

**UNIVERSITY OF ALABAMA**

**STUDENT  
ORGANIZATION  
HOUSING**

RENOVATION, ADDITION AND NEW CONSTRUCTION

**GUIDELINES**

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# University of Alabama Student Organization Housing Renovation, Addition and New Construction Guidelines

All proposed major maintenance, renovation, addition or new construction projects related to Student Organization Housing on the University of Alabama campus, regardless of funding source for the project (i.e. UA Borrowed Funds vs. Student Organization Funds), must be submitted to the UA Student Organization Facilities Committee for review prior to beginning any work.

Student Organizations that wish to undertake a project must follow the procedures below:

1. A Project Initiation Request Form (PIR) located on the University's website at <http://www.uafacilities.ua.edu/pages/project-initiation.html>, must be submitted to the Director of Greek Affairs at least one week prior to the next regularly scheduled Student Organization Facilities Committee meeting. PIR Regular meetings are held on the second Wednesday of every month, and special meetings can be called if necessary.
2. The Student Organization Facilities Committee will review the PIR and make a recommendation to the Administration regarding whether it believes the project should proceed as proposed or proceed to the Board of Trustees (BOT) for approval, if required.
3. Once the plans are approved by the Student Organization Facilities Committee and/or the Board of Trustees, the Project can begin with the appropriate coordination with UA Construction Administration.
4. All projects with a project cost of \$50,000 or greater will be managed by the University and bid in accordance with state procurement and bid laws regardless of the source of funding.
5. Projects with a cost that is less than \$50,000 can be managed by the House Corporation of the Student Organization.
6. In accordance with Board Rule 415, all architects/designers must be engaged/hired by UA regardless of project cost or funding source.
7. For Student Organizations that wish to apply for new or existing lots or those that would like to request swing space while a project is being completed, the appropriate application must be completed and submitted for review by the Student Organization Housing Advisory Board Committee. The submission of this application is also coordinated by the Director of Greek Affairs.

Note: For projects over \$750,000 in value and proposed to be funded with University funds, or projects that impact the visual appearance of campus, final University approval is contingent upon Board of Trustees approval pursuant to Board Rule 415.

## **Construction Administration Process:**

A. Following submission of the PIR, Construction Administration will assign a Project Manager to the project along with a project number in order to track the project through the review stages.

B. All projects , no matter the amount of project cost, must have drawing reviews by the UA drawing review staff at 30%, 60%, 90%, 100% and final design stages to ensure code compliances, UA construction procedures and design guideline requirements are being addressed. University design standards and guidelines are available at <http://www.uafacilities.ua.edu/const-admin/index.html> under **Estus Portal-Public Accessible**.

## **Board of Trustees Requirements for Design Approval:**

All projects, no matter the cost or source of funding, that affect the visual appearance of the campus must be approved by the Board of Trustees before beginning construction. It is recommended that this be submitted at the 30% design stage to allow the Board to recommend any required changes before the design has been fully developed to prevent redesign costs.

Documents required: All Board documents will be completed by the architect and University.

The Board of Trustees of the University of Alabama has five scheduled meetings per year in February, April, June, September and November. Documentation is due to the Project Manager seven (7) weeks prior to each meeting for review and approval.

# Student Organization Housing Design Guidelines

The following guidelines are specific to Student Organization projects and are supplemental to the University's Design Guidelines and Standards and are in no way meant to supersede or void the requirements contained therein. The University Design Guidelines are available at <http://www.uafacilities.ua.edu/const-admin/index.html> under ***Estus Portal-Public Accessible***.

## 1. Setbacks:

**Unless a variance is granted by the University, property setbacks shall be as follows:**

Front of buildings must be a minimum of 20' from the back of sidewalk. This setback requirement is meant for the front wall structure of the building and does not include porches, porticos, stairways or other architectural elements that may be a part of the overall building design. These elements may encroach into the setback not more than 10'.

Note: All Student Organization Housing should align with the surrounding front elevations of other structures or the "*Build to Line*" in each area of campus. This will supersede the front setback requirement where discrepancies occur.

Back of building or improvements must be a minimum of 15' from the property line.

Side of building or improvements must be a minimum of 10' from the property line.

Note: The University will provide, to each group planning a project, a survey drawing showing the current lot lines and will discuss, through the Student Organization Facilities Committee, buildable areas within the site. They will also review and make recommendations for any variances requested.

## 2. Building Height:

Building heights are limited to three story structures with a pitched roof where space can be created in the attic and dormers can provide natural lighting. Finished or unfinished basement space can also be added. The maximum overall height above ground level requirement is 50'.

Note: Height requirements are considered based on surrounding structures. Therefore, massing studies will be required to illustrate the relationship of the new structure with the surrounding buildings. Note: Any roof top equipment that rises above the roof structure is also subject to the overall height requirement.

## 3. Building Size:

New Student Organization Housing shall contain no more than 40,000 gross sq. ft. of conditioned space. This includes any attic or basement space that may be a part of the building program.

#### **4. Parking:**

No more than three (3) onsite parking spaces will be permitted for any future Student Organization housing project. No private or reserved parking will be developed or provided for future projects.

#### **5. Design Standards:**

All projects must comply with the University Design Guide. It is a part of the Campus Master Plan, and it outlines architectural styles, architectural details, as well as appropriate building materials for all proposed campus buildings. These design standards are also inclusive of all University Emergency Notification and Life Safety Systems.

#### **6. Architectural Selection:**

All architectural selections for future Student Organization projects must be coordinated by the University and will include a selection committee made up of representatives of the Student Organization as well as from the UA staff. The selection process will be consistent with State of Alabama and the UA System Board of Trustees requirements. The University's involvement in the selection process will be required regardless of whether the funding to pay the architect is from UA funds or Student Organization funds.

#### **7. Land Acquisitions:**

Any Student Organization interested in expansion should make their interest known to Greek Affairs. All negotiations for additional property must be coordinated by the University and should not be facilitated by discussions between groups without UA involvement. All available building sites will be awarded by a competitive selection process, as it has been in the past.

#### **8. Landscaping Upgrades to New or Existing Houses:**

All landscape improvements for new or existing Student Organization Houses will be designed by the UA Landscape Architect (LA) for review by the Student Organization prior to work beginning. The LA will take the proposed plan to the Landscape and Grounds Advisory Group for final approval. The LA will then provide comments to the group if revisions are required or an approval notification if no changes are needed.

#### **9. Exterior Improvements:**

Any Student Organization projects that affect the exterior of the house or grounds will need to be approved by the UA System Board of Trustees pursuant to Board Rule 415. All projects interior and exterior, no matter the scope, will need to be presented to the Student Organization Facilities Committee for review and approval.

#### **10. Signage & Building Identification:**

Only Student Organization names spelled out, or Greek letters if Greek Housing, in one location on the structure, will be allowed as building identification.

No exterior plaques, flags, banners or flag poles will be permitted without written permission from the University.

Any desired statuary must be included in the rendering and a separate and distinct detailed rendering must also be included with the stage III submittal.

#### **11. Infrastructure:**

The Chapter will be responsible for any revisions or relocations to the University infrastructure necessary to accommodate any project, within the boundaries of their lot lines.

Any proposed mechanical equipment; either yard or roof mounted, should be either shielded or hidden from site lines. This applies to renovations, additions as well as new construction.

Part of the overall improvements required for site and landscape plan approval is the installation of a 10' wide sidewalk along the front property line of the project. Please see UA standards for specifications regarding this installation.

#### **12. Brick Selection:**

The brick selected for the project must match the colored renderings that are approved by the Board of Trustees. Once the renderings have been approved by the board of trustees, the UA Project Manager will send out a request form to brick suppliers interested in supplying brick sample panels which match the type, color range, and mortar color of the brick shown on the rendering. The University and Student Organization will review and approve the sample panel(s) prior to the completion of the design of the building.

#### **13. Schematic Design Approval:**

Schematic plans of the building site, floor plans, and elevations shall be submitted and reviewed by the University before design can proceed to the design development stage. The schematic site plan shall show the building footprint in relation to the property setbacks and surrounding building corners.