

# *The Plantation at Stono Ferry*

**Existing Home  
ARB Guidelines**



Effective May 2, 2008

To Owners:

The letter written at the last guideline revision started by saying, “We believe The Plantation at Stono Ferry is a wonderful place to live!” There can be no better opening for this letter as the Architectural Review Board publishes revised Guidelines that are aimed at being more user friendly.

The revised Guidelines are divided into two sets; guidelines for those constructing a new home, and a new set dedicated to guidelines for existing homeowners and their needs. In the front of the Guidelines you will find a revised Table of Contents. In the back of each set you will find a detailed Index and informative Glossary.

For new construction, much emphasis has been placed on the chronological steps to be followed while executing the building process. The set that deals with existing homeowners’ needs starts with a list of things that may be done without ARB approval. It then addresses those items that do require approval.

Hard copies will be available in the Property Manager’s office as well as being published on the website. Please take time to read these Guidelines and share them with your architect, builder, landscaper, or any other individual or organization who plans to perform services in Stono Ferry.

We look forward to working with you in our common goal to keep the Plantation at Stono Ferry the beautiful community that it is.

Stono Ferry Architectural Review Board

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## **I. FUNCTION AND PURPOSE OF THE ARCHITECTURAL REVIEW BOARD (ARB)**

The Architectural Review Board (ARB) has been established in accordance with Part Four of Stono Ferry Owners Association (SFOA)'s Covenants and Restrictions, with the function of ensuring that development of new homes, remodeling and maintenance of existing homes and lots occur in accordance with The Plantation at Stono Ferry Covenants, Restrictions and Community Guidelines. These Guidelines have been established to assist all property Owners in the planning and construction of their new homes and any improvements to and maintenance required for existing homes. The entire administrative process is not atypical in high quality communities. It is a tried and true system developed over time based on experience. While these rather structured procedures are new to a number of us, we have found that they give both existing and prospective homeowners the best assurance that Stono Ferry will continue to be the quality homesite to which we had all looked forward. We naturally expect these Guidelines to be revised from time to time as our community grows and our needs change.

Within this booklet, you will find recommendations and approval levels established by the ARB. Creativity is encouraged within the bounds of appropriateness. These Guidelines are intended to establish a standard of environmental compatibility that will protect and preserve the natural character of The Plantation at Stono Ferry. The Guidelines provide the direction needed to reduce the visual and physical impact of building within Stono Ferry. Improvements built in accordance with the Design Guidelines should harmonize with the native character of our community, and preserve your privacy and investment, as well as the privacy and investment of your neighbors.

### **A. Improvements Requiring Review**

As stated in SFOA's Covenants, no building, driveway, pad, wall, fence, fountain, deck, dock, swimming pool, spa, roof, exterior light, satellite dish, exterior painting, playground equipment, or any other improvement project of any kind shall be commenced or erected upon any residential lot without ARB approval. Other exterior alterations requiring approval include but are not limited to porch enclosures, tree removals (live and dead), landscape modifications requiring live plant removal, storm protection, retaining walls, landscaping/exterior lighting, and other recreational facilities. See Maintenance Guidelines for items that do not require prior ARB approval.

#### **NOTE:**

Removal of dead trees must be approved by either the property manager or the ARB Chair. If they are not sure or do not concur, the property owner must submit a letter written by a certified arborist and presented to the entire ARB for approval prior to removal.

### **B. Regulatory Agencies**

ARB approval is the first step in obtaining the necessary approvals for construction on your property. In an effort to maintain continuity and adherence to regulations stipulated in the Covenants and Restrictions, all requests for permits through a governmental agency shall be submitted to the ARB for review prior to construction.

ARB approval relates to the harmony and compatibility of external design and site optimization. The ARB does not assume liability for structural design, material sufficiency, nor damage to a neighbor's property during construction. ARB approval does not represent that plans comply with any federal, state, or municipal laws.

## C. Federal Regulations

The Federal Emergency Management Agency (FEMA) provides flood insurance rate maps, which aid insurance agencies in determining flood insurance rates. Structures built in FEMA regulated areas must comply with the minimum building height above sea level as described in their Guidelines.

The US Army Corps of Engineers approves all waterway, lake, marsh, freshwater and wetland areas of construction. This includes bridges and dock construction. More detailed information pertaining to docks can be found in the Amended and Restated Covenants and Restrictions for Stono Ferry, Part Four, Article I on Page 19.

## D. State Regulations

The South Carolina Department of Health and Environmental Control (DHEC) Office of Ocean and Coastal Resource Management (OCRM) has jurisdiction over lots that border salt marsh "critical areas."

## E. Local Regulation

Building permits are issued and inspections are carried out by the Town of Hollywood Building Inspections Department. In some instances, the Covenants and ARB Guidelines in effect at Stono Ferry may include additional restrictions.

## F. Overview of the Review Process

Compliance with the Guidelines is essential to sustain and maintain the natural beauty and essence of The Plantation at Stono Ferry. You will be able to see how each step in the approval process and the Guidelines themselves protect your investment, and help to guarantee the continuing livability of your new home. All plans submitted to the ARB must be from the owner of the property.

- Step 1. Determine necessity of review. The Improvement Review Section lists exterior modifications requiring review. See Maintenance Guidelines for examples of improvements not requiring review.
- Step 2. Submit copies of your improvement design for review to the ARB.
- Step 3. Revise design/plan if required and submit copies of final plans (along with ALL the required information) to the ARB for final approval.

Step 4. Permitting: After receiving the ARB's final approval, submit a Construction Application Form and all deposits and impact fees to the ARB. SFOA's property manager will then schedule a permit session with the ARB Chair. A letter from the ARB verifying final approval along with a copy of the contractor regulations and Association fines will then be provided to the property Owner. This approval letter must be presented to the Town of Hollywood in order to receive a Building Permit. Construction can then begin.

## II. MAINTENANCE OF EXISTING HOMES AND LOTS

The following routine Maintenance items do not require prior ARB approval and no fee is required. If the item you intend to address is not listed, confirm with the property manager if ARB review is necessary prior to proceeding with the work.

1. Painting with the **same** color.
2. Roofing with the **same** color.
3. Door or window replacement with the **same** manufacturer and color.
4. Landscape maintenance not requiring live plant removal.
5. Power washing.
6. Deck surface staining.
7. Yard art installation that is screened from neighboring properties.
8. Fallen tree removal.
9. Routine cleaning and removal of underbrush via bush-hogging (Note: Bush-hogging is defined as clearing of underbrush and fallen limb removal).
10. Pruning of tree limbs generally requires ARB approval. See Design Guidelines, E. Landscape Guidelines, Section 1.j. (page 11) for approval criteria.
11. Pruning of native vegetation and distinct flora generally requires ARB approval. See Design Guidelines, E., Section 1.k. (page 11) for approval criteria.

It shall be the responsibility of each Lot/Home Owner to prevent the development of any unclean, unsightly or unkempt conditions of building or grounds on such Lot, which shall tend to substantially decrease the beauty of the neighborhood as a whole or the specific area. If a Lot/Home Owner shall allow the development of any unclean, unsightly or unkempt condition of buildings or grounds or both, said condition shall be corrected by the Lot/Home Owner at the Lot/Home Owner's expense upon written request of the ARB and/or property manager. Upon failure of said Lot/Home Owner to correct such condition within ten (10) days after the date of the written notice, fines will be assessed accordingly.

1. A lot that has been bush-hogged must be maintained by bush-hogging spring and fall each year or as directed by the ARB to minimize the potential for fires and maintain the lot's appearance.
  2. Bed and lawn areas must be maintained. Bedded areas must be kept weed free and clear of debris. Mulch shall be applied periodically to maintain a neat, clean appearance. Lawn areas must be mowed regularly.
  3. Dead plants must be removed and replaced with comparable sized plants. Tree stumps must be removed to ground level. (Note: Removal of dead and/or diseased trees must be approved by either the property manager or the ARB Chair. If they are not sure or do not concur, the property owner must submit a letter written by a certified arborist and presented to the entire ARB for approval.)
1. Garbage cans, woodpiles, hoses, bicycles, toys, and other extraneous objects must be screened from view at all times.
  2. Upon written notice from the ARB, homes that are not in compliance with these design standards must be brought into compliance.

### III. DESIGN GUIDELINES

Home additions and other improvements must comply with many of the same criteria required of new construction. A design in which the amount of site covered by the house, including open decks, covered porches, driveways and other improvement, exceeding 30% of the total lot area will ***not*** be approved.

#### A. Setbacks

Owners must take into account adjacent Property Owners' houses and the constraints of each individual site, in addition to compliance with the required setbacks. Stono Ferry's setbacks are broken down into different areas, as follows:

	Front or Side Next to Property Line	Side or Rear Next to Marsh or Golf Course	Side or Rear Next to Pond	Side or Rear Next to Open Area	Side or Rear Next to Another Lot
1. Stablegate Home Site	25 ft.	25 ft.	20 ft.	10 ft.	10 ft.
2. Pasture Home Site	25 ft.	25 ft.	20 ft.	15 ft.	15 ft.
3. Golf Home Site	25 ft.	25 ft.	20 ft.	15 ft.	15 ft.
4. Marsh Home Site	25 ft.	25 ft.	N/A	15 ft.	10 ft.
5. Estate Home Site	25 ft.	30 ft.	20 ft.	15 ft.	20 ft.
6. Stono Pointe Home Site	25 ft.	30 ft.	20 ft.	15 ft.	20 ft.
7. Stono Bluff Home Site	25 ft.	30 ft.	20 ft.	15 ft.	20 ft.
8. Stone Links Phase I Home Site	25 ft.	25 ft.	20 ft.	10 ft.	10 ft.

Roof overhangs, garages, utility areas, HVAC equipment, covered porches, decks and associated stairs, front steps or stairs, as well as attached planters may ***NOT*** project into setback areas. (**Note:** See Driveway Guidelines regarding how driveways may impact the above Setbacks.)

#### B. General Design

It is imperative that a home addition blend in and compliment the character of the existing home and streetscape. The ARB discourages the same brick type and/or siding color as on adjacent homes or on other homes on the same street. The focus on streetscape is important when designing your home.

## C. Exterior Treatments

Elements of building treatments, such as exterior materials, details and colors must be considered for the overall aesthetic appearance of the home. Door and window penetrations as well as corners and horizontal joints in siding should be trimmed and detailed. Fascias and soffits are areas where detail should be added.

1. Foundations must be to scale and cannot be too massive. Foundation walls must be terminated by a water table band (i.e., wood trim work or a brick banding, etc.).
2. Homes must have at least a 32" minimum crawl space. Slab on grade construction for the primary and/or entrance to living area is not accepted.
3. Exterior treatment siding must be contiguous; i.e., the front façade must be the same as the entire house.
4. Doors and windows must have at least a 2-inch wood, stucco, or clad trim surround and should be well proportioned. They must also be compatible with the walls in which they are placed. Windows must meet current hurricane building codes.
5. Fascia, including rakes, must have at least an 8" board.
6. Roof pitches play an important role. Absolutely no flat roofs are allowed over a main structure. The minimum allowable roof pitch for a gabled roof is 7/12 and for a hip roof is 5/12. Porch roof separate from the main house roof can be as low as 3/12 pitch.
7. All chimneys must be either stucco or brick. This gives the feeling of a true masonry fireplace. Chimneys must have windscreens on all caps since exposed metal flues are not permitted.
8. All fireplaces located on exterior walls that have offsets or otherwise look like fireplaces from the outside must have a chimney that extends above the roofline. A fireplace may not terminate under a soffit and/or have its own roof and must extend to grade.
9. On homes with front porches, the porch depth must be in scale with the home. The ARB reserves the right to require a change in depth for any porch that seems out of scale.
10. All porch columns that are 8 or more feet in height shall have a minimum diameter or square of 10".

## D. Materials and Colors

Exterior materials and colors should blend in with the natural surroundings and complement neighboring homes; thus creating a pleasing streetscape. Final approval of the color will only be granted after the ARB has reviewed a 4-foot by 4-foot patch

painted prominently on the house (this also applies to pre-finished siding) prior to the house being painted or installing the pre-finished siding. In such cases that multiple exterior colors (such as for siding and foundation) are planned, each color must have a 4-foot by 4-foot patch painted for approval. Each proposed color must be indicated on the Color Form.

1. Chimney caps, electric meters, conduits, drains, etc. must be painted to blend in with the surrounding materials.
2. It is imperative that all porch columns, entablatures, all related wood pickets and hand/foot railing be painted and that the finish color complements the exterior finish of the home.
3. Siding materials that are not acceptable are vinyl, aluminum and plywood. Preferred siding materials are wood, hardiplank, rigid stucco, brick and shakes. No diagonal siding installation will be allowed.
4. All foundation walls must have either a stucco or brick finish. All homes must have solid foundations. For elevated homes that are supported by piers, piers must have a minimum width of 24". Openings between these piers can be recessed or must be screened by lattice (see #5 below).
5. HVAC screening: Three types of materials may be used for HVAC screening; brick, louvers, or lattice. The HVAC screen must be built on three sides with the fourth side being the house structure. A hinged opening may be provided on the back side to provide for maintenance. If brick is used, a lattice or louvered hinged gate may be utilized. If lattice or louvers are used, the same material must be used for the access gate. If horizontal louvers are used, they must be at least 1" X 4". If lattice is used, they must be mounted horizontally (diagonal is unacceptable) and have minimum dimensions of 1.5" X 3/4" with open spaces not to exceed 1.5"; material must be wood. Commercial diagonal lattice of lesser dimensions is not approved.
6. Roofing materials can be standing seam, v-crimp, slate, cedar shakes or composite shakes. Architectural fiberglass shingles are only permitted if they weigh at least 275 lbs. per square and have a minimum warranty of 30 years.
7. Decking material can be pressure-treated wood or "composite"-type material and may be approved to remain unfinished. Screening material for screened porches must be a black or charcoal anodized material. A "screen tight" method is only accepted if it is detailed correctly to its applied column.
8. Shutters indicate a sense of permanence and protection on a residence and are recommended to be placed on the street side of a home. Operable shutters are encouraged; however, high quality stationary PVC shutters are also accepted. Shutters on ganged windows are generally not allowed.
9. Gutters and downspouts should be designed to be compatible with the architectural character of the house and its color; vinyl is prohibited.

## E. Landscape Design

It is most important that elements of landscape and building unite to form a single attractive entity. The landscape then becomes an extension of the house. Care should be used in the selection of plants for size, tolerance of environmental conditions and resistance to deer and other wildlife.

### 1. Landscape Standards

- a. All grassed areas in the front and side yards must be sodded. Rear yards should be sodded, sprigged or seeded. Corner lots must be sodded along the full length of their frontage along adjacent streets. Golf course lots are considered to have two front yards, and therefore **must** be sodded.
- b. The ARB may require that additional trees be planted on a lot, depending upon the natural tree coverage. If additional trees are required, the ARB may require that they not be of a single species. The installation of flowering trees is encouraged.
- c. Refer to the Plant List in the Appendix for suggested plantings.
- d. Foundation plantings are to be installed at least half the height of the foundation, minimum of five gallon. All plants must be of substantial size to avoid the “new house” look. Plants used for screening must be a minimum of 4-5 feet tall when installed.
- e. Foundation plantings must encompass the entire main home, as well as any structures such as service yards, HVAC enclosures or other detached structures. This is particularly important for corner lots or lots backing up to the golf course. (See Covenant’s Restrictions, Golf Course Maintenance Article II, Section 1 thru 5).
- f. Landscaping must extend beyond the front property line to the street edge.
- g. All plant beds, landscape beds and natural areas must be edged and mulched. These mulched areas should follow natural lines.
- h. Berms must have a maximum 4:1 side slope and be laid out in a manner that follows established land or plant beds.
- i. All forest litter, dead trees and noxious weeds must be removed from areas designated to be maintained in a natural condition. These areas must be maintained with an adequate depth of pine straw, wood chips or other organic mulch materials to prevent weed and noxious material growth.
- j. Pruning of trees: ARB approval is required for pruning of tree limbs that meet the following conditions:
  - Four inches in diameter or greater
  - Above fifteen feet from the ground
  - Where a tree service is to be utilized
  - If chippers and/or chain saws (or other power equipment) is to be engaged
  - If a certified arborist is involvedThe ARB reserves the right to consult with one of the approved Stono Ferry arborists if it is deemed to be appropriate.
- k. Pruning of native vegetation and/or distinctive flora: Protection and care of this native vegetation and distinctive flora is very important and safeguards to

protect it are paramount. Pruning is to be done thoughtfully and conservatively. The ARB must approve pruning of the native vegetation and/or distinctive flora that exceed two inches in diameter.

- l. It is the Owner's responsibility to remove all debris created by cleaning/underbrushing and/or for ongoing maintenance. **Burning is not permitted at Stono Ferry.** Suburban Disposal or other outside contractors can be contacted for special pick-up (at an additional fee).
- m. Plantings on both sides of any and all fences bordering Golf Course, Common Property or neighboring lots are required.
- n. All landscaping must be completed within 90 days of receipt of Certificate of Occupancy.

**NOTE:**

**Trees and distinctive flora shall not be removed or destroyed without prior written permission of the ARB. No lot clearing, filling, grading or tree removal is allowed until final plans have been approved for construction by the ARB and a building permit has been issued.** Routine cleaning and removal of underbrush (bush hogging) is permitted but not required. **Common areas or open spaces adjacent to developing lots may NOT be disturbed in any manner.**

## **2. Driveway Design**

When revising an existing drive, avoid the root zones of trees generally at the tree canopy. Straight driveways are generally not permitted. Curb cuts are limited to one per single-family residence. The area of the driveway must be kept to a minimum; the form of the driveway should meander.

Driveways, including guest parking and turnarounds, must be kept back at least five feet (5 ft.) from all property lines and must be at least ten feet (10 ft.) wide. All driveways must be either paved, concrete aggregate or constructed of crushed stones or shells. Loose crushed stone/shell driveways must be edged with a two-course brick or stamped concrete border. On lots where crushed stone/shell driveways are proposed, the right-of-way area between the street edge and lot line must be paved with asphalt, concrete, or brick to its full width and for a depth from the curb of at least 15 feet. Biodegradable material driveways are not acceptable.

Where roadside drainage swales exist, a minimum 15-inch inside diameter concrete pipe shall be installed under the driveway to facilitate drainage. Reference: "Standard Procedures and Specifications for Residential Driveways Installation", attached. ***The swale cannot be filled in.***

## **3. Walkway Design**

Any poured concrete walkway or at-grade patio must blend with the natural environment. This can be accomplished by brick borders and/or with a finish such as crushed shell. At-grade patios should be located at least fifteen (15) feet from property lines.

## 4. Fences and Walls

**All fences must be approved by the ARB using the Owner Fence Application Form.**

Each fence application will be reviewed on an individual basis. There is no guarantee the ARB will approve the fence in question. Fences and walls have negative impact on any community. **NO FENCES will be allowed on Golf Course Lots.** Unquestionably, any person's fence will be shared by his neighbors, even if the neighbors only have to look at the other side of it. An inconsiderately placed fence can "box" a neighbor in or destroy his view and will therefore not be acceptable. Fences and walls must harmonize in character and color with the house. The finished side of fences must always face out from the lot. In short, fences will be the exception rather than the rule. **This rule also pertains to all deer fences.**

The following is a summary of where fences ***may*** be permitted:

- a. Proposed fences must be architecturally appealing.
- b. Fences may not exceed the width of the house; fences that extend to the property line tend to be forgotten. No front yard gates or fencing will be allowed.
- c. The specifications of the fence will have a minimum of 75% free open space to allow an open appearance. No stockade fences will be allowed.
- d. On side and rear yards only, when backing or siding to other lots, 48" tall or open type fences or walls ***may*** be approved. Columns must be compatible with the masonry material of the house. Screen planting of tall-growing landscape material may be approved if additional privacy is needed.
- e. Swimming pool fencing must be submitted with the pool's submittal. The fence height for pool enclosures is regulated by local building codes.
- f. Fences may either be wrought iron or anodized tubular aluminum. If the fences are made of metal, they should be dark in color, such as black, dark bronze or forest green.
- g. Plantings are required to mask the fence, especially when viewed from the road or other common area property. Fences shall be located off the property line by three (3) feet, to allow a sufficient distance for planting and maintenance.
- h. Driveway entry columns and gates are prohibited.
- i. **Fencing material including chain link of any type, as well as rough-cut lumber of any type, will not be permitted.**
- j. **Existing approved fences must be maintained in accordance with the current Guidelines.** Any alterations, modifications or painting to existing fences must have prior ARB approval.

## F. Exterior Lighting

The ARB requires that all exterior lighting be designed in such a way as to preclude direct sight of the source of the light from beyond the property lines. Flood and spot lighting is disorienting to wildlife and neighbors and, if used, must be connected to timers to turn off automatically after several minutes.

**Note: Exterior/Landscape lighting plans must be submitted for ARB approval prior to installation.**

1. “Can” type lights, which shield the bulbs from view, should be used (as needed) under soffit and entry points. No floodlights may be used on second story eaves. The maximum height at which floodlights may be mounted is the ceiling level of a one-story house or full height basement under the house. Where there is full height basement under the house, the maximum height is the floor level of the first floor.
2. No unhooded floodlights may be used. All floodlights must be defined on the building plans. Floodlights are not designed for outdoor lighting; fixtures must be aimed down to prevent light from spilling onto adjacent lots, open areas or streets.
3. No motion lights, all-night or extended-use lights will be allowed.
4. All lights installed on boardwalks or docks must be shielded so that the source of the light is not visible, i.e. canned lighting should be used. These lights must also be located low to the walkway to reduce glare, and on a timer or manual switch to minimize view impact; no motion lighting, all night or extended use lighting will be allowed.
5. All exterior lights must be located within the setback lines of the lot, except for pier lighting.

## G. Pools

The ARB will review all proposed pools on an individual basis. Pools and equipment enclosures must relate architecturally to the residence and other structures regarding their placement, materials and detailing. No above ground pools or inflatable covers will be allowed. **Landscaping must be provided to soften the impact of the enclosure around the pool and pool equipment.** The landscape plan must be included for ARB approval. Pools, spas and hot tubs must fall within the setback requirements. The complete site plan must show calculated percentage of lot coverage to include existing structures.

Pools must be enclosed by a fence of at least four feet in height. Fences shall consist of self-latching gates at all entrances. All lighting of the pool shall be shielded or directed to face away from adjoining residences. See Fence Guidelines.

## H. Docks

Prior to preparation of a dock permit application, the applicant should verify location criteria on the Stono Ferry Master Dock Plan. Also refer to the “Amended and Restated

Covenants and Restrictions for The Stono Ferry Owners Association Part Four, Article 1, Section 1: Docks (page 19)

Note: On October 16, 2000 SFOA'S Board of Directors passed the following resolution pertaining to docks. At least one of the following criteria must be met for dock construction in Stono Ferry:

1. Docks must be shown on the Master Dock Plan, or
2. A permanent (potential dock) easement (effective on or before 10/28/00) must be included with the Lot(s) when sold, or
3. To add an additional dock to the Master Dock Plan, the proposed dock must be connected to the Lot/property for such consideration.

**The following steps shall be taken prior to dock construction:**

1. Review the Plantation at Stono Ferry's Master Dock Plan to confirm the proposed dock is included.
2. Submit the dock application to OCRM, follow their required procedures, and receive OCRM approval. The application must be made and approved by OCRM prior to submittal to the ARB; however, there is no guarantee that the ARB will approve the requested design and placement of a dock even though OCRM approval has been granted. Transfer of Ownership of a lot (and its associated approved dock permit) still requires all dock construction requests to be submitted to the ARB for structure design approval prior to any construction.
3. Complete plans and specifications including OCRM approval, must then be submitted to the ARB in writing. Specifications include site plan, dock location, color or finish (use of plastic is not permitted) and lighting. Railings must be cable rail. Motion lighting and "dusk to dawn" lighting is not acceptable. Submit Appendix E.
4. The approved OCRM application must be submitted to the ARB for final review and approval. Plans and specifications **must** be secured prior to commencing construction of the dock. The ARB reserves the right to disapprove such plans and specifications on any ground, including purely aesthetic reasons.
5. Compliance with all governmental regulations, laws and ordinances and approval from agencies having approval authority.
6. All docks must be located a minimum of 20 ft. away from any extended property line.

Any alterations of the plans and specifications or of the completed structure must also be submitted to the ARB in writing. The ARB's approval (in writing) must be similarly secured prior to construction, with the ARB reserving the same rights to disapprove

alterations as it retains for disapproving the original structures.

## I. Service Area Requirements

SFOA's Covenants require that every home have an enclosed service area (suitable for garbage containers, bicycles, etc.).

1. HVAC compressor units shall not be located on the street-side of a home. It is preferred that such items be located discreetly. HVAC units must be screened on all four sides from view by using brick, stucco or a comparable ARB approved screening method. (See D5 above). The top of this wall must be at least 8 inches taller than the top of the compressor unit. A home on the golf course is required to screen from the golf course view as well as the street.
2. Pac Unit (*not* window) air condition units may be approved for finished rooms over the garage on a case-by-case basis. During construction, provisions for the Pac Unit must be accounted for (i.e., shown on the review drawings).
3. All electrical meters must be screened with plantings and may not be located on the front façade of the house. They must also be painted to match the walls to which they are attached.

## J. Appurtenances

The construction or erection of all types of playground equipment, trampolines, swing sets, spas, fences, fountains, docks, retaining walls, landscaping/exterior lighting, satellite dishes, and other recreational facilities must be submitted to the ARB for review and approval **prior to installation**. Trampolines are strictly prohibited.

1. All flags must be flown from staffs that are mounted to houses or garages. Freestanding flagpoles are not allowed.
2. All playground equipment, spas and fountains must be located within the buildable area of a lot. Playground equipment must not be placed beyond the width of the house so as not to be viewed from the street. A landscape screen is required.
3. Swing set structures, swings and slides must be brown/green in color and blend with the natural environment.
4. Satellite dishes must be located on the main structure, placed in an inconspicuous place (front yard prohibited) and screened with evergreen planting so as to be virtually invisible to neighbors and from the streetscape. Location and screening must be approved by the ARB prior to installation.
5. All propane tanks must be buried.

## K. Miscellaneous

1. Boats, campers, motorcycles, trucks, bicycles, golf carts, trailers and other recreational equipment must be stored in the garage or otherwise visually screened on all sides in order to lessen the visual impact. Otherwise, these items must be stored off-site.
2. No external TV antennas will be allowed within Stono Ferry. These must be located in the home's attic.
3. **NO BURNING IS ALLOWED WITHIN STONO FERRY!!**
4. Parking of vehicles of any type on front lawn is prohibited.
5. Parking of vehicles on road side longer than 24 hours is prohibited.

## IV. REVIEW PROCESS

The ARB meets monthly, generally on the 4<sup>th</sup> Monday of each month. Applications for review must be submitted no later than 10 days prior to the ARB meeting to the property manager, to be included on the Agenda for the upcoming meeting and to allow time for the ARB architect/consultant's review. Applications for review received after the cut-off date (and therefore not on the meeting Agenda) will **NOT** be considered until the next ARB meeting. Applications that are incomplete (according to requirements as specified below) will be returned without review.

### A. Improvement Review

An owner wishing to make an improvement shall submit a letter of intent to the ARB that describes the intent and purpose of the proposed improvement. In addition, the following shall be submitted for along with the letter of intent:

1. **Improvement Review Form**
2. **Improvement Review Fee and Construction Deposit**  
The ARB will establish the required review fee and construction deposit amount based on the complexity of the proposed improvement. See Appendix for current amounts.
3. **Site Plan** (1"=20' minimum) must show:
  - a. Proposed location of improvement(s) including dimensions
  - b. Old vs. new lot coverage (30% maximum)
  - c. Revised tree and topographical information, if applicable
  - d. Revised landscape plan, if applicable
4. **Drawings** (1/4"=1')
  - a. Floor plans and elevations of existing and proposed improvements
  - b. Details to show the ARB the proposed improvement

**NOTE:**

For Landscape or Drive modifications only - the letter of intent, Review Form, Review Fee and Deposit and Site Plan are required.

For other non-structural changes only - the letter of intent, Review Form and Review Fee and Deposit are required. Color changes also require Color Form submittal.

## V. BUILDING PROCESS

This section contains important information related to actual construction after the ARB grants final approval for new construction or improvements. The ARB's goal is to have the actual construction of a new home or improvements being made to an existing home done in such a manner as to cause the least impact to your neighbors and protect the environment at Stono Ferry. Each Owner and contractor should read this section very carefully.

### A. Before Construction

After reviewing the ARB Review Process and receiving "Final" approval from the ARB, several steps must be taken before any lot clearing, material deliveries, or construction can begin:

1. The Construction Application Form must be completed and submitted to the ARB prior to the start of construction. The required construction deposits and impact fees must be submitted with the Construction Application. See Appendix for current amounts.
2. SFOA's property manager will then schedule a permit session with the ARB Chair. After granting final approval, the ARB will provide you with an "Issuance of Construction Permit" letter verifying final approval along with a copy of the contractor regulations and Association fines to be provided to the property Owner.
3. The "Issuance of Construction Permit" letter along with the approved drawings must then be submitted to the Town of Hollywood in order to obtain a building permit. The building permit must be posted at the construction site and remain visible during the entire construction process. Building permits may be issued by the Town of Hollywood for a period of 6 months from the date of receiving ARB approval. If construction has not started within 6 months an extension will be required from the ARB.
4. Each contractor shall abide with the regulations and is expected to maintain professional conduct while working at Stono Ferry.

**The contractor shall review these Guidelines, along with the list of fines in the Appendix.** Violations will result in fines, which will be deducted from the construction security deposit. Should the contractor's actions result in cumulative fines greater than the construction security deposit, the Owner will be held responsible for the excess fines. In addition, for extreme situations (such as continuing, flagrant violations), the ARB has the right to pull the site-building permit until the security deposit is reestablished and/or the situation is resolved.

### B. Design Changes during Construction

Each Owner, or the Owner's representative, must request approval from the ARB for any proposed design change prior to the making of the change. Changes will require

resubmission and final approval. Changes that are made during the construction process must be pre-approved in writing by the ARB.

### C. General Construction Guidelines

All construction at Stono Ferry will be subject to observation by the ARB. Field inspections will be conducted on a regular basis; reports are reviewed monthly by the ARB on every resident under construction. Construction sites that are in violation of the Covenants and Guidelines will be subject to fines as listed in the Appendix. These fines will be the responsibility of the Owner and/or General Contractor and will be deducted from the construction security deposit. Also, note the following:

1. ARB approval of architectural and landscape drawings will be valid for six (6) months prior to construction beginning. If construction does not begin within that time frame, re-submittal will be required. (The ARB may grant extensions due to adverse weather conditions or as other circumstances dictate.) Construction must be completed within one year from issuance of the building permit.
2. Absolutely no site clearing prior to ARB approval. Existing vegetation must be protected with barrier or temporary fencing during construction. Tree drip lines must be wrapped. Fencing shall be erected at the drip lines of trees. Contractors and their personnel must insure this area is not encroached. (Also, note #9 below.)
3. Boards or other materials shall not be nailed to trees during construction.
4. The contractor may be permitted to place one storage container if necessary on site for storage of equipment and materials. The site plan submitted must indicate the location of that container. Equipment or material storage under tree drip lines is not permitted.
5. Construction is to be completed within one (1) year of issuance of the building permit. Extensions for valid reasons may be approved in writing by the ARB to avoid fines (see Appendix).
6. Vehicles must be parked so as not to block traffic or mail delivery.
7. During construction, all trash, debris and waste shall be picked up at regular intervals and not exposed to public view. No burning of debris will be permitted within Stono Ferry.
9. Sediment control measures must be utilized during construction using best management practices as required by the State of South Carolina. Silt fencing is to be used along all four sides minus the driveway at the property line and all critical areas (i.e., marshes, ponds, Common Property drainage) within 50' of construction.
10. Construction entrance to property must have a temporary pipe installed in the drainage swale. **Granite rock** or heavy mulch must be placed on temporary construction/driveway entrance to prevent mud and debris on road and swales.

## D. Contractor Regulations and Conduct

1. The contractor is fully responsible for the actions of his employees and subcontractors, including compliance with speed limits within The Plantation at Stono Ferry.
2. Contractor employees and subcontractors' access to the job site is restricted to the most direct route. Contractors and subs shall not have access to other areas within Stono Ferry. Workers are restricted to the job site and are not allowed to bring pets to the job site.
3. Contractors must be licensed in the State of South Carolina.
4. Loud music is prohibited.
5. No fishing, swimming or recreating (i.e., use of Stono Ferry's amenities by any contractors) is allowed.
6. No littering. Clean job sites must be maintained at all times. Each job shall be cleaned up and cleared of any debris every Friday afternoon.
7. Burning and burying of trash, debris or waste is not permitted. Contained fires for warmth (in 50-gallon drums) will be permitted.
8. Trash containers (dumpsters) must be present at each individual site prior to starting framing and may not be shared with another job site.

### **Note:**

The ARB has full authority, without notice, to remove violators and to stop work due to violation of these rules. Payment of fines does not allow any work in progress (outside of allowed hours) to continue. The "Final Approval" letter received by the Owner from the ARB serves as written notice regarding the Contractor Rules and applicable fines. The Owner is ultimately responsible for violations and may be fined without further notice.

## E. Hours of Work

Hours of work in Stono Ferry are 7:00 a.m. until 7:00 p.m. on Monday through Friday only, and from 8:00 a.m. to 5:00 p.m. on Saturday. NO WORK IS PERMITTED ON SUNDAY AND HOLIDAYS. This means that no commercial vehicles, service trucks, other commercial vehicles, or contracted equipment of any type from service companies of any kind including contractors is allowed. Conversely, homeowners have no restrictions as to personally working on their property at their discretion.

1. Contractors, their employees, subs and all deliveries to the job site must follow the above schedule. NO EXCEPTIONS.
2. Utility emergencies requiring professional assistance must be reported to the Property Manager immediately following the event.

3. The holidays are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

## **F. Post Construction**

Upon completion of all construction, the ARB must be contacted to inspect the property. An ARB Compliance Letter will then be provided. As a checklist, the following items must be completed:

1. **Property manager must be notified upon conclusion of Improvement.**
2. Construction debris and dumpster removed from the site.
3. Repairs to street right-of-way and adjacent areas must be made.

## VI. APPENDIX

### A. Signage

Only three (3) types of signage will be allowed within Stono Ferry:

1. Standardized “For Sale” signs for lots and homes as follows:

HOME SIGN	LOT SIGN	
FOR SALE PHONE #	LOT # PHONE #	Signs shall be 12” x 12”, painted dark green with white lettering, and installed as follows:  Homes: Hung from bottom of mailbox  Lots: Mounted on minimum 2 x 2 post painted dark green

**No other incremental (i.e., realtor, contractor or sub-contractor) signage on the lot or home is permitted.**

2. Each new construction site must have a self-supported permit board, which must not exceed 6 square feet in area, installed on the lot not closer than 15 feet from the edge of the street. This board is for posting of permits, inspections, and contractor rules and regulations.
3. All other signage is discouraged; any exception must be approved, in writing, by the ARB.

## B. Fees and Deposits

### 1. Review Fee

The owner must submit a non-refundable ARB review fee of \$100 minimum if the improvement requires an architect's review. Depending on the complexity of the improvements, the review fee may be increased to the same as required for the new construction. The ARB review fee is valid for a maximum of one year from the date submitted and is valid only with the plans submitted. Some common fees are:

a.	Fence Installation	\$100.00
b.	Landscaping	\$100.00
c.	Screening of Porch	\$150.00
d.	Wood Deck	\$100.00
e.	Gazebo Addition	\$150.00
f.	Porch Enclosure	\$175.00
g.	Dock and Boardwalk	\$175.00
h.	Sunroom or Porch Addition	\$200.00
i.	Storage or Garage Addition	\$300.00
j.	Home Addition	\$300.00
k.	Ancillary Structure	\$400.00

The ARB Construction supervision fee may vary.

### 2. Construction Deposit

- a. The ARB shall establish the construction deposit amount based on the complexity of the proposed improvement(s). \$500.00 minimum
- b. There is a dock construction security deposit of \$3000.00.
- c. Cost to repair any damage to the environment or property on Stono Ferry that has not been fully reimbursed will be deducted from the security deposit. There are absolutely no refunds until all such damages are repaired. All landscaping, including any screening requirements, must be completed before refunds are given.

**NOTE:**

**The Board of Directors reserves the right under SFOA's Covenants and Restrictions to adjust all fees and deposits without notice.**

## C. Fines

Effective October 1, 2004

1. Nonconforming Job Sign ..... \$100 / Day
2. Minor Damage to Specimen or Protected Trees (tree remains viable and relatively unchanged in appearance.....\$100 / Tree
3. Severe Damage to Specimen or Protected Tree (health/viability of tree is severely threatened), Assessment Plus Replacement if Necessary ..... \$500 / Tree
4. Unauthorized Tree Removal ..... \$1,000/Tree+ Replacement
5. Unauthorized Tree Pruning.....\$250/Tree
6. Damage to Natural Areas / Right of Way .....\$500/Occurrence + Repair
7. No Sanitary Facilities, Sanitary Facility in ROW or Door Facing Street.....\$100 / Day
8. Littered Construction Site ..... \$100 / Day
9. Dumpsters Parked on Road.....\$100/ Occurrence
10. Dumpster Overflowing Greater than 72 Hours ..... \$100 / Day
11. Building Materials or Equipment on ROW or Adjacent Property.....\$100 / Occurrence
12. Vehicles Parked on Adjacent Property ..... \$100 / Day
13. Unauthorized Burning on the Lot .....\$500/ Occurrence
14. Unauthorized Minor Site / Building Plan Change .....\$500
15. Unauthorized Major Site / Building Plan Change .....\$3,000
16. Damage to or Unauthorized Pruning of Flora or Trees on Adjacent Property...\$500 and Restore Site
17. Failure to Complete Construction (New Home or Major Alteration to Existing Home) after One (1) Year ..... \$1,000 / Month
18. Poorly Maintained Improved Property (per first 90 days, then monthly thereafter):
  - a. Exterior of Building .....\$500
  - b. Landscaping, Natural Areas .....\$500
  - c. Docks/Piers/Walkways .....\$300
  - d. D. Driveways .....\$500

- 19. Unauthorized Dumping of Trash and Debris in Containers on Building Sites for which the Contractor has no Responsibility .....\$500 / Occurrence
- 20. Damage to Roadways Not Repaired after 10 days .....\$100 / Day
- 21. Failure to Use Gravel for Road Cut as Necessary .....\$100 / Occurrence
- 22. Trailers left on property over a weekend .....\$100 / Day
- 23. Contractor / Sub-Contractor misconduct ..... \$250 / Occurrence
- 24. Building without a Building Permit .....\$1,000 / Occurrence
- 25. Building without ARB Approval .....\$3,000 (first written notice)\*  
Note: If such unauthorized construction continues, after receipt of written notice, additional fine(s) will be assessed.
- 26. Sunday and Holiday work and non-authorized .....\$500 / 1<sup>st</sup> Occurrence;  
subsequent work hour violations \$1,000 / Occurrence
- 27. Non-conformance New Home and Landscape \$2,000 and lien placed  
(In addition, correction of the non-conformance/completion will be required.)
- 28. Unauthorized filling of drainage swales \$1,000 + correction
- 29. Parking vehicle on front lawn, from date of receipt of notice.....\$50/day
- 30. Parking vehicle on road side for longer than 24 hours, from date of receipt  
of notice.....\$50/day
- 31. Flags mounted in prohibited areas, 10 days from date of receipt of notice.....\$25/day

The ARB will assess fines on a case-by-case basis; SFOA's Board of Directors has the authority to pursue legal action, if necessary. Legal action may include liens filed against the property at the RMC Office and with the lender. All legal and collection costs will be charged against the property / Owner.

The ARB reserves the right, with the Board of Directors' approval and direction, to correct the deficiency, and charge the related cost back to the Owner.

## D. Suggested Plant List

These trees and shrubs are suggested because they do well in this area, but you are not limited to these suggestions.

### Deciduous Trees

*Acer rubrum* - Red Maple  
*Betula nigra* - Riverbirch  
*Carya ovata* - Pecan  
*Liquidambar styraciflua* - Sweet Gum  
*Liriodendron tulipifera* - Tulip Poplar  
*Nyssa sylvatica* - Black Tupelo  
*Quercus alba* - White Oak  
*Quercus falcate* - Southern Red Oak  
*Quercus phellos* - Willow Oak  
*Taxodium disticum* - Bald Cypress

### Evergreen Trees

*Ilex opaca* - American Holly  
*Magnolia grandiflora* - Southern Magnolia  
*Juniperous virginiana* - Eastern Red Cedar  
*Pinus palustris* - Longleaf Pine  
*Pinus taeda* - Loblolly Pine  
*Prunus caroliniana* - Carolina Cherry Laurel  
*Quercus virginiana* - Live Oak  
*Sabal palmetto* - Cabbage Palm

### Small Deciduous & Flowering Trees

*Amelancier arborea* - Serviceberry  
*Carpinus caroliniana* - Musclewood  
*Cercis canadensis* - Redbud  
*Chionanthus virginicus* - Fringe Tree  
*Cornus florida* - Dogwood  
*Diospyros virginiana* - Persimmon  
*Halesia carolina* - Carolina Silverbell  
*Hamamelis virginiana* - Witch Hazel  
*Lagerstroemia indica* - Crepe Myrtle  
*Sassafras albidum* - Sassafras

### Small Evergreen Trees

*Chamaerops humilus* - European Fan Palm  
*Gordonia lasianthus* - Loblolly Bay  
*Ilex vomitoria* - Yaupon Holly  
*Magnolia virginiana* - Sweetbay Magnolia

*Myrica cerifera* - Wax Myrtle  
*Osmanthus americana* - American Tea Olive  
*Persia borbonia* - Red Bay  
*Trachycarpus Fortunei* - Windmill Palm

### **Deciduous Shrubs**

*Aesculus pavia* - Red Buckeye  
*Buddleia davidii* - Butterfly Bush  
*Callicarpa americana* - Beautyberry  
*Calycanthus floridus* - Sweetshrub  
*Cephalanthus occidentalis* - Buttonbush  
*Hybiscus moscheutos* - Rose Mallow  
*Hydrangea quercifolia* - Oakleaf Hydrangea  
*Ilex verticillato* - Winterberry  
*Illicium floridanum* - Florida Anise  
*Itea virginica* - Sweetspire  
*Rhododendron nudiflorum* - Pinxter Azalea  
*Rhus copallina* - Winged Sumac  
*Vaccinium arboretum* - Sparkleberry  
*Viburnum dentatum* - Southern Arrow-wood

### **Evergreen Shrubs**

*Azalea indica* - Indica Azaleas  
*Baccharis halmifolia* - Groundsel  
*Camellia japonica* - Japanese Camellia  
*Camellia sasanqua* - Sasanqua  
*Cycas revoluta* - Sago Palm  
*Gardenianis jasminoids* - Gardinea  
*Ilex cassine* - Dahoon Holly  
*Ilex glabre* - Inkberry  
*Ilex vomitoria* - Yaupon Holly  
*Leucothoe axillaries* - Fetterbush  
*Leucothoe populifolia* - Florida Leucothe  
*Ligustrum japonicum* - Glossy Pinet  
*Myrica cericifera* - Wax Myrtle  
*Nerium oleander* - Oleander  
*Osmanthus x fortunei* - Fragrant Tea Olive  
*Raphiolepis India* - Indian Hawthorne  
*Rhododendron* - Rhododendron hybrid  
*Rhapidophyllum hystrix* - Needle Palm  
*Sabal minor* - Dwarf Palmetto  
*Serenoa repens* - Saw Palmetto  
*Simplocos tinctoria* - Horse Sugar  
*Viburnum suspensum* - Sandwanka Viburnum  
*Yucca gloriosa*-Mound - Lily Yucca

## E. Arborist List

AAA Tree Service  
3041 Sanders Road  
Charleston, SC 29455  
843-571-1934

Arborcare  
PO Box 1510  
Johns Island, SC 29455  
843-768-7229

Hardy's Tree Service  
1216 Dyson Drive  
Monks Corner, SC 29461  
888-267-4223

Historic Tree Preservation  
843-556-8696

B & G Tree Services  
Mt. Pleasant, SC 29464  
843-884-6980

Mead's Tree Service  
Charleston, SC 29417  
843-556-5679

## G. Forms

Review Forms: Improvement, Fence, Dock, Color Change

Request Forms: Vegetation Removal, Design Change, Final Inspection

Construction Application

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

## Improvement Review Form

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contractor \_\_\_\_\_ Landscape Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

TYPE OF IMPROVEMENT \_\_\_\_\_

### SETBACKS AND RESTRICTIONS

Front \_\_\_\_\_

Sides \_\_\_\_\_

Rear \_\_\_\_\_

Height Maximum \_\_\_\_\_

Lot Coverage Maximum \_\_\_\_\_

Square Footage Minimum \_\_\_\_\_

### LOT COVERAGE CALCULATION

Building Footprint, Porches \_\_\_\_\_

Open/Covered Decks, Stairs \_\_\_\_\_

Drives, Walks, Patios \_\_\_\_\_

Raised Planters, Pools, Fountains \_\_\_\_\_

Lot High Ground \_\_\_\_\_

Percent of Coverage \_\_\_\_\_

### BUILDING DATA

Ground Floor Square Footage \_\_\_\_\_

First Floor Square Footage \_\_\_\_\_

Second Floor Square Footage \_\_\_\_\_

Total Square Footage \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Number of Baths \_\_\_\_\_

Other \_\_\_\_\_

### EXTERIOR MATERIALS

Foundation \_\_\_\_\_

Walls \_\_\_\_\_

Trim \_\_\_\_\_

Roof \_\_\_\_\_

Windows \_\_\_\_\_

Doors \_\_\_\_\_

Paving \_\_\_\_\_

### ARB ACTION

Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

## Fence Review Form

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Landscape Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

PURPOSE OF FENCE \_\_\_\_\_

FENCE DESIGN (description, include photos or brochure) \_\_\_\_\_

MATERIALS \_\_\_\_\_

COLOR \_\_\_\_\_ HEIGHT \_\_\_\_\_

PERCENTAGE OF FENCE FREE SPACE (ratio of solid fencing material to open spacing) \_\_\_\_\_

LOCATION OF GATES (if any) \_\_\_\_\_

PLANTINGS (on exterior of fence) \_\_\_\_\_

DISTANCE FROM FENCE TO PROPERTY LINES \_\_\_\_\_

ANTICIPATED START DATE \_\_\_\_\_

### ARB ACTION

Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

## Dock Review Form

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contractor \_\_\_\_\_ Landscape Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

TAX MAP NO \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_

AVERAGE GRADE \_\_\_\_\_ AREA OF LOT \_\_\_\_\_

MATERIAL \_\_\_\_\_ COLOR \_\_\_\_\_

WALKWAY LENGTH \_\_\_\_\_ WALKWAY WIDTH \_\_\_\_\_

PIERHEAD SIZE \_\_\_\_\_ FLOATING DOCK SIZE \_\_\_\_\_

MISCELLANEOUS DATA \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VARIANCE REQUEST (attach detailed description) \_\_\_\_\_

### CHECKLIST

- Review Fee
- Letter of Intent
- Site Plan
- Elevations
- Specifications
- OCRM Approval

### ARB ACTION

Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

## Color Review Form

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**FOUNDATION MATERIAL** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

List brick and mortar information if applicable.

**SIDING MATERIAL** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**TRIM MATERIAL** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**WINDOWS** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**GARAGE DOOR** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**FRONT DOOR** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**ROOFING MATERIAL** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**SHUTTERS** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**LOUVERS / LATTICE** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

**DECKING / STAIRS** \_\_\_\_\_

Color Name/Number \_\_\_\_\_ Manufacturer \_\_\_\_\_

ARB ACTION  Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

# Vegetation Removal Request

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Arborist \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Landscape Contractor (if different from Arborist) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

- Please Check:
- Vegetation Removal
  - Pruning
  - Tree Removal

Type of tree or vegetation, quantity, brief description of location, and reason for request: \_\_\_\_\_

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-----

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*\* Please identify the tree(s) on site with surveyor's ribbon.*

Vegetation Removal Request:  Approved  Disapproved ARB Notes: \_\_\_\_\_

Pruning Request:  Approved  Disapproved ARB Notes: \_\_\_\_\_

Tree Removal Request:  Approved  Disapproved ARB Notes: \_\_\_\_\_

Generally, tree removal is only approved if the tree is diseased, damaged, or a threat to a home and recommended by a Certified Arborist.

If the tree removal request is approved, the number of inches of mitigation required is: \_\_\_\_\_ Mitigation must be in the form of native hardwoods, with a caliper of three inches or larger.

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

# Design Change Request

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contractor \_\_\_\_\_ Landscape Architect \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PROPOSED CHANGE**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR CHANGE**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARB COMMENTS**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Construction or Design Change Application made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_  
Property Owner Contractor

## ARB ACTION

Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

## Final Inspection Request

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Type of Construction  New Construction  Improvement (description) \_\_\_\_\_

New Construction Requests Must Include:

- \_\_\_ As-built Survey with Setbacks and Lot Coverage Percentage
- \_\_\_ Photographs of all four sides of the completed home
- \_\_\_ Color Request Form
- \_\_\_ Certificate of Occupancy

Before requesting Final Inspection, please ensure the following:

- \_\_\_ Construction sign is removed
- \_\_\_ Toilet is removed
- \_\_\_ Dumpster is removed
- \_\_\_ Light Pole Removed
- \_\_\_ Debris is removed
- \_\_\_ Mailbox is installed
- \_\_\_ Adequate mulching is installed
- \_\_\_ Adequate landscape screening is installed
- \_\_\_ ROW is sodded and regraded
- \_\_\_ Meter box, exposed flashing, and roof vents are painted
- \_\_\_ HVAC unit is adequately screened

ARB COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ARB ACTION

Approved \_\_\_\_\_  Disapproved \_\_\_\_\_

DATE \_\_\_\_\_ LOT NO \_\_\_\_\_

# Construction Application

Stono Ferry Architectural Review Board • AMCS, P.O. Box 62109 • N. Charleston, SC 29419 • 843-224-2293 • 843-573-0063 (fax)

Address of Project \_\_\_\_\_

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Est. Start Date \_\_\_\_\_ EIN/SSN \_\_\_\_\_

Est. Completion Date \_\_\_\_\_ Tax Map No \_\_\_\_\_

Heated Square Footage \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Lot Coverage Percentage \_\_\_\_\_ Check No \_\_\_\_\_

Type of Construction:  New Home  Improvement (description) \_\_\_\_\_

### Primary Subcontractors:

Foundation/Footing \_\_\_\_\_ Plumbing \_\_\_\_\_

Foundation/Block \_\_\_\_\_ Electrical \_\_\_\_\_

Framing \_\_\_\_\_ Painting \_\_\_\_\_

Roofing \_\_\_\_\_ Mechanical \_\_\_\_\_

Trim/Siding \_\_\_\_\_ Landscaping \_\_\_\_\_

I, \_\_\_\_\_, as property owner, and I, \_\_\_\_\_, as contractor for the above described construction project acknowledge and agree that the above describe deposit is being held by Stono Ferry Homeowners Association in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved by the Architectural Review Board. Any failure on my part to do so will entitle the ARB to deduct part or all of my deposit as well as any other remedy provided by law or contract.

We further acknowledge and agree that:

1. We have read and understand the Covenants and Restrictions applicable to the property and all Architectural Review Board Guidelines and will follow and obey the said Covenants, Restrictions, and Guidelines.
2. We are responsible for completing the project as described by the drawings and specifications approved by the ARB.
3. We will maintain a clean construction site at all times and install a job sign, commercial dumpster, and job toilet in conformance with ARB Guidelines.
4. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
5. We understand that when accepting a construction pass to enter the neighborhood, all workers and vehicles are subject to be searched to help prevent theft of materials and equipment.
6. As the Deposit will be held in a non-interest bearing account, I understand that it shall be returned after Final Inspection approval with no interest added.
7. Any monies paid out by Stono Ferry Homeowners Association for the correction of changes not approved by the ARB, the cost of work necessary to improve the appearance of untidy sites, or the cost to repair any damage to the road right-of-ways, roads, road shoulders, or utilities will be deducted from the Deposit.
8. The ARB's review and approval are limited to aesthetic considerations. ARB approval does not relieve you and your contractor of responsibility for compliance with all municipal, state, or federal laws that may be applicable. ARB approval does not constitute any opinion or representation by the ARB that the plans comply with these requirements.

This Construction Application made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_  
Property Owner Contractor

Application approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

Architectural Review Board

## H. Glossary

### **Adjacent**

Next to or within 100 feet. Adjacent properties include those properties which abut a property, as well as properties with any portion being located within 100 feet of any boundary of the subject property.

### **Appurtenance**

Architectural accessories including play structures, pools, game structures, docks, bridges, walls, mailboxes, etc.

### **Base Flood Elevation**

Height of the base flood, usually in feet, in relation to the National Geodetic Vertical Datum in the Flood Insurance Study Report, or average depth of the base flood above ground surface.

### **Buildable Area**

Area within allocated setback lines where building can occur.

### **Caliper**

Diameter in inches of tree (bark to bark) usually measured at breast-height (dbh) for existing trees and 1 foot above grade for nursery stock.

### **Covenants and Restrictions**

The Declaration of Covenants and Restrictions for the Plantation at Stono Ferry Subdivision and Provisions for the Stono Ferry Owner's Association, Inc. (recorded in the Charleston County RMC Office in Book C148, Page 012, and amended by instrument recorded in Book J201, Page 425 or as otherwise amended.)

### **Critical Areas**

An operational area that requires specific environmental control because of the equipment or information contained therein. Areas of fragile habitat growth that typically border salt marsh and lagoons including all areas designated as critical area by the Ocean and Coastal Resource Management Division of the South Carolina Department of Health and Environmental Control.

### **Fencing**

Any barrier, structure, or installation that may enclose, surround, or mark off any part of a yard.

### **Fenestration**

Any opening in a building's envelope including windows, doors, and skylights.

### **Finished Grade**

The average elevation of a Lot after construction; provided, however, that Finished Grade shall not be more than 6 feet above Natural Ground elevation, and provided further that the Town may approve more than 6 feet.

**Height**

Elevation as measured in feet and stories. Building height does not include chimneys, antennae or ventilation pipes. Height in stories is the number of habitable floors (stories) exclusive of the area below the first finished floor. One-half story is a habitable floor which has heated square footage that is no greater than one-half the heated square footage of the largest story.

**Lot**

Development Parcel identified in a Subdivision Plat recorded in the Charleston County, RMC office.

**Natural Grade**

The average elevation of a Lot or Development Parcel prior to Development activity.

**Pervious Cover**

Land which permits the absorption of stormwater into the ground. This may include walkways and driveways which are pervious to stormwater.

**Yard Art**

Decorative elements or objects that are placed in yards or on the outside of houses (that are not part of the approved plans). Yard art consists of such items as fountains, columns, columnar adornments, sculptures of all types, certain light-generating structures, etc.

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