



4110 Club Course Drive ~ N. Charleston, SC 29420  
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## Architectural Review Board Application For Modifications & Renovations

Homeowners making changes to their existing property which will affect the external appearance of the house, lot or landscaping, are required to submit their plans, in advance of starting work, to the Coosaw Creek Architectural Review Board (ARB). Any proposed changes to building structures and/or landscaping such as fences, fountains, lighting, driveways, walks, landscape elements and statuary, must be reviewed and approved by the ARB, as mandated by our Covenants, Restrictions and ARB Building Guidelines and Policies.

**All submittals of plans for modifications to existing homes must include the following:**

1. ARB Modification Application with applicable fee attached (see below), payable to Coosaw Creek ARB. **INCOMPLETE APPLICATIONS WILL NOT MEET THE BOARD.**
2. If applicable, a detailed to-scale drawing with all building materials identified in writing. Please provide a color picture or actual sample of proposed building materials.
3. ARB requires a Landscaping Plan submission for any exterior home modification.

The ARB will review your application and plans in the next regularly scheduled meeting. Meetings are scheduled on the **2<sup>nd</sup> and 4<sup>th</sup> Monday of each month**. Applications must be received by **12 Noon on Friday prior to the meeting**. Our office is open Monday – Friday, 7:00 – 4:30. Within the week following the meeting, you will receive notification in writing of the decision of the board regarding your application. **Checks may be payable to the CCOA.**

**NOTE: IF ANY PART OF AN ARB APPLICATION IS DENIED, THE ENTIRE APPLICATION WILL BE DENIED.**

See section 3.3 of the Declaration of Covenants, Restrictions and Limitations for a review of specifications for changes to your property. In addition, the ARB Building Guidelines and Policies Manual is available to you as a reference. If you do not have either of these documents, please contact our office.

**MAJOR MODIFICATIONS: \$250 (non-refundable)**

Any alteration or modification which adds floor space (either heated or unheated), extends the footprint and/or alters any setbacks of existing homes. Examples include, but are not limited to: garage or room addition.

**MINOR MODIFICATIONS: \$25 (non-refundable)**

Any alteration or modification which alters previously approved plans including, but not limited to, deck alteration or modification, installation of minor landscape features (such as decorative arbors, fountains, ground level patio, etc.) installation of swing sets or playground equipment, changes to landscaping, color changes, or removal of trees.

Fines or penalties may be imposed due to non-compliance with the plans as submitted and approved by the CCARB. All other Coosaw Creek Covenants and Rules and Regulations apply.



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## ARB Application for Modifications & Renovations

### Property Owner Information

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work or Cell Telephone: \_\_\_\_\_

#### Application Submittal Information:

- Obtaining the appropriate building permits is the property owner's responsibility and requires the ARB approval letter before a city permit will be issued to the property owner.
- The Architectural Review Board meets the Second and Fourth Monday of each month. The application deadline is the **preceding Friday by 12 Noon** before each meeting. Please indicate if you plan on attending, and a time will be set aside for you.
- If contractors attend in place of the homeowner, a letter must be submitted and signed by the property owner authorizing the contractor to represent the homeowner.
- **Attach all requested documents and information concerning any modifications.**

#### Exterior Improvement Requests – (Property photographs showing modification areas will be appreciated)

- Is this modification an emergency (ie. Fallen tree, Roof Replacement).
- STORM DOOR     REPLACEMENT WINDOWS     REPLACEMENT DOOR     SHUTTERS
- ROOF REPLACEMENT **(Must be a licensed contractor by the City of North Charleston).**

Style \_\_\_\_\_ Color \_\_\_\_\_

- GROUND LEVEL or ELEVATED DECK     PATIO     DRIVEWAY / PARKING PAD
- Attach a plot plan and scaled drawing showing design, elevation and dimensions.*
- \*\*Drainage & Water Run-off plans are REQUIRED.** Section III #10 Drainage & Water Run-off applies.
- The area of installation must be staked or marked.**

Materials \_\_\_\_\_ Color/Finish \_\_\_\_\_

- FENCING       GATE       WALKWAY

Attach a plot plan and proposed landscaping showing the exact location, scaled drawing showing design, elevation and dimensions of the proposed modification to the property.  
**The area of installation must be staked or marked.**

Style and Materials to be used:

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Height \_\_\_\_\_ Color/Finish \_\_\_\_\_

- HOT TUB       POOL

Attach a plot plan showing the exact location of the proposed enhancement on the property, and a complete description of appropriate screening / fencing materials to be used.  
**\*\*Drainage & Water Run-off plans are REQUIRED.** Section III #10, 18 and 19 Drainage & Water Run-Off applies.  
**The area of installation must be staked or marked.**

- FOUNTAIN       STATUARY ELEMENT       FLAGPOLE       DECORATIVE BENCHES

Attach a plot plan showing exact location and picture with description showing design, size, elevation, materials, etc.

- GYM SET       TRAMPOLINE       BASKETBALL BACKBOARD

Attach a plot plan showing exact location, and a picture with description showing type, size, materials, etc.

- ANTENNA       TOWER       SATELLITE RECEIVER

Attach a plot plan showing exact location and a picture or drawing showing type, size, elevation, materials etc.

- LANDSCAPE LIGHTING       OUTDOOR FLOODLIGHTS/SPOTS       GARAGE EXTERIOR LIGHTS

Provide description of the type, lighting intensity, location, size, number of lights, etc.

- EXTERIOR PAINT CHANGE (For paint changes, please attach the paint sample along with the paint brand).

List the areas to be painted and the colors that will be used (i.e., shutters, doors, siding, etc.)

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- TREE REMOVAL

\_\_\_\_\_ NUMBER OF TREES TO BE REMOVED

**TREES MUST BE MARKED (tape, ribbon, etc.)**

Please submit the reason for removal, a description of where the tree/trees are located, the number, size, and type of trees to be removed. Tree stumps should not be visible after tree removal. They must be cut to ground level or stumps ground.

**ALSO INCLUDE PLANS FOR REPLANTING OF TREES AND/OR OTHER LANDSCAPING ADDITIONS AS APPROPRIATE.**

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**OTHER MODIFICATIONS**

Please submit all appropriate details regarding the modifications.

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**Homeowner's Agreement with ARB**

I, the property owner, understand that an approval by the ARB is only for what has been requested on this application. I understand that all approved changes must be completed within six (6) months of the Architectural Review Board's approval, unless a specific exception is approved by the ARB.

I understand that all ARB approvals are for conformity with existing architectural and aesthetic conditions within the community only. I, as the property owner, have the sole responsibility for acquiring mandated permits, hiring engineering professionals, managing water flow, and any other items requiring professional or technical advice or approval required by the City of North Charleston, or South Carolina state laws and in accordance with the Declaration of Covenants and Restrictions as referred to in the deed to my property.

I, as the property owner, am responsible for damages to adjoining properties and all other persons resulting from the improvements indicated and upon the ARB's approval of the request. Any damages or cost for repair of greenspace, drainage easement(s) or community property as a result of any ARB approval is my sole responsibility as the property owner.

*Permission is hereby granted for ARB members to enter my property to make reasonable inspection of the modifications as proposed or completed as stated herein.*

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><b>For ARB Use only</b> <b>Date of Review</b> _____</p> <p><b>Approved</b> <input type="checkbox"/>      <b>Hold</b> <input type="checkbox"/>      <b>Denied</b> <input type="checkbox"/></p>
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# Modification Completion Acknowledgement

Please return acknowledgement by mail or in person to the POA office *when the modification project has been completed.*

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Name

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Property Address

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Lot #

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Date

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Telephone No.

Property Modification Description:

To: Coosaw Creek ARB Committee

The property modification as described above is complete. Request an ARB Committee member inspect the changes made and closeout this modification project.

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Signed

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Date

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ARB Committee Member's Project Closeout Comments:

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ARB Committee Member Signature:

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Date