

ARCHITECTURAL SUBMISSIONS CHECKLIST

Note: All submittals must be received by Wednesday, one week prior to the first and third Wednesday of each month.

Conceptual Plan Submittal (Section II, C of Coosaw Point Architectural Guidelines):

- Conceptual Plan
 - 1/8" = 1' Scale Floor Plan recommended
 - Front, sides and rear elevations of plan.
 - Reduced set of plans on 8 1/2 x 14 (showing one elevation per page)
- Request for Review of Conceptual Plans, Appendix B
- Builder's Application filled out (if applicable) and attach

PRELIMINARY PLAN SUBMITTAL (Section II, D of Coosaw Point Architectural Guidelines):

- Dimensioned Site Plan
 - 1"=10' Scale minimum
 - House
 - Garage
 - Decks/Porches
 - Driveway
 - Walks
 - Storage Buildings
 - HVAC units
 - Electric Meter
 - Property Lines
 - Easements
 - Setbacks all sides
 - Existing and Proposed Contour Lines
 - Patios
 - Prominent natural features
 - Area calculations
 - Heated Space
 - Decks/Porches
 - Stairs
- Floor Plan 1/4" = 1'
- Tree and Topo Survey
- Stakeout of House Outline, Walkways, Driveways @ 3' above ground level
- Red tape on Significant trees to be removed
- ARB requires Front, Rear, Left Side, Right Side Elevations be submitted at this time.
- Request for Preliminary Architectural Approval form, Appendix C.

FINAL PLAN /BUILDING PERMIT SUBMITTAL (Section II, E Coosaw Point Architectural Guidelines)

- Submit 3 sets of Final Drawings 1/4" = 1'
 - Written Specifications
 - Dimensioned Construction Elevations -all sides
 - Sections
 - Electrical
 - Roof
 - All other Construct Details

- Dimensioned Site Plan - Showing topo, trees and drainage
 - House
 - Garage
 - Decks/Porches
 - Driveway
 - Walks
 - Storage Buildings
 - HVAC units
 - Electric Meter
 - Property Lines
 - Easements
 - Setbacks all sides
 - Existing and Proposed Contour Lines
 - Patios
 - Prominent natural features
 - Area calculations
 - Heated Space
 - Decks/Porches
 - Stairs
 - Hardscape

- Any changes to lot since Preliminary must be indicated by string and stake.
- Exterior colors w/ samples
- Roofing material w/sample
- Landscaping Plan - 1"=10' scale Suggested (Recommended; Required Prior to Sheetrock Stage)
 - Planting Material
 - Location of Lighting
 - Walks
 - Fences
 - Pools
 - Decks
 - Patios
 - Irrigation

- Request for Final Approval Form (Appendix D)
- Fee - \$250.00
- Landscape Deposit - \$2,500.00
- Builders Deposit - \$2,500.00

Attachment A
Color Selections

LOCATION	COLOR	BRAND / NUMBER	TYPE FINISH	COMMENTS	APPROVED OR DENIED
MAIN STRUCTURE:					
Exterior Walls					
Trim					
Main Entry Door					
Exterior Doors					
Shutters					
Foundation Vents/Underpinning					
PORCHES:					
Ceiling					
Deck					
Risers					
Treads					
Railings/Handrails					
Pickets					
Columns					

APPENDIX B

“REQUEST FOR REVIEW OF CONCEPTUAL PLANS”

Architectural Review Board • Coosaw Point • Beaufort, South Carolina 29907
(843) 522-0041

DATE: _____

GENERAL INFORMATION

Address of Project _____
Owner _____

Address _____
Telephone _____

Architect _____

Address _____

City _____ State _____ Zip _____
Telephone _____

Contractor _____

Address _____
Telephone _____

CHECK LIST

- Front elevation of house required (as from a magazine, plan book, etc.).
- Front, sides and rear elevations on 8 ½ x 11 (One rendition per page).
- Footprint of house with walks and driveways, drawn on plat of lot, showing trees that will be lost.
- One site plan on 8 ½ x 14.
- Photos or descriptions of nearby homes.
- Concept is in accordance with one, one and one-half, or two story requirement for the lot in question.
- Builder’s Application filled out (if applicable) and attach.

ARB ACTION

Approved _____ Disapproved _____
By: _____
Date _____

APPENDIX C

REQUEST FOR "PRELIMINARY ARCHITECTURAL APPROVAL"

Architectural Review Board • Coosaw Point • Beaufort, South Carolina 29907
(843) 522-0041

DATE: _____

GENERAL INFORMATION

Address of Project
Owner _____

Address
Telephone _____

Architect _____

Address _____

City _____ State _____ Zip _____
Telephone _____

Landscape Designer _____

Address _____

City _____ State _____ Zip _____
Telephone _____

Contractor _____

Address
Telephone _____

CHECK LIST

- Site plan should be drawn at a scale of 1"=10' indicating the plan of the house, decks, driveway, walks, HVAC units and electric meter.
- Driveways and walks shall be dimensioned to include width, length, curve radii (See landscape guidelines).
- The site plan must show property lines, easements, setbacks, existing and proposed contour lines, driveways, patio and any prominent natural features.
- Site plan must also include the following calculations: area of the first floor footprint, (heated and unheated spaces in square feet to include area of first floor decks, stairs and porches).
- Site plan must include the area calculations of driveways and walks, the total lot in square feet, and the footprint area of all impervious improvements expressed as a percentage of the total lot area.
- Complete a stakeout of the house outline, walkways, and driveway on the lot and show outline with string 3' above ground.
- Place red tape around all significant trees that are to be removed, both within stakeout of the house, walkway and driveway and elsewhere on the lot.
- Dimensioned elevations all sides to be submitted at this time.

ARB ACTION

Approved _____ Disapproved _____
By: _____
Date _____

APPENDIX D

“REQUEST FOR FINAL APPROVAL”

Architectural Review Board•Coosaw Point•Beaufort, South Carolina 29907•(843) 522-0041

DATE: _____

GENERAL INFORMATION

Address of Project _____
 Owner _____

Address _____
 Telephone _____

Architect _____

Address _____

City _____ State _____ Zip _____
 Telephone _____

Landscape Designer _____

Address _____

City _____ State _____ Zip _____
 Telephone _____

Contractor _____

Address _____
 Telephone _____

ARC ACTION

Approved _____ Disapproved _____
 BY: _____

EXTERIOR MATERIAL DESCRIPTIONS

Foundation: _____

Exterior Walls: _____

Trim (1) Columns, window, house trim, etc.: _____

Trim (2) Shutter, Handrail, etc.: _____

Trim (1) Porch Floor, etc.: _____

Windows and Doors: _____

Roofing: _____

Garage Doors: _____

Paved Areas: _____

Front Doors: _____

CHECK LIST*

- _____ Final Stake Out
- _____ Color Selection/Samples
- _____ Landscape Plan (Recommended)
- _____ Dimensioned Site Plan
- _____ Construction Drawings (3 sets)
- _____ Specifications
- _____ Fee Paid

*See Architectural Submission Checklist

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Color/Mfg./Name/Number: _____

Drives: _____ Walkways: _____

Color/Mfg./Name/Number: _____

SQUARE FOOTAGE

	Actual
Living Area	_____
Garage/Carport	_____
Screened Porch	_____
Covered Porch	_____
Decks	_____
Other	_____
TOTAL	_____

Note: If there is any discrepancy between the submission sheets, the approved plans and/or the actual construction, the approved plans will take precedence. It is the builder's responsibility to mark all approved changes on the ARB approved set of plans.

APPENDIX E

CONSTRUCTION DEPOSIT, & AGREEMENT

Architectural Review Board • Coosaw Point • Beaufort, South Carolina 29907 • (843) 522-0041

DATE: _____

CONTRACTOR INFORMATION

Name _____

Address _____

Telephone _____

S.C. Contractor License # _____

CONSTRUCTION LOCATION

Address _____

Owner _____

TYPE OF CONSTRUCTION

_____ New Construction

_____ Improvement (description)

_____ Re-staining (colors)

_____ Re-roofing (weight, color, manufacturer)

Deposit Amount _____

Check Date & Number _____

AGREEMENT:

I, _____, as property owner, and I, _____, as contractor for the above construction

project, agree that the above described deposit is being held by Coosaw Point Development in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved by the ARB.

We further acknowledge and agree that:

1. We have read and understand the Covenants and Restrictions applicable to the property and ARB Guidelines and will follow and obey the said Covenants, Restriction and Guidelines.
2. We are responsible for completing the project as described by the drawings and specs approved by the ARB.
3. We will mark all approved change requests on the ARB approved set of plans. If there is ever a discrepancy between the submission sheets, the approved plans and/or the actual construction, the approved plans will take precedence.
4. We will maintain a clean construction site at all times, install a commercial dumpster and job toilet in conformance with the ARB guidelines.
5. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
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 Coosaw Point Development for the correction of changes not approved by the ARB or the costs of work necessary to improve the appearance of untidy sites, or the cost to repair any damage to the road rights-of-way, roads, road shoulders, utilities, will be deducted from the Deposit.

This application, Deposit, and Agreement made this _____ day of _____,

200____, by _____ and _____

PROPERTY OWNER'S SIGNATURE

CONTRACTOR'S SIGNATURE

Application approved this _____ day of _____, 200____.

By _____

Architectural Review Board