove, without any penalty in trespass, all signs erected within the Subdivision not approved by BCFC and charge the property owner for costs associated with removal of such signage.

Also, BCFC retains the right to create standards for temporary construction fencing, garbage containers, portable toilet enclosures, utility box enclosures, etc. Each builder shall be required to use the standards established by BCFC.

The approval of the BCFC of a particular builder, architect, or IBHS representative does not represent an assumption of responsibility of the following:

- 1. The structural adequacy, capacity, or safety features of the structure and/ or improvement;**
- 2. Non-compatible or unstable soil conditions, soil erosion, etc.;**
- 3. Compliance with any or all building codes, safety requirements, and governmental laws, regulations or ordinances;**
- 4. The performance or quality of work of any contractor; and**
- 5. Financial solvency of the builder or architect approved.**

Construction Deposit.

A construction deposit for each house is required from the builder. The amount of the deposit varies based on the lot type as specified in the Construction Commencement procedure. BCFC will hold the deposit until the Town Architect has made a final field inspection and accepted the project as complete. Full compliance with the intent of the Code will result in the return of the construction deposit.

If the deposit is required to repair, replace, or clean up common areas that are damaged due to construction activities, the builder will be notified of the deficiency. The builder will be allowed to rectify the problem before the deposit is expended. The Construction Deposit may be used to offset the penalties due to construction completion delays.

Construction Inspection.

Periodic inspections may be made by the Town Architect and/or representatives of IBHS while construction is in progress to determine compliance with the approved plans and specifications. The BCFC is empowered to enforce its policies as set forth in the Governing Documents by any action, including an action in a court of law, to ensure its compliance. Waiver and Additional Requirements. The Code has been adopted to assist the owners in connection with the design review procedure. However, the Town Architect has the right to waive certain submission or Code requirements, for various reasons, including architectural merit or demonstrated hardship.

Step 1: Documents

Design Review Procedures

In order to proceed, you should have reviewed the following documents:

- a. The Beachtown Pattern Book - available at Beachtown office in Beachtown;
- b. The Master Declaration of Covenants, Conditions, and Restrictions for Beachtown, along with any amendments, modifications, and exhibits to those
- c. Documents (aforementioned and hereinafter referred to as the "Governing Documents")
- d. The Design Review and Building Policies (this document);
- e. The list of recommended architects, designers, landscape architects, and approved builders; and
- f. Any and all additional documentation from BCFC including, but not limited to, criteria adopted for building disaster resistant homes (i.e. the Institutes for Business and Home Safety (IBHS)). In addition to all the regulatory agencies, design and construction of any homes in Beachtown shall meet all the requirements and standards set forth by IBHS.

Collectively, the above list of documents shall be referred to herein as "the Code." All submittals shall include three copies of all required forms and drawings accompanied by the appropriate fee. Checks should be made payable to the Beachtown Community Foundation Corporation. Upon completion of the review, one copy of the submittals will be returned to the applicant, one copy will be forwarded to BCFC, and one copy will be retained by the Town Architect. At the discretion of BCFC, submittals may be made digitally.

Step 2: Sketch Review

This review is intended to establish whether the plans reflect a correct interpretation of the design intent. The Town Architect will stamp the drawings upon approval. The following are required submittals:

- a. Form A: Sketch Review Application
- b. Schematic Design Drawings as follows:
 - (1.) Site Plan at a scale of $1/16'' = 1'$ (or larger,) showing the following:
 - o North arrow;
 - o Property lines and setbacks with dimensions;
 - o Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines;

- o Location of parking on site;
 - o Drives and walks, with dimensions of each, and existing trees with trunk diameter and canopy dimensions and proposed landscaping areas;
 - o Location of front, back, and side fence; and
 - o Location of portable toilet;
- (2.) Elevations at a scale of $1/8'' = 1'$ or $1/4'' = 1'$, showing the following:
- Porches, balconies, doors, windows and exterior stairs;
 - Principal materials rendered and specified; and
 - Height of each floor, eave and maximum height in relation to ground level, and roof pitch.

- c. Variances: If there are any exceptions to the Code, submit a detailed description, along with the proposed justification for the same based on merit or hardship; and
- d. Fee of \$500.00
- e. Any new architect providing plans for approval shall have a comprehensive knowledge of architecture of Beachtown and Traditional Neighborhoods. In order to avoid any further delays in approval and additional costs to both BCFC and the Owner, BCFC may refuse acceptance or approval of any plans from an architect who has not addressed the comments of the Town Architect after the second resubmittal.

Resubmittal. Any application that is rejected must be re-submitted after appropriate corrections are made.

Resubmittal requirements:

- a. Original Form A;
- b. Revised Drawings, same list as required for Sketch Review; and
- c. Resubmittal fee: \$125 for approved architects with prior experience in Beach- town; \$250 fee for new architects.

Step 3: Construction Document Review

Construction Documents Review.

This review checks the construction documents for compliance with the Code and verifies that recommendations made at the sketch review have been incorporated. Conformity to applicable local regulations and building codes is the owner's responsibility, along with that of the owner's architect or builder. The following submittals are required:

- a. Sketch Review Application bearing The Town Architect's stamp of approval;
- b. Construction Document Review Application, (Form B);
- c. IBHS (Form C), for submittal to IBHS or representative;
- d. Material and Finishes List, (Form D);

e. Review Fee of \$500.00 (fee for Victorian style homes: \$1,000.00), and fee to IBHS paid directly to its representatives assessed on a case by case basis; and

f. Construction Documents, as outlined below (at the request of BCFC, such documents may be submitted digitally. BCFC may request plans to be drawn in AutoCAD and converted to PDF):

(1.) Site Plan at a scale of $1/16'' = 1'$ (or larger,) showing the following:

- North arrow;
- Property lines and setbacks with dimensions;
- Building footprints with entries, porches and balconies delineated and overhangs shown as dashed lines,
- Location of parking on site; and
- Location of any signs, power poles, and light poles;
- Drives and walks, with dimensions of each, and existing trees with trunk diameter and canopy dimensions.
- Size and location of trash receptacle and portable toilet;

(2.) Floor Plans at a scale of $1/4'' = 1'$ or $1/8'' = 1'$, showing the following:

- Rooms dimensioned and uses labeled;
- All windows and doors with swings shown;
- All overhangs of floors and roofs as dashed lines;
- Overall dimensions; and
- Total square footage (enclosed & porches shown separately).

(3.) Elevations at a scale of $1/4'' = 1'$ or $1/8'' = 1'$, showing the following:

- Porches, balconies, doors, windows and exterior stairs;
- Principal materials rendered and specified; and
- Height of each floor, eave and maximum height in relation to ground level, and roof pitch.

(4.) Details at a scale of $3/4'' = 1'$ or $1-1/2'' = 1'$, showing the following:

- Water table (if any);
- Eaves,
- Door and window surrounds;
- Porches; and
- Others as required in the Town Architect Sketch Review Approval or any governmental approvals.

(5.) Landscape Plan: A sketch plan is required for approval within ninety (90) days of the Construction Documents Review or sixty (60) days prior to occupancy.

(6.) IBHS Required Documents:

- Architectural drawings showing floor plans and elevations;
- Window/Door Schedules (including manufacturer, model, and sizes);
- Structural drawings;
- Flood Elevation Certification;
- Truss drawings from truss manufacturer, if applicable; and
- Documentation on the wall and roof sheathing, fastening schedules, and roof covering materials to be used;

g. Exceptions: If there are any exceptions that have been granted from the Code, submit a description of them. The owner may be asked by the Town Architect to stakeout the building, garden walls and fences. The Town Architect will approve, approve with stipulations, or reject the submittal. If you have not selected a builder by this time, you should do so now. BCFC and the Town Architect maintain a list of approved builders.

Resubmittal. Any application that is rejected must be re-submitted after appropriate corrections are made.

Resubmittal requirements:

- a. Original Form A.
- b. Revised Drawings, same list as required for Construction Documents Review.
- c. Resubmittal fee: \$125.00 (fee for Victorian style homes: \$250.00).

Step 4: Construction Commencement

Before Construction may begin, the following submittals are required.

- a. Form E: Construction Commencement Application;
- b. Copies of all necessary governmental approvals;
- c. Copy of Building Permit(s) and any other necessary governmental approvals;
- d. Construction Observation Fee of \$500.00
- e. Construction Deposit, based on lot type as follows:

2 Village Lots	\$ 1,000.00
3 Village Lots	\$ 1,500.00
Beachfront Lots	\$ 1,500.00
Townhouse Lots	\$ 500.00/lot
	Min 3 Lots per block

f. Builder’s written request seeking approval to build each home, including : financial references; trade references; address of 5 most recent completed homes built to IBHS Construction Standards to resist winds up to 150 mph (new construction) in Galveston or other Texas coastal communities (copies of IBHS certification for each of the five referenced homes are required) and owner/client’s contact information;

*Currently, homes are being designed and built to 175 mph. Builder's experience requirement will change to 175 mph starting 2023.

names of owners/ officers affiliated with Builder; and list of Builder’s full-time employees/super- intendents excluding owner. BCFC may waive any of the above requirements at its sole discretion. Builder shall have at least 2 experienced principals or 1 full-time experienced superintendent (other than the experienced principal owner) to oversee construction of home in Beachtown prior to commencement in order to ensure proper supervision and timely completion of work. Construction may begin upon receipt by the Owner of a copy of the completed Form E, Construction Commencement Application, which has been marked “Received” by the Town Architect.

Please request for the most updated Builder Approval Requirements

Construction Procedures

Included in Form E, Construction Commencement Application, is a statement that the owner and builder agree to abide by the following construction procedures:

1. All construction activity, including storage of materials, shall be confined to the site, unless other arrangements have been made with the appropriate parties;
2. Site shall be fenced with temporary fencing using standards established by BCFC.
3. Builder shall provide and maintain a portable toilet (with enclosure according to standards established by BCFC) and trash receptacle on site throughout the duration of construction with locations shown on construction documents; and

4. All construction activity shall be in compliance with OSHA and any applicable local safety regulations. BCFC reserves the right to inspect properties in the field for compliance to the approved documents during any stage of construction.

As a result of these inspections, BCFC may stop construction. Typical field inspections include:

- a) At string stake out of buildings, garden walls, fences and trees to be removed;
- b) When pilings or formwork for footings are in place;
- c) At the commencement of wall cladding or finish; and
- d) During construction with respect to eaves, fences, columns and banisters.

5. BCFC may impose a fine on builder for compliance violations including lack of cleanliness and/or site maintenance. Such fee is \$200 per violation for the first 3 violations and \$500 thereafter.

6. All construction activity shall be completed as follows:

- a. One (1) year construction period from the date of commencement.
- b. Eighteen (18) month construction period for two-lot beachfront homesites.
- c. Two (2) year construction period for three-lot beachfront homesites.
- d. Two (2) year construction period for townhome construction (3-6 units per building).

A monthly fine of \$1,000.00 shall be imposed on Owner as a result of construction exceeding allowable timeframe. Owner may submit a written request (stating justification for such request) an extended timeframe; such extension shall be granted at the sole discretion of BCFC.

Step 5: Color Selection (Building Exterior)

Selection of exterior color may be made from the Beachtown Color Book. Any deviation from the color combinations as provided in the Beachtown Color Book will require a \$250.00 fee for review and recommendation of exterior colors.

The following shall be submitted:

- a. Form F: Color Selection (Building Exterior) Application;
- b. Applicable drawings clearly showing proposed colors for the exterior of the building with location of each color application; and
- c. Exterior color selection fee: \$250.00 (No fee required if the color selections are from the selections in the Beachtown Color Book).

BCFC is granted a period of thirty (30) days for review of all submitted color selections.

Step 6: Minor Change

It is anticipated that owners may wish to make improvements or modifications to approved plans during construction.

To do so, submit the following:

- a. Form G: Minor Change Application;
- b. Applicable drawings as necessary to describe the modifications; and
- c. Minor change fee: \$50.00

A minor change may be executed upon receipt of approval from all necessary governmental agencies and approval of the Minor Change Application by the Town Architect.

Step 7: Final Inspection

Upon completion of construction submit the following:

- a. Form H: Final Inspection Application;
- b. Final Certified Survey;
- c. As-Built Drawings; and
- d. Certificate of Occupancy (if required by Galveston).

Future Modifications

Any additions, alterations, or modifications made after Final Inspection and or completion and occupation of the building that alters the exterior appearance shall be submitted for review and approval. Town Architect strongly discourages the change of exterior of homes except for minor changes mainly paint colors or exterior surface. The changes which require structural modifications and addition are required to go through steps 2-7, and are subject to Town architect's sole discretion for approval.

For re-roofing, repainting, or changes to landscaping the following shall be submitted: a. Form I: Exterior Change Application; b. Applicable drawings as necessary to describe the modifications, including color or finish samples, as applicable; and c. Exterior change fee: \$50.00.

In cases of substantial remodeling, the Town Architect may, upon review of the application, determine that a full construction review (requiring Steps 3 through 7) is warranted. In such cases, the Town Architect will respond accordingly to the Exterior Change Application, which will constitute the Sketch Review (Step 2) of the review process with a required application fee of \$500.00.

Please review the Design & Building Application Forms found on our BCFC website.



BEACHTOWN
GALVESTON

SUPPLEMENTAL DESIGN GUIDELINES FOR ARCHITECTS DESIGNING BEACHTOWN RESIDENCES

- Strongly encourage architects to have the property surveyed prior to commencing design work.
- Strongly encourage architects to contact Beachtown prior to commencing design work.
- Please define architectural style prior to submittal.
- Strict adherence to the architectural review and comments by the Town Architect is required. Submittals to the Town Architect has to me made through Beachtown Community Foundation. According to the Master Declaration of Covenants, Conditions and Restriction for Beachtown (“Master Declaration”), the Town Architect may reject any plans submitted for review that, in its sole discretion, do not satisfy the architectural design requirements or that might not be compatible with the design or overall character and aesthetics of the property. Unless a written waiver is obtained, failure to address the comments from the review makes the approval void. The purpose and responsibility (or lack thereof) of the Town Architect is set forth in the Master Declaration.
- IBHS requires the Lowest Horizontal Member (“LHM”) be 3’-2” above BFE. Please find out from your surveyor the required BFE for the lots which you intend to design homes for and add 3’-2” to it for your LHM.
- Slope drainage towards front (street) side of home for beachfront lot.

- It appears that FEMA is going to require all elevated enclosures in air-conditioned spaces below the BFE to be no more than 70 SF. Even if client will not be obtaining flood insurance, strongly recommend adhering to the 70 SF rule. The 300 SF of enclosed space north of 200 ft from the line vegetation has not changed yet.
- Please consider that Beachtown is located adjacent to a bird sanctuary. Recommend minimizing locations where birds can rest on beams to avoid bird droppings.
- Required fence along front and rear of property. Strongly recommend avoiding fence alongside property line between homes from the front porch zone to rear porch zone. Instead, design for a gate and access from the street between 2 homes to allow maintenance crews 10 ft. width between homes. Avoid placing equipment or hinder the space between two homes.
- Do not rely on street parking. As homes continue to be built, street parking is becoming limited. Based on the requirements of Texas Public Beach Access Parking, availability of sufficient parking on homesites is extremely important. **Beachtown requires that for the front-loaded garages:**
 - 2-lot homesites: 1 driveway
2-car tandem garage
 - 3-lot homesites: 2 driveways are **required**
2-car tandem garage for each driveway
- Front fence lines to be located on the property line or a minimum of one ft from the sidewalk if the sidewalk encroaches into the lot.
- Front columns shall be spaced wide enough not to hinder access from and to the car. The garage doors are recommended to be a minimum of 9ft. The sidewalks in front of these homes are ADA compliant and no portion of any car shall encroach into the sidewalks while it is parked.
- **Approved plans for which construction has not started within 180 days of the date of approval are void and plans are required to be resubmitted again. The Town Architects retains the right to require changes to the resubmitted plans.**
- The most current IBHS standards shall apply to Beachtown (currently building to withstand winds up to 175mph).