UNIVERSITY OF ALABAMA

GREEK HOUSING

RENOVATION, ADDITION AND NEW CONSTRUCTION GUIDELINES

May, 2012
University of Alabama Greek Housing
Renovation, Addition and New Construction Guidelines

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

1. Each group must complete the Project Initiation Request (PIR) form located on the University’s Greek Affairs website at http://greekaffairs.ua.edu/resources.cfm. The Greek organization will schedule a meeting with the Chairman of the Greek Housing Advisory Committee to review all documents.

2. The Chairman will then submit the Greek Organization’s documents to the committee to review the request.

3. Following review by the committee, the Chairman will schedule a time for the group to make a presentation to the committee to answer project questions and for the committee to provide guidance in the process.

4. The committee will make a written recommendation to either deny or approve the request, accompanied by the group’s PIR and required documentation, to the Vice President for Financial Affairs and the Vice President for Student Affairs.

5. The Vice Presidents will make their recommendation to the President for final review.

6. Following review by the Vice Presidents and the President, the committee will be notified of the final decision to either approve or deny the project, and the committee will follow up with written notice to the Greek organization.

If the proposed project is approved, all relevant documentation will be forwarded to Construction Administration to initiate the project and contact the group for further requirements.

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:

1. 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.

2. 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 on the University’s Facilities website under Partner information at http://www.uafacilities.ua.edu/const-admin/index.html

3. Once all design approvals are acquired, the UA Project Manager will issue a UA Construction Permit and provide project supervision throughout the duration of the project including final inspection.

4. Any project funded by the group that will require work outside of the group’s area lines will require the group’s contractor to execute a University provided “Permissive Use Agreement” and to provide the University a Certificate of Insurance naming the Board of Trustees as additional insured.

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 60% design stage to allow the Board to recommend any required changes before the design has been fully developed to prevent redesign costs.

Documents required: Site plan, colored renderings and a massing study showing the project’s relationship to the surrounding buildings, both tabular and graphically, all developed by the architect. All other Board documents will be completed by the 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.
Greek Housing Planning Guidelines

The following guidelines are specific to Greek 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 general University Guidelines are available at http://www.uafacilities.ua.edu/const-admin/index.html under Partner Information.

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 Greek 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 Greek Housing Advisory 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 Greek Houses 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 Greek 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, Life Safety System and Security and Access Control requirements.

6. Architectural Selection:

All architectural selections for future Greek projects must be coordinated by the University and will include a selection committee made up of representatives of the Greek 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 Greek organization funds.

7. Land Acquisitions:

Any Greek organizations 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 Greek Houses must be submitted to the UA Landscape Architect (LA) for review 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 Greek 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 Greek Housing Advisory Committee for review and approval. A UA permit will be issued for all projects which indicates the project has been reviewed and approved by the UA President or his/her designee.
10. Signage & Building Identification:

Only Greek letters or the name spelled out, 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.