

CENTRE COURT
ARCHITECTURAL REVIEW BOARD
New Construction - Additions - Exterior Modifications

Dear Property Owner:

PRIOR TO STARTING ANY NEW CONSTRUCTION, ADDITIONS OR EXTERIOR MODIFICATIONS YOU MUST FULLY COMPLETE THIS APPLICATION PACKAGE, INCLUDING ALL REQUIRED SUBMISSIONS.

This package will include all the information you and your contractor are required to submit, to the Architectural Review Board (ARB), for approval.

Please ensure that you and your contractor read the ***COVENANTS and RESTRICTIONS, IN ADDITION TO THE ARCHITECTURAL REVIEW BOARD STANDARDS.*** ***YOU*** are responsible for the contractor's work during all phases of the building process.

After your application package has been submitted to and reviewed by the ARB, you will receive a written Approval Review Form, which may include any changes required for resubmittal. Until final ARB approval is received, no work may commence on your property (this includes lot clearing and tree removal).

Deadline for submission is 12:00 noon on the first and third Tuesday of each month. Your submission must include the \$350.00 review fee (check or money order) made out to "Centre Court Home Owner's Association". You will receive your Approval Review Form, notifying you of approval or changes required, within 15 calendar days of your submittal date. Any package submitted after the dead line, will be rolled to following review period.

Sincerely,
Centre Court ARB

I have read and understand this package, and agree to abide by all rules and regulations.

Owner's Signature

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GENERAL REQUIREMENTS

1. No contractor signs shall be placed on site.
2. Lot number and address shall be displayed at the front of the lot for all new construction.
3. Silt fencing must be installed on any property perimeter where the ground has been excavated. If silt fencing is not installed, **within 24 hours of site clearing completion**, the HOA will have silt fencing installed at the property owner's expense.
4. If there are any modifications to the as submitted package (e.g., wall shift, material change, etc.), it is the responsibility of the property owner to resubmit for review and approval prior to beginning any construction related to the modification.
5. Please keep all construction traffic on the home site and not on the road or adjacent property. This includes any porta-let and trash containers. Any tracks, road damage or disturbed property on adjacent lots will result in the property owner having to place the damaged area(s) back into its original condition.
6. A licensed South Carolina Residential or General Contractor's license is required for all construction work performed in Centre Court. A copy of the contractor license must be submitted with the ARB review package.
7. If any property submittal abuts one or more adjacent lots that are or will be under construction **within a one-year period**, for example multiple lots on the same street or an entire section of Center Court (comprising more than one street), an overall comprehensive grading plan must be submitted, as part of the first construction site, indicating the overall grading plan as well as proposed finish floor elevations for each home site.

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PLANS and MATERIALS REQUIREMENTS

DATE: _____ TIME: _____

OWNER: _____

ADDRESS (LOT): _____

PHONE: _____ EMAIL: _____

CONTRACTOR: _____

PHONE: _____ EMAIL: _____

NOTE: All required drawings and material information should be submitted in PDF format, whenever possible. NO SUBMITTAL WILL BE CONSIDERED UNTIL ALL ITEMS ARE INCLUDED.

ITEMS REQUIRED:

1. SCALE DRAWINGS:

- a. SITE PLAN: showing entire lot, existing and new contours, any existing trees (greater than 6" diameter) proposed to be removed, construction footprint, finish floor elevation(s), setback lines, driveways and sidewalks, patios and decks, retaining walls, etc.
- b. FLOOR PLAN(S): indicating heated square footage.
- c. EXTERIOR ELEVATIONS: showing all sides of the building with all materials and roof pitches noted.
- d. ELECTRICAL PLAN (may be included on Floor Plan): showing all exterior lights locations and referencing the fixtures back to submitted material cut sheets.
- e. LANDSCAPE PLAN: showing all landscaped areas with all materials noted.

2. MATERIAL LIST INCLUDING PRODUCT INFORMATION and SAMPLES

- a. Brick, Stone, Stucco, Grout: Manufactures, Product Names and Colors.
- b. Siding: Type, Manufactures, Product Names and Colors.
- c. Trim, Shutters & Doors: Manufactures, Product Names and Colors.
- d. Roofing: Manufactures, Product Names and Colors.