

GUIDELINES
FOR
Litchfield by the Sea Community Association, Inc.
THE RIVER CLUB
ARCHITECTURAL REVIEW BOARD

NOTE: These guidelines are subject to change without notice.

GENERAL:

The purpose of the Architectural Review Board (ARB) is to help preserve and enhance the property values of all owners. The ARB will make every effort to assist owners, their architects and contractors to avoid construction problems by sharing experiences with designs, materials, colors, etc.

To allow the ARB to evaluate work to be done, plans showing exterior appearance of all structures and a site plan done by a surveyor must be submitted. The ARB recommends that owners submit sketches or other concepts prior to submitting detailed plans. This will avoid the agony for all parties of turning down a plan after much thought and work has been expended. Preliminary house plans should include a sketched site plan.

Final review plans, showing all details of exterior appearance of any structures and a correct and detailed site plan, should be on 24" x 36" print paper. Each page should be numbered and show the owner's name, lot and phase number. Each sheet should be dated as of the submission. Please submit plans and any accompanying information in duplicate.

Any building exterior or site changes after the ARB issues its approval must be resubmitted to the ARB for review.

No approval of building plans, specifications or the location of structures shall be construed as representing or implying such plan, or specifications will, if followed, result in a properly designed residence or that said structure when built complies with applicable building codes, zoning ordinances or other applicable governmental laws or regulations.

As soon as selected, the owner shall advise the ARB in writing of the selection of the contractor and shall provide his name, mailing address, phone number and S.C. Builder's License number. No work should commence until a brief preconstruction conference is held with the contractor and ARB. The ARB's approval is good for six months from date of issue in letter form. The property owner is accountable for the actions of the contractor in maintaining a neat, clean construction site, avoiding damage to trees, cooperating with security, avoiding disturbance of neighbors and other construction related conditions.

Georgetown County has adopted a comprehensive Tree Ordinance with specific standards concerning removal, protection and planting of trees. The Ordinance is administered by the Building Inspector's office. Prior to initiating any residential design, owners are urged to familiarize themselves and/or their architect or builder with the technical provisions and penalties of the Ordinance. The Building Inspector may be contacted at (843) 546-3413.

Owners are urged to make sure that they are protected by Builder's Risk Insurance and that their contractor is adequately protected with public liability and workmen's compensation coverage.

The following information is considered the minimum requirement. Omission of any of this information could delay the review. Owners, architects and/or contractors submitting plans for review are urged to provide additional information that will help the ARB to fairly and accurately evaluate the information submitted.

DESIGN:

- ❖ Overall house design should differ from nearby houses sufficiently that houses do not appear to be duplicated.
- ❖ Colors used should be natural-blended with traditional colors typical of the 18th and 29th century periods. Color palette should differ from nearby houses. No strong contrasts between colors are permitted. To be avoided are bright colors, including white, in large expanses. Trim, however, may be a shade of white. Dark colors should be avoided, as they are considered inappropriate for this community. Generally, colors should be compatible with the Traditional theme existing in this community.
- ❖ Shutters are required on the front elevation, unless architectural detail is such that they are not needed and are encouraged on others.
- ❖ If quoins are used, the spacing between them should be relatively small and properly proportioned to the size of the quoins. A typical space should be left between frieze board and the topmost quoin. Quoins should be designed so they do not intersect the water table and should have a typical space between quoins and water table.
- ❖ Water table must be on all elevations.
- ❖ Fascia must be 8" wide.
- ❖ Frieze board, 6" wide, must be applied on all elevations.
- ❖ Chimneys should have architectural detail, such as corbelling.
- ❖ All windows must have some head detail, such as arches, lintels, rowlocks or similar.
- ❖ Side entry garages are required. In rare cases where this is not feasible due to lot shape, an exception may be granted.
- ❖ Roof pitches must be at least 6/12.
- ❖ Driveways and walks should blend in with the site as much as possible and long, straight lines are discouraged. Hard surface materials are required.
- ❖ Finished floor elevation should be a minimum of 24" above finished grade.
- ❖ Indicate exterior light fixture styles on the elevation sheets.

SITE PLAN:

The Site plan must be done by a surveyor and must include the following:

- ❖ A tree survey showing all trees (except pines) in excess of 6" in diameter measured at 24" above grade. Indicate their approximate canopy spread and the species of each. Indicate which are to be removed.
- ❖ Boundary of lot(s) at a scale of 1" = 10'.
- ❖ Building setback lines with setback distance noted
- ❖ North arrow.
- ❖ Footprint of the house including overhangs. Indicate driveways, walks, decks, porches, steps, walls and patios.
- ❖ Planned direction of storm water runoff with arrows. Depending on the location of the house and driveway, some lots may require fill dirt to obtain the desired drainage flow.
- ❖ Location of exterior equipment, such as HVAC compressor, irrigation pumps, propane tanks, electrical meter and disconnect (required by Georgetown County), garbage container enclosures, lampposts, walls, gazebos and patios. Visual screening is required for HVAC compressors, irrigation pumps, propane tanks and similar equipment. Screening can be fencing, brick or stucco walls or landscaping. Drawings must be provided for ARB evaluation.
- ❖ Subdivision, lot and phase numbers.
- ❖ Utility stub locations at curbside.
- ❖ Any easements or other legal property requirements.
- ❖ Approximate location of existing structures on adjacent lots, such as walls, houses, golf structures (greens, tees, bridges, etc.), walks, dune crossovers, or similar items with distances and dimensions noted.
- ❖ Street with name and other adjacent features such as lakes, marsh, etc. If a corner lot, indicate both streets. Indicate County-assigned street number.
- ❖ Proposed location of the construction debris dumpster which is required during construction. Dumpsters and portable toilets should be located in a sensitive manner to avoid unsightliness to neighbors, golf courses and streets.

Do not place structures in utility easements or setback areas.

LANDSCAPE PLAN:

- ❖ Landscape plans should be at a scale of 1" – 10'. Plan should show all landscaping, as it will be done.
- ❖ Label plant species and size on the drawing. Plants must be a minimum of 3 gallons in size.
- ❖ Sod is required in front and on sides of the house to the rear house corners. Rear yards can be sod or seeded. All sod lawns near the perimeter of the lot must extend to the street edge or curb if present. Indicate sod or seeded areas on drawing.
- ❖ Yards that adjoin golf courses should be given special attention.
- ❖ Plantings should be used at the foundation on all sides.
- ❖ Driveways and parking areas need to be buffered with plantings to minimize their visual impact. Driveways and walks should blend in with the site as much as possible and long, straight lines are discouraged. Hard surface materials are required.
- ❖ Utility areas, HVAC compressors, irrigation pumps, propane tanks and the like should be screened from view. Screening plants should be appropriate and of sufficient size and spacing to provide an adequate buffer within two years.
- ❖ Any natural areas must be managed and not allowed to overgrow or become unattractive.
- ❖ Landscape deposits cannot be returned until all landscaping on the approved plan has been completed. Call the ARB at 237-9551 for final inspection.

HOUSE PLANS:

- ❖ Provide a foundation plan with dimensions at a scale of 1/4" = 1". Indicate any unusual design, reinforcement on sloping lots, etc. Show all architectural details
- ❖ Provide a typical wall section with dimensions that meets the Georgetown County Building Code at scale of 1/4" = 1' scale
- ❖ Provide floor plans with dimensions to explain the design at a scale of 1/4" = 1".
- ❖ Submit street elevations at a scale of 1/4" = 1". Other elevations may be submitted at 1/8" = 1' unless 1/4" scale is needed to show construction details.
- ❖ Indicate all roof pitches. Roof pitches of less than 6/12 are inappropriate for the River Club except for minor roof areas. Show roof plan with all ridges and valleys
- ❖ Elevations should indicate all exterior detail including fascia, roof vents, louvers, windows, doors, shutters, siding, porches, decks, steps, banding, water tables, foundation vents, rails, banisters, chimneys, rain diverters, foundations, light fixtures, screening of mechanical equipment and similar exterior features.

- ❖ Samples must be provided for all items on the ARB application form. Approval will not be given if samples are missing.

CONSTRUCTION SITE:

Construction is normally allowed Monday through Friday from 7:00 AM to 6:00 PM except holidays. Weekend work is only allowed by prior approval from Waccamaw Management at 237-9551. If approved, Saturday hours are 8:00 AM to 5:00 PM. Sunday hours are 9:00 AM to 5:00 PM and only “quiet” work is allowed.

- ❖ Using string, indicate the building footprint and flag the trees to be removed for the house and driveway. Notify the ARB at 237-9551 when this is complete for its review and approval. **Do not** clear any vegetation or alter the lot in any way prior to obtaining this approval.
- ❖ Maintained roadsides and medians are not to be used for parking or material storage. Materials should be placed on the building site away from maintained areas. Vehicles should park on the building site or nearby in un-maintained areas. Grass, landscaped or paved areas damaged by construction shall be restored by the builder to the satisfaction of the ARB.
- ❖ Design elevations in existing drainage swales must be maintained when grading on the site.
- ❖ All portable toilets must be located as far back from the curb line as possible. They must be screened from the street view and/or adjacent neighbors by use of dumpster, natural vegetation or both. The ARB may require a temporary lattice screen if the toilet has signage visible from the street.
- ❖ No burning is allowed at any time unless approved.
- ❖ No construction site signage is permitted unless approved by the ARB. No sign, permit, etc. shall be attached to a tree. For further details, see sign regulations attached.
- ❖ Residents who desire home delivery of mail should contact the Pawleys Island Postmaster and request service. If you desire your name on your mailbox, please use a simple gothic letter in a “stick-on” white vinyl. Garbage collection decals may be placed neatly on the front of the mailbox.
- ❖ All construction equipment, material and sign must be removed within one week of the issue of the Certificate of Occupancy. Mailboxes should be a standard black or white box. They should be placed on a 4” x 4” post with crosspiece painted white. A newspaper tube in black or white and without advertising may be added directly underneath the mailbox. If other mailboxes are desired, a detailed plan should be presented.

**Litchfield By The Sea
Architectural Review Board (ARB)
ARB Fee & Deposit Schedule**

<u>Type of Review</u>	<u>ARB Review Fee</u>	<u>Community Impact Fee</u>	<u>Construction Deposit</u>	<u>Landscape Deposit</u>
Multi-Family/Commercial	\$325/basic unit	\$250 per unit	\$250 per unit	\$250 per unit
Single Family	\$1,000	\$500	\$1,500	\$1,500
Major Change/Modification (Stucco Removal)	\$ 100 \$ 100	\$100 \$100	N/C N/C	N/C N/C
Minor Change/Modification	\$ 50	\$ 50	N/C	N/C
Basketball Backboards	\$ 50	N/C	N/C	N/C
Roof Shingle Replacement	\$ 50	\$100	N/C	N/C
Re-stain/Paint House	\$ 50	N/C	N/C	N/C
Concept or Concept Site Plan	\$ 50	N/C	N/C	N/C
Re-inspections due to * Owner or builder	\$ 50	N/C	N/C	N/C

NOTE: All submissions and fees are to be received in full by noon on the Monday before the Thursday meeting.

* This applies to stakeouts and trash compliance inspections and will be billed to the owner.

Landscape Construction Fee - make check payable to Litchfield By The Sea Community Assn.

Impact Fee - make check payable to Litchfield By The Sea Community Assn.

ARB Fee – make check payable to Waccamaw Management Company.

Tree Protection Ordinance

Georgetown County has adopted a Tree Protection Ordinance that applies to all zoned property in unincorporated Georgetown County. This includes all of Willbrook Plantation. The Ordinance reads as follows:

No significant trees may be removed from the border area of property without a Tree Removal Permit from the Georgetown County Building and Zoning Department. Significant trees are listed below.

<u>SPECIES</u>	<u>COMMON NAME</u>	<u>MINIMUM DIAMETER</u>
Quercus virginiana	Live Oak	8"
Quercus alba	White Oak	8"
Quercus stellata	Post Oak	8"
Quercus nigra	Water Oak	8"
Quercus falcate	Southern Red Oak	8"
Quercus laurifolia	Laurel Oak	8"
Quercus phellos	Willow Oak	8"
Acer rubrum	Red Maple	8"
Liquidambar Styraciflua	Sweetgum	8"
Liriodendron tulipifera	Yellow-poplar	8"
Taxodium distichum	Baldcypress	8"
Cercis Canadensis	Eastern Redbud	4"
Ilex opaca	American Holly	4"
Cornus florida	Flowering Dogwood	4"
Fagus grandifolia	American Beech	8"
Magnolia grandiflora	Southern Magnolia	8"
Carya tomentosa	Mockernut Hickory	8"
Carya glabra	Pignut Hickory	8"
Carya ovata	Shagbark Hickory	8"
Ulmus American	Elm	8"
Nyssa aquatica	Tuplelo	8"
Nyssa biflora	Black Gum	6"
Diospyros virginiana	Persimmon	8"
Magnolia virginiana	Sweet Bay	6"
Gordonia liasanthus	Gordonia	6"

The Architectural Review Board is fully supportive of the Georgetown County Tree Ordinance. In order to remove trees from properties within Litchfield by the Sea, you must have the approval of the ARB as well as Georgetown County. If the ARB does not allow the removal of a tree the County has permitted removal of, the decision of the ARB shall prevail.

GENERAL CONTRACTOR/CONSTRUCTION SITE RULES

Please remember that you, as a contractor, are a guest of the Litchfield by the Sea Community Association. We ask that you conduct yourself with good manners and require the same of your subcontractors and suppliers.

- 1) All contractors, subcontractors and suppliers must obtain a pass from the guard house.
- 2) Speed limit inside the community is 26 MPH. Please inform all subcontractors and suppliers of this speed limit.
- 3) Access is allowed only to the properties where you are currently working. Contractors are not allowed to use any of the facilities of the community including lakes, pools and/or wildlife areas.
- 4) Do not feed or molest alligators – maximum fine is \$200.00. If you have a nuisance alligator at your job site please contact Waccamaw Management immediately and they will contact the Wildlife Department.
- 5) Construction site must be kept clear of trash at all times. Dumpsters are mandatory on site at all times during the construction process. Loose trash that may be scattered by wind must be contained.
- 6) Construction site must be cleared of construction debris and policed before the crew leaves each day.
- 7) No burning of trash on the property is allowed.
- 8) No construction site signage is permitted without approval of the ARB. One approved sign may be placed on each site. Signs must be removed when the Certificate of Occupancy for the home is issued.
- 9) Street right-of-ways are not to be used for storage of materials or parking.
- 10) All portable toilets are to be located a minimum of 35 feet from the curb line. The toilets must be screened as much as possible from the street and/or adjacent neighbors.
- 11) Parking must be contained to the construction site. If that is impossible please contact the ARB office for a designated parking location.
- 12) No parking or driving on pedestrian or golf cart paths.
- 13) Walking, bike and golf cart paths must be kept clear, clean and unobstructed at all times.
- 14) Radio noise must be kept to a minimum.
- 15) Hurricane Preparation (after a Hurricane Warning has been issued)
 - Remove dumpsters from worksite
 - Remove portable toilets from work site
 - Secure all materials and equipment which cannot be removed from work site
 - Be prepared to leave when evacuation orders are given
- 16) After storm clean-up
 - Each contractor is responsible for clean up of his work site including neighboring lots where trash and materials might have been blown by the wind.
 - After an evacuation, you must contact Waccamaw Management for an emergency pass to enter the property.

Failure to abide by these rules will result in the following actions:

- 1) First offense: \$25.00 fine and/or suspension from the property.
- 2) Second offense: \$50.00 fine and suspension from the property.

These fines will be levied against the construction deposit for each property.

Should the Management Company be forced to clean up a job site or contract with another firm to have a site cleaned up, the Contractor will be charged \$500.00 for the clean up fee.

The Owner of the property is ultimately responsible for the actions of his or her contractor with respect to the construction of the owner's residence. Should the contractor be in violation of any of these rules, the property owner will be contacted immediately for his assistance in bringing the construction site into compliance.

I have read and understand the above rules for Litchfield by the Sea Community Association. I understand that I am responsible for the actions of my General Contractor, his subcontractors and vendors.

Signature of Property Owner

Date

I have read and understand the above rules for Litchfield by the Sea Community Association. I will also make sure that my subcontractors and vendors are aware of the Community Association rules.

Signature of General Contractor

Date

CONSTRUCTION SITE SIGNAGE

Home builder or general contractor signature signs will be allowed if the sign meets the following standard:

- 1) Post should be a single 4x4 painted white; 60 inches in height above natural grade. Top should be beveled on four sides to form a shallow pointed top.
- 2) Sign shall be an 18 x 24 inch sign field with a white background and dark blue letters. The sign should be mounted 10 inches below the top of the post. Lettering style is the builder's choice. Sign may contain builder's standard logo, builder's name and telephone number and property identification (lot # or address), but no other copy.
- 3) Location must be a minimum of 10 feet behind the front lot line. No additional signage that is visible from the street, adjacent lots or golf course is permitted. No signs may be nailed or otherwise attached to trees.
- 4) Signs may be placed upon final ARB approval being given and must be removed when the Certificate of Occupancy is issued and before a final inspection for return of any deposits held can be requested.
- 5) No Real Estate "For Sale" signs are permitted.

The ARB office or the Association will remove signs that do not meet the above guidelines.

CONCEPTUAL REVIEW APPLICATION
Litchfield by the Sea Community Association, Inc.
ARCHITECTURAL REVIEW BOARD

Lot Number: _____ Phase Number: _____ Date Submitted: _____

Street and Address: _____

Owner: _____

Address: _____

Telephone: (Day) _____ (Evening/Weekend) _____

Architect: _____

Address: _____

Telephone: _____ Fax: _____

Contractor: _____

Address: _____

Telephone: _____ Fax: _____
Mobile: _____ Pager: _____

Landscape Architect: _____

Address: _____

Telephone: _____ Fax: _____

Please attach sketches, photographs, color samples and/or any other information and specifications regarding your proposed home. A preliminary site plan is also extremely helpful.

For Office Use:

Comments: _____

Approve

Disapprove

Conditional Approval

Conditions: _____

**MINOR CHANGE APPLICATION
LITCHFIELD BY THE SEA COMMUNITY ARCHITECTURAL REVIEW
BOARD**

Lot Number: _____ *Phase Number:* _____ *Date Submitted:* _____

Street and Address: _____

Owner: _____

Address: _____

Telephone: (Day) _____ (Evening/Weekend) _____

Architect: _____

Address: _____

Telephone: _____ Fax: _____

Contractor: _____

License Number: _____

Address: _____

Telephone: _____ Fax: _____

Mobile: _____ Pager: _____

Description of requested change: _____

Please attach sketches and specifications of proposed change. If a color change, please provide samples of materials with correct colors applied.

For Office Use:

Comments: _____

Approved

Disapproved

Conditional Approval

Conditions: _____

Final Review Application

APPLICATION FOR RESIDENTIAL CONSTRUCTION
Litchfield by the Sea Community

Plans are not accepted for final review without completed application and applicable fees

Lot Number: _____ *Phase Number:* _____ *Date Submitted:* _____

Street Address (if known): _____

Owner: _____

Address: _____

Telephone: _____ (Evening/Weekend) _____

Architect: _____

Address: _____

Telephone: _____ Fax: _____

Contractor: _____ License Number: _____

Address: _____

Telephone: _____ *Fax:* _____

Mobile: _____ Pager: _____

For Office Use:

Contractor Rules Form
Check For Fees and Deposits
House Plans & Application
Site Plans
Survey (& Tree Survey)
Comments: _____

Landscape Plans & Design Questionnaire
Samples
Roofing
Siding
Trim

LITCHFIELD BY THE SEA COMMUNITY

ARB DESIGN CERTIFICATION

(To be completed by a S.C. state licensed Architect or designer of proposed residence)

Date: _____

Lot: _____ **Phase:** _____

Owner's Name: _____

Architect/Designer Name: _____

Landscape Designer Name: _____

Square Footage: (See General Statement)

Heated Area: First Floor - _____ Second Floor - _____

Porches: First Floor - _____ Second Floor - _____

Decks or Patios: _____

Garage: _____

Total Heated Square Footage: _____

Total Square Footage: _____

Foundation:

Crawl Space: (first floor elevation) _____

Elevated Slab: (first floor elevation) _____

Site Grade: (finished elevation) _____

Explain: _____

Exterior Materials:

Siding and/or Wall Finish: Material: _____ /Mortar Style _____

Color: _____

Trim: Material: _____

Color: _____

Roofing: Material: _____

Color: _____

Doors: Material: _____

Color: _____ Design: _____

Paving: (walkway, patio, drive) Material: _____
Color: _____

Decks/Railing: Material: _____
Color: _____

Windows: Material: _____
Color: _____

Garage Doors: Material: _____
Color: _____

Shutters: Material: _____
Color: _____

Chimney: Material: _____
Color: _____

Other: Exterior Light Fixtures: _____ /Cut Sheet _____

Accessory Structures: _____

HVAC: _____ /Screening Material _____

I certify that the above information has been completed correctly to the best of my knowledge and complies with the community guidelines and design standards. I understand that any changes to colors and/or materials will have to be submitted with a Minor Change Application for review by the ARB.

Signature: _____ **Date:** _____

Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Signed By: _____ **Property Owner**
_____ **Architect/Designer**
_____ **General Contractor**