

# **Haig Point ARB**

## **Instructions for Building a Home at Haig Point**

**STEP 1** Submit conceptual drawings of your home for ARB review and feedback (this step is optional)

**STEP 2** Submit your plans along with review fee (\$2500) to the ARB for preliminary approval ([see requirements list](#))

**STEP 3** Submit your plans for final approval ([see requirements list](#))

*\*Note: The ARB normally meets the third Thursday of each month.*

*Plans should be submitted on or before the second Thursday of the month to be reviewed at the next ARB meeting.*

*Submission should be emailed to [trichards@haigpoint.com](mailto:trichards@haigpoint.com) in PDF format.*

### **After receiving Final Approval before beginning any work:**

1. Submit the refundable Owner's Deposit of \$3,500
2. Submit the refundable Builder's Deposit of \$8,000
3. Submit the ARB Impact Fee
4. Submit a copy of the Beaufort County Building Permit Application (application portion only)
5. Submit a copy of the Beaufort County Building Permit
6. Submit Haig Point Building Permit Application
7. Receive the Haig Point Building Permit
8. Post both the County Building Permit and the Haig Point Building Permit at the site.
9. Have placed on site the Dumpster and Port O Let (Within 30 days of site clearing)

### **During construction**

1. Keep the job site clean and orderly (all debris must be in a dumpster)
2. Provide to the Haig Point ARB the Foundation "as Built" Survey within 14 days of survey date.
3. Any alterations to the approved plans must be submitted to the ARB for approval prior to starting alterations

### **Materials and Colors Board approval**

1. The Materials Sample and Color Palette Board must be installed for ARB approval within thirty (30) days of the foundation survey date.

### **Landscape plans**

1. Submit Landscape plans to ARB for approval at least 90 days prior to expected building completion date

### **Completing the construction project**

1. Provide the ARB Office with a copy of the Certificate of Occupancy and Elevation Certificate
2. Request "construction completed inspection" when building is completed
3. Request "final completion inspection" when landscaping is completed

# Preliminary Plans Requirements List

## Tree and Topographical Survey

Must be completed by SC Registered Land Surveyor and show:

1. Existing roads, utilities, and other improvements and existing adjacent homes.
2. Location and width of easements.
3. Location and type of all existing trees larger than 6" in diameter.
4. Property lines with bearings and distances, and locations of concrete corner markers.
5. Existing ditches, streams and drainage ways, and drainage structures.
6. Location of S.C.O.C.R.M. Critical Line or limits and/or Conservation District line.
7. Lake edge and top of bank location.
8. Any Haig Point preservation areas with setbacks (see Design Guidelines)
9. North arrow and standard architectural scale.
10. Title with name of legal owners, seal and surveyor's license number.
11. Description of property including square footage.
12. The minimum finish floor elevation required for flood insurance purposes.

## Schematic Drawings

Site Plan drawn on Survey.

1. Indicate dwelling as exterior walls with entry area and stairs delineated and roof and deck lines shown
2. First floor elevation (FFE) indicated.
3. Location of screened service yard(s) and HVAC systems.
4. Setback limits shown.
5. Building accurately located from property line.
6. Drives, patios, walks, fences and any other structures shown with dimensions and labels
7. Cart barn location.

Floor Plans at minimum  $\frac{1}{4}'' = 1'-0''$ . These should include each floor, mezzanine, and ground level plan.

1. Room use labeled.
2. All walls shown.
3. All windows and doors with swings shown.
4. All overhangs of floors or roofs above shown as dashed lines.
5. All fixtures, cabinets, and appliance locations shown.
6. Dimension overall limits of plans.
7. Ground Level Plan to indicate foundation enclosure, driveway location, stairway, garbage and HVAC enclosure

Elevations at  $\frac{1}{4}'' = 1'-0''$ . All four elevations:

1. Show how building relates to grade level.
2. Show screening type and location.
3. Indicate overall height from grade to main roof eave of house and to ridge of roof.

**ARB Forms:** Construction Plans Review Request and Architectural Questionnaire

**Variance Request:** (if applicable graphically illustrated and written narrative explaining request in detail.

# Final Plans Requirements List

## Schematic Drawings

### Site Plan drawn on Survey

1. Location of all trees over 6 inch diameter at 4' height from grade. Trees to be removed shall be noted (x'd out)
2. Indicated dwelling as exterior walls with entry area and stairs delineated and roof and deck lines shown.
3. First floor elevation indicated.
4. Location of screened service yard (s) and HVAC systems.
5. Setback limits shown
6. Location, dimension and materials for walks, patios, fences, drives and any other structures.
7. Buildings accurately located from property line.
8. Cart barn location.
9. Water and sewer service
10. Utilities meter location(s).
11. All exterior light locations and types including those attached to the structure (cut sheets may be required).
12. Location of HVAC unit and trash enclosure with screening location for each.
13. Roof plan shown - may be superimposed on site plan if not shown elsewhere.
14. Location of construction items such as, silt fences, storage shed(s), construction trailer, toilet facility, dumpster

### Foundation Plans at 1/4" = 1'-0"

Foundation plans are to be dimensioned.

### Floor Plans at minimum 1/4" = 1'-0". These should include each floor, mezzanine, and ground level plan.

1. Wall, window and door openings dimensioned.
2. Room layout with important elements shown
3. All walls shown.
4. All windows and doors with swings shown.
5. All overhangs of floors or roofs above shown as dashed lines.
6. All fixtures, cabinets, and appliance locations shown.
7. Dimension plans.
8. Ground Level Plan to indicate foundation enclosure, driveway location, stairway, garbage and HVAC enclosure

### Elevations at 1/4" = 1'-0". All four elevations:

1. Show how building relates to grade level.
2. Show screening type and location.
3. Indicate overall height from grade to main roof eave of house and to ridge of roof.

### Sections

1. Typical wall from grade to ridge at minimum scale 3/4" = 1'-0".
2. Typical decks and railings.
3. Typical screened porch.
4. Major section 1/4" = 1'-0", minimum (through building showing exterior stair).
5. Typical fence or screening detail.
6. Structural Plan at 1/4" = 1'-0" Required only if structure is not shown on the principal plans.

### Sample Board

1. A bona fide sample of the proposed siding material.
2. Roof material
3. Exterior paint or stain sample.
4. Trim color sample.
5. Door color if different from trim color sample.
6. Shutter and louver colors.
7. Foundation materials (sample of brick or stucco).

**ARB Forms:** Construction Plans Review Request, Architectural Questionnaire and Exterior Materials Schedule

**Variance Request:** (if applicable, graphically illustrated and written narrative explaining request in detail.