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# **Architectural Guidelines**

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## **PLEASANT POINTE AT BAYNARD PARK**

**REVISED 6/25/2007**

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BAYNARD PARK P.O.BOX 1225 BEAUFORT, SC 29901 TELEPHONE (843).527.2207; FAX (843) .521.0743

# THE PLEASANT POINTE ARCHITECTURAL GUIDELINES

## I. Development Objectives

Aesthetic and ecological quality of Pleasant Pointe requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing new construction or additions and alterations at Pleasant Pointe are administered by an **Architectural Control Committee (ACC)** appointed by the Board of Directors of Baynard Park Property Owners' Association, Inc. The goal of this Board is to encourage construction of homes of good architectural design, quality, and proper size, compatible with the area. Architectural style may vary consistent with maintaining a highly compatible appearance throughout Baynard Park. Vivid color and radically different styles will not be permitted. All styles and exterior colors must be approved by the ACC. Homes should be planned and designed with particular attention to design and aesthetic appearance of the exterior and the use of such materials as will, in the judgment of the ACC, create an attractive and harmonious blend with the existing homes and the natural surroundings. **The ACC may disapprove the construction or design of a home on purely aesthetic grounds, where, in its judgment, such disapproval is required to protect the continuity of design or values of the neighborhood and of other homeowners. No reasons are required to be given for unapproved plans.** Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the ACC feels that the repetition of such actions will have any adverse effect.

Each project submitted to the Board will be reviewed toward:

- A. Preventing excessive or unsightly grading, indiscriminating earth moving or clearing of property, removal of trees and vegetation that could cause disruption of natural water courses or scar natural landforms.
- B. Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot, with surrounding residential lots and structures, and does not necessarily block scenic views from existing structures or tend to dominate any general development or natural landscape.
- C. Ensuring that the architectural design of structures and their materials and colors are visually harmonious with Baynard Park's overall appearance with natural landforms and native vegetation, and with development plans, officially approved by Baynard Park ACC and any governmental or public authority, if any, for the areas where the proposed structures are to be located.
- D. Ensuring the plans for landscaping provide visually pleasing settings for structures on the same lot and on adjoining or nearby lots, and blend harmoniously with the natural landscape and adjacent landscaping.
- E. Ensuring that any development, structure, building, or landscape complies with the provisions of the covenants.

- F. Promoting building design, construction techniques, and landscaping designs that respond to energy consumption and environmental quality consideration such as heat loss, air emissions, and run-off water quality.
- G. Directing the architecture of Pleasant Pointe away from styles that dominate the landscape toward architecture that is harmonious with the landscape and therefore conforms to the objectives of the covenants.

The design guidelines include both specific requirements of the Declaration of Covenants for Baynard Park and Provisions for Baynard Park Property Owners' Association, Inc. and requirements derived from covenants so as to provide aesthetic harmony and compatibility with surrounding buildings, environment, and topography.

## **II. Adoption of Rules**

The following rules are adopted pursuant to provision of Article 11(Use Restrictions) of the Declaration of Covenants for Baynard Park and Provisions for Baynard Park Property Owners Association, Inc. (Please see a copy of Declarations of Covenants).

## **III. Administrative Procedures**

The ACC may establish, and from time to time amend, its administrative procedures. In general, the procedure will be as follows:

- A. The ACC will meet regularly once a month. Other meetings may be called from time to time if necessary.
- B. All changes and/or amendments to this document proposed by the ACC will be ratified by the Property Owners' Association Board of Directors before being effected.

## **IV. Submittal and Approval Procedure**

ACC Guidelines and the Declaration of Covenants and Restrictions for Baynard Park Owners' Association, Inc. require that all proposed new construction, additional construction, remodeling, improvements, fencing, landscaping change, including exterior painting, and their improvement of private areas be approved by the ACC before work of any kind is begun. Procedure will be as follows:

**NOTE: All Plans for homes in Pleasant Pointe which are constructed by Centex Homes are automatically approved by the ACC.**

- A. Submittals: Drawings and specifications for any proposed new construction, additional construction, remodeling, improvements, fencing, landscaping change, or other improvements will be submitted to the ACC Administrator. Plans must be submitted to the Administrator at least two (2) weeks prior to the next ACC meeting.
- B. Preliminary Design Submittals: Review of preliminary submittals by the ACC will be of an advisory nature; therefore, such submittals may consist of informal presentations. In order, however, that the ACC may give just consideration to the proposed work, it is

recommended that preliminary submittals adequately describe the site plans, floor plans, and exterior character of the proposed structure. Preliminary submittals will be in duplicate. Favorable review of "preliminary design submittals" by the Committee neither implies nor guarantees acceptance of "preliminary design submittals".

- C. Final Design Submittals: Final design submittal will constitute the only basis for conclusive action by the Committee and must adequately reflect to the ACC true design quality of proposed work. The owner or his representative will present final design submittals to the ACC at its approval meeting. Design of each home should consider size, shape, and topography of the specific lot proposed for the building site. Final plans will be submitted in duplicate. Upon review of "final design" plans, the owner or applicant will be notified in writing of the ACC action within 10 working days.
- D. All building permits must be prominently displayed at the job site and covered with clear plastic to prevent fading and erosion.
- E. Exterior of the residence will be constructed in accordance with the plans as approved by the ACC. Fines or revocations of permit may be levied by the ACC for noncompliance. Any exterior changes after final plan approval by the ACC must be approved prior to any construction of those changes.
- F. Builder's sign must be approved by the ACC. The sign must have lot number, name of lot owner, and telephone number of builder. There must be an approved storage device for an approved set of plans. The building permit must be visible and laminated.
- G. The home must be complete within 12 months from the start of construction. A notice must be given to the ACC prior to starting construction.

## **V. Final Design Submittal Requirements**

The following items must be submitted to insure expeditious issuance of a Pleasant Pointe ACC permit. Plans not in compliance with this listing will not be placed on the ACC agenda.

### **A. GENERAL**

1. Submit two complete sets of all required plans indicated herein for approval. Sheet size not to exceed 24" x 36".
2. Provide completed Application for Preliminary / Final Approval of Construction and improvements.
3. Submit material sample and color board, which will include:
  - a. Manufacturer paint sample chips or chart showing exterior and trim colors.
  - b. Roofing manufacturer material sample.
  - c. Masonry or brick sample.
  - d. Siding material sample with color application intended.

B. TOPOGRAPHIC MAP / TREE SURVEY PLAN: Surveyor certified/sealed topographic map of proposed building site based on an on-ground survey, at no more than one foot (1') intervals, and lot corner and center spot elevations of the original grade. The survey should also show the location and type of trees over 6" in diameter and measuring 4' above existing grade. The survey should also comply with any additional standards adopted by The Town of Bluffton or Beaufort County.

C. SITE PLAN shall conform to the following characteristics:

1. Scale to be at least 1" = 10' and should show the footprint of any adjacent homes and footprint of proposed home. This plan will include major features on adjacent properties within 25' of the property line including roads, paths, marshes, lagoons, swales, culverts, golf courses, OCRM lines, vertical construction of buildings, decks, patios, driveways, pools, etc.
2. Shall include a Legal Description, Lot/Phase and street address.
3. Should show building location on the proposed building site, including:
  - a. Dimension in a minimum of two places from lot line to the building foundation.
  - b. Configuration of garage approach; except on corner lots, no garage will open toward any street, and corner lot garages can open toward the secondary street.
  - c. Where possible, garages shall be located in the front half of the property. Garages should not face the street.
  - d. Side and court yard loading garages only.
4. Show any existing easements.
5. Indicate and follow all building setback standards.

a. The following are setback standards:

Each individual lot will be judged based on its own particular merits, vegetation, trees, views, and compatibility with adjacent properties. The ACC is prepared to make exceptions when necessary. Compliance with building setback requirements will be determined by measurements of the distance from property lines to the closest portion of the building foundation.

- |         |            |
|---------|------------|
| • Front | 25' (feet) |
| • Side  | 5' (feet)  |
| • Rear  | 10' (feet) |

(Lot lines not adjacent to front lot lines)

- b. Setbacks for lots adjacent to environmentally sensitive areas (wetlands, marshes, rivers, and wildlife management areas) will be influenced by the presence of the OCRM Critical Line and/or the U.S. Army Corps of Engineers or any other governing authority and may have a greater setback requirement than the distances stated above.
- c. There is an easement along or around the entire perimeter of any river, creek, lagoon, marsh, or wetland. This easement is a nonexclusive easement for

- c. There is an easement along or around the entire perimeter of any river, creek, lagoon, marsh, or wetland. This easement is a nonexclusive easement for ingress, egress, and access to the above water bodies by Baynard Park Property Owners' Association, Inc. for the purpose of maintenance and repair. Because these areas are an important aesthetic and functional resource of the development, any extensions of proposed improvements into the easement would require approval by the ACC.
- d. Improvements other than landscaping are not permitted within easements. Landscaping permitted by the ACC, placed within an easement by a property owner shall be considered installed at risk. If a legitimate user of the easement (utility company or Property Owners' Association) disrupts such landscaping the legitimate user may not replace it.

## 6. Planning Considerations

- a. Relation to street: The ACC committee strongly encourages homes to be placed square with the street or setback lines with the exception where a lot is on a corner or to save a tree.
- b. Building area shall not exceed 50% of the lot, and a minimum of 50% of the lot shall be landscaped or in its natural state (or according to Town of Bluffton or Beaufort County standards). The calculations of exact percentages are the responsibility of the architect/engineer and will be clearly shown on the site plan.

## 7. Driveways / Guest Parking

- a. It is required that a minimum of two off-street parking spaces be provided on an approved surface.
- b. Driveways may be parallel to side property lines. Driveways near side property lines should be minimized where possible to permit a buffer of landscape material. All drives must be 3 feet off property line.
- c. One driveway access to the street is recommended unless the street property line is in excess of 120'. An adequate turning radius must remain.
- d. Off-street parking and driveways must be screened from adjacent property or road with landscape material. All concrete flatwork must be off the property line.
- e. Driveways should be textured concrete, approved brick pavers, or a combination thereof. Concrete and/or approved brick pavers are the preferred materials. The first 9' of the driveway or up to the edge of common sidewalk closest to the home shall be brick pavers.
- f. Reflectors are not permitted.
- g. Boats, trailers, recreational vehicles, commercial and similar vehicles must be stored in an enclosed garage and not be exposed to view.

## 8. Decks, Terraces, Service Yards, and Patios

- a. Decks, terraces, and patios should be designed as an extension of the architecture of the main structure using compatible materials.

b. Service Yards are required for all homes in Pleasant Pointe.

9. Exterior Lighting

- a. Exterior lights must be installed to avoid glare from light sources to neighboring properties.
- b. Night lighting should be directed downward and confined to drives, paths and steps for safe pedestrian movement. Up lighting is allowed on the house. Must be approved by the ACC.
- c. Walkway illumination sources should be concealed into steps, walls, bollards and handrails whenever possible to avoid direct view of light sources.
- d. Lighting used to accent vegetation should be subtle, subdued and hidden from view.
- e. Colored lighting is not acceptable.

10. Propane Tanks

- a. All propane tanks must be buried.

11. Swimming Pools

- a. Pool equipment shall be placed inside a service yard or other approved enclosure.
- b. Top of pool construction may not be above the finished floor elevation.
- c. Backwash is not permitted to be discharged into the sanitary sewer system, stormwater sewer system, lagoon or wetland, and must be contained on the lot.

D. ELEVATION PLANS

- 1. Will include front, rear, and both side elevations.
  - a. House numbers will be part of the approved mailbox assembly, which must be purchased from the approved supplier as designated by the ACC. In addition, house numbers are required on the structure of the house and must be readable from the street. House numbers may not be painted on the curb.
- 2. Exterior walls should be of brick, wood cement plank or conventional stucco. Siding materials must be approved by the ACC.
- 3. Windows: Various styles and functions of windows are encouraged. Large areas of glass without division are not encouraged.
- 4. All exterior vertical wood or wood siding including stairs will be painted or stained except redwood or other approved woods. All handrails and balusters on decks, exterior stairs, porches, etc will be painted or stained.

## 5. Building Height

- a. The building height of residential homes shall not exceed 35' above the finished grade at the building line. The finished first floor level shall not exceed 5' above the minimum FEMA based flood elevation or natural grade, whichever is greater. The third story of a 3-story home shall be located within the attic area of the first two floors.
- b. The minimum height of the foundation wall from the finished grade at the exterior of structure to the finished floor elevation will be 16" at the front of the house.

6. Garage doors are to be overhead type of raised panel design.

## E. ROOF PLANS

1. Architectural roofing materials must be approved by the ACC. If fiberglass shingles are used, colors and configurations that do not call attention to the roof should be chosen. Exaggerated roof slopes (both high and low) should be avoided.
2. Roof vents and other penetrations will blend with the roof. Low profile roof ventilators will be used.
3. Chimney exteriors shall be of masonry stucco or siding construction. Prefabricated chimney flue caps shall be screened with a metal or other noncombustible material shroud for safety and ornamentation.

## F. HOUSE FLOOR PLANS

1. Square Footage of Interior Heated and Cooled Space, Excluding Garages
  - a. Single story homes shall have a minimum of 2,000 heated square feet. enclosed
2. Will include plumbing and electrical layouts, and HVAC equipment location.
3. Two-car garage is the required minimum. Carports are not permitted.
4. Garages must have finished interior walls.
5. Service yard fencing/screen shall be a minimum 5' above grade.

## G. FOUNDATION AND STRUCTURAL PLANS

1. Will provide sufficient detail to obtain a building permit.
2. All foundations will be stamped by a registered engineer or architect.
3. Due to FEMA flood elevation requirements, a substantial foundation may be required. No more than 5' of foundation should be exposed around a home as measured from the bottom of the floor joists. High foundation walls will require



careful treatment to help reduce their apparent height and massiveness. Louvered or lattice openings in a foundation wall are a preferred alternative.

4. Single family residences must conform to Federal Flood Zone regulations for minimum finished floor elevation established by Federal Emergency Management Agency (FEMA).
- H. **LANDSCAPE PLAN:** One of the primary responsibilities of the ACC is to ensure that when Pleasant Pointe is completely developed, the product will be attractive and harmonious with the surrounding environment. Toward this end, the degree of attention and sensitivity shown in the landscape treatment of each individual lot becomes very significant. The ACC encourages a more maintained appearance with areas of lawn and shrubs. A condition of approval from the ACC to proceed with construction is the owner's agreement to implement the landscape plan submitted with the architectural drawings for the house. The intent of the landscape requirements is to enhance the building. Plans for any landscaping, grading, excavation, or filling of lots must be approved by the ACC and conform to the following guidelines:
1. Landscaping plan will be drawn on a copy of previously approved site plan, will show existing plants and trees, and will indicate trees to be removed. Common name, size and mature size will identify new plants and trees. **The ACC may disapprove the construction or design of a home or landscaping plan purely on aesthetic grounds, no reasons are required to be given.**
  2. Landscaping plans will be submitted at the same time as final house plans.
  3. All construction, including landscaping, in street right-of-way must be approved by the ACC on behalf of Baynard Park Property Owners' Association, Inc. It is the responsibility of the homeowner to ensure lot landscaping includes street right-of-way to edge of pavement and to all property lines. Since each owner is responsible for maintenance to the waters edge, the landscape plan must include a design and maintenance plan of this area.
  4. A landscaping plan that uses rock or crushed rock as a predominant element will not be accepted.
  5. In general, proposed plant material should be easily available, salt tolerant, unappetizing to deer, drought resistant and cold hardy.
  6. Planting Design
    - a. A simple massing of plant materials is generally the most effective method of creating a successful planting scheme. Lawn areas are encouraged in open areas around homes where sunlight is available for a good portion of the day. Otherwise, wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings.
    - b. At driveway entrance, for reasons of safety, no planting which obstructs sight lines at driveway entrances shall be permitted. Only low plant material is permitted past the property line. (Maximum height of 3' above ground) This does not apply to street trees in the right of way.

7. Tree Protection

- a. No tree with a trunk diameter measuring 6" or more at a distance of 4' above ground level (DBH) shall be removed, or effectively removed through damage, without written approval by the ACC or Town of Bluffton and Beaufort County Regulations.
  - b. The ACC may designate specific trees, which must be protected through the clearing and construction phases with barriers erected at least 6' from the trunk of trees.
8. Walks, retaining walls, or other hardscape improvements will be identified by material and dimensions, including height above finished grade (can be shown on site plan). A maximum height of 36" above existing ground.
9. All landscape improvements and sodded areas will be covered by an irrigation system.
10. No hedge planting will be allowed along the lot owners' property line.

I. FENCE PLAN

1. Fence plan will be drawn on a previously approved site plan or landscape plan.
2. Plan will show elevation of one section of fence.
3. Maximum fence height is 4' above grade. The only fencing allowed is black aluminum, black vinyl or black wrought iron.
4. Walls and fences may be approved provided they are attached to the house as an architectural extension. The fence must start at back corner of house.
5. Deer fences are not acceptable. It is desired that each owner consider that deer live on the property when planting their landscaping and use plants that will be less attractive to deer.

J. GRADING AND DRAINAGE PLAN

1. Grading and drainage shall be designed to ensure no stormwater or roof water runoff is directed toward adjacent home sites or directly into wetlands or lagoons. Runoff should be directed into swales or other BMP devices.
2. In general, the areas of the lot that may be filled are limited to the area immediately under and around the house and adjacent driveway area. This area should transition down to existing grade as soon as possible once beyond the building line. It should be anticipated that natural low lying areas will be preserved and that these

low areas might retain water for several days following rainfall. All rain gutters should be turned toward landscaped areas, not a hard surface.

3. Cuts and fills should be designed to complement the natural topography. Grading should produce graceful contours, not sharp angles. Provide smooth transitions at the head and toe of the slope.

#### **K. ANTENNAS, SATELLITE DISHES, AND ACCESSORY STRUCTURES**

1. Satellite dishes which do not exceed 2' in diameter or 2' in height, may be erected and maintained on the property, provided any such device shall be screened so as not to be visible from the street.
2. Other than #1 above, no television antenna, radio receiver, sender, or other similar device shall be attached or installed on the exterior portion of the building or property within Baynard Park.
3. No exterior speaker, horn, whistle, bell, or other sound device, which is unreasonably loud or annoying, except security devices used exclusively for security purposes, shall be located, used, or placed upon lands within Baynard Park. The playing of loud music within any family dwelling unit or from the balcony, pool, or deck thereof shall be considered a nuisance.
4. Closed loop water source heat pump systems are allowed in Baynard Park provided the holes bored for the loop are no deeper than sixty (60) feet below natural existing grade and shall be drilled by a South Carolina licensed well driller.
5. The appropriate utility companies shall provide underground connections to water, sanitary sewer, electricity, telephone, and cable TV. The installation of all utilities to homes with Baynard Park will be installed meeting the specifications prescribed by the providing utility.
6. Landscape Accessory Structures
  - a. Accessory structures such as playhouses are not permitted in Pleasant Pointe without specific written approval of the ACC.
  - b. All playground equipment shall be placed only with approval by the ACC.
  - c. No clotheslines shall be permitted.
  - d. No trampolines are allowed.

#### **VI. Site Preparation**

At the time of final submittal, the builder will be required to put up a string line on the lot showing the placement and footprint of the proposed plan. It is not intended that any trees be cut down in accomplishing this requirement.

- A. Lot Perimeter: At the time of final design submittal the lot boundary, including the street side, will be fenced using a silt fence. This fence will remain in place and in proper working order for the duration of the project.
- B. Portable Chemical Toilet: Before starting construction, a portable chemical toilet will be in place and removed when construction is complete. Portable toilets are to face construction area, be a minimum of 10' from the back of curb, and screened from view.

**C. Trash Container**

1. Before construction, a trash container will be in place and must be removed when construction is complete. It will be the permit holder's responsibility to collect all trash and have a clean and orderly construction site at the conclusion of each day's activities.
2. No dumping or burning is permitted within Baynard Park.
3. Each builder must sign a co-permittee agreement.

**D. Prior to starting work, the following items are to be in place:**

1. Submit a copy of the Certificate of Insurance including the homeowner's name to Baynard Park ACC.
2. Stake out and inspection by the ACC.
3. Sign identifying the builder, phone number, lot owner's name, and lot number.
4. A waterproof container for the required permits and approved plans.

**E. Construction Parking: Parking during construction is restricted to a hard surface at all times. Parking or material storage is not permitted on common property or unimproved homeowner property at any time.**

**F. Crushed stone - construction exit- drive for access to the site, size determined by latest version of The Town of Bluffton Design Manual or approved SWPPP. The street must be cleaned if dirt or debris has accumulated due to construction activity or runoff from the lot.**

**VII. Inspections**

- A. General: All construction work for which a permit is required will be subject to inspection by the ACC, Beaufort County, or Town of Bluffton.
- B. Approved Set of Plans: The approved set of plans stamped and reviewed by the ACC must be on file with Property Management Company.
- C. Approval Required: No work will be done on any part of the building or structure beyond the point authorized in each successive inspection without first obtaining written approval of Beaufort County or Town of Bluffton. Such written approval will be given only after an inspection has been made of each successive step in the construction as indicated in Subsection E below.

**Inspector                      Inspection**

ACC	Final Inspection. This inspection will be completed by the ACC or its representative and will insure that the building is completed with approved plans and color and material samples. Landscaping is in place and house is ready for occupancy. Special attention will be
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given to surface water drainage, site clean up, builder sign removal, and removal of waste materials on adjoining lots. This inspection will not be made until all prior inspections have been passed satisfactorily. Refundable deposits will be refunded within thirty (30) calendar days of an acceptable final inspection.

## **VIII. Fees**

A. Refundable, payable to Baynard Park POA by the Builder; these fees are held on deposit until:

1. Construction is in full and complete compliance with those plans approved by the ACC. Non-compliance with approved plans can result in the ACC remedying the non-compliance and levying a lien upon the land and improvements until reimbursed for its expenses.
2. Any damage to adjacent lots, street, curb, common area, or public utilities, which shall include all above ground utility boxes, must be repaired or replaced to the satisfaction of the ACC, utility company and or any governing agencies.
3. Trash, building materials, contractor equipment, or temporary buildings have been removed from the lot, or adjacent lots.
4. The residence is complete, including all landscaping and having received a Certificate of Occupancy from Beaufort County or Town of Bluffton.
5. Each lot owner is responsible for mowing the lot at least 2 times a year. Each owner is also responsible for removal of fallen, leaning or hazardous trees.

B. Fines

1. The ACC may levy fines for violations of the Rules of Pleasant Pointe and its decision shall be final.
2. A violation will be considered a separate offense for each day the violation is permitted to remain uncorrected.
3. Fines will be deducted from the refundable deposits. If fines total more than the deposit, a separate fine will be issued. If not collected at the time of the CO, a lien will be placed on the property.

## **IX. Disclaimer**

The foregoing rules have been adopted to assist the ACC in exercising its powers and performing its duties pursuant to the Declaration of Covenants for Baynard Park and Provisions for Baynard Park Property Owners' Association, Inc. Compliance with these rules is not intended to guarantee that the proposed improvements will satisfy all the requirements of the Amended Master Declaration, or that the proposed improvements will be structurally sound, or that they will comply with any applicable building code, or that they will be free from damage from wind, rain, flood, or that they will not encroach on easements, or that they will not divert surface water in a manner not allowed by law.

In giving any approval, the ACC finds only that the improvements are satisfactory to it. Approval of the ACC is not an opinion, approval, warranty, or representation by it as to any of the matters mentioned in the foregoing paragraph.

## Application to Construct in Baynard Park

Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

### Owner(s)

### Builder

Name \_\_\_\_\_ Name \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

### Architect

### S.C. Contractor License #

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

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

S.C. Registration # \_\_\_\_\_

### NOTE:

The Applicant(s) must thoroughly read and comply with the requirements of the Architectural Guidelines and Review Procedure.

Has this house ever been built within Baynard Park Subdivision:

If yes, where? \_\_\_\_\_

Each builder must submit a copy of Builders Risk Insurance with Centex Homes listed as a certificate holder.

### For New Construction

#### Concept Review Only

A non refundable fee of \$100.00. ACC opinion non-binding.

#### Preliminary ACC Review

Refundable compliance fee of \$5000.00 must be paid at this time. Lot must be bush-hogged, staked and strung out.

#### Final ACC Review

**\$950.00 Plan Review Fee**

Lot Owner's Name \_\_\_\_\_

Builder's Name \_\_\_\_\_

Lot # \_\_\_\_\_

Address \_\_\_\_\_

### Checklist for ACC Submissions

\_\_\_\_\_ Site Plan on 1/8 Scale Indicating:

- Species and diameter of trees over 6" in diameter, noting any to be removed
- Outline of proposed topography, fill plan, direction of drainage
- Property boundaries, setbacks from lot lines to first vertical wall.
- Street access, drives, walks, patios, decks, fencing, etc.
- Elevation of lot corners, first floor, edge of roadway.

\_\_\_\_\_ Foundation Plan

\_\_\_\_\_ Service yard detail, location and screening

\_\_\_\_\_ Landscape Plan and schedule showing location, species, initial and mature size (height and girth) and quantity of shrubs, trees, and ground covers, type and square footage of sod.

\_\_\_\_\_ Floor plans at 1/4" scale with:

\_\_\_\_\_ Changes in floor level

\_\_\_\_\_ Door and window schedules

\_\_\_\_\_ All dimensions

\_\_\_\_\_ Attached decks, fences, etc.

\_\_\_\_\_ Elevations drawn to 1/4" scale showing:

\_\_\_\_\_ All exterior views

\_\_\_\_\_ All exterior openings

\_\_\_\_\_ Exterior finish material

\_\_\_\_\_

\_\_\_\_\_ Wall section drawn to 1/4" scale showing

\_\_\_\_\_ Roof Pitch

\_\_\_\_\_ Patio Section, if appropriate

\_\_\_\_\_ Color Samples on actual materials, not exceeding 8" x 11"

\_\_\_\_\_ Roofing Samples

\_\_\_\_\_ Other Materials

\_\_\_\_\_ Checks

- Plan Review Fee of \$750.00 payable to Runyon Architects and Associates S.E.LLC
- Handling Fee of \$200.00 made out to Bundy Management
- Deposit Fees of \$6,000.00 made out to Baynard Park POA



Lot Owner's Name \_\_\_\_\_  
 Builder's Name \_\_\_\_\_  
 Lot # \_\_\_\_\_  
 Address \_\_\_\_\_

**Exterior Materials and Colors**

Item                      Material Name & Number      Manufacturer / Model # or Name

Siding		
Stucco		
Brick		
Roofing		
Fascia		
Trim		
Soffit		
Shutters		
Front Door		
Exterior Doors		
Garage Door		
Windows		
Chimney		
Driveway		
Service Yard		
Swimming Pool/Spa		
Fireplace	Wood Burning _____      Propane _____ *If propane, please indicate location of tank(s) on site plan.	



Material Sample and Color Board

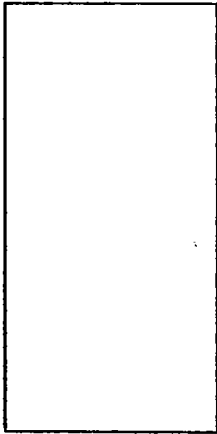
Lot 86

11 Stoney Point Drive

Wiggins Residence

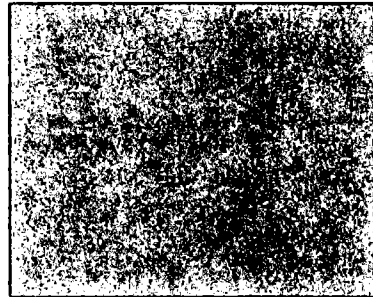
Trim Color

Pure White



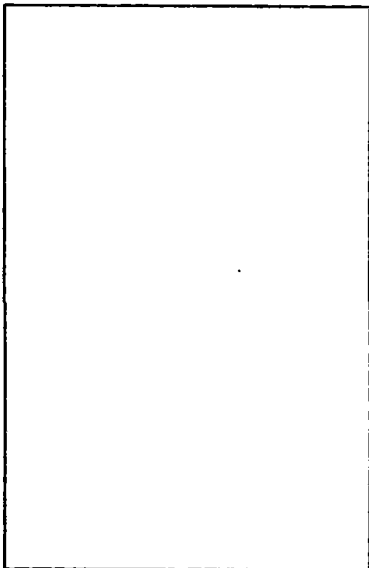
Roof Sample

Weather Wood



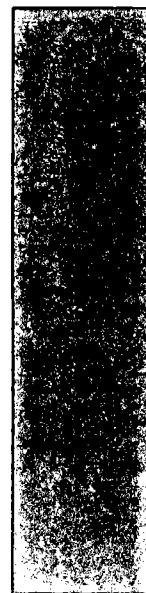
Stucco Sample

Everest



Shutter Color

Navy



Door Color

Walnut Stain

