

## **SOUTH HARBOUR DESIGN GUIDELINES**

Our Design Guidelines are written to provide builders and homeowners with a set of detailed standards for development. The Guidelines work to promote a harmonious community. They are to provide homeowners and builders with a set of options within an architectural genre from which they can choose to create a quality living environment. In addition, the Guidelines act as the "measuring stick" for the ACC to determine which types of homes will add value and protect the character of the plantation.

The Architectural Review Committee is the final component of the architectural review mechanism. The South Harbour Architectural Control Committee has these responsibilities:

1. Evaluating each of the plans submitted by an owner for adherence to the design guidelines and compatibility of the design with the adjoining sites and common spaces;
2. Approving all new construction;
3. Monitoring the design and construction process in order to ensure conformance with the Covenants and Guidelines;
4. Enforcing the Design Guidelines through special assessment or self-help as described in the Covenants;
5. Interpreting the Covenants and Design Guidelines at the request of the Owners;
6. Approving all modifications to existing structures, including but not limited to walls, fences, exterior painting, material replacements, window tinting, renovations, additions, play structures and landscaping.

Any structure or improvement that is placed on any home site without ACC approval is considered to be in violation of these guidelines and the Covenants. The ACC has the power to request that the non-conforming structure be brought into compliance at the owner's expense. Non-compliance with these guidelines by the builder may result in losing future building privileges.

Approval by the ACC does not constitute a representation of warrant as to the quality, fitness, or suitability of the design or material specified in the plans. Owners should work with their architect and or contractor to determine whether the design and materials are appropriate for the intended use. In addition, approval by the ACC does not assure approval by any governmental agencies that require permits for construction. Owners are responsible for obtaining or ensuring that their architect or contractors obtain all required permits before commencement of construction. The Declarant, the Association, The Board, any committee, or member of any of the foregoing shall not be held liable for any injury, damages or loss arising out of the manner or quality of approved construction on or modification to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided by the Declaration of Covenants.

## **A. Site Visit, Analysis and Site Plan**

1. Each property owner should make a complete tour and orientation of the development, visit the site and conduct a visual survey of the setting, the immediate surroundings and the broader environment. If a design professional is involved, they should also be participants in this orientation process. It is imperative that all designers fully understand the particulars existing on each site and its context.
2. A site analysis is required for each lot. This must include parts of surrounding areas and take into account the potential impact of the building site from important vantage points, including neighboring lots. Elements of the site analysis are to be incorporated into the site plan, and should include the following:
  - A tree survey indicating the location of existing 10-inch caliper pine trees and 6-inch caliper hardwoods, at 4' above ground, indicating species.
  - The ACC may impose requirement for the replacement of any tree removed as a condition of site plan approval.
    - Identification and description of views and vistas.
    - A description of special or unusual features on or adjacent to the site, e.g. marshes, ponds, and tidal creeks.
    - To assist with the site analysis, a thorough survey of landform (topography) and vegetation is required before grading or clearing of the lot will be approved. The survey should provide sufficient detail to allow careful attention to all environmental issues, especially wetland preservation and adjacent lot drainage.
3. Site Plan: The site plan shows how the proposed home will be placed on the lot. A certified site plan bearing a licensed Surveyor's or Professional Engineer's seal shall be submitted with each application for construction and approved by the Board before commencing construction,

## **B. Architectural Requirements**

Creative and sensitive architectural solutions are encouraged to complement each site; to express the design concept of individual property owners; and to contribute to the Development as a whole.

Designs shall be compatible with the majority of existing homes in the development and shall enhance the overall ambience of not only the development but also the individual neighborhood within the development where the house is to be constructed. Lots 1-36 in Westport shall be known as Charleston Ridge. This individual neighborhood will have a specific architectural design of its homes. These homes shall be a minimum of two stories, and have a double porch architectural feature on the front elevation.

All footprints and garages must be sited within the setbacks. Setback requirements vary throughout the community. The ACC reserves the right to waive and or modify any setback line when unique circumstance (topography, natural obstructions, hardship, aesthetic or environmental issues) presents them during plan review.

A final factor to consider in the placement of the home is the existing vegetation. Great care must be taken to preserve as much of the natural tree canopy as possible, as this will add to the visual quality and value of the community.

The Architectural Control Committee must approve all accessory structures of significant size in impact on adjacent lots. This is to include all additional buildings and accessory structures: well covers, dog runs, dog houses, bird houses, play structures, out buildings, gazebos, fountains, patios, decks, terraces, swimming pools, and tennis courts. Accessory structures shall not exceed one (1) story or 20' in height. All construction including accessory structures shall be placed on the lot within the required setback lines and shall be subject to a setback inspection by the Board. Failure to comply with setback requirements shall result in fines, forfeiture of construction bond and or a hold on future permits. The amount of fine for each violation shall be left to the discretion of the Board. **No accessory structures will be permitted on Golf Course lots.**

**Swing Sets / Play Structures:**

Swing sets and play structures including basketball goals shall be approved by the ACC. If approved, the structures must be made of wood or similar material with a natural finish. The swing set or play structure shall not be visible from any street. Sufficient landscaping must be incorporated to minimize the view from the street and adjacent lots. Plans showing the location and material of all play structures must be submitted and approved before construction or installation.

Basketball and/or other sport facilities (goal nets, etc.) must not be placed in the right of way of any street at any time. No basketball nets shall be attached the dwelling.

**1. Variance**

The property owner or their representative may request a variance from an existing setback line. The ACC may grant variances from these guidelines to alleviate hardships in any particular case, to adjust for physical conditions where strict compliance would not be practical and to accommodate any particular special design that the ACC feels is compatible with the surrounding area. The Committee will grant or deny all variance requests in writing. Encroachment on an existing setback line without a written variance shall be

subject to the fines, a stop work order or removal of the structure at the cost of the owner.

## 2. Building Size

Minimum heated square footage is calculated as the total of all finished interior areas within the roofline of the building, exclusive of open porches, terraces and similar areas. Heated floor space does not include garages, covered walks, and or porches. Houses shall not exceed two stories in height. Only one single-level accessory building is allowed (e.g. detached garage, storage shed, workshop, etc.) provided the approval is given.

## 3. Exterior Materials

Materials used and construction techniques employed shall be primarily those that are typical to the Carolina Coastal Region. Exterior wall materials should be compatible with the setting and reflective of Southern traditions. Low-maintenance materials are encouraged. Following is a list of approved exterior materials.

Approved siding materials	Approved Window and Trim Materials
Stone	Vinyl Trim – Vinyl Windows
Brick	Wood, Painted or Stained
Cementitious Stucco	Aluminum-Clad Wood Windows
Cedar Shakes	Vinyl Clad Wood Windows
Horizontal Wood Siding	Color Coated Aluminum Trim
Hardie Plank	Hardie Plank Trim

Other materials may be considered by the ACC on a case-by-case basis. The ACC shall determine the appropriateness of exterior materials and colors for all construction.

## 4. Roofs, Gutters and Downspouts

Roof material, color and texture that are compatible with the elevations and surroundings should be used. Metal roofs are allowed, provided they do not have a highly reflective finish. Roof material may be cedar shakes, asphalt architectural shingles (25-years or better), slate or standing seam metal. Type, manufacturer and color of all roofing material must be submitted to the ACC for approval.

Massing shall be an important factor for dormer, porch and roof pitch. The use of dormers and a variety of rooflines are encouraged to add visual interest. Vent pipes and accessories should be located on the part of the roof unseen from the right-of-way, and must be painted to match the roof color. Flue pipes shall be cased in a chimney enclosure that matches exterior materials.

Gutters and downspouts shall match the fascia trim color or they shall be copper.

APPROVED ROOFING MATERIALS	
Cedar Shakes	Slate
Synthetic Slate	25 Year Architectural Fiberglass Shingles (or better)

#### 5. Porches

The use of porches on the front elevation is encouraged. Porches on the front of the house shall be open air with a recommended minimum eight-foot (8') depth. Porches on the rear of the home may be screened or glazed, providing inside/outside transitions. The location, materials and finished used on all porches shall be submitted for approval. Railings should be consistent with the architectural character of the house.

#### 6. Patios, Terraces and Decks

Outdoor, uncovered living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the house. Railings should be consistent with the architectural character of the house. Patio and terrace surfacing materials should be concrete, stone, or pavers.

#### 7. Garages

Side-loaded or rear-loaded attached garages are preferred. However, front loaded attached garages are allowed under two conditions: 1). The lot width restricts the use of a side or rear loaded garage; 2). The front loaded garage is set back a minimum of 5 feet from the front facade of the home. This will provide a minimal presence on the front facade. Front load or courtyard garage doors should include panels, trim, lights, etc., to enhance their appearance from the right-of way.

#### 8. Entry

The primary front entrance should be emphasized with a sense of prominence that distinguishes it from other entrances. It should be sheltered on the exterior and have prominent single or double doors and detailing that is consistent with the house style. Manufacturers and colors of doors and lights at the front entrance must be submitted to the Board for approval. Full view storm doors are permitted.

#### 9. Foundation

A foundation band such as a soldier course, rowlock or 2"x10" beauty band is required. All homes that are not in a flood zone shall be constructed so that the

first floor is raised a minimum of 30 inches above surrounding grade. Homes that are within a flood zone shall have their first floor elevations set at an elevation that complies with all local and federal code requirements.

The foundation shall be constructed of brick, cementous stucco, parging or stone. If the ground elevation is above the coastal flooding level, elevated construction is not required; however, it is acceptable, pending approval by the ACC. Piles or posts must be 8 inches minimum thickness and must comply with all applicable codes.

#### **10. Windows**

Window styles should reflect and blend in with the overall architectural style of the home. Windows on the front and sides should include detailing such as a soldier course, rowlock, pediment, etc. Window openings and heights should relate to other design features of the house. Avoid the unplanned look of smaller bathroom or kitchen windows in visual conflict with windows of major scale. If exterior shutters are used, they should be of proper size and scale for the windows. Twin double hung windows with typical half shutters will not be approved. All window types must be submitted to the Board for approval.

All curtains, draperies, window shades, window blinds and window hangings shall present a neutral palette when viewed from the outside of the home.

#### **11. Chimneys**

Chimneys are encouraged to add variety to the roofline. Chimneys must be constructed of materials that are compatible with exterior materials. The Board shall approve all chimney caps. Exposed metal flue pipes will not be approved.

#### **12. Lighting**

Illumination of surfaces such as walls, walks and decks is permissible. Porch lighting, for example, may include wall washers and recessed fixtures that illuminate the entry surface, but the source of lighting must be included in the landscape plan for ACC approval. Floodlights are restricted to the rear of the house; however, they may not illuminate any adjacent property. All proposed site lighting should be detailed on the landscape plan. Exterior lighting including security lighting will not be permitted when it would create nuisance to the adjoining property owner. Colored lights are prohibited. All path and landscape lighting must consist of low voltage lighting and shall have a maximum height of 36".

#### **13. Fences**

Privacy fences and fencing used for screening are allowed on the side and or rear of the home only. Fences should be compatible with the architectural style of the house and should be used primarily for screening and defining outdoor

space. The finished side of fences must always face out from the lot. Acceptable fence materials include: wood, wrought iron, and anodized aluminum. Fences should maintain a reasonable scale to the house and not block desirable views and vistas or negatively impact adjacent lots. The maximum height for any fence is 6 feet. Perimeter fencing around the entire lot is not permitted. Split rail, chain link or welded wire fencing is not allowed. Landscaping is required along the fence line. **No fencing is allowed on Golf Course Lots; except for side fencing which is not permitted outside the footprint of the house.**

#### **14. H.V.A.C. and Trash Receptacles**

It is recommend that all HVAC units and trash receptacles shall be screened from view by an approved fence or wall that is compatible with the exterior elevations of the homes. Walls should be built of the same material and color as the house exterior. The location of HVAC screen walls meeting setback requirements and located within the building envelop shall be shown on the site plan before receiving final approval for construction. Screening is required on all custom-built homes.

#### **15. Additional Special Requirements**

- All buildings must be built on site.
- The construction of prefabricated, modular or log homes are not permitted.
- No in ground flagpoles are to be erected on any home site. One decorative/seasonal flagpole will be allowed to be attached to the home. No flags will be permitted on any tree.
- No outdoor clothesline will be permitted on any home site.
- No compost piles may be stored on site.
- No exterior structure of any kind or any artificial vegetation or sculpture shall be construction, erected or placed on the outside portion of a residence, whether the portion is improved or unimproved, except in strict compliance with the Covenants, Conditions, and Restrictions of South Harbour Master Property Owners Assoc. Inc.

### **C. Prior to Construction**

#### **1. Clearing And Grading**

Removal and/or damage to existing trees should be minimized. Tree barricades or fencing should be installed before any construction to preserve significant trees. Parking and equipment storage should be avoided within the drip line of significant trees to be preserved.

Site grading of a specific lot shall be kept to a minimum and alterations to existing drainage systems shall be avoided. All runoff generated by construction of a home will not be allowed to flow on to adjacent lots, streets or drainage easements. Any necessary grading shall maintain a natural appearance.

There shall be no burning within the development. Burning shall be subject to a fine of \$200.00, for each violation. South Harbour Master Property Owners Assoc, Inc. will hold the builder and or property owner liable for any damage to adjacent structures and vegetation resulting from burning.

2. **Driveways**

No driveway can be closer than 50 feet to a street intersection as measured from the right-of-way line to the edge of the driveway. No lot shall have more than one driveway that shall be no wider than twelve feet. Guest parking spaces are allowed. A minimum of 3 feet will be provided between the property line and edge of pavement with ACC approval. Driveway materials may consist of concrete, stamped concrete, colored concrete in the earthtone colors, pea gravel concrete, oyster shell concrete, or brick pavers. All parking, driveway and garage door areas should be screened from street view with plantings or fencing. Poured concrete drives should have a minimum thickness of 4 inches. The use of welded wire mesh is optional.

3. **Sidewalks**

Sidewalks are required from the front door of the house to the driveway with a minimum width of 3 feet. Materials may be the same as identified for driveways. Concrete walkways are to be constructed of 3000 psi with a light broom finish. Control joints are to be spaced at intervals of a minimum of five feet and expansion joints at intervals of no more than 30 feet.

4. **Mailboxes**

All neighborhood mailboxes will be uniform as determined by the ACC.

5. **Recreational Vehicles**

The open storage (this includes streets or lots) of boats, jet skies, motor homes, trailers, motorcycles, campers, RVs, and other vehicular-type equipment is prohibited on South Harbour Master Property Owners Assoc. Inc.

5. **Irrigation**

The design for irrigation systems must be approved by the ACC. Irrigation systems are recommended for maintaining lawn and landscaped areas, and



promoting a healthy, green appearance throughout the neighborhood. Irrigation systems should be zoned according to available water pressure. Irrigation heads should be designed to direct water away from houses, walls, fences, sidewalks, driveways and public roads. Care must be taken in directing irrigation heads as to not cause staining. If staining occurs, it must be cleaned immediately.

6. **Plantings**

Imaginative landscape design that solves the functions of screening, color, textures and the enhancement of the architecture promotes and sets the standard for a high quality community. Plantings should sufficiently buffer driveways and parking areas adjacent to property lines, and provide cover for areas disturbed during construction. All plant beds shall be mulched with pine bark, pine straw, hardwood or cypress mulch. Plants for screening should be appropriate and of sufficient size (3 gallons or larger) and spacing to ensure an adequate buffer upon installation.

Landscaping and planting may be completed in phases as noted on the submitted and ACC approved Landscape Plan. Minimum plantings in Phase I shall include the entire foundation of the home (except areas of egress) planted with evergreen plant material. This material shall be a minimum of 3 feet in height and shall be spaced a minimum of 3 feet to 5 feet on center. Foundation planting should be able to screen any foundation or crawl space under house or decks and be of sufficient height to screen hot tubs located on decks or patios. Utility areas such as vegetable gardens, dog runs, work/storage areas should be screened or incorporated into the garden so as not to be unsightly.

The front and the rear lawn areas must be sodded, unless approved by the ACC. **Note:** If Phase I of the submitted and approved Landscape Plan is not completed, the construction bond will not be returned until full compliance is realized to the Board's satisfaction.

Landscape plan shall be submitted no later than 30 days after the home is dried in (roofing, siding and windows installed.) Failure to submit a landscape plan may result in fines and removal of all unapproved landscaping material. The Board reserves the right to accept or reject any landscape plan based on its sole discretion. All landscape shall be complete within 45 days of receipt of the certificate of occupancy.

**D. Recommended Plant List**

The following list represents many varieties of plants, both native and exotic, which will grow in the region. It is not intended to be all-inclusive but rather it is intended to provide the landscape designer with a palette of plant materials that could form the basis of the landscape plan.

1. Trees

Large Trees	Small Trees	Evergreen Trees
Sweetgum	Eastern Redbud	American Holly
Red Maple	Flowering Dogwood	Southern Magnolia
Southern Red Oak	Kousa Dogwood	Dahoon Holly
Sweet Pignut Hickory	Golden Raintree	Cherry Laurel
Water Oak	Crepe Myrtle	Cedar Tree
Persimmon	Sweet Bay Magnolia	Yaupon Holly
Laurel or Live Oak	Saucer Magnolia	Nellie Stevens
Willow Oak	Bradford Pear	
Bald Cypress	White Fringetree	
Poplar	Serviceberry	
Weeping Willow	Purple Leaf Plum	
Chinese Elm	Cherry	
River Birch	Crab Apple	
Sourwood		

2. Shrubs

Deciduous Shrubs	Evergreen Shrubs
Abelia	Aspidistra Acuba Azalea
Barberry	Nandina
Quince	Ligustrum
Cotoneaster	Camellia Cleyera
Oakleaf Hydrangea	Sasanqua
Coastal Leucothoe	Viburnum
Spirea	Holly Fern
Pyracantha	Eleagnus
Oleander	Fatsia
Variagated Pittosporum	Hydrangea
Rhododendron	Burford, Carissa and Yaupon Holly
	Emily Bruner Holly
	Inkberry

3. Groundcover / Vines

GROUNDCOVER	VINES
English Ivy	Climbing Rose
Love grass	Wisteria
Liriope	Lady Banks Rose
Wintercreeper	Clematis
Vinca	Climbing Fig
Mondo Grass	Virginia Creeper
Asiatic Jasmine	Cherokee Rose
Confederate jasmine	
Juniper	

4. Ornamental Grass

ORNAMENTAL GRASS	
Flaming Miscanthus	Morning Light Miscanthus
Love Grass	Flame Grass
Japanese Blood Grass	Pampas Grass

5. Flowers – Salt resistant Perennials

FLOWERS	
Coreopsis	Lantana
Day Lily	Hemerocallis
Dusty Miller	Gaillardia Grandiflora
Gaillardia	Petunia
Shasta Daisy	Chrysanthemum Maximum
Magestic Giant Pansy	Wax Begonia
Daffodil	Verbina

6. Turf

Bermuda

Centipede

St. Augustine

**Please note: The ACC will not review an incomplete submission.**

Applicants will receive written notification of the ACC's decision within five working days of the ACC meeting. If approved, the applicant will receive notification of the approval with a set of plans bearing the ACC's Seal. ACC approval is valid for twelve months from the date of applicant notification. If the plans are not approved or approved with conditions, the applicant will be notified as to the reason for denial or conditions. All plans must be approved prior to construction. Applicants are invited to contact the ACC Administrator to discuss plan changes necessary to gain ACC approval. If the applicant believes that the ACC is making an unreasonable request, the applicant has the option of appealing their case before the Board at the next regularly scheduled meeting. The ACC will meet on the 4<sup>th</sup> Tuesday of each month.

#### **E. Construction Bond & Construction Access Fee**

The **contractor**, before the start of any residential construction, shall pay a refundable construction bond in the amount of \$2000.00 and a \$250.00 nonrefundable construction access fee, made payable to South Harbour Master Property Owners Assoc., Inc. This bond is placed in a non-interest bearing account. The construction bond will be refunded to the contractor five days after meeting the following two conditions: **1)** Construction has been inspected and approved by the ACC; **2)** The ACC receives a copy of the certificate of occupancy.

Should the builder accrue any fines during construction, the amount of the fine will be deducted from the construction deposit. The builder will then be required to replenish the amount deducted from the construction bond within fifteen (15) days of incurring the fine, or be subject to additional fines.

**NOTE: All or part of the construction bond may be retained per the estimation of the ACC representative to rectify non-compliance or fines imposed.**

#### **F. Changes During Construction**

If changes to an approved plan become necessary during construction, (**Application To Make Construction Or Design Change**) should be submitted to the ACC. The review process for these requests will be the same as that for new construction. However, the ACC Administrator, instead of a full ACC Board, will review and approve minor changes to an approved plan for a fee of \$100.00. The administrator will determine if the change warrants full ACC attention. If the change is not deemed of a minor nature, the applicant will be notified within three working days of the next meeting of the ACC where the change will be reviewed for approval or disapproval for a fee of \$250.00.

A major change to construction already in place will require an additional \$500 bond made payable to the South Harbour Master Property Owners Assoc. Inc., before commencement of the construction change.

#### **H. Final Inspection**

To confirm plan compliance, an ACC representative following completion of all planned construction and landscaping, will conduct a final inspection. The contractor must submit a completed **(Request For Final Inspection Deposit Refund)**, within three working days of the next scheduled ACC meeting. The ACC representative will make the inspection before the regularly scheduled ACC meeting and report on the findings.

#### **I. Enforcement**

The Design Guidelines contained herein have been developed to encourage good design, thus to preserve community resources and to enhance property values. To maintain these goals, any construction that takes place without ACC approval will not be tolerated. If necessary, a stop work order will be issued to the general contractor and other legal remedies will be pursued.

### **THE CONSTRUCTION PHASE**

In order to maintain attractive surroundings and to promote a safe environment for residents and guests, the following guidelines have been developed for South Harbour to monitor contractor activities during the construction phase.

The ACC shall receive written notification of any decision by the Owner to terminate or replace a builder during the construction phase. Before commencing with construction, the new builder shall post a construction deposit. Once this deposit is received, the ACC will refund the remaining construction deposit to the first builder.

#### **A. General Regulations**

##### **1. Time Limit of the Construction Phase**

All construction must be completed within a twelve-month period, commencing with the initial clearing of the lot. Approved landscaping construction must be completed within 45 days of issuance of a certificate of occupancy. Construction not completed within 12 months will result in either special assessment; self help measures or are subject to fines at the discretion of the ACC.

##### **2. Builder Requirements**

The State of North Carolina must license all builders of residences in South Harbour. A North Carolina Residential Builders License is the minimum licensing requirement. The ACC will interview any homeowner wishing to build their own residence to determine qualifications based on previous experience and or license from another state.

The right of entry and inspection is specifically reserved by the ACC, its agents, and representatives to visit all or any portion of the Owner's property for verifying compliance with the requirements of the ACC. A representative of the ACC will make periodic inspections during the entire construction period. The Owner will be notified in writing with a copy to the general contractor of any items and exceptions as noted on an **Inspection Report**). All such items and exceptions must be completed or resolved by the next meeting of the ACC.

2. **Permits, Fees and Fines**

Contractors are responsible for obtaining required building permits and paying associated fees before commencing construction. All fines will be assessed per day until the violation is corrected. Fines are payable upon notification of violation. Repeated violations will result in forfeit of construction bond and a hold on future permits. Violation of the ACC standards will result in the following fines:

<b>Violation</b>	<b>Fine</b>
Littered Site	\$100.00
Damage to curbs	\$200.00
Worker Conduct	\$100.00
Cleaning paint brushes or dumping of any refuse material on any lot other than subject lot	\$100.00
Construction equipment or material on adjacent lot	
No temporary sanitary facility	\$200.00
No commercial trash receptacle	\$100.00
Non-conforming sign(s)	\$100.00
No silt fence	\$200.00
Parking in right-of-way, drip-line of protected trees	\$100.00
Damage to natural areas	\$100.00
Burning	\$100.00
Unauthorized clearing of lot	\$300.00
Unauthorized removal of trees	\$200.00
Unauthorized plan change (minor)	\$5,000.00
Unauthorized plan change (major)	\$1,000.00
Unauthorized exterior finishes (e.g., paint, stain, roofing materials or design)	\$200.00
Unauthorized construction	\$100.00
Erosion across sidewalk	\$100.00
Erosion into street	\$500.00
Erosion into drainage facilities	

3. Temporary Facilities

Each building site is required to provide at least one toilet for the use of workers. It must be located at least 25 feet from any street. The door must face away from the street and any existing residences.

A commercial dumpster is required for each job site and set back a minimum of 25 feet from any street. No refuse shall exceed the height of the dumpster at any time. A temporary cover shall be maintained at all time.

Temporary power poles must be installed plumb and shall not be used for posting signage. Temporary wood/silt fence enclosures will not be permitted.

Silt fences and other erosion control devices should be installed before initial grading. All construction adjacent to the golf course or within a 404 jurisdiction will require silt fencing. Pipes shall be installed in road swales to maintain flow at the construction entrance to the lot. Construction office and storage trailers or buildings must be approved by the ACC.

**B. After Construction**

1. Clean-up

Upon substantial completion of construction activities, all debris shall be removed from the site and surrounding areas, and properly disposed. The construction bond will not be released until the site is cleaned to the satisfaction of the ACC.

2. Temporary Facilities

All temporary facilities shall be removed after substantial construction completion. The builder identification signs shall be removed within 30 days of certificate of occupancy issuance.

## **APPENDIX A: REQUIRED CONSTRUCTION DOCUMENTS**

**SITE PLAN BEARING SURVEYOR'S SEAL AT A SCALE OF 1"=20'-0"  
SHOWING:**

- Drainage Plan in accordance with the SHV Plan.
- Property lines, setback lines, wetland limits and easements with dimensions shown.
- Tree survey showing location of existing pine trees 10" diameter and larger and hardwood trees 6" diameter and larger.
- Thickets may be shown as an outline.
- Indicate all trees to be removed.
- All streets adjacent to lot with street names.
- Any existing utility structures on lot or in adjacent right of ways.
- Any areas to be graded with drainage indicated by arrows that show flow directions.
- Outline of exterior house walls, decks, driveways and walks on adjacent lots that are within ten feet of any property line.
- Outline of house foundation walls, AC screen, decks, porches, terraces, steps, stoops and roof overhang.
- Finish floor elevation of first floor and garage slab.
- Drives and walks with dimensions and materials indicated.
- Proposed garden walls, retaining walls, fences, screens, etc. with dimensions and materials indicated.
- Pools and/or spas.
- Location and description of any other accessory use (playground equipment, dog runs, gazebos, etc.)
- Percent of lot covered by impervious surfaces.

**FOUNDATION PLAN AT A SCALE OF 1/4"=1'-0" SHOWING:**

- Walls, footings, piers, beams, and floor joists (include foundations for deck, retaining walls, exterior stairs, etc.)
- Access openings and foundation vents.



FLOOR PLANS AT A SCALE OF 1/4"=1'-0" SHOWING:

- All interior surfaces drawn to scale with all rooms dimensioned and named.
- All window and door openings.
- Roof overhangs (dashed line).
- Garage, decks, terraces, steps, stoops and porches dimensioned with materials indicated.
- Finish floors and garage slab elevations.
- All dimensions necessary for construction.

BUILDING ELEVATION AT SCALE OF 1/8"=1'-0" OR GREATER SHOWING:

- Front, rear, right and left elevation with compass orientation indicated.
- Terraces, walls, decks, vents (roof and foundation), screens for trash and HVAC compressors.
- Any hidden elevation not shown in other drawings.
- Finish floor elevation on each drawing with proposed finish grade line against elevation.
- Fascia, trim and handrail detail, window and door types.
- Materials and finishes for all surfaces.
- Roof heights above finish floor elevation shown.

LANDSCAPE PLAN AT A SCALE OF 1"=20' SHOWING:

- Outline of all structures and site elements shown on the Site Plan.
- Existing trees and vegetation to be preserved.
- Outline of proposed tree and shrub locations showing circular symbols indicating mature spreads, lawn areas, ground cover and seasonal color areas with quantities and names indicated.
- Plant list showing quantity, common name, root (B&B or container), tree caliper and height, shrub container size (not less than 3 gallons), ground cover container size and spacing, and turf. Minimum plantings necessary to meet Architectural Review Board compliance shall be noted as Phase I on drawing
- Natural or mulched areas and any landscaped elements (arbors, trellis, fences, walls, stepping stones, etc.)
- Locations of proposed landscape lighting indicating fixture type, bulb type and wattage.
- Irrigation plan showing head types and layout, piping, valves and controllers (not required if an irrigation system will not be installed).

## B. DESIGN REVIEW CHECKLIST

### BUILDING ELEVATIONS

- All elevations labeled so they correspond with site plan
- Finish grade line shown against house
- Brick courses shown
- All materials and finishes called out
- Fascia, Trim and handrail details
- All decks and terraces shown
- Service Area Screen wall detail

### Landscape Plans – minimum scale of 1"= 20'

- Owner's name
- Designer's name, address, telephone and fax number
- North arrow and scale
- Property lines with dimensions and bearings
- Location of all existing trees over 6" in diameter
- Identify Trees to be removed
- Location of all structures (including decks, AC enclosure, trellises, fences, gazebos, etc.), pavement, and utilities
- Location of all lawn areas and shrub bed lines
- Location of all proposed plant material
- Plant list with quantities, common names, sizes and specifications
- Additional drainage requirements not indicated on the submitted site plan
- Location and specifications of all exterior lighting fixtures
- Total area of lawn in square feet
- Total area of lawn as percentage of site

### Material Samples

- Siding material (brick sample and mortar colors, if applicable)
- Roofing cut sheet
- Garage door type and color cut sheet
- Front door type and color cut sheet
- Window cut sheet
- Site lighting cut sheet
- Color samples- color painted on a 2'x2' panel
- Body color
- Trim color
- Driveway samples