

Architectural Review Committee – What to Expect

The following information is general. Each project that is presented to the ARC is unique and may differ slightly from the information outlined below.

What is the ARC? The ARC is a governing body for those living inside the New Albany Country Club that dictates exterior architectural and aesthetic details or changes.

What types of things does the ARC decide? Any exterior changes. This includes additions, detached structures, exterior material (brick/siding/windows/doors/paint/trim/etc.) changes & selections, driveway updates, even exterior lighting.

When does the ARC review submissions? The ARC meets weekly throughout the year (the day changes) except for holidays. Meetings are a set length, so it is possible for submissions to take a few weeks before receiving feedback.

My project follows the documented guidelines, can the ARC still deny my request? Yes. Unfortunately, this is what makes the ARC review process so unpredictable. The review committee may approve a project that doesn't follow the guidelines and deny a different one that does.

Who sits on the review board? Tom Rubey, Brian Kent Jones, Karen Booker, and David B. Meleca (8/2023)

What are some of the basic rules the ARC looks for when reviewing projects? Additions and new structures must stay true to existing architecture on the house. Additions need to be stepped back from existing structures to reduce massing. New materials should match existing. Architecture should be Georgian.

Typical Submission Process for additions, outdoor renovations/living spaces and new builds/detached structures

Phase 1: Conceptual Review

- What is it? Initial review of the project to determine feasibility from a general aesthetic standpoint.
- What's involved? design concept, site plan/lot survey, plan including existing and proposed structures, basic exterior elevations.
- What's the timeline? This whole process could take 3-8 weeks. If you already have a site survey it should be closer to 4 weeks. Timing depends on scale of the project, size of your current home (most time-consuming part is drawing your existing home), and current workload.

Phase 2: Preliminary Review

- What is it? Secondary review of the project with more details and determine feasibility of any changes to the plan, if applicable
- What's involved? Materials list, more detailed/developed architectural drawings and plan.
- What's the timeline? Preliminary review typically occurs within 2-4 weeks of receiving feedback on the conceptual review.

Phase 3: Final Review

- What is it? Final review of construction drawings as required for zoning and building permits through the city of New Albany
- What's involved? Construction drawings, including structural engineering.
- What's the timeline? Structural engineering takes about 2-4 weeks to receive so final review is typically submitted between 3-6 weeks after receiving preliminary feedback.