
Architectural Review Board Application for Modifications & Renovations

Homeowners making changes to their existing property that will affect the external appearance of the house, lot, or landscaping are required to submit plans IN ADVANCE of starting work to the Architectural Review Board (ARB). Any proposed changes to the building structure and/or landscaping such as fences, fountains, lighting, driveways, walks, landscape elements and statuary, must be review, 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:

- ◆ Completed ARB Application for Modification with applicable fee attached as follows:
 - **MAJOR MODIFICATIONS: \$250 (NON-REFUNDABLE):** Any alteration or modification that adds floor space (either heated or unheated), extends the footprint and/or alters any setbacks of the existing home. Examples include, but not limited to: garage or room addition.
 - **MINOR MODIFICATIONS: \$25 (NON-REFUNDABLE):** Any alteration or modification that alters previously approved plans including, but not limited to, generator installation, deck alteration/modification, installation of minor landscape features (arbors, fountains, ground level patios, etc.), installation of swing/play sets or equipment, changes to landscaping, color changes, or removal of trees.

CHECKS MAY BE PAYABLE TO CCOA

- ◆ If applicable, a detailed to-scale drawing to include all building materials identified in writing. Please provide a color picture, product details (such as product name, style, color, etc.) or actual sample of proposed building materials.
- ◆ Submission of a landscaping plan with any exterior home modification.

Your application will be reviewed at the next regularly scheduled meeting, which occur on the 2nd and 4th Monday of each month. Applications must be received during regular office hours, and the latest by 12 noon on the Thursday prior to the meeting. If you plan on attending the meeting, a time will be set aside for you. If a contractor/s plans to attend in place of the homeowner, the property owner must submit a signed letter authorizing the contractor act as their representative.

****Obtaining the appropriate building permit/s is the property owner's responsibility and requires an ARB approval letter before the city will issue any permits to the property owner****

See section 3.3 of the Declaration of Covenants, Restrictions and Limitations for specifications regarding changes to your property. In addition, the ARB Building Guidelines and Policies manual is available for reference. These documents are available on the Coosaw Creek Country Club Website at <https://coosawcreek.com/communications/> under the POA Documents section, or by contacting the POA office.

Fines or penalties may be imposed for non-compliance with plans as submitted and approved by the CCARB.

All other CC Covenants and Rules and Regulations apply.



Architectural Review Board Application for Modifications & Renovation

Owner/s Name: _____

Date: _____

Property Address: _____

Lot #: _____

Home Phone: _____ Work Phone: _____ Email: _____

Please check if this is an emergency request (i.e. fallen tree, roof replacement, emergent safety issue)

EXTERIOR IMPROVEMENTS/ELEMENTS

Storm Door Replacement Door Replacement Windows Shutters

Style/Material: _____ Color: _____

Roof (*Must be a contractor licensed by the City of North Charleston*)

Style/Material: _____ Color: _____

Ground level or Elevated Deck Please Indicate: Replacement New

Style/Material: _____ Color: _____

Railing Style/Material: _____ Color: _____

Patio Driveway/Parking Pad Walkway (Please Indicate: Replacement New)

Style/Material: _____ Color: _____

Attach a plot plan and scaled drawing showing design, elevation, dimensions and easements. Area of installation must be staked or marked.

Drainage and Water Run-Off plans are REQUIRED. Building Guidelines & Policies Manual Section III, I. applies

Fencing Gate Height: _____

Style/Material: _____ Color: _____

Attach plot plan & proposed landscaping, scaled drawing showing design, elevation, dimensions. The area of installation must be staked or marked.

Hot Tub Pool Description of Screening/Fencing: _____

Attach a plot plan showing the exact location, dimensions, & easements and a complete description of appropriate fencing/screening to be used. The area of installation must be staked or marked.

Drainage and Water Run-Off plans are REQUIRED. Building Guidelines & Policies Manual Section III, I. Q. R. apply

Landscape Lighting Outdoor Floodlights/Spotlights Garage Exterior Lights

Additional Info: _____

Exterior Paint Change List areas to be painted (doors, shutters, siding, trim, etc.) and color/s that will be used.

Please attach a paint sample along with paint color.

Area: _____ Color: _____ Area: _____ Color: _____

Area: _____ Color: _____ Area: _____ Color: _____

Fountain Statuary Flagpole Decorative Benches Gym Set

Trampoline Antenna Tower Satellite Receiver Basketball Backboard

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



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Generator Description of Screening/Fencing: _____

Attach a plot plan showing the exact location and description/photo of type of screening material to be used.

Solar Panels Attach detailed plan for # of panels & roof location. (See *Building Guidelines & Policies Manual Section III., T.*)

Other Utility/Service yard addition: _____

Attach a plot plan showing the exact location and description/photo of type of screening material to be used.

Landscaping Changes (please attach a plan or drawing of proposed changes, and a plot plan showing easements, if applicable)

Artificial Turf (The use of artificial turf is limited. Please refer to *Building Guidelines & Policies Manual Section III., U.*)
Please provide detailed description of product, specifications, and plot plan indicating exact location on separate sheet.

Tree Removal Number of Trees: _____ Type/s: _____ Size: _____

Description of Location: _____

Reason for Removal: _____

Plan for replanting of trees and/or other landscaping material as appropriate: _____

Tree stumps should not be visible after tree removal (cut to ground level, or grinding stumps)

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

OTHER MODIFICATION: Please submit all details regarding the modification/s. Attach sheets as needed.

Property owner's Agreement with the 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 6 month of ARB review, unless a specific exception is approved.

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 on 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 modification/s as proposed or completed as stated herein.

Property Owner Signature: _____ Date: _____

FOR ARB USE ONLY DATE: _____ HOMEOWNER PRESENT: YES NO

APPLICATION STATUS: APPROVED HOLD DENIED

COMMENTS:
