

LITCHFIELD PLANTATION
Architectural Review Guidelines and Procedures
for
Property Owners, Architects, and Contractors



AVENUE OF OAKS
Pawleys Islands, South Carolina

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SECTION I:
INTRODUCTION

To our new neighbors,

Welcome to the community of Litchfield Plantation (LPA). We believe your decision to build your new home in Litchfield Plantation will prove to be a great one and we know you have every intention to be a good neighbor.

Both the Board of Governors (Board) and the Architectural Review Board (ARB) want to stress they are mindful of their obligations to both the homeowner and the community as a whole. It is in that light that we wish to share some information with you that we hope will make the process a bit easier for all of us.

We are certain that the character and beauty of Litchfield Plantation was a major factor in your decision to build here. The Architectural Review Board (ARB) has developed the following packet of information guidelines to assist you in your planning and construction process. Included in the packets are the various rules, stipulations, requirements, etc., which both you and your builder will need to follow in order to meet the ARB requirements and expectations. Our intention is to work with you and your builder and to assist you in any way that we can while maintaining the character of the community.

Accordingly, we expect you to come to us with any questions you may have and to keep us fully informed of your progress. *Most important is that you understand that once plans have been approved, for either construction or landscaping, any change to exterior design or landscaping must first be brought to the attention of the ARB for approval. Failure to do so may subject you to fines or other actions as determined to be appropriate by the ARB.*

Please take some time to review the enclosed documents, ***especially the Design Guidelines outlined in Section II.*** The guidelines outlined herein are simply that, a guide meant to supplement the recorded restrictions and covenants. Feel free to contact us with any questions you have. We are here to help.

Again, welcome to Litchfield Plantation!

The Design Review Board:

- [Joe Davis - Administrator – jrdavis1@gmail.com](mailto:jrdavis1@gmail.com)
- Robin Gibbs - Secretary - rnmg@cox.net
- Laura Helminski - Design Review – helminski.2B@gmail.com
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AUTHORITY

The Architectural Review Board (ARB) Members are appointed by the Board of Governors of Litchfield Plantation, Inc. pursuant to the Amendment to the Declaration of Protective Covenants, Conditions and Restrictions for Litchfield Plantation, recorded January 26, 1971 and recorded in Georgetown County Records in Deed Book 98 at Page 36 and the Amendment to the Declaration recorded on May 3, 2005 in Deed Book 1642 at Page 134, in the Georgetown County Register of Deeds Office. 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. However, no ARB approval of building plans, specifications or the location of structures shall be construed as representing or implying that such plans and/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 laws or regulations.

Property Owners are urged to carefully choose qualified professionals in the fields of planning, architecture, landscape architecture, engineering, surveying and construction to shepherd the construction process for their residences.

The Guidelines outlined herein are simply that, a guide pursuant to the recorded restrictions and covenants.

Please note that this document may be periodically revised and updated to address planning and design issues that may arise as the community continues to grow and mature. When referring to the Architectural Review Guidelines and Procedures for Property Owners, Architects, and Contractors, it is the Property Owner and their Agent's responsibility to be sure they are using the most current revision. All applications and requests are subject to the most current revision on the date of application.

ARCHITECTURAL REVIEW BOARD

The ARB's goal is to insure that new homes constructed at Litchfield Plantation are in harmony with their existing neighbors and each home site's natural setting. The Plantation will present a collection of elegant homes that relate architecturally and blend the best of the Plantation's past with improvements in materials, techniques and construction technology. Examples of the Plantation's architectural style, detail and materials are expressed in the Plantation House, the Carriage House, The Abbey, Little House, Pool Cabana and other accessory structures. In addition, the ARB Guidelines seek to preserve significant trees and vegetation, including ancient live oaks. Each home site is unique and offers opportunities to take advantage of individual site characteristics. The ARB seeks to combine thoughtful site plans, elevations and landscape plans to create pleasing homes in balance with their neighbors.

DESIGN CONSIDERATIONS

Registered professionals must be retained to design individual residences and related accompanying subordinate site and landscape design. The ARB reserves the right the right to approve all design professionals and contractors.

In general, architectural style within Litchfield Plantation will be in keeping with the coastal design vernacular found regionally and consistent with the time period 1750 through the early 1900's. It is Litchfield Plantation's design philosophy to continue and enhance the established high standard of design excellence, exquisite detail elements and quality standards as are seen in the existing Carriage House and Plantation House. Individuality of design is encouraged. Design your residence for your enjoyment and comfort. Examples of architectural styles that "fit" with Litchfield Plantation's existing improvements include, but are not limited to, English Country, Colonial Williamsburg, French Country, Carolina Low Country and other styles that might be described under the general categories of Southern Colonial, Georgian, Federal, Jeffersonian and Colonial Revival. Design professionals are encouraged to use their "creative" talents to meet requirements while adhering to the general theme. Design book plans will not be considered. Significant attention will be paid to the style, color, and materials of surrounding homes in order that each home both maintains its individuality and yet is complementary to its neighbors.

Application of "green building" materials and techniques to promote construction of buildings that are environmentally responsible and healthy places to live is strongly encouraged. The U. S. Green Building Council's LEED program provides more specifics. Architects and owners are also encouraged to create designs that will capture the benefits of the glorious weather of the coastal Carolina spring and fall seasons by allowing for the incorporation of free flowing outdoor air.

TREE PROTECTION ORDINANCE

Georgetown County has adopted a Tree Protection Ordinance with specific standards concerning removal, protection, and planting of certain trees and applies to all zoned property in unincorporated Georgetown County, including Litchfield Plantation. The ordinance is administered by the Georgetown County Building Inspector's Office. The Ordinance prohibits certain defined significant trees from being removed from the Border Area without a Tree Removal Permit from Georgetown County Building and Zoning Department. The ARB is fully supportive of the Georgetown County Tree Ordinance. In order to remove trees from properties within Litchfield Plantation, **YOU MUST HAVE THE APPROVAL OF LITCHFIELD PLANTATION ARB PRIOR TO THE REMOVAL OF ANY AND ALL TREES PROPOSED TO BE REMOVED OR ALTERED.** Please note the ARB standards for tree removal may be more stringent than those imposed by the County Ordinance. Copies of the Tree Protection Ordinance may be obtained by contacting Georgetown County Building and Zoning Department (843-545-3116).

Prior to starting residential designs, owners, their architects and builders are urged to familiarize themselves with the provisions of the ordinance.

"Border Area" is a defined term generally described as the area outside the building footprint.

ABBREVIATIONS AND DEFINITIONS

Administrator: The Administrator of the Architectural Review Board.

ARB: The Architectural Review Board

ARB Guidelines, Design Guidelines, ARB Rules and Regulations, ARB Rules, ARB Regulations or ARB Manual: A general reference to the latest issue of Architectural Review Guidelines and Procedures for Property Owners, Architects, and Contractors of the Litchfield Plantation Association Architectural Review Board.

County: Georgetown County, South Carolina.

County Code: Applicable rules and regulations promulgated by Georgetown County, South Carolina.

Covenants and Bylaws: A general reference inclusive of all recorded land use restrictions, protective covenants, including the Covenants and Restrictions, the Bylaws and the Rules and Regulations and all recorded amendments. The Declaration recorded January 26, 1971 and recorded in Georgetown County Records in Deed Book 98 at Page 36 and the Amendment to the Declaration recorded on May 3, 2005 in Deed Book 1642 at Page 134.

Board of Governors or Board: The governing body of Litchfield Plantation Colony, elected by the property owners.

Guidelines: A specific reference to the provisions of the latest issue of Architectural Guidelines, Review Procedures, Rules and Regulations of the Litchfield Plantation Association Architectural Review Board.

Hardscape: Non-living elements of the landscape design such as concrete, masonry and wood.

Horizontal Construction: Any part of the construction or site improvement six inches (6") or less in height above the finished grade.

Setback Line: A line at a predetermined distance within a lot and typically parallel to a property line as established by an indenture deed, recorded restrictive covenants and/or as shown on a recorded plat. In the case of conflict between the various documents establishing setback requirements, the most restrictive shall apply.

Setback Area: The area between the property lines and the required setback lines; the area enclosed within setback lines are sometimes referred to as the "building envelope".

Softscape: Planted and Natural Areas

Vertical Construction: Any part of the construction or site improvement, other than live landscaping, which is over six inches (6") in height above the finished grade.

SECTION II:
DESIGN GUIDELINES

GENERAL OVERVIEW

The ARB members are appointed by the Litchfield Plantation BOARD to advise them in all matters related to the ARB as defined in the CC&Rs of Litchfield Plantation. The following guidelines have been established to assist owners, architects and designers in developing plans for the construction and landscaping of homes in the Litchfield Plantation community.

STYLE

The design objective for Litchfield Plantation is for the completed community to represent a harmonious collection of classic homes of enduring quality. Home design should relate to the rich traditions well-proportioned brick, wood and stucco house styles. Southern traditional, Low Country and traditional style houses are encouraged. The appropriate general design theme for Litchfield Plantation should be a primarily vertical structure with a relatively steep roof pitch. Some craftsman or arts and crafts styles may be appropriate for Litchfield Plantation, but the style should be a restrained interpretation without gable or rafter adornment and with only limited decorative use of stone. Property owners are strongly cautioned to request preliminary approval before becoming attached to any type of design.

This concept rules out:

- Mediterranean style
- Victorian era details of gingerbread, turrets, witches hats, mansard roofs, and fish scale shingles
- Rambling ranches
- Shed, flat and barrel roofs
- Log cabins

The home design should reflect the assembly of exterior materials in such manner that when completed, the elevations are interesting, in correct scale, and result in detailing that separates the Litchfield Plantation home from repetitive production designs. The use of offsets, double fascia boards, keystones, quoins, corner boards, band boards, dentil molding, pediments and broken pediments, and columns, are some of the elements that add interest to the exterior.

DESIGN GUIDELINES

1. **Square footage requirements.** Covenants for Litchfield Plantation call for a minimum heated and finished living space of 2,500 square feet. No home may exceed 6,000 square feet on a single home site and all large homes will be reviewed in the context of adjacent properties.
2. **Front Elevation.**
 - The Front Elevation is defined as the most public façade or “entry elevation” and usually faces the road.
 - The front door should be thought of as a system including the walkway, steps, rails, banisters, sidelights, transom, fanlights, trim and the door with hardware.
 - Lighting should be incorporated in the overall front door design, including visible and concealed light sources.
 - Front doors with custom or production glazing depicting designs must be reviewed and approved by the ARB separately from the elevations. Photos and/or cut sheets and shop drawings of the design should be submitted before contracting for front doors of this type.
3. **Foundations**
 - Finished floor elevations for raised slab construction must be 28 inches above finished grade and walkway to the front porch or entry. Finished floor elevations for crawl space construction must be 36 inches above finished grade and walkway to the front porch or entry. In general, the ARB will look for a minimum of four front step risers to the finished entrances.
 - Foundation height will have to be adjusted for local codes requiring positive drainage away from the home to meet this standard.
 - Foundations must be “finished”. They may be parge coated with stucco or cement, or faced with brick, stone or louvers. Color must be in keeping with the overall house color palette.
 - Water tables should be used to express the transition of materials or construction detail such as a soldier course, band board, drip ledge, cap stone or similar detail.
 - Front and any street-facing elevations shall have decorative foundation vents that may be functional or non-functional if a raised slab construction method is used. Vents may also be of a pierced brick design.
4. **Windows**
 - Window sizes may vary within reason.
 - Vinyl windows are not permitted
 - Vinyl clad windows are not preferred. Request for use of Vinyl Clad windows may be submitted, But approval is not guaranteed.
 - Window styles should not be mixed. Once a style has been selected, it should be used on all elevations. Accent windows may be considered if presented to the ARB, such as stain glass, oval, round etc.
 - Windows should be traditional double-hung or casement window units with prominent mullions and muntins. The ARB will consider windows without mullions and muntins on an individual basis.

- Front elevation window units are encouraged to incorporate matching sidelights and transom lights.
 - Half round windows may be used, provided the half round unit matches the dominant window unit.
 - No window unit should be designed to be installed flush with the exterior siding. All window units must have a traditional “brick mold” that permits the window unit to be inset in the vertical wall of the home.
 - All front elevation windows should incorporate a decorative header design such as a pediment or cornice. Use of decorative brick designs and keystones would be appropriate on a brick house.
 - Front elevation windows should have shutters sized appropriately to cover the window unit. Louvered and raised panel styles with square or “butterfly” tops are appropriate. “Solid” shutters that have cutouts may be approved in specific cases. Board and batten shutters are not permitted. Decorative “shutter dogs” are also required for all shutters.
 - Security or storm (including hurricane) shutters or other methods of securing the window and door units must be concealed as part of the home design.
5. **Materials for exterior walls.** Brick, wood, stucco, and certain fiberglass/cement sidings are approved exterior materials.
- **Brick** - Traditional colors of brick are preferred. Some shades of brick may not be satisfactory such as pink and some finishes may not be acceptable if featuring rough or glazed surfaces. Both the mortar shade and brick must be submitted for approval by the ARB. The ARB will generally not permit the same brick or color palette for homes that are adjacent.
 - **Stucco** - Synthetic stucco is an approved material. Control joints and expansion joints should not be excessive.
 - **Siding** - Wood board styles and plain lapped siding are acceptable, although cement/ fiberglass siding such as *Hardiplank* are recommended in lieu of wood siding. Board and batten style siding is not permitted. Siding choices on the main structure of the house should be limited to no more than two different styles, such as lap siding with detailed areas of shingle style siding. Vinyl siding is not permitted as a primary siding material for homes. High quality beaded board vinyl may be acceptable for relatively small gable areas on homes that are substantially brick or stucco.
 - **Stone** - Stone may be incorporated into the design on a limited basis. The use of stone for the foundation is acceptable. Total stone facades are not appropriate to the style of homes in Litchfield Plantation, but some limited use of stone for accent may be permitted.
6. **Trim.** Detailing the home of Litchfield Plantation is as important as the basic form. Detailing or trim will generally include treatment of the horizontal edges (such as roofs, porches, water table, etc.) and horizontal and vertical edges of doors, garage doors, windows, building corners, etc. Scale and carpentry are important in expressing trim details.
- Vinyl may be used for fascia and soffits, though not preferred.
 - Vinyl may be used for gutters and downspouts, though not preferred.
 - Vinyl may be used for porch ceilings, though not preferred.

- Top quality vinyl shutters may be appropriate depending on the installed appearance and weight.

7. **Railings.** Vinyl railings generally are not to be used on front elevations and must be carefully detailed for use elsewhere. Railings are an integral feature of the overall appearance of a home. Front and street facing railings should be constructed of composite, synthetics or metal (steel, aluminum, alloy, etc.) materials. Pressure treated wood railing will not be permitted for front or street facing exposures. Top quality vinyl railings may be appropriate depending on the design and installed appearance. Plans should indicate the railing material along with a cut sheet or drawing showing the design.

8. Garage Doors

- Garage doors may be wood, metal or fiberglass, of the 'Carriage House' style.
- Garage doors should be generously trimmed with wood, stucco or brick offsets and keystones or other interesting detail.
- All garage doors must have remote controls and generally remain closed when not in use.

9. Roofs

- Main roof pitches should not be less than a 6/12 pitch with generous overhangs, typically 1'-4" minimum.
- Roof design should be gable or hip forms. Dutch hips may be approved if the overall design enhances the neighborhood. Shed roofs and shed dormers should not dominate the front elevation. Small shed roofs over a garage door entrance or small build outs may be approved.
- The maximum building height when viewed from the street shall not exceed 35 feet or as defined by the Georgetown County zoning ordinances. Maximum building height should be measured from the average grade across the front elevation to the midpoint of the major roof. The midpoint will be measured from the lowest eave to the roof ridge. The chimney and certain roof relief designs may exceed 35 feet. Cupolas, birdhouses, weather vanes, and similar ornamentation require separate approval.
- Shingled roof materials should be first class architectural fiberglass shingles with a minimum 25-year or greater manufacturer's rating. Roof shingles should be in muted weathered shades within the natural color palette. Shades of red, green, and blue are not permitted.
- Metal roofs will be permitted in traditional standing seam profiles. The metal roof shades must be submitted for ARB review. All colors must compliment the overall style represented in Litchfield Plantation. Barn metal or industrial and commercial color metals are not approved. Wood shakes may be appropriate in some designs.
- Roof materials should be applied in a traditional manner.
- Rafter tails should be boxed. Designs contemplating exposed rafter tails will be considered on an individual basis and must be approved separately.
- Skylights, vents and other roof penetrations should be painted out and not visible from the street.
- All flashing should be painted out to match the roof color.

- Chimneys must have an interesting cap trim to terminate the flue stack.
- The ARB may require nonfunctional chimney forms, dormers, and other roof structures to add interest to an unbroken roof expanse
- Roof decks are permitted. This does not rule out thoughtfully integrated, detailed balconies.
- Widow's walks are not appropriate for Litchfield Plantation.

10. Lighting

- No spotlights are permitted on the front corners of the fascia of Litchfield Plantation homes. If security spots lights are desired on the rear corners, the fixtures must blend with the fascia colors and be hooded so that bare bulbs are not visible.
- **Any** additional lighting not including on your ARB Final Submittal documents will require a lighting plan layout. The plan should include a lighting plan layout, overlaid on the site plan at a minimum scale of 1"=20'-0". The plan should also include a picture, model number and specifications of all proposed fixtures,
- The lighting design should follow a theme of indirect lighting. Remembering it's not important to see the actual fixture. This design concept limits interference with the light quality of adjacent properties and roadways.
- The ARB encourages a preliminary review of lighting plan layouts.

11. Swimming Pools

- Only in-ground swimming pools at the rear of the house are permitted.
- Swimming pools must comply with the appropriate county codes.
- Swimming pools and associated hardscape must be included on the initial site plan.
- All pools must be screened with a minimum of a 4-foot brick or pierced brick wall or a black metal fence. The ARB may request mature evergreen landscaping to screen the enclosure.

12. Mechanical

- Exterior equipment such HVAC compressor, irrigation pump, emergency generators and pool equipment must be screened with a low wall, fencing or evergreen landscaping that screens the equipment from view from the street.

13. Hardscape / Driveways

- Front loaded garages are not permitted. Lots that are not adequate for side load are reviewed on a case-by-case basis.
- It is important that driveways do not dominate the front yard and take away from focus on the front door. Exceptions may be made by the ARB for individual lot and house designs.
- Driveways should be adequate for the safe storage of at least two vehicles on the home site. Boats, campers, trailers, golf carts or vehicles with commercial writing on the vehicle must be stored in a garage.
- A minimum of 8 feet is necessary for screening planting along the driveway. Driveways should not encroach in the side setback. Exceptions may be made on an individual basis.
- Where the preservation of specimen trees or topographic conditions require drives in front of the home,

the ARB will expect the required driveway surface to be minimized and segmented with expansion joints detailed with pavers. Drives of this type must provide space next to the home for substantial foundation plantings of not less than 6 feet in width.

- Driveways generally will be a solid surface material such as concrete, brick or pavers. Other materials for driveways can be submitted for consideration. Crushed stone or oyster shells may be appropriate for some driveway areas, but must be approved on an individual basis.
- Driveways should be flared at the junction with the roadway and should have a decorative apron that incorporates variation in texture, such as brick. A 35' line of sight triangle should be respected and no plant material should be more than 3' tall at maturity, with the exception of deliberately placed tree with the lower branches removed into a tree form. This will be addressed in the Landscape Plan review.
- Parking pads shall be screened with hedges, decorative screens or approved tree forms from the neighbors.
- Driveways shall be delineated on the Site Plan of the home. The driveway must also be detailed and dimensioned on the Landscape Plan.

14. Landscape

The typical Litchfield Plantation home should appear to “grow” out of the home site. The Site Plan should take advantage of views from the main rooms of the home and views of the home from the street. Garages and driveways should not dominate the streetscape. They should be of secondary importance to the other design elements and concealed within reason. The Site Plan must respect all setbacks and should provide ample green space for the private areas of the home.

- Front yards are required to be grassed to the street pavement edge with natural turf. No artificial turf products may be used within view from any street. In some cases natural areas may border the street edge when installed properly and eliminate any debris transfer into the street.
- Although front grassed areas shall be natural sod, seeding may be allowed in the rear of the property. Seed mixture requires ARB approval and should be noted in within the Landscape Plan and documents. All landscape materials shall be covered by pop-up sprinklers (drip irrigation can be used for trees and shrubs). *Use of community lakes or inland water bodies must be approved for use as a water source watering individual yards.*
- A 6' buffer shall be provided as screening between the driveway and the adjacent lot.
- Planting buffers should be provided to enhance driveways and screen parking areas.
- Foundation plantings shall be provided on all sides of the house.
- All shrub-sized plants should be a minimum of 3 gallon (7 gallon is preferred and required for some species) size plants and meet ANSI standards established by American Horticultural Society. Larger plants may be required by the ARB for certain specimen plants. Exceptions would include certain small grasses and massed plantings such as ground covers that are only available in 1 gallon sizes.
- Larger plants in the 15 to 30 gallon or B&B sizes should be used for emphasis at the entry of the house and corners of the front of the house.
- Consideration for the mature sizes of all plants shall be given when determining the location and

spacing.

- A schematic Landscape Plan should be submitted depicting concepts for the home-site when the construction plans are submitted. Detailed Landscape Plans do not have to be submitted at the time the construction plans are submitted. A detailed Landscape Plan may be deferred until the home is framed and dried-in or with 90 days from the start of construction, whichever occurs last.
- **The Landscape Plan must be substantially installed and inspected before occupancy.** The Landscape Plan should depict the grassed, hardscaped, natural/preserved, and planting zones.
- Owners desiring to bulkhead the water's edge must submit specific request and details of construction, as well as show the location of said bulkhead on the site plan. The ARB will consider each situation on an individual basis. The overall intent is for the home sites to gently transition into the pond and the natural appearance of these areas to remain intact and undisturbed.
- Fences will require an additional detail plan of construction type, including plan view and elevations. Manufacturer's shop drawings are preferred.
- Mail boxes should match the architecture of the home and compliment the character of Litchfield Plantation in general.

15. Decorative Pools

Decorative pools not intended for swimming or recreation, such as reflecting pools, no more than eighteen inches (18") deep are considered as softscape not subject to setback lines.

16. Bulkheads, Seawalls and Docks

Any modifications to existing Bulkheads, Seawalls or Docks require ARB approval.

17. Additional Structures

Any additional structures like, but not limited to the following, brick columns, fences, lighting, gates and drive entrance structures all require a separate submittal for ARB approval. Generally all these type of structure are to be contained within the owners property line and out of the right-of-way.

18. Satellite Dishes

Satellite dish are allowed, but must be located in the rear of the property and out of the line of sight from the front elevation and side elevation where applicable. The ARB requires that the location of all satellite dishes to be field reviewed prior to installation

19. External Fuel Tanks

All external fuel tanks shall be installed below grade according to Georgetown County Code.

SECTION III:
REVIEW PROCEDURES

REVIEW PROCEDURE OUTLINE

All plans for new construction, Major and Minor Change and Modification, and Landscaping must be submitted and approved by the Architectural Review Board (ARB) before starting any work. The Design Guidelines in Section II will give you the information, standards and requirements for building in Litchfield Plantation. The ARB encourages you, your architect or designer, and builder or landscaper to read these carefully and ensure your plans follow the guidelines. They are the basis the ARB uses along with our architectural review to approve homes in Litchfield Plantation. ***Please read the Design Guidelines.***

The following are the steps that should be taken for approval of New Construction, Major and Minor Change or Modification, and Landscaping:

Chicken Scratch Review:

For the Owner's benefit, it is highly recommended and strongly encouraged that Owner or Owner's Agent submit informal sketches of building plans, elevations and landscape design to the ARB for a courtesy review early on in their design process. In order to facilitate successful future reviews and approvals, the ARB will make general comments, suggestions, and recommendations that will encourage design development consistent with the intent and objective of the Litchfield Plantation ARB Guidelines.

Step 1: ARB Design Review

Prior to the submission of the final construction documents and permit drawings, a review by the ARB of Litchfield Plantation is required to determine compliance with the intent and objectives of the Litchfield Plantation ARB Guidelines. Further design recommendations may be made, if necessary.

Step 2: Community Impact Review

Prior to submission to the county for a building permit, final construction documents and permit drawings must be submitted to and reviewed by the ARB of Litchfield Plantation to determine compliance with the intent and objectives of the Litchfield Plantation ARB Guidelines. Once approved, two full size sets of drawings will be signed-off by the ARB and returned to the Owner for the county building permit submission.

Step 3: Pre-Construction Conference

Upon notification of Community Impact Review approval of the building and landscape plans, the Owner and Contractor must request and schedule an on-site meeting with a representative(s) of the ARB to review ARB Construction Guidelines for alignment understanding of construction site appearance and work etiquette throughout the duration of construction. Prior to this meeting, the Owner and Contractor should have the property staked for inspection as follows:

1. Property lines
2. Outline of foundations of all buildings shall be identified by a series of connected stakes
3. Any trees to be removed shall be flagged with surveyor's tape
 - a. No trees may be removed prior to the Pre-Construction Conference, stake-out inspection and approval by the ARB representative.

Step 4: Work Permit Release

After the Pre-Construction Conference, a copy of the Georgetown County Building Permit, Owner's Construction Deposit, Contractor's Compliance Deposit, and Construction Site Sign fee must be submitted to the ARB at which time Litchfield Plantation will release the Work Permit and Construction Site Sign.

Step 5: Progress Inspections

The right of entry and inspection is reserved by the Architectural Review Board for the purpose of verifying compliance to the ARB Guidelines. A representative of the ARB will make periodic inspections without notice during the entire construction duration and will notify the Owner if work is found to be non-compliant, incomplete, or inadequate. All issues must be immediately resolved or the Owner and Contractor may be issued monetary penalties.

Step 6: Final Inspection

The Owner shall notify the ARB when construction is complete. A representative of the ARB will inspect the site after completion of all building construction, landscaping, cleaning of site debris, removal of temporary utilities, repair of any common areas damaged during the construction. A list of items to be corrected, if necessary, will be provided to the Owner. Deposits will be refunded after Final Approval for both the building and landscaping is issued by the ARB.

NOTICE AND DISCLAIMER

In the event there is an ambiguity or conflict in these outline Design Guidelines and the standards herein (or with prevailing codes and ordinances which change from time-to-time), the BOARD shall determine what guide or standard prevails.

Further, the architectural review process is an aesthetic review and attempts to insure compliance with Litchfield Plantation's Covenants, Conditions and Restrictions related to design, construction, alterations and additions to the home sites. ARB approval does not in any way certify the site improvements and structures are structurally sound or meet applicable building codes, zoning, ordinances and environmental regulations.

OMISSIONS

Regardless of approval by the ARB, plans must still comply with all Guidelines and Covenants. The approval of plan does not supercede the Guidelines and Covenants. Any item in violation, but overlooked in the review and approval process, must be changed, corrected, or removed at the sole expense of the owner to comply with the request of the ARB and/or the BOARD.

IMPROVEMENTS THAT DO NOT REQUIRE APPROVAL

“Improvement” is defined as the maintenance, repair or replacement of modifications previously approved by the ARB, provided that such improvements does not change exterior color, materials, or design.

The following are examples of improvements to exterior property that do not require property owners to apply to nor gain approval from the ARB of Litchfield Plantation:

- Adding new mulch to existing beds
- Planting flowers or shrubs in existing beds
- Replacing existing shrubs with new shrubs
- Repainting house, doors, and shutters same color as existing ARB approved color
- Installation of underground propane tank according to local codes
- Replacing lawn sod
- Install or add to an irrigation system
- Replace or repair previously approved ARB lawn edging and border
- Removal of a tree 4” in diameter or less according to state and local restrictions
- Installation of gutters and downspouts*

*An application must be submitted if the downspouts are connected to underground collection boxes to insure that water does not flow onto adjoining property

MODIFICATIONS THAT REQUIRE APPROVAL

All other issues such as, but not limited to the following, require review by the ARB of Litchfield Plantation.

1. New Construction, including landscaping
2. Major Change or Modification
3. Minor Change or Modification, including color schemes of structure, driveway, walkway and/or parking areas
4. Landscaping

The owner of a parcel whereupon a new home is to be constructed, new landscaping is to be done or where there is any major change or addition to an existing home or existing landscape must certify to the ARB in writing that there is adequate drainage of parcel with no impact on any other private or common property.

MINOR CHANGE AND MODIFICATIONS

“Minor Change and Modification” is defined as additions, alterations or renovations that change or alter the exterior color, materials, or design previously approved by the ARB. In general, Minor Change and Modifications also include additions less than 500 SF that do not require a new foundation and/or new roof, such as infilling an existing porch. The ARB can permit the submittal of more or less information than outlined below as may be necessary for the review. Generally the following will need to be submitted for Review:

1. If the proposal calls for new vertical construction a current Site Plan showing the location of the existing structure with the proposed new work clearly indicated, locations of outside corners dimensioned from the property lines, required setback lines shown, and tree removals indicated.
2. Photographs of the existing structure showing the areas of the new work.
3. Indicate direction(s) of the photograph(s) on the Site Plan.
4. Floor Plan(s) and elevation at scale $\frac{1}{4}'' = 1'-0''$.
5. Details necessary to define the extent and intent of the proposed work.
6. All new work shall be clearly delineated.
7. Indicate any dismantlement (demolition) work required.
8. For any project that requires a Georgetown County Building Permit, a copy of that Permit and all changes to the plans must be filed with the ARB prior to the issuance of the Litchfield Plantation Building Permit.
9. When additions require the removal of existing landscaping, a new landscaping plan must be submitted which indicates proposed new or relocated plantings in the area of the new work.

MAJOR CHANGE OR MODIFICATION AND NEW CONSTRUCTION

“Major Change and Modification” is defined as large additions, alterations or renovations that change or alter the exterior color, materials, or design previously approved by the ARB. In general, Major Change and Modifications are considered as any construction of new space or additions to an existing home and of more than 500 SF that that require a new foundation and/or new roof.

The following documents will constitute the initial application when accompanied by a fully completed application forms, samples and related fees. The ARB will not schedule a meeting if the documentation is incomplete. A title sheet may be added. Perspective drawings are optional. CAD drawings that do not accurately represent the details and dimensions will slow the review process. All drawings submitted shall appear to be original prints. “Muddy” or difficult read drawings will slow down the review process. The ARB will not review poorly drawn, drafted or printed plans.

REQUIRED DRAWINGS

The following drawings and those set out in the following Subsections of this Section are required for **ARB Design Review and Community Impact Review:**

1. A completed, signed and dated Application accompanied by the appropriate design review fee. By signing the Application for Review, the Architect certifies and the Owner acknowledges that the proposal is in compliance with all requirements of the ARB Review Procedures and with all applicable statutes, covenants and restrictions.
 - a. The owner, architect, surveyor and engineer are urged to review the title insurance policy/commitment and/or attorney’s opinion of title to assure that all applicable restrictions and conditions provided by deeds and plats have been considered in the design process and are shown on each site plan submitted for Review.
2. Copies of the applicable Indenture Deed, recorded plat and deed restrictions.
3. A site analysis describing the design principles and explaining how the house will fit contextually onto the site and any required photographs.
4. One full size set of ¼” scale floor plans and elevations, all relevant typical wall sections and 2 building sections at a minimum of ½” scale, signed or sealed by the Architect, shall be provided to the ARB for Final Review, together with three (3) sets of 11"x17" scalable drawings. When Final Review Approval is granted, the ARB will copy and so stamp the approved full size sets to be submitted to the County for permitting and as may otherwise be necessary.
5. Proposed Drainage Plan (some homes may require a Grading Plan)
6. Conceptual Landscape Plan with final review package with more detailed drawings within **90 DAYS** from start of construction or at dry-in phase, whichever comes last.

Existing Tree and Topographic Survey

A Tree and Topographic Survey prepared as a separate document and stamped or signed by a registered land surveyor or registered engineer, at a minimum scale of 1" = 20'0" showing all existing site features including

topography, the location, diameter at breast height above the ground or approximately 4.5 feet (DBH), of all hardwood and pine trees that are “protected”. Protected trees are defined as being hardwood and pine trees measuring 8" or greater DBH, including Significant Trees (16" or greater DBH) and Landmark Trees (24" or greater DBH), and all groupings of smaller trees and shrubs with an aggregate spread of ten (10') feet or more in diameter (“canopy”) and any other pronounced site features. The Tree and Topographical Survey shall identify by marking with an “X” each protected tree proposed to be removed and the reason for removal.

Site Plan

A Site Plan, prepared as a separate document and stamped or signed by a registered land surveyor, registered engineer or architect, at a minimum scale of 1" = 20'-0" showing: property address, owners name, north arrow, property lines with measurements, any easements, utilities, OCRM line and average high water mark line, if applicable; dimensioned required setback lines and easements as shown on applicable recorded plats or required by the indenture deed, covenants and restrictions of record; any requirements of Georgetown County; and showing as a minimum the following elevations lot corner grade elevations, edge of road grade elevations, spot grade elevations at the center of the lot and midway along each property line, culvert invert elevations and the finished floor elevation of both the house, the garage and all horizontal construction. All trees intended to be removed shall be indicated by an “X”.

1. **Setbacks** from the property line are as follows:

- Front Yard: 25 feet *
- Side Yard: 10 feet
- Rear Yard: 20 feet

* 25 feet is a minimum and may vary with each individual lot based on surrounding homes, setback, size of lot, size of home, and topography. The ARB also requires off street parking for a minimum of two vehicles. When considering the driveway side of the Site Plan, this should be reviewed to ensure adequate depth. ***Please note the street/curb may not represent the front lot line, so please review your surveyed property lines too accurately place your home on the lot.***

2. **Ponds.** Home sites bordering on storm water ponds should adhere to a minimum undisturbed buffer of 25'. Any additional work should be represented in the grading and Landscape Plans and will be subject to review on an individual basis.
3. **Wetlands.** Clear cutting wetland and wetland forest is expressly prohibited and may result in Natural Resource Agency fines and/or restoration requirements. The same caution applies to home sites adjacent to any and all inland water bodies that are associated tidal wetland forest and those identified as conservation areas.
4. **Sloped Sites.** Some home sites may have a substantial change in topography from street edge to the rear lot line. These home sites should use this topography to advantage. Some topography may require special attention to control storm water run-off. The design should not change the existing, natural drainage patterns of the site. Measures to control run-off during construction are required and should be represented on the Site Plan.

5. **Drainage.** Owners with new construction and landscaping or any owner with major changes in their landscaping must insure that there is adequate drainage and that it will have no impact on any other adjacent private or common property. Once again, the design should conform to the existing, natural drainage patterns of the site. The ARB may require a drainage plan from a professional engineer if deemed necessary.
6. The following MAY be required by elements of the design, terrain of the lot, drainage needs or other conditions:
 - In the event setback lines, easements or other conditions shown on the applicable recorded plats or required by the indenture deed, covenants and restrictions of record are not shown or stated to have the same dimensions or purposes in all plats or documents, the Site Plan shall show any and all requirements and note the difference on the Site Plan. The ARB shall resolve the conflict in the data shown.
 - Spot grades/elevations on a 25' grid of both the existing and the proposed new finished grades.
 - Direction of drainage with spot finished grade elevations.
 - A footprint of all new proposed construction, including hardscape, located by dimensions from the property lines. Edge of the roof overhang shown as a solid line and the walls below as broken lines.
 - Bulkheads – The proposed location of the bulkheads shall be clearly shown and follow the property line.
 - All proposed recreational equipment indicated.
 - Materials for hardscape, *i.e.*, the driveway, walks, patios, decks and pooldecks indicated.
 - Approximate locations of all adjacent existing conditions including roads leisure paths, open space, easements, lagoons, swales, ditches, bulkheads, retaining walls, designated wetlands, and open water.
 - Locations of all adjacent existing structures and homes including all information relevant to evaluating line(s) of sight interference.
 - Base Flood Elevation, flood zone elevation, and the Roof Plan may be shown on the Site Plan

Drainage Plan

A Drainage Plan may be submitted as an overlay of the Site Plan or shall be prepared and signed or sealed by a SC licensed professional architect, landscape architect, or registered engineer shall be submitted at a minimum scale of 1" = 20'0" showing property lines with measurements, OCRM line and average high water mark line, if applicable, dimensioned required setback lines and easements as shown on applicable recorded plats or required by covenants or restrictions of record and, in either case, shall clearly indicate:

1. Drainage (runoff) is directed away from adjoining lots and to natural drainage areas or storm drainage facilities, ditches, ponds and/or dedicated points of outfall all as recommended by the Litchfield Plantation Grounds Maintenance Manager.
2. House and garage finished floor elevations,

3. Spot finished grades/elevations on the minimum or other grid as approved for the Site Plan under 3.2.3.2.2 (1) or (2) and to include swales, berms, and ditches with direction arrows of drainage flow.
4. Spot elevations at the edges of all paving, and any other control features that are applicable.

Landscape Plan

Landscape Plans may be submitted as an overlay of the Site Plan and should contain all information need to inform a complete drawing:

1. Hardscape

The Landscape Plan for hardscape must be submitted at a minimum scale of 1" = 20'-0" as part of the initial submittal for Final Review and shall clearly indicate the following:

- a. Must agree with Drainage Plan drainage flow and finished grade contours.
- b. All hardscapes (drives, parking, pavers, patios, decks, etc.) should be located, dimensioned, and have critical point spot elevations that agree with the overall drainage patterns, finished grade contours, and the FFE of the ground floor.
 - a. All are considered concrete unless otherwise specified. Any finish to the concrete needs to be detailed. Pictures and/or samples may be required.
- c. Driveways should be flared at the street junction. Some form of embellishment needs to be included at the apron of the drive, commonly brick banding or pattern.
- d. Location and specifications need to be provided for the HVAC equipment and trash enclosures.
- e. Irrigation pumps and equipment needs to be screened with hardscape or plantings.
- f. All proposed recreational equipment.
- g. Specifications and pictures may be required for any decorative features (foundations, water features, etc.).

2. Softscape (Planting and Natural Areas)

The Conceptual Landscape Plan for softscape must be submitted at a minimum scale of 1" = 20'0" as part of the Final Review. Detailed Landscape Plans may be submitted when the main structure is under roof or 90 days whichever comes last. Substantial completion and a final Inspection are required before occupancy.

The Softscape Plans should clearly indicate the following:

- a) Landscape Plan should be consistent and compliment the Hardscape layout.
- b) Drainage Plan, drainage flow and proposed finished grade contours.
- c) Berms, swales, and other drainage control features with spot elevations.
- d) Location of all trees, shrubs, lawn, ground cover and other landscape features.
- e) Plant list with all proposed species, sizes, and quantities.
- f) Sod is required to extend from the front lot line and between both side lot lines to the edge of the road

paving. Specify type of lawn sod.

g) Design and location of any ponds to be installed. Specifications of materials, depth, etc. will be required.

Floor Plans

Floor plans at Scale: 1/4" = 1'-0" fully and accurately dimensioned should show all exterior features pertinent to a complete architectural plan being all features including stairs, patios, decks, porches, entry deck, landings, planters, walls, doors, windows, dashed "broken" lines of roof overhangs, location(s) of access stairs, skylights, and exterior ceiling (porch) configurations. Floor plans shall provide the square foot area of heated and cooled space on each plan level. The ground floor plans should have an accurate FFE at the time of submission. Any changes to this Finished Floor Elevation will require an additional ARB review before proceeding.

Roof Plan

A complete roof plan must be submitted showing all roof slopes. This may be shown on the Site Plan or may be a separate sheet as part of the Site Plan.

Electrical Plan (minimum shown on elevation)

Where applicable and unless otherwise shown, the following details should be provided at a scale

1/4" = 1'-0": All exterior lighting and electrical outlets indicated including wall and post-mounted units and landscape lighting circuits.

Elevation Drawings

Exterior elevations at Scale: 1/4" = 1'-0": Where applicable and unless otherwise shown, the following details for elevation drawings should be provided at a scale of 1/4" = 1'-0":

1. All major facades and all other facades not otherwise visible.
2. Vertical story heights, floor elevations, maximum roof height from finished grade and existing grades and new finished grades shown.
3. Maximum finish grade is 12" above street grade at edge of pavement, measured at regular intervals.

Building/Wall Sections

All Sections should be fully notated and dimensioned for all components. Sections are usually from the bottom of the footing to the roof rafters including the cornice overhang.

1. Two bisecting building sections. Building sections at minimum scale of 1/4" = 1'-0" with details necessary to completely define the design and construction of the structure.
2. Wall sections of the main house, garage, and any other wall elements. Wall sections at minimum scale of 3/4" = 1'-0" with details necessary to completely define the design and construction of the structure.

Details

Where applicable and unless otherwise shown by appropriate labels on the elevations or by schedule, the following details should be provided:

1. Foundation Walls and Piers for elevated house (as in flood areas) shown by ground level plan with appropriate details.
2. Cornice and Gable Rakes: Overhang Dimensions, Materials and Dimensions
3. Chimney termination: Dimensions and Material
4. Corner trim: Dimensions and Material(s)
5. Door and Window trim including head, jamb, and sill: Dimensions and Material(s)
6. Porch and Deck Framing including posts, columns, railings and stairs
7. Entry and other exterior stairs
8. Columns and Pilasters
9. Lattice detail: Dimensions and Spacing (3/4"x3/4" minimum)
10. Louver detail
11. Banding and Frieze details
12. Fence detail
13. Bulkhead wall detail, if applicable.

Color and Material Samples

1. Color samples shall be submitted of all exterior finishes of the residence including but not limited to shingle, siding, exterior trim, stucco, exterior doors, exterior accents (brick, mortar, tile) and shutters.
 - a. One 6" sample of siding.
 - b. One 6" sample of exterior trim.
 - c. Shingle sample.
 - d. A 12" x 12" sample of stucco, if applicable.
 - e. All exterior door colors.
 - f. Exterior Accents samples (brick mortar color, tile, etc.).
 - g. Shutter Color
2. Alternatively, finish color samples may be initially submitted by "color family" charts and/or by color chips submitted on 8.5"x11" document or board.
3. Samples of each actual proposed color shall be submitted prior to use on site.
4. The ARB can require larger samples of paint colors to be applied to the surfaces on site for a more graphic representation of the proposed color plan. The architect or owner may request the ARB to so permit larger samples to be applied on site.
5. Samples shall be submitted of the actual materials including masonry products.

Swimming Pool Submittal Requirements

A Site Plan, prepared and stamped or signed by a registered land surveyor, registered engineer or architect, at a minimum scale of 1" = 20'0" for a swimming pool must be submitted and, when the swimming pool is being constructed while construction of the residence is under Review, shall be submitted as part of the Final Review plans, may be submitted as an overlay of the Site Plan or Hardscape Plan and shall include the following: (Also refer to Part 4 for Design Guidelines)

10. The relation of the pool and pool deck to the property lines, building setback lines, and house.

Show existing and new finish grade contours, drainage flow, and tree removals and, if applicable, any landscape changes and additions.

11. Pool and pool deck dimensions
12. The pool must not encroach over building setbacks, easements or similar conditions
13. Elevation (AMSL) of pool deck and finish floor elevation of house
14. Location(s) of stairs or steps from house to pool deck
15. Location of all pool equipment
16. Indicate depth by note or by structural section
17. Location of all other features: spa, waterfall, etc.
18. Diving boards and slides are prohibited
19. Indicate route of maintenance equipment access to pool
20. Describe disposal of excavated earth
21. Pools include swimming pools and lap pools
22. The outer edges of any pool deck shall be no closer than ten feet (10') to a property line.
23. The location of pool equipment shall be shown within a service yard or enclosure. Pool backwash water shall not drain into a marsh, lagoon, or the Litchfield Plantation drainage system. Backwash must be disposed of on-site according to DHEC (Department of Health and Environmental Control) regulations.

Bulkheads, Seawalls and Docks

1. Any modifications to existing Bulkheads, Seawalls or Docks require ARB approval.
2. Design drawings showing an elevation as viewed from the exposed (water) side and a detailed section showing the assembly of the bulkhead.
3. Site plan location drawing, which may be submitted as an overlay of the Site Plan or of a site plan accurately depicting the current conditions.
4. A current tree and topographic survey for the affected area, which may be submitted as an overlay

RE-SUBMITTAL AND DESIGN CONFERENCES

It is recommended that the property owner, architect, or general contractor meet with the ARB Administrator and the ARB Chair to review the ARB's comments and suggestions prior to resubmitting any plan not approved for Final Review.

After a project has been submitted for Final Review a second time and still has not received approval, the owner and/or the owner's representative (Architect) is required to make arrangements for a design review conference with assigned representatives of the ARB for the purpose of clarification of all ARB requirements.

TIME LIMITS FOR APPLICATION AND CONSTRUCTION OF MINOR AND MAJOR CHANGE OR MODIFICATIONS AND NEW CONSTRUCTION

Property owners may submit plans for new homes to the ARB no more than six (6) months before the anticipated start date of construction. Upon approval of said plans by the ARB and the Board of Governors (BOARD), property owners have up to one (1) full year from the start of the construction process beginning with the lot clearing. If the home is not completed within one year, construction, landscape, and builder's deposits are subject to forfeiture.

TREE POLICY AND REMOVAL PROCEDURE

The Litchfield Plantation community is distinctive for its larger lots, more significant homes and abundance of mature trees. One of the basic premises of Litchfield Plantation when it was established was to maintain and protect these mature trees. **Homeowners must have the approval of Litchfield Plantation ARB prior to the removal of any and all trees proposed to be removed or altered.**

It is recommended owners seek a written professional opinion from a certified arborist to support their request as the ARB may require such information prior to making a decision.

- Absent an emergency as detailed below, owners wishing to remove a tree because of a safety issue may make application for same to the ARB. These requests will require a written professional opinion from a certified arborist.
- Owners may apply to the ARB for the removal of a tree in order to promote the growth of a more valuable existing tree. Such removal shall not include promoting the growth of any trees, landscaping or grass planted during or subsequent to the construction phase. These requests will require a written professional opinion from a certified arborist.

Lot Clearing.

- Upon submittal of documents to the ARB and prior to starting any work on the site, the homeowner is required to:
 - Stake out all corners of the home
 - Mark all trees that are proposed to be removed or modified, both physically and on the Site Plan.
 - Request a time for a site visit with appropriate ARB representatives, the builder and the homeowner to review the placement of the home on the lot.
 - Before the start of any clearing on the home site, ARB approval must be granted based on an official boundary and topographical survey, a tree survey locating all hardwood trees over 4 inches (at four feet from grade) in diameter and all pine trees over 10 inches in diameter (at four feet from grade) and completion of the initial site visit. Only after receiving a notice to proceed from the ARB may any clearing of the lot begin.
 - Clearing of trees identified above will be limited to the house foundation (plus 12 feet), driveway and hardscape areas and utility corridor. Damaged or undesirable trees are also subject to ARB approval.
 - NO WORK MAY BE STARTED WITHOUT COMMUNITY IMPACT REVIEW APPROVAL BY THE ARB. This is usually provided by email after the onsite ARB inspection of the lot and home placement. The ARB may permit the home site to be bush hogged before surveying if the mowing will not damage the site and will provide a better access for the survey process. No trees 3" diameter and larger may be removed during brush hogging.
 - A cut and fill plan may be required on some home sites at the ARB's discretion.

Georgetown County

All owners with property in Georgetown County must also be aware of the County Zoning Ordinances,

Section XIII Tree Regulations and Appendix A. These documents detail the county requirements for tree protection and specific requirements for county approval for removal of certain species and size of trees. They are available online at

<http://www.georgetowncountysc.org/zoning/ordinances.html>.

Permission by the ARB for tree removal does not negate or supersede any of the county requirements. The owner is responsible for compliance and coordination with the county.

Certified Arborist

Owners who wish to secure a professional opinion on a tree issue may have a professional arborist evaluate the tree or trees in question and provide a written report to the ARB. The owner is free to choose any arborist to evaluate their trees, but more weight will be given to an opinion from a professional arborist who is certified by the International Society of Arboriculture (ISA). A list of all certified arborist's may be obtained on the following web site:

<http://www.isa-arbor.com/findArborist/findarborist.aspx>

All costs and fees associated with the use of a certified arborist are the sole responsibility of the owner making the request. A written copy of the report is required for record keeping purposes and to ensure the information is properly conveyed and understood. The ARB will receive a copy of the arborist's report and will forward it along with their recommendation to the BOARD for consideration.

Emergencies

In an emergency situation such as, but not limited to, high winds, ice storms or hurricanes, where a tree has fallen, split or poses an imminent danger to the owner's property or to the physical safety of the owner or others; the owner may take immediate action to minimize the danger. As soon as possible thereafter, the owner is to contact the ARB and explain the emergency and request approval for further action. If the situation does not pose an imminent danger the standard procedures should be followed. The ARB will make every effort to expedite any required decisions.

Construction

In the construction process, owners are required to obtain a professional tree survey to identify all hardwoods over four (4) inches in diameter and all pine trees over ten (10) inches in diameter with all measurements taken at four (4) feet above grade. Trees so identified in this survey may only be removed with the permission of the ARB excepting that the removal of trees located within the area designated on the site plan as the location of a home and hardscape is permitted during the clearing phase of the construction process.

- In general, the ARB will approve the removal of any trees within twelve (12) feet of the perimeter of the house or within six (6) feet of the location of the hardscape. Any pine trees less than ten (10) inches in diameter or hardwoods less than four (4) inches in diameter may be removed from any location on the lot. Trees larger than these beyond this line may be removed but require specific approval by the ARB, such

approval to be based on the reasons provided, the density of trees on the lot and the overall resulting appearance of the lot. Removal of trees beyond the line may result in the requirement for a replacement tree to be planted by the builder/owner.

- Certain specimen trees may require some compromise in the design and location of the house or hardscape to preserve these designated trees.
- In densely treed areas, thinning of trees may be permitted with the emphasis on saving the better quality and larger trees.
- Trees will not be permitted to be removed based solely on the concerns of potential damage from the tree falling. Safety issues may be addressed and require expert evaluation by a certified arborist (see “CERTIFIED ARBORIST” section below). These requests will be processed through the ARB, but will require a final decision by the BOARD.
- Unauthorized removal of trees may result in penalties, including fines, resulting in retention of some portion of the construction or landscape deposit. Damage to trees or unauthorized removal of trees by the contractor may likewise result in fines and retention of some portion of the builder’s deposit.
- The implementation of the above tree removal criteria may create a situation where no trees are present in the front of the proposed house. In order to maintain the desired appearance of Litchfield Plantation, the ARB may require two (2) trees of four (4) inch diameter at a point four (4) feet above grade to be incorporated into the Landscape Plan.

Post Construction

Owners of completed homes may not remove any trees four (4) inches or larger in diameter at four (4) feet above grade without permission of the ARB. Owners that are given permission to remove a tree from the front of their home for any of the below reasons may be required to plant a replacement tree if the removal adversely affects the appearance of their landscape.

- Owners may request removal of trees within twelve (12) feet of the perimeter of the house or within six (6) feet of the location of the hardscape if these trees had not been removed during the construction phase. This will require ARB approval, but will be allowed in most cases. The exception may be a specimen tree as described in the construction section above.
- Owners may request removal of trees that are dead, diseased or damaged. The ARB will evaluate the trees on a site visit and, if in agreement with the owner, authorize their removal.

Unauthorized Tree Removal Penalty

Removing a tree or trees without permission from the ARB creates a situation that cannot easily be restored and removal of a tree in violation of the above rules will have consequences. The Property Manager will investigate any violations and provide a report to the BOARD. The BOARD, based on the situation and

circumstances, may levy a significant fine of no less than \$250.00 and may additionally require the owner in violation to plant a replacement tree or trees of a specific species and size as determined by the BOARD.

**Approved and adopted by the Board of Governors May 15, 2017.*

VARIANCES

The ARB has the authority and may occasionally grant variances from the requirements of these Design Guidelines subject to the approval of the BOARD. A Variance Request form must be completed by the applicant and submitted with a narrative that must establish substantial justification of the request by the following requirements. Drawings and exhibits may supplement the submission.

The applicant must state and prove that:

1. A unique hardship described by the applicant exists preventing the design or construction of a residence and/or other improvement(s) on the subject property;
2. Extraordinary and exceptional conditions described by the applicant exist preventing the design or construction of a residence and/or other improvement(s) on the subject property;
3. Such hardship and conditions are peculiar to the particular piece of property; and the requested relief, if granted
 - a. would not cause substantial detriment to the Litchfield Plantation community nor to owners of adjoining property
 - b. would not impair the intent of the ARB Rules, and
 - c. shall not constitute a precedent.

The ARB Administrator shall notify in writing all owners of property adjoining the subject property owned by the applicant and all owners of property located within 200 feet of a boundary line of the subject property owned by the applicant. The notice shall include a copy of the Variance Request Submission that shall briefly describe the variance requested and shall give each owner 10 business days' notice to respond in writing as being in favor of or opposed to the variance requested. The ARB shall consider each written response, but shall evaluate the appropriateness of the request based primarily upon the proof offered by the applicant to the issues required above.

The ARB must find in favor of the applicant on each of the above requirements and that, in its opinion, such findings constitute a valid justification for granting the variance requested. The ARB Administrator cannot grant a variance.

The ARB cannot grant variance to a provision of any conditions such as applicable restrictive covenants and conditions, setbacks and easements established by an instrument recorded in the office of the Georgetown Register of Deeds including the indenture deed, covenants, by-laws, restrictions and plats and are not subject to variance request. The ARB can grant a variance to a provision of the Design Guidelines set out in Section II, but shall notify the BOARD in writing of its findings and, the Board shall vote on the variance request the granting of any such variance.

No variance can be granted which does not comply with codes, ordinances, rules or regulations of any governing authority. If, during a design review, the ARB discovers a variance that has not been requested, the submittal must be resubmitted or disapproved as the ARB shall determine. A fine may be issued.

APPEALS PROCESS

In the event a property owner disputes a decision of the ARB, the following appeals shall be followed. Violations of this ARB document normally can be appealed through this process. Violations of the Covenants and Restrictions will not be permitted, must be corrected immediately, and are not subject to the appeals process.

1. Appeals to the ARB

In the event of any dispute regarding an ARB decision, variance request denial, mandate or enforcement fee levy, the disputing party may appeal such decision, mandate or levy by first requesting in writing that the decision, mandate or levy be reconsidered by the Architectural Review Board. The request must be made no later than ten (10) days after receipt of any sanction or decision and must be addressed to the Administrator of the ARB. It should state in brief and concise terms the grounds for the appeal. The ARB will consider the appeal within thirty (30) days of receipt by the Administrator. In conjunction with the request, the disputing party may also request an opportunity to address the ARB. In the event that the disputing party requests an oral presentation to the ARB, he shall be advised of the date, time and place of the ARB meeting at which the request is to be reconsidered. The ARB must notify the disputing party of its decision in writing within forty-five (45) days of the Chairman's receipt of the appeal.

2. Grievance Request

Should a disputing party seek to appeal a reconsidered decision, mandate or levy of the ARB, they shall, within thirty (30) days of the issuance of the ARB decision, request review by the Grievance Committee of the Board of Governors, or its designee. Such appeals shall be in writing and addressed to the General Manager of the Litchfield Plantation Association, and shall state in brief and concise terms the grounds for the appeal. The General Manager will decide if this appeal meets the requirements for an ARB grievance. The applicant will be notified of this decision within thirty (30) days of receipt of the request. If the appeal is accepted, a hearing will be scheduled with the Grievance Committee within forty-five (45) days. All interested parties will be notified of the date, time, and place of the hearing. Oral presentations will be permitted, if requested. The Board will render a final decision. No further appeal shall be provided and the appeal decision shall remain in effect until such time as changed, modified or vacated by the Board of Governors.

The Plans also must be accompanied by a completed initial application with appropriate fees. Escrow payments must accompany the application for final review. The Plans should contain the name of the property owner and the Litchfield Plantation phase and lot number.

The site plan and the survey information should be at a readable scale and legibly noted. The site plan and subsequent drawings should depict the boundary, north arrow, setbacks, and any easements or buffers of record. The major tree survey information may be shown on the conceptual Landscape Plan and the site plan. The site plan should depict the location of the home, driveway and utility corridor where the water, sewer and electrical services will be located. The house should be placed in relationship to the major trees, topography and other houses to permit a spacious front yard. Houses should be placed in a manner that provide for privacy for the home and its neighbors. The ARB will look for the reasonable preservation of existing vegetation. The site plan should be at a scale of not less than 1 inch equals 20 feet.

The house plans should be presented for review at a minimum scale of $\frac{1}{4}$ inch equals 1 foot. The plans should clearly indicate the materials to be installed on all surfaces. Colors should be indicated on the application and the plans to avoid confusion. Details (surrounds, headers, sills, foundations, comers, eaves, rakes, rails, steps, balusters, pickets and similar exterior details) should be consistently detailed on all elevations.

SECTION IV:
CONSTRUCTION RULES AND SITE ETIQUETTE

GENERAL CONTRACTOR AND CONSTRUCTION SITE RULES

Please remember that contractors, sub-contractors, and suppliers are guests of the Litchfield Plantation Property Owners Association. We ask that you conduct yourself with good manners. The following requirements and rules must be followed when working on the Litchfield Plantation property. Failure to comply with the rules will result in fines and possible work stoppage.

Work Hours

- Construction work hours are Monday through Friday 7AM to 6:30PM, Saturday 9AM to 5PM. No work is permitted on Sunday.
- Work hour restrictions do not apply to emergency situations. Emergency repair of plumbing, electrical or similar issues that creates a hazard can be done as required. A member of the BOARD or the ARB is to be advised as soon as practicable in the case of such emergency work.
- All owners and contractors are required to abide by any additional rules set forth in the LPA Regime documents.

Litchfield Plantation Work Hours:

Monday through Friday - 7AM to 6:00PM

Saturday - 9AM to 5PM

Sunday - No work permitted

Holidays – Work restrictions may apply to Holidays

Required Signs

- The property owner will purchase a construction site sign as required by the ARB guidelines.
- Every general contractor on any job site in Litchfield Plantation shall be required to provide a prominently posted sign, measuring 24" x 24" with red lettering on a white background, printed in both English and Spanish, and to read as follows:
- The job site is to be cleaned of loose trash each day before leaving. All trash is to be placed in the dumpster.
- No other contractor or subcontractor signs are permitted on the property without specific approval of the ARB. A "For Sale" sign may be approved by the ARB.
- Permits must be displayed as the code requires. A copy of the plans will be maintained in the permit box at all times during construction.
- All signs must be removed when the final ARB inspection is completed or a Certificate of Occupancy for the home is issued, and before any deposits are returned.

Access

1. Construction personnel are allowed only on the property where they are currently working.
2. All other lots are private property and may not be accessed without express written permission of the lot owner. A copy of that permission must be provided to the ARB prior to accessing the property.
3. Use of any of the facilities of the community, including the clubhouse, lakes, pool, and/or wildlife areas is not allowed.

4. A special code for the entry gate will be given to all contractors. The code should be requested from the **Property Manager at First Service Residential**. That code will only open the gate between 7 AM and 7 PM, Monday through Friday; Saturday 9 AM and 5 PM. For the security of everyone, it is very important that owners do NOT share their personal gate code with anyone. In case of off-hours emergencies, owners should have the contractors contact them through the call box and buzz them through the gates.

Cleanliness and trash

1. The construction site and adjacent roadway must be kept clear of trash and nails at all times.
2. Dumpsters are always mandatory on site during the construction process. The construction debris dumpster and job site toilet shall be located in the cleared driveway unless otherwise agreed to as designated areas on the Site Plan.
3. Loose trash that may be scattered by wind must be contained.
4. Construction site must be cleared of construction debris before the crew leaves each day.
5. No burning of trash on the property is allowed.

Vehicles and Parking

1. The speed limit inside the community is 25 MPH. Please inform all subcontractors and suppliers of this speed limit
2. Parking must be contained on the construction site or the adjacent street. Normal vehicle and pedestrian traffic must be able to safely use the street. This will require parking on one side of the street only. If that is impossible, please contact the ARB for a designated parking location. No parking is permitted on other owner's lots or common property without prior approval. Vehicles are not permitted over the curbing on any location other than the lot they are working on.
3. Under no circumstances should parked vehicles interfere with mail delivery.
4. Streets and common property are not to be used for storage of materials.
5. No parking or driving on pedestrian or golf cart paths. Walking, bike and golf cart paths must be kept clear, clean and unobstructed at all times.

Portable toilets - 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. The door on the toilet must face away from the street.

Noise - Radio noise must be kept to a minimum.

Wildlife - Do not feed or molest alligators - maximum fine is \$200.00. If you have a nuisance alligator at your job site, please contact the Property Manager immediately who will contact the Wildlife Department.

Hurricane Preparation following warning

1. Remove dumpsters from work site.
2. Remove portable toilets from work site.
3. Secure all materials and equipment which cannot be removed from the work site.
4. Be prepared to leave when evacuation orders are given.

After storm clean up

1. 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.

2. After an evacuation, you must contact the Property Manager for an emergency pass to enter the property.

Curbing - The concrete curbing is the responsibility of the owner and builder. The curbing will be inspected and photographed if necessary at the beginning of the construction process. At the end of construction, it should be in the same condition as it was at the start of construction. Damaged curbing must be replaced, not repaired.

Pre-Construction Lot Preparation and Approval

Before clearing a property, a representative from the ARB must visit the site and confirm the property is properly identified and trees tagged for removal. Before clearing, you must receive written authorization from the ARB.

To prepare the lot for the pre-clearing site inspection:

- Stake front and back corners of lot; pull string down both side property lines.
- Stake corners of house and pull string around perimeter.
- Stake and to mark any wetlands, setbacks and buffers.
- Identify trees to remove (4" diameter and larger) with colored surveyor's tape.
- Remove any other surveyor's tape on trees.

Contact the ARB for inspection and approval of lot preparation.

Note: The tree canopy, including pine trees, is considered an important community asset. Therefore, tree removal is to be minimized. ***Clearing major trees shall be limited to within 12 feet of the house foundation and in the location of any hardscape. Any additional tree removal must be marked and will require approval by the ARB.***

After clearing is completed and before beginning construction activities, the ARB must visit the site and confirm accurate tree removal, location of the house and associated setbacks and complete preparation for construction. Before starting construction, you must receive written authorization from the ARB.

To prepare the lot for the pre-construction site inspection:

- Stake front and back corners of lot; pull string down both side property lines.
- Stake the house for foundation location and pull string around perimeter.
- Stake and pull string to mark any wetlands or buffers.
- Two foot silt fencing should be installed and maintained to protect any wetlands, streams, ponds, or storm water drainage, roadways and to protect other lots from blowing debris.
- A gravel access driveway no less than 12 feet in length must be installed. This will provide contractors a designated access to the property and help keep the roads clean during construction. If two entrances are used, both must be graveled.

- Place portable toilet and screen with lattice. Door must face away from street.
- Place dumpster on lot.
- Place builder's hours sign and permit box.
- Hook up electrical and water.

Contact the ARB for inspection and approval of lot preparation.

SECTION V:
FEES AND FORMS

FEE AND DEPOSIT SCHEDULE

Type of Review	ARB Review Fee	Community Impact Fee	Construction (Owner) Deposit	Landscape (Owner) Deposit	Builder Deposit	Construction Site Sign Fee
New Home	\$750.00*	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$250.00
Multi-Family	\$1,500.00*	\$1,250.00 per unit	\$1,250.00 per unit	\$1,250.00 per unit	\$1,250.00 per unit	\$250.00
Major Change or Modification	\$500.00*	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$250.00
Minor Change or Modification	\$250.00*	\$250.00	\$250.00	\$250.00	\$250.00	N/A
Improvements	N/A	N/A	N/A	N/A	N/A	N/A

All site signs must be approved by the ARB before installation.

Failure to secure approval and or starting work prior to receiving the notice to proceed from the ARB can carry additional fines. These incidents will be considered by our Board of Governors to determine appropriate fine amounts and/or possible reparation requirements.

All fees and submissions are to be received by the ARB at the time agreed upon. Please make checks payable to the Litchfield Plantation Property Owners Association.

* Should actual review costs by the architect or other professions exceed \$750.00, the owner will be billed additional costs on an hourly basis at the rate of \$150.00/hourly.

DEPOSITS

Homeowner Construction and Landscape Deposit Requirements

The BOARD of the Litchfield Plantation Property Owners Association requires a two thousand dollar (\$2,000) construction deposit plus a two thousand dollar (\$2,000) landscape deposit from the homeowner. The homeowner will be refunded these deposits once the work has been completed, inspected, and approved by the Litchfield Plantation ARB and BOARD. **Only the homeowner, not the builder may make these deposits.** Construction and landscaping can be inspected, approved, and refunded independently.

Builder/General Contractor Deposit Requirements

The BOARD of the Litchfield Plantation Property Owners Association requires a deposit of one thousand dollars (\$2,000) to be posted by any person or company or other entity employed by a property owner to construct a new home on any lot in the community.

This deposit requirement shall not include any property owners who act as their own general contractor. This exclusion shall not apply to the requirement of property-owner deposits referred to in these guidelines.

If fines are levied against the general contractor for any violation(s) concerning the construction on and/or landscaping of any lot, they shall be deducted from this deposit. If, as a result of such deductions, said deposit is reduced to zero, construction on the site and/or landscaping of the site shall immediately cease until another builder deposit of one thousand dollars (\$2,000.00) is posted to the BOARD by the general contractor.

It shall be the ultimate responsibility of the property owner to ensure that any general contractor hired to provide services on any site shall post this deposit. No approval for the construction of any home or for any landscaping shall be granted until such deposit is provided to the BOARD.

The Builder/General Contractor will be refunded the deposit (less any deductions) once both the construction and landscaping is completed, inspected, and approved by the ARB and BOARD.

Preliminary Conceptual Review

Homeowners are encouraged, but not required, to submit or meet in person with the ARB to review any preliminary house plans. The purpose of this review is to:

- Make sure the plan is unique and has not been previously submitted.
- Assist the homeowner in making sure the proposed plan will meet the ARB guidelines, architectural review and BOARD approval.
- Help the homeowner avoid any unnecessary expenses in designing the home.
- Finished house plans or blueprints are not required for this review. However, any sketches, photos, samples of materials, or any other specifications will be helpful.

VIOLATIONS

These Rules apply to all properties not otherwise exempt under provisions of the Declaration of Protective Covenants, Conditions and Restrictions for Litchfield Plantation. The Failure to abide by these Rules as they apply to pre-plan approval phase properties through post construction and occupancy will result in the following actions:

1. First violation – a warning letter requiring the owner to take all necessary corrective action within 30 days of the date of the letter. Failure to fully correct all violations within the 30 day period will result in the issuance of a violation letter that will be treated in the same manner as a second violation with notice and penalties as described in item 2, below.
2. Second violation - \$100 penalty to be deducted from the contractor deposit on file or payment by the property owner to the DCCA. All necessary corrective action must be completed within 30 days, unless additional time is allowed by the DCCA for good cause. Failure to fully correct all violations within the specified period will result in additional \$200 weekly penalties to be deducted from the contractor deposit or paid by the property owner until the violations are fully corrected.
3. Third violation - \$250 penalty to be deducted from the contractor deposit on file or payment by the property owner to the DCCA. All necessary corrective action must be completed within 30 days, unless additional time is allowed by the DCCA for good cause. Failure to fully correct all violations within the specified period will result in additional weekly penalties of \$500 to be deducted from the contractor deposit or paid by the property owner until the violations are fully corrected.
4. Any subsequent violation - \$650 penalty collected in the same manner as second and third violations, except that the violations not corrected within 30 days, or such period allowed by the DCCA, will be subject to additional penalties. For a project in the construction phase of plan approval, a requirement to cease all work immediately until a new \$1,000 deposit is posted by the contractor. For a post –construction property in violation, failure to correct all violations within the specified period will result in additional weekly penalties of \$650 to be paid by the property owner until the violation is corrected.
5. If the BOARD is forced to contract with another firm to have a site cleaned up, the contractor and owner will be responsible for the cost of cleanup.

FORMS

CHICKEN SCRATCH REVIEW CHECKLIST

- Chicken Scratch Review Application
- Appointment of Agent for Property Owner form
- Agent's Contact Information form
- Owner's Contact Information form
- Architect's Contact Information form
- Agreement with Litchfield Plantation Board and ARB Processes, Rules, and Guidelines form
- Three sets of drawings or sketches, 11x17 format preferred
 - Existing Site Survey, including trees, from an engineering firm
 - Building Plans, 1/8" = 1'-0" scale preferred
 - Building Elevations, 1/8" = 1' -0" scale preferred
 - Conceptual Site Plan and/or Landscape Design
- This checklist, completed

CHICKEN SCRATCH REVIEW APPLICATION

Owner(s):

Lot Number and Phase:

TMS #:

Agent's Contact Name:

Agent Email:

Heated Square Footage: _____

Porches and Balconies Square Footage: _____

Unheated Square Footage, i.e. Garage: _____

Total Square Footage: _____

Fees, included with this Application: *Courtesy Review, no fee*

- New Single-Family Construction
- New Multi-Family Construction
- Major Change
- Minor Change

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

ARB Comments:

APPOINTMENT OF AGENT FOR PROPERTY OWNER

Due with the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION."

I, as the owner of this property, hereby appoint:

to represent me in the submission of residential plans and specifications to the BOARD and ARB, and to represent me in discussions and negotiations with the BOARD and ARB on all matters related to the design, material and color selection, construction, landscape design, and other similar matters related to an Approval to Construct. This agent shall retain rights to represent me unless otherwise revoked by written submission to and acknowledged with signature of receipt by the BOARD and ARB via the WITHDRAWAL OF AGENT FOR PROPERTY OWNER form.

Owner(s):

Lot Numbers:

TMS #:

Signatures(s), Dated:

Agent's Contact Name:

Agent Address:

Agent Email and Phone:

Agent Signatures(s), Dated:

AGENT’S CONTACT INFORMATION

Due with the Owner’s first submission to the BOARD and ARB such as the “ARB DESIGN REVIEW APPLICATION” for New Construction of Single Family Home – or unless previously submitted with the courtesy “CHICKEN SCRATCH REVIEW APPLICATION.” Agent is usually the Architect or Builder – refer to “APPOINTMENT OF AGENT FOR PROPERTY OWNER” form.

Agent:

Agent’s Contact Name:

Agent’s Address:

Agent’s Email:

Agent’s Phone:

Agent’s Signature, Dated:

Agent for Property Owner is:

- Self
- Architect
- Contractor
- Other: _____

OWNER'S CONTACT INFORMATION

Due with the Owner's first submission to the BOARD and ARB such as the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – or unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION."

Owner(s):

Lot Number and Phase:

TMS #:

Owner's Contact Address:

Owner's Phone:

Owners' Email:

Owner Signatures(s), Dated:

Agent for Property Owner is:

Self

Architect

Contractor

Other: _____

ARCHITECT'S CONTACT INFORMATION

Due with the Owner's first submission to the BOARD and ARB such as the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – or unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION." Architect is usually the Agent – refer to "APPOINTMENT OF AGENT FOR PROPERTY OWNER" form.

Architect:

Architect's Contact Name:

Architect's Address:

Architect's Email:

Architect's Phone:

Architect's Signatures(s), Dated:

Owner Signatures(s), Dated:

Agent for Property Owner is:

Self

Architect

Contractor

Other: _____

AGREEMENT WITH LITCHFIELD PLANTATION BOARD AND ARB PROCESSES, RULES, GUIDELINES

I certify that the above information has been completed correctly with sincerest honesty and complies with the community guidelines and design standards to the best of my knowledge. I understand that any changes to the design, material and color selection, construction, landscape design, and other similar matters will have to be submitted with either a MAJOR CHANGE APPLICATION or a MINOR CHANGE APPLICATION for review by the BOARD or ARB.

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

Architect's Signature, Dated:

STEP 1: ARB DESIGN REVIEW CHECKLIST

- ARB Design Review Application
- ARB Design Review Fee
- Appointment of Agent for Property Owner form, if not previously submitted
- Agent's Contact Information form, if not previously submitted
- Owner's Contact Information form, if not previously submitted
- Architect's Contact Information form, if not previously submitted
- Agreement with Litchfield Plantation Board and ARB Processes, Rules, and Guidelines form, if not previously submitted
- Post-Approval Changes Agreement
- One set of full scale drawings, Three sets of drawings formatted 11x17
 - Existing Site Survey, including trees, from an engineering firm
 - Site Plan and Drainage Plan
 - Landscape Plan – May be submitted at dry-in phase or within 90 days from the start of construction, which ever occurs last
 - Building Plans, 1/4" = 1'-0" scale preferred
 - Electrical Plan, exterior lighting minimum
 - Building Elevations, 1/4" = 1'-0" scale preferred
 - Building Sections, 1/4" = 1'-0" scale preferred
 - Wall Sections, 3/4" = 1'-0" scale preferred
 - Details
- Color and Material Samples Board
 - Roofing/ Shingle Sample
 - Brick and Mortar Sample
 - Siding Manufacturer and Color Sample
 - Exterior Trim Color
 - Shutter Style and Color
 - Picture/Cut Sheet of Front Door and Finish Color
 - Windows Cut Sheet and Color
 - Picture/Cut Sheet of Garage Door and Finish Color
 - Picture/Cut Sheet of Exterior Lighting
 - Picture/Cut Sheet of Railing and Color
 - Deck/Patio/Terrance Material and Color
 - Pictures/Details of any additional trim or decorative features
- This checklist, completed

STEP 1: ARB DESIGN REVIEW APPLICATION

Owner(s):

Lot Number and Phase:

TMS #:

Agent's Contact Name:

Agent Email:

Heated Square Footage: _____

Porches and Balconies Square Footage: _____

Unheated Square Footage, i.e. Garage: _____

Total Square Footage: _____

Fees, included with this Application:

- New Single-Family Construction, \$750.00
- New Multi-Family Construction, \$1,500.00
- Major Change or Modification, \$500.00
- Minor Change or Modification, \$250.00

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

ARB Comments:

STEP 1: APPOINTMENT OF AGENT FOR PROPERTY OWNER

Due with the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION."

I, as the owner of this property, hereby appoint:

to represent me in the submission of residential plans and specifications to the BOARD and ARB, and to represent me in discussions and negotiations with the BOARD and ARB on all matters related to the design, material and color selection, construction, landscape design, and other similar matters related to an Approval to Construct. This agent shall retain rights to represent me unless otherwise revoked by written submission to and acknowledged with signature of receipt by the BOARD and ARB via the WITHDRAWAL OF AGENT FOR PROPERTY OWNER form.

Owner(s):

Lot Numbers:

TMS #:

Signatures(s), Dated:

Agent's Contact Name:

Agent Address:

Agent Email and Phone:

Agent Signatures(s), Dated:

STEP 1: AGENT’S CONTACT INFORMATION

Due with the Owner’s first submission to the BOARD and ARB such as the “ARB DESIGN REVIEW APPLICATION” for New Construction of Single Family Home – or unless previously submitted with the courtesy “CHICKEN SCRATCH REVIEW APPLICATION.” Agent is usually the Architect or Builder – refer to “APPOINTMENT OF AGENT FOR PROPERTY OWNER” form.

Agent:

Agent’s Contact Name:

Agent’s Address:

Agent’s Email:

Agent’s Phone:

Agent’s Signature, Dated:

Agent for Property Owner is:

- Self
- Architect
- Contractor
- Other: _____

STEP 1: OWNER'S CONTACT INFORMATION

Due with the Owner's first submission to the BOARD and ARB such as the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – or unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION."

Owner(s):

Lot Number and Phase:

TMS #:

Owner's Contact Address:

Owner's Phone:

Owners' Email:

Owner Signatures(s), Dated:

Agent for Property Owner is:

Self

Architect

Contractor

Other: _____

STEP 1: ARCHITECT'S CONTACT INFORMATION

Due with the Owner's first submission to the BOARD and ARB such as the "ARB DESIGN REVIEW APPLICATION" for New Construction of Single Family Home – or unless previously submitted with the courtesy "CHICKEN SCRATCH REVIEW APPLICATION." Architect is usually the Agent – refer to "APPOINTMENT OF AGENT FOR PROPERTY OWNER" form.

Architect:

Architect's Contact Name:

Architect's Address:

Architect's Email:

Architect's Phone:

Architect's Signatures(s), Dated:

Owner Signatures(s), Dated:

Agent for Property Owner is:

- Self
- Architect
- Contractor
- Other: _____

STEP 1: AGREEMENT WITH LITCHFIELD PLANTATION BOARD AND ARB PROCESSES, RULES, GUIDELINES

I certify that the above information has been completed correctly with sincerest honesty and complies with the community guidelines and design standards to the best of my knowledge. I understand that any changes to the design, material and color selection, construction, landscape design, and other similar matters will have to be submitted with either a MAJOR CHANGE APPLICATION or a MINOR CHANGE APPLICATION for review by the BOARD or ARB.

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

Architect's Signature, Dated:

STEP 2: COMMUNITY IMPACT REVIEW CHECKLIST

- Community Impact Review Application
- Community Impact Review Fee
- Contractor's Contact Information form, if not previously submitted
- Agreement Between the Owner and Contractor form
- Agreement Between the Owner and the ARB form
- Agreement Between the Contractor and the ARB form
- Post-Approval Changes Agreement, if not previously submitted
- Two sets of full scale drawings, Three sets of drawings formatted 11x17
 - Construction Document Set as required per County Building Permit requirements
- Color and Material Samples Board
 - Roofing/ Shingle Sample
 - Brick and Mortar Sample
 - Siding Manufacturer and Color Sample
 - Exterior Trim Color
 - Shutter Style and Color
 - Picture/Cut Sheet of Front Door and Finish Color
 - Windows Cut Sheet and Color
 - Picture/Cut Sheet of Garage Door and Finish Color
 - Picture/Cut Sheet of Exterior Lighting
 - Picture/Cut Sheet of Railing and Color
 - Deck/Patio/Terrance Material and Color
 - Pictures/Details of any additional trim or decorative features
- This checklist, completed

STEP 2: COMMUNITY IMPACT REVIEW APPLICATION

Owner(s):

Lot Number and Phase:

TMS #:

Agent's Contact Name:

Agent Email:

Heated Square Footage: _____

Porches and Balconies Square Footage: _____

Unheated Square Footage, i.e. Garage: _____

Total Square Footage: _____

Fees, included with this Application:

- New Single-Family Construction, \$2,500.00
- New Multi-Family Construction, \$1,250.00 per unit
- Major Change or Modification, \$500.00
- Minor Change or Modification, \$250.00

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

ARB Comments:

STEP 2: CONTRACTOR'S CONTACT INFORMATION

Due with the Owner's "COMMUNITY IMPACT REVIEW APPLICATION" of the county construction document set review, unless previously submitted. Contractor is sometimes also known as the Owner's Agent – refer to "APPOINTMENT OF AGENT FOR PROPERTY OWNER" form.

Contractor:

Contractor's Contact Name:

Contractor's Address:

Contractor's Email:

Contractor's Phone:

Contractor's Signatures(s), Dated:

Owner Signatures(s), Dated:

Agent for Property Owner is:

Self

Architect

Contractor

Other: _____

STEP 2: AGREEMENT BETWEEN THE OWNER AND CONTRACTOR

I have read and initialed each page of the ARB Guidelines document. I understand all of the above rules for The Litchfield Plantation Property Association. I understand that I am responsible for the actions of my Contractors, and his subcontractors and vendors.

Owner's Signatures(s), Dated:

I have read and initialed each page of the ARB Guidelines document. I understand all of the above rules for The Litchfield Plantation Property Association. I understand that I am responsible for the actions of my subcontractors and vendors, and will make certain that each and everyone are aware of the rules and guidelines.

Contractor's Signatures(s), Dated:

STEP 2: AGREEMENT BETWEEN THE OWNER AND THE ARB

As the Owner of a property upon which a new home is to be constructed and requires approval by the BOARD or ARB, I hereby give permission for members of the Board and/or ARB to make site visits to determine compliance with the “CONSTRUCTION SITE APPEARANCE AND WORK ETIQUETTE GUIDELINES.”

I further agree to stop any such work upon notice from any BOARD or ARB member that a violation is or has occurred. Such notice need not initially be in writing, but must cite a violation of a specific guideline. The BOARD or ARB will provide a written notice of a violation with three (3) days of any verbal notice.

I agree to ensure that any persons engaged in any such work on the property will honor the request of a member of the BOARD or ARB to stop work until said violation(s) is/are corrected.

Owner’s Signatures(s), Dated:

Agent’s Signature, Dated:

STEP 2: AGREEMENT BETWEEN THE CONTRACTOR AND THE ARB

As the Owner of a property upon which a new home is to be constructed and requires approval by the BOARD or ARB, I hereby give permission for members of the Board and/or ARB to make site visits to determine compliance with the "CONSTRUCTION SITE APPEARANCE AND WORK ETIQUETTE GUIDELINES."

I further agree to stop any such work upon notice from any BOARD or ARB member that a violation is or has occurred. Such notice need not initially be in writing, but must cite a violation of a specific guideline. The BOARD or ARB will provide a written notice of a violation with three (3) days of any verbal notice.

I agree to ensure that any persons engaged in any such work on the property will honor the request of a member of the BOARD or ARB to stop work until said violation(s) is/are corrected.

Contractor's Signatures(s), Dated:

STEP 2: POST APPROVAL CHANGES AGREEMENT

Once the Plans are approved by the Board and/or ARB, the expectations are that the house and landscape will be completed as approved.

Any changes to the approved Plans that the Owner or Contractor wish to make that change any aspect of the exterior of the home, the hardscape, or the landscape must be requested with in writing using the "MAJOR CHANGE and/or MINOR CHANGE APPLICATION". Submission of a request does not guarantee approval and no changes should be made until they are reviewed by the BOARD and ARB. The BOARD and/or ARB will try to expedite this process, but this may delay your construction during the approval process.

Failure to comply with this requirement may subject the Owner and/or Contractor to fines including, but not limited to, the partial or full forfeiture of any construction and/or landscaping deposits. At the discretion of the Board, additional fines may also accrue until there is satisfactory compliance with this responsibility.

Owner Signatures(s), Dated:

Agent's Signature, Dated:

Contractor's Signature, Dated:

STEP 3: PRE-CONSTRUCTION CONFERENCE CHECKLIST

- ARB Design Review and Community Impact Review approvals
- Property lines staked by an engineering firm
- Outline of all building foundations staked and connected
- Trees flagged for removal with surveyor's tape
- Pre-Construction Conference: Date Request form
- This checklist, completed

STEP 3: PRE-CONSTRUCTION CONFERENCE: DATE REQUEST

Upon Notification of "COMMUNITY IMPACT REVIEW" approval of the building construction documents and landscape preliminary plans, the Owner and/or their Agent shall attend an on-site meeting with a representative(s) of the ARB to review the "ARB CONSTRUCTION GUIDELINES" for alignment understanding of the CONSTRUCTION SITE APPEARANCE AND WORK ETIQUETTE GUIDELINES" throughout the duration of construction. The Agent shall submit this form as a request for a meeting date and time:

Meeting requested, submitted on date: _____, Agent Initial _____

Meeting Date and Time, *determined by ARB:*

Pre-construction Conference Attendance:

Owner and/or Agent Signatures(s), Dated:

Contractor's Signature, Dated:

ARB Representative's Signature(s), Dated:

Tasks completed prior to conference (to be filled out by Property Manager or ARB Representative):

- Property line stake-out
- Connected stakes of building outline
- Flagged trees for removal
- Other: _____

Comments by ARB Administrator:

- Approved, as represented
- Other:

STEP 4: WORK PERMIT RELEASE CHECKLIST

- ARB Design Review and Community Impact Review approvals
- Pre-Construction Conference completed
- Copy of Georgetown County Building Permit
- Owner's Construction Deposit
- Contractor's Construction Deposit
- Construction Site Sign Application
- Construction Site Sign Fee
- This checklist, completed

STEP 4: WORK PERMIT RELEASE APPLICATION

Owner(s):

Lot Number and Phase:

TMS #:

Agent's Contact Name:

Agent Email:

Fees, included with this Application:

OWNER'S DEPOSIT

- New Single-Family Construction, \$2,000.00
- New Multi-Family Construction, \$1,250.00 per unit
- Major Change or Modification, \$1,000.00
- Minor Change or Modification, \$250.00

CONTRACTOR'S DEPOSIT

- New Single-Family Construction, \$2,000.00
- New Multi-Family Construction, \$1,250.00 per unit
- Major Change or Modification, \$1,000.00
- Minor Change or Modification, \$250.00

Owner's Signatures(s), Dated:

Agent's Signature, Dated:

ARB Comments:

STEP 4: CONSTRUCTION SITE SIGNAGE FORM

Owners are required to maintain a construction site sign on property from issuance of the sign until the “Final Inspection” by the ARB, and once a Certificate of Occupancy is issued by the county.

- Site sign must be approved by ARB before installing on site.
- Sign must be removed when the ARB has completed the final inspection, a Certificate of Occupancy is issued or after one year of construction, whichever occurs first.
- The sign will be placed near the street at the front of the property in a location that allows good visibility of the sign, but does not hinder the construction process. The sign must be at least 3 feet back from the curbing.
- The sign should contain all information required by the County Building Department. Other than a for sale sign, no additional signage that is visible from the street or adjacent lots is permitted.
- No signs may be nailed or otherwise attached to trees.
- If the sign is damaged it will be the Owner’s obligation for its replacement.

Complete (Please print clearly)

Lot Number, Phase, Street Name:

Owner(s):

Architect:

Contractor:

Landscape Designer:

Requested location of sign:

**Please check your information for accuracy and spelling. The sign will be completed exactly as indicated above.*

STEP 5: FINAL INSPECTION: DATE REQUEST

The Owner shall notify the BOARD and/or ARB when construction is near substantial completion, prior to Certificate of Occupancy from the County. A representative of the Board and/or ARB will inspect the site after completion of all building construction, landscaping, cleaning of site debris, removal of temporary utilities, repair of any common areas damaged during the construction. A list of items to be corrected, if any, will be provide to the Owner and/or Agent. Deposits will be refunded after Final Approval for both building and landscaping is issued by the ARB. The Agent shall submit this form as a request for a inspection date and time:

Meeting requested, submitted on date: _____, Agent Initial _____

Meeting Date and Time, *determined by ARB*:

Final Inspection Attendance:

ARB Representative's Signature(s), Dated:

Comments by ARB Administrator to Owner/Agent:

- Approved
 Approved as noted
 Other

Comments by ARB Administrator to Property Manager:

- Refund Owner Construction Deposit
 Refund Owner Landscape Deposit
 Refund Contractor Deposit

WITHDRAWAL OF AGENT FOR PROPERTY OWNER

This form shall only be completed as necessary and will only be accepted if submitted directly by the Property Owner.

I, as the owner of this property, hereby withdraw:

as my previous appointment to represent me in the submission of residential plans and specifications to the BOARD and ARB, and to represent me in discussions and negotiations with the BOARD and ARB on all matters related to the design, material and color selection, construction, landscape design, and other similar matters related to an Approval to Construct. This agent shall no longer retain rights to represent me upon acknowledgment with signature of receipt by the BOARD and ARB.

Owner(s):

Lot Numbers:

TMS #:

Owner Signatures(s), Dated:

*A revised "APPOINTMENT OF AGENT FOR PROPERTY OWNER" form must be submitted with this withdraw of agent.

VARIANCE REQUEST FORM

I, as the owner of this property, hereby request a variance from the Design Guidelines, specifically the requirement that states:

and/or the requirements of the Litchfield Plantation Declaration of Protective Covenants, Conditions and Restrictions or By-Laws that state (include articles or sections):

_____.

Additionally, the applicant must provide a narrative and prove that:

- 1. A unique hardship described by the applicant exists preventing the design or construction of a residence and/or other improvement(s) on the subject property;
- 2. Extraordinary and exceptional conditions described by the applicant exist preventing the design or construction of a residence and/or other improvement(s) on the subject property;
- 3. Such hardship and conditions are peculiar to the particular piece of property; and the requested relief, if granted
 - d. would not cause substantial detriment to the Litchfield Plantation community nor to owners of adjoining property
 - e. would not impair the intent of the ARB Rules, and
 - f. shall not constitute a precedent.

Owner(s):

Lot Numbers:

TMS #:

The Applicant (Property Owner or Owner’s Agent) affirms that all statements made on this form and all attachments included in this submission are true and correct to the best of the Applicant’s knowledge or belief.

Applicant(s), Applicant’s Signatures(s), Dated:

CONTACT

The ARB welcomes you to Litchfield Plantation, it really is a lovely place to call home. Welcome.

- If you have any questions, do not hesitate to contact:
Robin Gibbs – Information Management – rnmg@cox.net

After the plans have been submitted and accepted by Robin and determined to be a complete set, The ARB will contact you by email when you are on the agenda. Please feel free to reach out to any ARB member by email if you need to discuss any specific issues. Please be sure you have submitted a complete set of all the required documents. When all appropriate fees are paid (based on the type of submittal) the ARB process will be started. The ARB meets the third Tuesday of every month. All packages must be complete and submitted 7 days prior to the scheduled ARB meeting to be on that week's agenda.

The Design Review Board:

- [Joe Davis - Administrator – jrdavis1@gmail.com](mailto:jrdavis1@gmail.com)
- [Robin Gibbs - Secretary - rnmg@cox.net](mailto:rnmg@cox.net)
- [Laura Helminski - Design Review – helminski.2B@gmail.com](mailto:helminski.2B@gmail.com)
- [Gary Collins – Design Review – gary@SGAarchitecture.com](mailto:gary@SGAarchitecture.com)
- [Tim Zachary – Property Manager - Tim.Zachary@FSResidential.com](mailto:Tim.Zachary@FSResidential.com)
- [Amber Theisen – Property Manager - Amber.Theisen@FSResidential.com](mailto:Amber.Theisen@FSResidential.com)