

C.

ARB PLAN SUBMISSION CHECKLIST Major Construction

Shipyards ARB Plan Submission Procedures & Requirements

This form must be completed for each submission and marked accordingly.

NOTE: Any submission at any stage that does not include all plans, materials, applications, details and other items as required will be rejected by the Administrator and not be placed on the ARB agenda until all requirements have been met. It is recommended that the guidelines be read and digested prior to starting the design of a house in Shipyards Plantation.

Conceptual Plan Requirements:

- ___ 1. An artist's rendering or a schematic rendering of the proposed improvement MAY be submitted to see if a particular style or design is suitable. Submittals at this stage may be directed at specific design issues and if so the submission should be sufficiently complete to allow the ARB to understand the issue and to make an informed decision. Approval at this stage does not preclude the ARB from addressing issues in subsequent reviews.

Preliminary Plan Requirements:

- ___ 1. Acquire tree, topographic and boundary survey of existing property and provide site plan to scale, overlaid on a tree and topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
- ___ 2. Elevation drawing at 1/4"=1' (if plans and/or elevations will not fit on sheet at 1/4" scale provide an additional set of plans and elevation at 1/8" scale.)
- ___ 3. Floor plans at 1/4"=1'
- ___ 4. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
- ___ 5. Indicate enough of adjacent structures to show relationship to submission.
- ___ 6. Must show ratio for softscape vs. hardscape on plan.
- ___ 7. Any variances required to be identified and requested. Any variance request must be in writing, however variance requests are discouraged.
- ___ 8. Must show area of the gross heated area by floor and the area of the lot.
- ___ 9. All exterior colors and materials.

Final Plan Requirements:

Provide two sets of plans with original signature and stamp of architect on each page. The covenants require the services of a registered architect be used for plan preparation. South Carolina law requires that any architect providing services in South Carolina be registered to provide those services in South Carolina.

Site Plan: Scale of 1/8"=1'

- ___ 1. Indicate enough of adjacent structures to show relationship to submission.
- ___ 2. Show location of contractor's ID sign, dumpster, outdoor toilet, and construction parking.

- Pool Enclosures
 - Porch or Patio enclosures of any kind
 - Driveways
 - Decks, Patios, and Porches
- D. All Alterations - Major and Minor
- New Doors
 - Window Replacements
 - Decks, Patios, and Porches
 - Exterior Stairs
 - Service Yards
 - Porch and Screen Enclosures of any kind
 - All Landscape Features (trellis work, walkways, etc.)
- E. Remodeling or Altering the Exterior of Existing Structures including:
- Repainting - new or same color
 - Reshingle - new pattern or color and same pattern or color
 - Decks or Stair repairs
 - Addition of any kind
- F. Removal of Trees that are six (6) inches or greater in diameter at four (4) feet above existing development grade.
- G. Demolition of any Structure
- H. All Exterior Lighting
- I. All Landscaping
- J. Building Heights and Design Guidelines

B. Submission Procedures

Applications must be submitted to SPOA - ARB on forms provided in the Appendix of this document or in the ARB office. The initial submission whether conceptual, preliminary or final must include the appropriate fee for the type of work proposed. The fee schedule is included in this document. For additional information call the ARB Administrator at (843) 785-3310 ext. 226.

C. Plans Approval Procedure

Submit Preliminary Plans, Final Plans and Exterior Colors and Materials to the ARB, which will review them for completeness.

1. The ARB meets on a monthly basis at the Welcome Center or as indicated. The ARB will act on most minor submissions within two weeks of receipt of the plans.
2. The ARB will notify the applicant in writing of the results of the review procedure. If the ARB's decision is negative, it will explain the

Elevation Drawings: Scale of 1/4" = 1'

- 1. Indicate floor-to-floor heights on each elevation.
- 2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- 3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1st finished floor and MSL.
- 4. Note all materials.
- 5. Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
- 6. If applicable, show downspouts and gutters. If not applicable, enter N/A in adjacent blank.

Roof Plan:

- 1. Outline plan to indicate overhangs.
- 2. Show peaks, valleys, crickets and sheds.
- 3. Draw dormers, chimneys, vents, skylights and other features.
- 4. Indicate slope direction and pitch of all roof areas.
- 5. Indicate gutters and downspout locations as applicable.

Detail Drawings: (keyed to plans and elevations)

- 1. Detail typical wall sections showing all eave, rake and base conditions. **(Required)**
- 2. Show patio wall section, if appropriate.
- 3. Show column-base and capital (including relationship to beam above).
- 4. Show railings (including supporting newel posts and rail terminations).
- 5. Steps (Note: material and profile of steps).
- 6. Screen porch
- 7. Typical window details
- 8. Window schedule (including material, glazing). **Note: May be on elevation but must show material and type of glazing.**
- 9. Louver (including relationship to attached walls, base, etc.)
- 10. Dormer - rake, eave, base.
- 11. Trim projections where not clearly described elsewhere.
- 12. Pool plans

Electrical Plan:

- 1. Provide an electrical schedule and legend.
- 2. Provide electrical panel and meter locations.
- 3. Exterior lighting source may be on site plan or landscape plan.
- 4. Catalog cuts of exterior lighting and elements readily visible for outside.

Required Cut Sheets:

- 1. Front Door
- 2. Garage Doors
- 3. Exterior Lights
- 4. Landscape Lights
- 5. Water features
- 6. Exterior porch ceiling fans (w/o lights)