



Property  
Purchase Date

Submission  
Date

ARCHITECTURAL REVIEW BOARD APPLICATION

**Property**

Lot Number \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Property Owner \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Telephone No. H) \_\_\_\_\_  
 (W) \_\_\_\_\_  
 Architect/Designer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**Type of Residence**

\_\_\_\_\_ Primary Residence  
 \_\_\_\_\_ Spec/Investment  
 Builder \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Emergency No. \_\_\_\_\_  
 Landscaper \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

**DOCUMENTS REQUIRED AT SUBMISSION**

**APPLICATION:**

1. Submit original form.
2. Complete form in its entirety.
3. All parties are to sign.
4. Submission fee due at submission.

**SITE PLAN, DRAINAGE PLAN AND TREE SURVEY**

1. Use scale of 1" = 10' or 1"=20'
2. Show all property lines. Show exact location of home as well as all required and actual setbacks - front, rear and sides (as measured from nearest vertical construction over 3 ft. in height).
3. Show actual topo and proposed grading/drainage plans - prevent standing water by sloping to available drainage and assure no run off to adjoining properties where possible. See drainage plan requirements, ARB Guidelines.
4. Show approximate locations (entire side outline) of existing homes and driveways on adjoining lots.
5. Show driveway location/layout and actual setback from property line. Driveway to be hard surface material.
6. Show HVAC service yard and proposed screening.
7. Show exact location, size and all actual setbacks

- from rear and side property lines of proposed pool and surrounding deck. Complete construction details required.
8. Show all trees 8 inches or larger measured 4 feet above grade. List species and size of trees. All trees to be removed are to be clearly marked with an "X" on the plot plan. Flag trees to be saved on site.

**HOUSE PLANS:**

1. Use scale of 1/4 inch equals 1 foot.
2. Show exterior elevations on all sides.
3. Show floor plans - front entry garages discouraged.
4. Show service yard (for all mechanicals) and proposed screen.
5. Show foundation plans and construction details.
6. Show typical wall section/complete construction details.

**COLOR BOARD:**

1. Use white board a maximum of 8"x 11" in size.
2. Material samples, including paint colors on the actual siding (cedar, stucco etc.) are to be used.

**LANDSCAPE PLAN**

Landscape plan may be submitted for review and approval after the house is under construction. Please review the landscape plan submittal requirements in the ARB guidelines for details on completing your submission. However, the landscape plan must be reviewed prior to any site work being completed.

**ENCLOSED DWELLING AREA**

First Floor \_\_\_\_\_ sq.ft.  
 Second Floor \_\_\_\_\_ sq.ft.  
 Total Heated \_\_\_\_\_ sq.ft.

Enclosed dwelling area is the total heated and cooled area enclosed in a dwelling, and does not include garages, screened porches or decks.

Minimum square footage requirements: 2,000 sq. ft.

**PLAN DESIGN**

Are these plans exact or modified plans of a structure previously constructed in Coosaw?

Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Location \_\_\_\_\_

Approximate Value of Construction: \$ \_\_\_\_\_

Note: Plan approvals are valid for 12 months from date of final Approval. Preliminary approval alone does not guarantee reservation of plan design or color selections. It is strongly recommended that you check for other homes near your property that have already been approved, and that may conflict with your intended design.

**SETBACKS**

**VARIANCES NOT GRANTED WITHOUT GOOD CAUSE**

	Required	As Submitted	Variance (if any)	Reason(s) for Variance Request
House				
Front	50 ft.	_____ ft.	_____ ft.	_____
Rear	30 ft.	_____ ft.	_____ ft.	_____
Right >	Combination of 25 ft.	_____ ft.	_____ ft.	_____
Left		_____ ft.	_____ ft.	_____
Pool/Surrounding Deck (under 3 ft. in height)				
Rear	20 ft.	_____ ft.	_____ ft.	_____
Right	20 ft.	_____ ft.	_____ ft.	_____
Left	20 ft.	_____ ft.	_____ ft.	_____
Pool/Surrounding Deck (over 3 ft. in height)				
Rear	40 ft.	_____ ft.	_____ ft.	_____
Right	20 ft.	_____ ft.	_____ ft.	_____

House setbacks are measured from nearest vertical construction over 3 ft. in height and include service yard/mechanical platform and all decks, planters, landings, stairs, etc. Minimum side setbacks are 10' and 15'. Corner lots are considered on a case-by-case basis.

**EXTERIOR MATERIALS & COLORS**

Be specific - show manufacturer or brand name and number in the description column. A color board is required. Actual samples and painted samples of all key colors on the actual siding material are to be included.

	Material	Color	Description
Roof	_____	_____	_____
Siding (Wood or Vinyl)	_____	_____	_____
Siding (Masonry)	_____	_____	_____
Mortar Color (for brick)	_____	_____	_____
Deck/Stair Rails	_____	_____	_____
Chimney	_____	_____	_____
Fascia	_____	_____	_____
Trim	_____	_____	_____
Shutters	_____	_____	_____
Windows	_____	_____	_____
Garage Doors	_____	_____	_____
Exterior Doors	_____	_____	_____
Front Door	_____	_____	_____
Drive-Paving	_____	_____	_____
Walks-Paving	_____	_____	_____
Pool	_____	_____	_____
Pool Deck	_____	_____	_____
Other	_____	_____	_____

## FEES and DEPOSITS

**Submission Fees:** **Review and Inspection Fee** \$750.00

(Nonrefundable.) Due upon submission of application. Payable to Coosaw Creek ARB.

Includes mailbox and builder sign.

**Compliance Deposit:** \$5,000.00

Due upon approval of house plans and prior to issuance of CCARB permits. Payable to Coosaw Creek ARB.

Deposit is fully refundable unless fines or penalties have been imposed due to noncompliance with the Coosaw Creek Covenants and/or the CCARB Guidelines and Policies.

Upon request for final inspection, an ARB representative will complete the inspection. If the house and landscaping are completed in accordance with the plans as approved, any construction debris or damage has been removed and the as-built drainage plan is approved, a refund check will be issued within 15 days.

In the event of a change in ownership of the property from the date this application is submitted until the completion of the project as determined by the ARB inspector, the Owner and/or Builder who submitted this application and the requisite deposit shall remain subject to all of the terms and conditions of this application until released by the CCARB.

## PERMIT PROCEDURES

After final plan approval, and payment all of the above fees, construction may proceed after receiving the following permits (see ARB Guidelines for instructions on how to stake out or mark the lot and trees).

**Clearing Permit.** Upon notification that the trees have been marked, the side property lines strung and the house foundation marked, the Board will have the ARB Field inspector check the trees for removal. No clearing may begin until this inspection is complete.

**Building Permit.** Upon notification that the side lot lines are strung and the corners of the house are marked, the Board will have the ARB Field inspector check the setbacks. No construction may begin until this inspection is complete.

**Final Inspection.** Upon notification that the house, landscaping and all exterior work, including clean-up are complete, the Board will have the ARB field inspector complete a final inspection. No refunds will be given until the property passes the final inspection. Additionally, a final as-built topo, showing proper drainage must be submitted to the Board for review at a regularly scheduled meeting.

## COVENANTS AND GUIDELINES

Owner/Builder/Landscaper will observe the Coosaw Creek Covenants and Architectural Review Board Guidelines/Policies during the construction period and insure that all sub-contractors do likewise. Some of these are shown below. Fines, penalties or a stop work order for non-compliance will be imposed.

1. Owner is ultimately responsible for contractor/subcontractor adherence to all Coosaw Creek Covenants and CCARB Guidelines/Policies.
2. Adherence to the site/house/landscape plans as they were submitted to and approved by the Board is required. Any changes to approved plans must be submitted to the Board for approval along with a set of revised plans and be approved prior to site changes being made - no exceptions.
3. Final plan approvals are dated and are effective up to twelve months from date of approval. Construction is to begin within six months of plan approval and is to be completed within 12 months after start of construction. Landscape installation is to be completed within 180 days of receipt of Certificate of Occupancy.
4. No lot clearing is permitted until the CCARB Clearing Permit has been posted by the CCARB Inspector. No construction is to begin until the CCARB Building Permit has been posted.
5. Builder is responsible for providing water and electrical service at the job site prior to starting any work that requires their use. Usage of water and electricity from neighboring properties is not permitted.
6. All work is to be performed Monday thru Friday between 7:00 a.m. and 7:00 p.m. consult with the security gate for daylight savings hours. Work is not permitted before 7:00 a.m. on Saturdays, and not at all on Sundays, Christmas Day, Thanksgiving Day and some national holidays.
7. The site is to be kept in good appearance at all times. Construction area is to be policed and free of debris at the end of each day or job will be shut down. No burning or dumping of any kind is permitted in Coosaw Creek.
8. Store all materials on building lot and not adjacent property. Access by means of an adjacent property is not permitted.
9. All vehicles used by contractors/subcontractors must display a valid commercial decal and will not be permitted access prior to issuance of decal/permit.
10. All speed limits of Coosaw Creek are to be obeyed.
11. Dogs, noxious or loud music/behavior will not be allowed on site.
12. Cost of repairs/maintenance to offsite areas (neighboring lots, roadway, cart paths, right of ways, etc.) damaged in the construction process are the responsibility of the builder/landscaper.
13. Appropriate erosion control measures (silt fencing or hay bales) should be provided and maintained during construction.

Application for construction of a single family residential structure within Coosaw Creek is made by the parties below with the full knowledge and understanding of the Coosaw Creek Recorded Covenants and the Policies/Guidelines published by/enforced by the Coosaw Creek Architectural Review Board (CCARB) and the parties below agree to adhere to same.

Owner, Builder and Landscaper are responsible for adherence to all policies as set forth in the Coosaw Creek Country Club Covenants/CCARB Guidelines and Policies/CCARB Application for Residential Building Permit and for adherence to the building and landscaping plans as they were submitted to and approved by the Board. Any exterior changes to approved plans must be submitted to the Board for approval along with a new set of plans and approved prior to site changes. The Board is very sensitive to homes situated on our golf courses/ lagoons. Therefore, any intended clearing within 10 ft. of the golf course or waterfront must be approved prior to such intended clearing. Removal of trees other than those shown on the final approved site plan or subsequently approved by the Board is not permitted. Unapproved clearing/plan changes constitute noncompliance and fines and/or penalties will be imposed. Throughout the construction period, the site will be inspected by the CCARB Inspector and Board Members to determine continuing compliance. Failure of any CCARB Inspector/Board Member to detect or object to an unauthorized design change or other non-compliance matter during the construction process does not relieve the owner/builder/ landscaper of any obligation to correct the non-compliance.

The Owner and/or Builder hereby acknowledge that the funds so deposited will be deposited in an interest bearing account with interest accruing to the benefit of the CCARB. The Owner and/or Builder further acknowledge and agree that such funds shall be retained by the CCARB pending satisfactory completion of the Project in accordance with plans approved by the Board and in accordance with the Coosaw Creek Covenants/ CCARB Guidelines and Policies/CCARB Application for Residential Building Permit. The Owner and/or Builder further acknowledge the CCARB's right to contract for clean-up should the contractor fail to keep the premises in proper order and retain the cost of such clean up from the compliance deposit and to contract for landscaping should the owner fail to complete according to plans and retain the cost of such landscaping from the compliance deposit. The Owner and/or Builder further acknowledge that the CCARB shall have the right to assess penalties against the Owner and/or Builder for failure to complete the Project on a timely basis, or failure to construct the Project in accordance with the approved plans, or failure to comply with the rules or conditions noted herein, the Coosaw Creek Covenants and the CCARB Guidelines/ Policies. Such penalties, which may be established and periodically modified by the CCARB at its sole discretion, from time to time, shall be deducted from the funds deposited by the Owner and/or Builder, but without further accounting to the parties involved. Any legal or other expenses incurred by the CCARB relative to a matter of non-compliance shall likewise be deducted from funds deposited by the Owner and/ or Builder. Following are some areas of non-compliance for which fines may be levied from time to time by the CCARB:

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| <ol style="list-style-type: none"> <li>1. Unauthorized tree removal: \$250 to \$1000 depending on size, location, species and number of violations plus a submission of a landscaping plan to replace trees to the satisfaction of the ARB.</li> <li>2. Failure to provide a drainage certification prior to pouring garage slab: \$250.00 and a drainage plan.</li> <li>3. Failure to request pre-pour foundation inspection: \$250.00 plus an as-built survey.</li> <li>4. Violation of any sign rule; trash overflow; failure to deposit all trash in receptacles; no trash container on site; no erosion control; no portable toilet on site: <i>The job will be shutdown and \$50 per incident.</i></li> <li>5. Construction not in accord with approved plans, including siting variances greater than one foot, or any exterior changes not</li> </ol> | <ol style="list-style-type: none"> <li>approved by the ARB: Up to \$1000.00 fine. The ARB will also pursue any Legal remedies necessary to bring the property into compliance. Attorney fees will be billed to the property owner.</li> <li>6. Use of exterior colors not approved by the ARB: \$1,000 or \$100 if changed to approved colors. The ARB will also pursue any legal remedies necessary to bring the property into compliance. Attorney fees will be billed to the property owner.</li> <li>7. Failure to complete approved landscape plan within six months of receipt of the Certificate of Occupancy from the City of North Charleston: \$250 per any part of each 30 day delay.</li> <li>8. Failure to complete construction within 12 months after start of construction: \$10/day, 6 days/week.</li> <li>9. Failure to comply with job shut down order: \$100 to \$1000 based on circumstances.</li> </ol> |
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**APPLICANTS WILL BE NOTIFIED IN WRITING OF ALL DECISIONS OF THE CCARB WITHIN 7 WORKING DAYS OF THE BOARD MEETING.**

Oral representations of any Board decisions shall be non-binding on the CCARB. No approval of plans/location/specifications and no publication of architectural standards bulletins by the Architectural Review Board or Greenwood Development Corporation shall ever be construed as representing/implying that such plans/specifications/standards will, if followed, result in a properly designed residence or that such standards comply with pertinent law. Such approvals and standards shall in no event be construed as representing or guaranteeing that any residence will be built in a good workmanlike manner. **NO IMPLIED WARRANTIES OF GOOD WORKMANSHIP, DESIGN, HABITABILITY, QUALITY, AND FITNESS FOR PURPOSE OR MERCHANTABILITY SHALL ARISE AS A RESULT OF ANY PLANS, SPECIFICATIONS, STANDARDS, OR APPROVALS MADE OR PUBLISHED BY GREENWOOD, OR THE ARCHITECTURAL REVIEW BOARD, THEIR SUCCESSORS OR ASSIGNS.**

This application is to be completed in its entirety and signed by all parties prior to the issuance of any Coosaw Creek Architectural Review Board permits. By signing, all parties acknowledge receiving, understanding and accepting the guidelines and policies as set forth above and certify that all information provided on this application is true and correct.

**ACKNOWLEDGED BY:**

Owner _____	Architect/Designer _____
Owner _____	Builder/Contractor _____
Owner _____	Landscaper _____

CCARB REFUND CHECKS FOR COMPLIANCE DEPOSIT MONIES PAID BY A PARTY OTHER THAN THE OWNER WILL BE MADE PAYABLE TOTHE OWNER AND SAID PARTY UNLESS WRITTEN INSTRUCTIONS BY THE OWNER TO DO OTHERWISE ARE RECEIVED:  
 CHECK(S) FOR COMPLIANCE DEPOSIT MONIES OF \$ \_\_\_\_\_ AS PAID BY THE BUILDER/CONTRACTOR ARE TO BE MADE PAYABLE TO THE BUILDER/CONTRACTOR ONLY. \_\_\_\_\_  
 Owner