

DRAFT

Exhibit 13.1: Table of Permitted Uses 08.24.05 (REVISED 10.03.13)

Purpose and Intent:

Principal uses and Accessory uses are the uses permitted in each Zoning District. These are shown in Table 3A, "Authorized Uses in Zoning Districts." The intent is to allow and regulate uses which are deemed compatible with the purpose of that district, with or without conditions; or to restrict uses. This exhibit is not intended to affect the continued use of land for previously approved purposes. Nothing in the following matrix of permitted uses shall supersede other requirements of the Development Agreement.

Use regulations are "Conditions of Use." These conditions are requirements, which must be met to comply with the Zoning Ordinance.

The three classifications of use are "Permitted", "Conditional", and "Special Exception" as defined below:

1. Permitted Use.

Permitted use is the Principal Use or Accessory Use allowed in a Zoning District. It is a use of right. By way of example, single family detached dwelling units are permitted in all residential zoning districts, R-1, R-2, and R-3. However, multi-family residential units are only permitted in the R-2 and R-3 Zoning Districts.

2. Conditional Use.

Conditional uses are uses that are permitted within a Zoning District only when the identified conditions for that particular use have been met and the zoning permit application approved by the Planning Director. Conditions for each use are specified starting on page 11 of Exhibit 13.1.

3. Special Exception.

Special Exceptions may only be granted by the Board of Zoning Appeals. These are uses which are generally compatible with the permitted land uses in a Zoning District, but which require specific review of the location of the site and the design, configuration and operation of the proposed use, as well as the possibility of imposition of conditions in order to ensure the compatibility of the use at a particular location within the Zoning District. Section 12A-507 provides a complete description and requirements for "Special Exceptions."

Where no classification of use is shown (a blank cell), that use is prohibited in the zoning district.

Notations for Exhibit 13.1: Table of Permitted Uses

- 1) Residential uses may be permitted on a commercial tract as part of a mixed use development specifically approved by the Town, as provided in ¶ 13.B.5.
- 2) Membership lodgings permitted on Parcels 12A, 12B, 13, 16, 22, 23, 41 and 43.
- 3) Private Clubs permitted on parcels 12A, 12B, 13, 16, 41 and 43.
- 4) Water treatment facilities/purification permitted on parcels 15 and 16.
- 5) Above ground water storage tanks permitted only on parcels 15, 30 and 43.
- 6) Model home real estate sales shall be considered a temporary use with a duration not to exceed 18 months from date of occupancy in R-1, R-2 and R-3 districts.

CONDITIONS OF USE

1. Educational Services.

A. Educational Services are those services offered for the exclusive use of residents, on island employees and guests of Kiawah for instruction and care of their dependent children. The following conditions must be met for an Educational Services Use:

- (1) Proof of application for the facilities license from the South Carolina Department of Social Services where appropriate;
- (2) Outdoor play is only allowed between the hours of 8 a.m. and 6 p.m.; (3) Play areas within 50 feet of a residential Zoning District shall be buffered pursuant to Section 12A-402;
- (4) Off street parking requirements contained within this Ordinance are met and are buffered in accordance with Section 12A-405;
- (5) Site plans for ingress/egress, loading/unloading and the location of the parking areas are approved by the Planning Director; and
- (6) Proposed outdoor lighting of the facility does not negatively impact neighboring properties or the beachfront.

2. Museums, Historical Sites and Similar Institutions.

- A. Historical Sites within residential areas shall be restricted to the hours between 7 a.m. and 8 p.m.
- B. Historical Sites, libraries, archives, museums, and/or art galleries shall be completely housed within the principal use.
- C. Nature Exhibitions.
 - (1) Where nature exhibitions are of public ownership or listed in the National Registry of Natural Landmarks or registered as a Heritage Site with the South Carolina Heritage Trust in accordance with the provisions of Act #600 of the 1976 Acts and Joint Resolutions, either in public or private ownership, accessory uses to acquire maintenance revenue are permitted.
 - (2) Accessory uses are limited to the retail sale of gifts, novelties, souvenirs, and food services. Accessory structures so used shall not exceed 10 percent in size of the principal structures when the nature exhibit is housed, or 1200 square feet for each acre when the nature exhibit is not enclosed.

- (3) Parking requirements for each accessory use, in addition to the parking requirements for the principal use, shall comply with the parking requirements in Exhibit 13.4.
 - (4) Signs advertising accessory uses shall be located on the premises and not visible from a public road.
- D. Botanical Gardens and/or arboretums shall be housed completely on the grounds of the principal use.

3. Information Industries.

A. Advertising Services.

- (1) All advertising associated with this use shall be contained within the structure and not visible, except for any permitted sign, on the exterior of the structure.

B. Radio and Television Broadcasting Studios.

- (1) All radio or television broadcast studios shall be located within a structure. No mobile radio or television broadcast stations are permitted as a permanent use. Temporary use permits may be granted if applicant complies with temporary use permit requirements.

4. Other Non-Residential Development.

Communications Towers.

(1) Co-Location Exemption.

Proposed communications equipment co-locating on existing towers and structures without adding to their height shall require only a Zoning Permit and shall not be subject to the requirements of this section.

(2) Stealth Exemption.

If the proposed tower utilizes an appropriate alternative design (as determined by the Zoning Administrator) which allows it to better blend with the surrounding environment or if the communications equipment will be placed on a tall structure housing another use without adding to its height, the proposed tower or tall structure need only meet standard zoning setback, buffer, and landscaping requirements. Setback requirements from residential structures as detailed in Section 12A-302 (13)(A)(3)(b) of the Zoning Permit Submittal Requirements subsection shall not apply.

(3) Zoning Permit Submittal Requirements.

Applications for Zoning Permits for Communications Towers shall complete the Site Plan Review process as provided in Section 12A-508. The applicant is required to attend a pre-application meeting and the application must contain the following items:

(a) Site Plan.

- (i) The site plan must be drawn to an engineer's scale, showing the location of the tower guy anchors (if any), existing or proposed buildings and structures or improvements, including parking, driveways or access roads, fences, and protected and Grand Trees affected by the proposed construction. If there are no Grand Trees affected, a surveyor's statement on the Site Plan must be shown. Adjacent land uses shall also be noted on the site plan, with precise measurements noted between the proposed tower and any residential structures on surrounding properties.
 - (ii) The site plan must show a vegetated buffer, either existing or installed, that provides an effective screen from public rights-of-way and adjacent property owners and across view corridors. If a buffer is to be installed, its placement on the site will vary in order to provide the most effective screening from public view. Required materials will be based on installation of a 25-foot buffer around the fenced area.
 - (iii) The height and typical design of the tower, elevation, materials and color sample.
- (b) The tower must be located no closer to a residential structure than a distance equal to one and a half (1.5) feet for each foot in height of the proposed tower plus fifty (50) feet as measured from the center of the proposed tower. At a minimum, there must be a one hundred-fifty (150) foot distance between the proposed tower and a residential structure.
- (c) A six (6) foot non-climbable fence must be placed around the tower (except for those designed in a manner compatible with Section 12A-302(13)(A)(2), Stealth Exemption) and any associated building. Guy wires may be fenced separately.
- (d) The proposed tower must be located such that adequate setbacks are provided on all sides to prevent the tower's fall zone from encroaching onto adjoining properties (the fall zone shall be determined by an engineer certified by the State of South Carolina in a letter which includes the engineer's signature and seal).

- (e) For the purposes of co-location review and review of efforts at siting a tower on the same lot near an existing tower, the applicant shall submit satisfactory written evidence such as correspondence, agreements, contracts, etc., that alternative towers, buildings, or other tall structures are not available for use within the applicant's tower site search area that are structurally capable of supporting the intended antenna or meeting the applicant's necessary height criteria, providing a location free of interference from other communication towers, or available at the prevailing market rate (as determined by staff communication with persons doing business within the industry). Additionally, the applicant shall make every effort to build the proposed tower in such a manner as may allow other telecommunication users to co-locate.
- (f) Proposed towers may not be located within one thousand (1,000) feet of the center of an existing tower unless the applicant certifies that the existing tower does not meet the applicant's structural specifications and the applicant's technical design requirements, or that a co-location agreement could not be obtained at a reasonable market rate. In the event of the above situation, the clustering of new towers on the same parcel near existing towers is encouraged.
- (g) The proposed tower shall only be illuminated as required by the Federal Communications Commission or Federal Aviation Administration. Nighttime strobe lighting shall not be incorporated unless required by the Federal Communications Commission or Federal Aviation Administration.
- (h) The proposed tower must not include signs of any nature on any portion of the tower. This requirement does not apply if the communications equipment is placed in a manner complying with Section 12A-302(13)(A)(2), Stealth Exemption.
- (i) A copy of the tower's search ring.
- (j) To assure the removal of towers which do not meet requirements for continued use or proper maintenance, a statement of financial responsibility shall be submitted for each tower over 100 feet and a performance bond for the amount of anticipated removal costs shall be posted for each tower over 150 feet.
- (k) Any other information as requested by staff to allow adequate review of approval criteria, including a line of sight analysis showing potential visual and aesthetic impacts. For instance, the staff may request photographs with the tower superimposed to assess visual impact. Additionally, the FAA study number for the proposed tower may be required.

- (4) In granting a Zoning Permit for a communications tower, the Planning Director shall find the following:
 - (a) That the location and height of the proposed tower will not substantially impact the character of property listed in or eligible for the National Register of Historic Places, or roads which have been officially designated as scenic roads.
 - (b) If a completely new tower is necessary, written proof of the applicant's attempts at co-location and siting a tower on the same lot near an existing tower were proven not feasible or practical.
 - (c) That the applicant has pursued any available publicly owned sites and privately owned sites occupied by a compatible use, and if not utilized, that these sites are unsuitable for operation of the facility under applicable communications regulations and the applicant's technical design requirements.
 - (d) Provide documentation that a 25-foot buffer outside the perimeter of the tower base fenced areas exists or will be installed. The landscape plan or existing vegetation shall provide an opaque screen from public rights-of-way and adjacent property owners.
 - (e) In instances in which a proposed communications tower is viewed by the Planning Director as having a substantially negative impact on a surrounding area or adjoining property, the Planning Director shall have the discretion to deny a Zoning Permit for the communications tower. This denial must be made in writing with reasons specifically stated to the applicant. Appeals may be filed with the Board of Zoning Appeals in accordance with the procedures of this Ordinance.

- (5) Third Party Evaluations.
 - (a) The Town may hire any consultant and/or expert necessary to assist the Town in reviewing and evaluating the application, including the construction and modification of the site, once permitted, and any requests for recertification.
 - (b) An applicant shall deposit with the Town funds sufficient to reimburse the Town for all reasonable costs of the consultant and expert evaluation and consultation to the Town in connection with the review of any application including the construction and modification of the site, once permitted. The initial deposit shall be \$8,500.00. The placement of the \$8,500.00 with the Town shall precede the pre-application meeting. The Town will maintain a separate escrow account for all such funds. The Town's consultants/experts shall invoice the Town for its services in reviewing the application, including

the construction and modification of the site, once permitted. If at any time during the process this escrow account has a balance less than \$2,500.00, the applicant shall immediately, upon notification by the Town, replenish said escrow account so that it has a balance of at least \$5,000.00. Such additional escrow funds shall be deposited with the Town before any further action or consideration is taken on the application. In the event that the amount held in escrow by the Town is more than the amount of the actual invoicing at the conclusion of the project, the remaining balance shall be promptly refunded to the applicant.

- (c) The total amount of the funds needed as set forth in subsection (b) of this section may vary with the scope and complexity of the project, the completeness of the application and other information as may be needed to complete the necessary review, analysis and inspection of any construction or modification.

(6) Tower Abandonment.

A tower that is not used for communication purposes for more than 120 days (with no new application on file for any communication user) is presumed to be out of service and the owner of such tower must notify the staff and remove the tower within 50 days. Towers which are not maintained by the owner according to the Town Building Code shall be removed by the owner within 60 days. To assure the removal of towers which do not meet requirements for continued use or proper maintenance, a statement of financial responsibility shall be submitted for each tower over 100 feet and a performance bond for the amount of anticipated removal costs shall be posted for each tower over 150 feet. Removal costs shall be charged to the tower owner.

Exhibit 13.2: Parcel-Specific Development Standards
8/31/2005 (REVISED 10.04.13)

Parcel #	Parcel Description	Use Type (1)	Approx. Acres(2)	Maximum Gross Density (3)	Total Units (4)	Existing Units (5)	Maximum New Units (6)	Maximum F.A.R. W/Transfer (7)	Maximum Height Stories/Feet (8)	Parcel Open Space (9)
2	Mingo North	R-2, C	8.27	3	12	0	12	0.20	2.5/35	30
3	Mingo South	R-2, C	4.40	3	13	0	13	0.20	2.5/35	30
4	Little Rabbit	R-2, C	4.50	4	18	0	18	0.25	2.5/35	30
5	Rabbit North	R-2, C	6.20	3	19	0	19	0.20	2.5/35	30
6	Kiawah River Commons	R-2, C	9.16	6	55	0	55	0.25	4/50	30
7	Sales Center	C	2.37	-	-	-	-	0.25	4/50	30
8	Parkway Gate	C	1.20	-	-	-	-	0.25	2.5/35	30
9	Beachwalker Office Park	R-2, C	1.75	6	10	0	10	0.25	2.5/35	30
10	Marsh Point Residual	R-2, C	0.66	6	4	0	4	0.20	2.5/35	30
11	Beachwalker Lagoon	R-3, C	5.94	12	60	0	60	0.25	4/50	30
12A	Beachwalker Park	R-3, C (15)	8.70	12	104	0	104	0.20	4/65 (10)	30
12B	Captain Sam's	R-1 (15) (16)	144.63 (20)	2.5	50	0	50	-	2.5/40	40
13	Beachwalker Ocean	R-3, C (15)	19.50	12	234	0	234	0.20	4/65 (10)	30
15	Utility Tracts	U	34.36	-	-	-	-	0.25	2.5/35	30
16	Settlement	R-2, C (14) (15)	289.60	3	869	121	80	-	4/50	40
18	Captain Maynards	R-1	11.38	1.5	17	6	11	-	2.5	40
21	East Beach Lagoon	R-3	3.00	8	24	24	0	-	4/50	40
22	East Beach Interior (19)	R-2 (15)	33.22	6	199	23	176	-	4/50	40
23	Governor's Marsh	R-2 (15)	12.73	6	76	16	60	-	2.5/40	40
25	Vanderhorst Mansion	R-1	18.34	1.5	28	1	27	-	(11)	50
30	Preserve	R-1	278.30	2	557	163	0	-	2.5/40	50
31	Eagle Point	R-1	18.32	1.5	27	49	0	-	2.5/40	50
32	Eagle Point	R-1	14.96	1.5	22	8	0	-	2.5/40	50
34	Summer Islands	R-1	30.96	1	31	49	0	-	2.5/40	50
37	Club Cottage Lane	R-2 (15)	8.20	4	33	11	0	-	2.5/40	50
41	Otter Island	R-1, C (15)	21.73	2	43	21	2	(12)	2.5/45	40
42	Otter Island	R-2 (17) (15)	109.10	1	109	100	0	-	2.5/40 (21)	50
43	Gaugar Island Ocean Park	R-2 (17) (15)	240.42	1.5	360	11	349	-	2.5/40 (21)	50
44	Bear Island	R-2 (17)	149.05	(13)	2	0	0	-	2.5/40	50
50	Freshfields Village PD	R-3, C	57.06	(25)	200	0	200	(26)	3.0/55	30
60	Cassique	R-2 / PD	343.45	4	275	98	177	-	2.5/40	30
70	Tract III-A (Freshfields Utility Tract)	U	4.28	-	-	-	-	0.25	2.5/35	30

Notes Governing Exhibit 13.2: Parcel Specific Development Standards

- 1 Parcel with more than one use designation may be appropriate for either type of land use indicated in the above table. All uses shall comply with the appropriate standards for the use type as defined in this agreement. Development consisting of more than one use shall be subject to approval of the Town in accordance with ¶ 13.B.5. Mixed Use Development.
- 2 Acreage figures are approximate and may vary somewhat over time.
- 3 Gross Density equals the number of potential Dwelling Units (existing and future) divided by the gross residential acreage of the parcel above mean high water, excluding Fresh Water and Salt Water Wetlands. Gross Density limits are not intended to discourage or limit the development of higher density types or clusters or residences within a parcel; provided, however, that maximum density limits are used to establish an absolute cap on the total number of Dwelling Units on a parcel. The above maximum Densities can not be obtained for every parcel; as each parcel is platted or sold, the Property Owner shall clearly establish the maximum number of Dwelling Units which may be permitted on a parcel. In no instance shall the maximum number of Vested Units on Kiawah Island established after the execution of this agreement October 12, 2005 exceed 1,184. In the event that density is limited by physical constraints, a bridge permit or other regulatory constraint beyond the Town's jurisdiction, said limits are not intended to be superseded by this agreement.
- 4 The total number of single family Lots and non-single family Dwelling units permitted in the parcel at maximum permitted densities.
- 5 The number of single family Lots with preliminary plat approval and the number non-single family dwelling units approved by the Town as of July 23, 2005.
- 6 The maximum number of Vested Units which may be approved on any one parcel, subject to the limit of 1,184 total Vested Units on Kiawah Island established after October 12, 2005. The total for this column is 1,264 units excluding Freshfields Village PD and Cassique. Where existing units are indicated in the previous column, resubdivision may be required prior to establishing any Vested Units.
- 7 Maximum floor area ratio (FAR) equals the building floor area divided by the non-residential or mixed use acreage above mean high water, excluding Fresh Water and Salt Water Wetlands. This column shows the maximum floor area ratio which may be Developed on an individual parcel. In no event shall the total amount of non-residential development, exceed 219,000 square feet for the Real Property.
- 8 No development shall exceed the maximum number of stories or the maximum height in feet listed in this column, subject to the bulk limitations described in ¶ 13.B.1.(e), provided however, that by reason of floodplain regulations, and the need for innovative design for view-shed and hurricane safety purposes, the height limit on single family residences is forty (40) feet from Ground Floor Level. A maximum height of 45 feet from Ground Floor level is permitted on Parcels 12A, 13, 41, 42 and 43 for single family. Listed height in feet applies to non-single family development.
- 9 Parcel open space as described in ¶ 13.B.4. of this Agreement, is the minimum percentage requirement of Pervious Coverage for a Parcel.
- 10 Height allowance of 65 feet from Ground Floor level is to allow for alternative forms and configurations of massing to minimize the impact of 4 habitable floors. This would include but not be limited to increased roof pitches, dormers, and innovation in overall massing.
- 11 No structure on this Parcel shall be higher than the upper eave height of the Vanderhorst Mansion.
- 12 Non-residential uses shall be limited to the Beach Club and associated uses, including dining, kitchen/food preparation areas, public lobby, meeting rooms, lounge, club administrative/operations offices, service and mechanical areas, locker rooms, restrooms, retail store for beach/pool sundries and other uses normally associated with beach club operations and or restaurant/snack bar facilities. Total building floor area for non-residential habitable structures on this Parcel not to exceed 25,000 square feet.
- 13 See ¶ 16(d), *infra*.
- 14 Non-residential uses shall be limited to golf country club uses including golf pro shop, tennis pro shop, locker rooms, restrooms, dining, kitchen/food preparation, public/lobby area, meeting rooms, lounge, swimming pool, tennis courts, golf course, practice range, maintenance facilities, club administrative/operations offices, service and mechanical areas, and other uses normally associated with golf country club operations. Total building floor area for non-residential habitable structures on this parcel shall not exceed 40,000 square feet for club operations and 15,000 square feet for golf course/grounds maintenance.
- 15 Currently there are three (3) Membership Lodge structures used by guests of Property Owner and/or Kiawah Island Club, Inc. and located on Parcel 37. The Property owner agrees on behalf of Kiawah Island Club, Inc. that the Club will not lease more than 20 Membership Lodge structures, including those currently existing at any one time, and further agrees that these structures will be limited to Parcels 12A, 12B, 13, 16, 22, 23, 41 and 43.
- 16 Development subject to provisions of ¶ 16(g).
- 17 Dwelling unit types limited to single family detached units, including patio homes and zero Lot line developments.
- 18 Intentionally omitted.
- 19 Access to East Beach Interior is limited to Green Dolphin Way and Turtle Point Lane. Existing tunnel connection between Parcels 16 and 22 to remain.
- 20 No greater than 20 acres of land may be Developed for residential use plus land for infrastructure (roads, utilities, trails, paths, community recreation, etc.)
- 21 Maximum building height for parcels 42 (Other Island lots 1-41) and 43 (Cougar Island) shall be increased to 45' for lots on the water side of the road and are oriented to the ocean or Penny Creek, as determined by ARB.
- 25 Maximum density of parcel 50 is 12 dwelling units per acre with maximum of 200 dwelling units overall.
- 26 Maximum non-residential is 480,000 square feet of retail sales, services and offices, as indicated in Exhibit 13.1 Table of Permitted Uses, and in addition no greater than 100 hotel rooms.

Exhibit 13.3: Table of General Lot Standards
 08/24/2005 (REVISED 10.03.13)

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R-1 Residential ¹⁾

Single Family Detached Dwellings

Density: 3.0 D.U./Acre

Lot Size (sq. ft.)	Maximum % Coverage	Lot Dimensions		Setback ^{3) 4)}			Height ⁵⁾	
		Width ²⁾	Depth	Front	Side	Rear	Floors	Feet
8,000-11,999	40	60	100	25	10	25	2.5	40
12,000 +	33	75	100	25	20	25	2.5	40

R-2 Residential ¹⁾

Attached and Detached Dwellings (no greater than ~~4~~ 6 D.U./Building)

Density: 6.0 D.U./Acre and 4.0 D.U./Acre ⁷⁾

Lot Size (sq. ft.)	Maximum % Coverage	Lot Dimensions		Setback ^{3) 4)}			Height ⁵⁾	
		Width ²⁾	Depth	Front	Side ⁸⁾	Rear ⁹⁾	Floors	Feet ¹⁰⁾
6,000-7,999	50	55	85	20	7/5	20/15	2.5	40/35
8,000-11,999	40	60	100	25	10/5	25/15	2.5	40/35
12,000 +	33	75	100	25	20/5	25/15	2.5	40/35

R-3 Residential ¹⁾

Attached and Detached Dwellings (no greater than 12 D.U./building)

Density: 12.0 D.U./Acre

Lot Size ⁶⁾ (sq. ft.)	Maximum % Coverage	Lot Dimensions		Setback ^{3) 4)}			Height ⁵⁾	
		Width ²⁾	Depth	Front	Side	Rear	Floors	Feet
2,000-3,999	60	20	65	10	3	10	2.5	40
4,000-5,999	50	30	75	15	7	15	2.5	40
6,000-7,999	50	55	85	20	7	20	2.5	40
8,000-11,999	40	60	100	25	10	25	2.5	40
12,000 +	33	75	100	25	20	25	2.5	40

CSQ-PD ¹⁾

Single Family Detached Dwellings

Density: 4.0 D.U./Acre ¹¹⁾

Lot Size ⁶⁾ (sq. ft.)	Maximum % Coverage ¹³⁾	Lot Dimensions		Setback ^{3) 4)}			Height ⁵⁾	
		Width ²⁾	Depth	Front ¹²⁾	Side ¹⁴⁾	Rear	Floors	Feet
6,000-7,999	60	60	85	10/5	5/0	10	2.5	35
8,000-11,999	50	60	100	10/5	5/0	10	2.5	35
12,000 +	40	75	100	25	5/0	25	2.5	35

Notations:

- 1) For residential districts R-1, R-2, R-3 and CSQ-PD only (not including C-Commercial), the ARB shall prescribe and determine Lot area, Lot width, Lot depth, Lot coverage, setback and yard requirements, and may adjust the criteria set forth in the Table of General Lot Standards attached as Exhibit 13.3 provided the ARB determines that exceptional circumstances exist with respect to a particular Lot based on unusual configuration, topographic conditions or unique tree cover, or other material considerations. The ARB approved deviation from a particular standard on Exhibit 13.3 shall not:
 - A. Exceed 20% of the standards for lot dimensions and setbacks.
 - B. Exceed 10% of the standards for maximum % coverage and height in feet, excluding number of floors.
- 2) Lot width may be reduced to a minimum of 20 feet at street R.O.W. for flag lots, or 15 feet for lots on cul-de-sacs.
- 3) A minimum distance between structures, on adjoining properties, must be no less than 20 feet for lots greater than 8,000 sq. ft. and 14 feet for lots 4,000-7,999 sq. ft. Zero lot lines are permitted at the discretion of the ARB.
- 4) On corner and double frontage lots, front setback standards will apply to each lot line that borders a street right-of-way, the remaining lot lines will be subject to side setbacks standards, except when the lot adjoins open space of a minimum of 23 feet, then corner side yard may be reduced to 3 feet.
- 5) Height standards are determined by individual parcel guidelines as indicated on Exhibit 13.2. A maximum height of 45 feet from Ground Floor Level is permitted on lots meeting specific criteria in Exhibit 13.2 on Parcels 12A, 12B, 13, 41, 42 and 43.
- 6) Lot area required for each Dwelling Unit may be reduced to 2,000 square feet provided that open space is provided equivalent to the amount by which each Lot is reduced. Such equivalent open space shall be provided within 1,000 feet of each such Lot so reduced.
- 7) Density limit of 4.0 D.U./Acre pertains to Cassique Parcel 60.
- 8) Setback of 5 ft. pertains to Cassique Parcel 60.
- 9) Setback of 15 ft. pertains to Cassique Parcel 60.
- 10) Height of 35 ft. pertains to Cassique Parcel 60.
- 11) Total dwelling unit cap not to exceed 120. Any parcel not to exceed 4 D.U./Acre.
- 12) Any wall up to 8 ft. above finish grade may be located within any of the required setbacks, provided vision site triangles at street intersections are maintained. Setback of 5 ft. pertains to the garage/studio units.
- 13) The garden courtyard concept coverage includes house, garage, and pool cavity.
- 14) Setback of 0 ft. pertains to the garage/studio units.

C Commercial (Kiawah Island)

All Uses as Permitted in Exhibit 13.1

F.A.R.: 0.20-0.25 ⁷⁾

Lot Size (sq. ft.)	Maximum % Coverage	Lot Dimensions		Setback			Height	
		Width	Depth	Front	Side	Rear	Floors	Feet
20,000	70	150	120	25	20	25	2.5	35

Notations:

- 7) F.A.R. Standards on individual Parcels as indicated in Exhibit 13.2.

C Commercial (Freshfields Village PD)

All Uses as Permitted in Exhibit 13.1

F.A.R.: 0.25 ⁷⁾

Lot Size (sq. ft.)	Maximum % Coverage	Lot Dimensions		Setback			Height	
		Width	Depth	Front	Side	Rear	Floors	Feet
4,000	70	50	-	0	0	0	3.0	55

Notations:

- 7) F.A.R. Standards on individual Parcels as indicated in Exhibit 13.2.

Exhibit 13.4: Off-Street Parking Requirements (REVISED 09.24.13)

Type of Development	Required Number of Parking Spaces	Freshfields PD
Residences		
Single Family Detached	2 spaces per dwelling unit	2.0
Duplex	2 spaces per dwelling unit	2.0
Multiple-Family	1.5 spaces per efficiency or 1 bedroom dwelling unit	1.5
	1.75 spaces per 2 bedroom dwelling unit	1.5
	2 spaces per 3 or more bedroom dwelling unit	2.0
Guest Rooms	1.25 spaces per room	-
Office	1 space per 300 sq. ft. of gross leasable area (GLA)	1:300 sq.ft.
Retail/Service	1 space per 250 sq. ft. GLA	1:300 sq.ft.
Restaurant	1 space per 100 sq. ft. GLA	1:150 sq.ft.
	1 space per 200 sq.ft. of outdoor seating	1:1 employee
Conference Area	1 space for every 4 people permitted under maximum occupancy of the facility, plus	1:4 people
Mixed Use and Community Services	1 space for each employee	1:1 employee
	To be evaluated in conjunction with the building permit process	n/a

Source: Institute of Transportation Engineers. Transportation Planning Handbook. 1992.

Notes for Exhibit 13.4: Off-Street Parking Requirements

- 1 Any fraction of a parking space required under these regulations shall be counted as a full parking space.
- 2 Handicapped spaces shall be provided as required by the Town's zoning ordinance.
- 3 The dimensions of parking spaces and driveways shall comply with the requirements of Exhibit 13.5. Landscaping of parking areas shall be subject to approval of the ARB. Parking spaces shall be located outside of required front yard areas.
- 4 No "head-in" parking shall be permitted unless approved by the Town; each off-street parking space shall be accessed from a private drive and not from a KICA or other dedicated street.
- 5 Required parking spaces for single family detached and duplex residential use types shall be properly screened or enclosed with walls, solid fencing, and/or dense landscaped plantings in such a way as the vehicles in such required parking places will be screened from the right of way.

CMB

Exhibit 13.5: Access and Parking Facility Design

Parking Pattern	Maneuvering Lane Width (feet)		Parking Space Dimensions (feet)		Total Width of 2 Tiers of Spaces & Maneuvering Lane (feet)	
	One Way	Two Way	Width	Length	One Way	Two Way
0 Parallel	11	18	8.5	25	28	35
30 - 50	12	20	9	21	54	62
54 - 74	13	22	9	21	55	64
75 - 90	15	24	9.5	20	55	64

Notes for Exhibit 13.5, Access and Parking Facility Design

1 Each standard parking space shall consist of a rectangular or trapezoidal area designed in accordance with Exhibit 3.6: Kiawah Island Graphic Standards, attached hereto. Each space shall have a vertical clearance of not less than 7.5 feet. Each space shall be independently accessible.

2 Each parking space designated for use by the handicapped shall consist of a rectangular area not less than 12.5 feet wide by 20 feet long, with a vertical clearance of 7.5 feet, shall be located in an area not exceeding a 2 percent slope, and shall be located near and convenient to a level or ramped entrance accessible to handicapped persons. Parking spaces for the handicapped shall be signed and restricted for use by the handicapped only.

3 Each parking and loading area shall have adequate drives, aisles, and turning and maneuvering areas for access and usability, and shall at all times have access to a public street or alley.

4 Wherever possible, access to parking areas shall be from local streets. Town and ARB approval shall be required for more than one curb cut to an individual Lot or Development Parcel from any collector street. No Lot or Development Parcel shall directly access Kiawah Island Parkway except Parcels 2, 3, 4, and 5. Street intersections with the Kiawah Island Parkway shall be limited to three streets accessing Parcel 16.

KIAWAH ISLAND GRAPHIC CONTROLS



INTRODUCTION

W

CMD

In its efforts to establish a continuity in the use of the signage system, the Kiawah Island Company herein establishes standards to assure the integrity of the program currently in use or to be initiated in the future. All signage use must be in strict conformity with these standards and must incorporate the highest degree of design, quality, dignity and good taste.

It is the purpose of this Graphics Control Manual to describe, by means of specific samples and specifications, the basic use of the Kiawah Island Signage Program and its proper application.

The signage and its graphic elements must be reproduced within the terms outlined in this manual and the accompanying prints.

The logotype may be reproduced only from original reproductions contained herein or as provided by the Kiawah Island Marketing Department.

The logotype must never be altered in any way.

No copy or visual material may be printed over or superimposed on the logotype or signage other than as illustrated.

Authorization for use of signage or logotype must be obtained through the Graphic Controls Board. All signs should be ordered using the form as shown in Section 3 of this manual.

A large, stylized handwritten signature in black ink, appearing to be "Allen".

Allen

LOGOTYPE AND USAGE INTRODUCTION

The Kiawah Island logotype is symbolic of the Atlantic Ocean and surf along which the island fronts. The green color suggests the lush vegetation of the island. The logotype is contemporary in design and reflects the spirit and goals of Kiawah Island's quiet sophistication.

The basic configuration of the logotype should never be altered in any way. Specific guidelines for its proper use are displayed on the following pages.

Portrayals of the logotype and its correct use in print, signage and other applications are contained in this and subsequent sections.

Art work suitable for reproduction is found on several pages. The logotype can be reproduced in color, black and white or dimension.

The logotype may be used to identify activities or elements recognized as pertaining to Kiawah Island. Applications and questions regarding the use of the logotype may be obtained from the Kiawah Island Graphic Controls Board at the following address:

Graphic Controls Board
Kiawah Island Company
Kiawah Island, SC 29455

PRIMARY TYPE FACE

all

A B C D E F G H I J

K L M N O P Q R

S T U V W X Y Z

a b c d e f g h i j k l m n

o p q r s t u v w x y z

2 3 4 5 6 7 8 9 0

• •
• •
• •

W

CMP

KIAWAH ISLAND GRAPHIC CONTROLS

SECTION 1

LOGOTYPE ART

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah

*Kiawah Island
Inn*

SPECIFICATIONS AND NOTES:

1. Always use logotype in a Single Line Configuration.
2. This art work is suitable for reproduction in print.
3. See Section 1 Introduction for other general and specific instructions and regulations.
4. This art work is for official or authorized use only and is to be used only with proper authorization.

W
Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

Kiawah Island

*Kiawah Island
Inn*

Kiawah

SPECIFICATIONS AND NOTES:

1. Always use logotype in a single line configuration
2. This art work is suitable for reproduction in print.
3. See Section 1 introduction for other general and specific instructions and regulations.
4. This art work is for official or authorized use only and is to be used only with proper authorization.

PRIMARY TYPE FACE

W

W

Albertus

abcdefghijklmnopqrstuvwxy

ABCDEFGHIJKLMN OPQRSTUVWXYZ

1234567890 (&.,:;!?'""-.*\$%/'£)

Charleston

Kiawah Island Cottages

Kiawah Island
A Seaside Resort Community

A Seaside Resort Community

SPECIFICATIONS AND NOTES:

1. Type face for use with or separate from logotype as illustrated.
2. Above illustrations are typical applications and combinations.
3. Type face - ALBERTUS
4. Always use in upper and lower face combinations except on certain Primary Traffic Control signage illustrated in Section 2 of this manual.
5. See Section 1 Introduction for other general and specific instructions and regulations.

SECONDARY TYPE FACE

W

CND

Helvetica

abcdefghijklmnopqrstuvwxy

ABCDEFGHIJKLMNPOQRSTUVWXYZ

1234567890 (&.,:;!?'""-*\$¢%/£)

Kiawah Island Cottages

Kiawah's Master Land Use Plan, li' for more detailed planning. Its m' lish circulation routes, to protec'

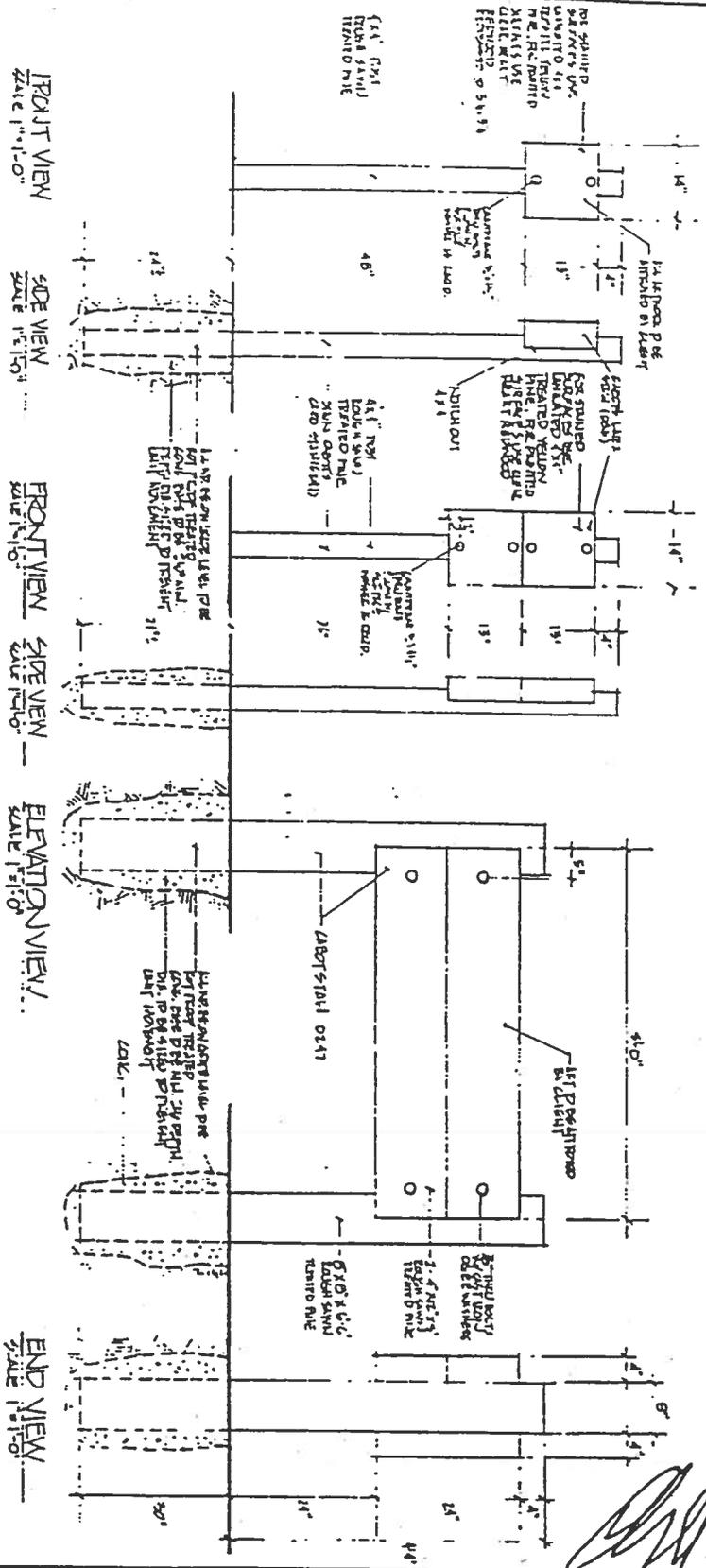
Kiawah Island Inn

A system of signs was designed with was selected to be routed and sandr modular configuration. This providr

SPECIFICATIONS AND NOTES:

1. Type face for use with or separate from logotype or Albertus type face as illustrated on Logotype and Primary Type Face pages found in Section 1.
2. Above illustrations are typical applications and combinations.
3. Type face - Helvetica
4. Always use this type face where body copy requirements call for extended copy use.

CPD

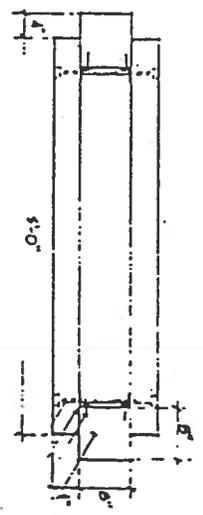


REVIEW SECTION 2 IN WALLS FOR THE LAYOUT OF ELEVATION 2

SECONDARY TRAFFIC CONTROL

BUILDING IDENTITY

PAN VIEW SCALE 1/8\"/>

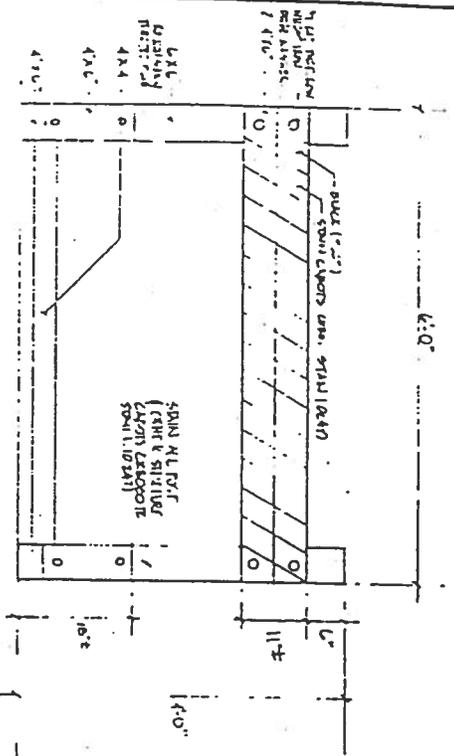


5'-0\"/>

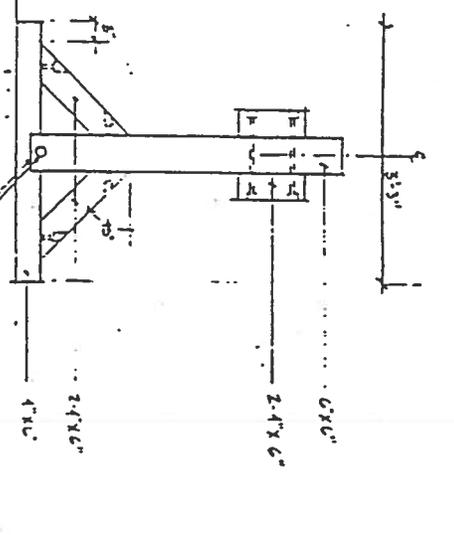
Handwritten signature

6A	Job No.	Title Block: SEWAGE SYSTEM FOR KILPATRICK ISLAND KAWAII ISLAND, S.C. MAX 51015 OF 715	Revisions:	DESIGN/JOE SONDERMAN, INC.
	Sheet No.		GEL UPATT (2/11/72) S-670 H GEL UPATT (2/11/72) S-1430	
	Date: 2/11/72			INDUSTRIAL DESIGNERS 1708 KENILWORTH AVENUE CHARLOTTE, N.C. 28204 704 376-0803
	Drawn: [Signature]			

Handwritten initials

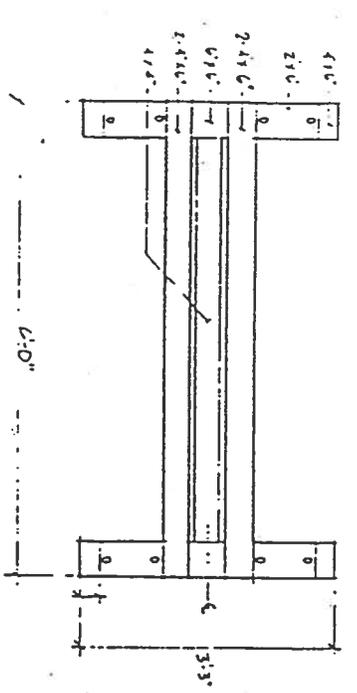


Q FRONT ELEVATION VIEW
SCALE 1/4"=1'-0"

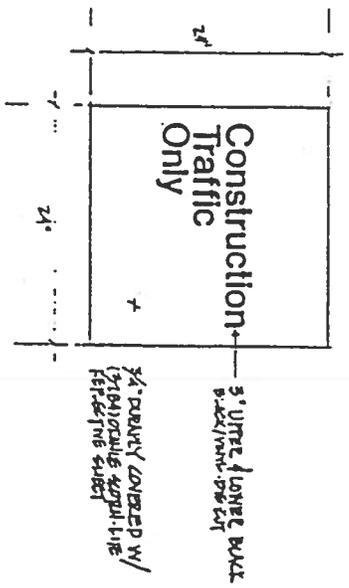


SIDE VIEW
SCALE 1/4"=1'-0"

REVIEW DETAILS & DIMENSIONS FOR UNFINISHED DETAILING



PLAN VIEW
SCALE 1/4"=1'-0"

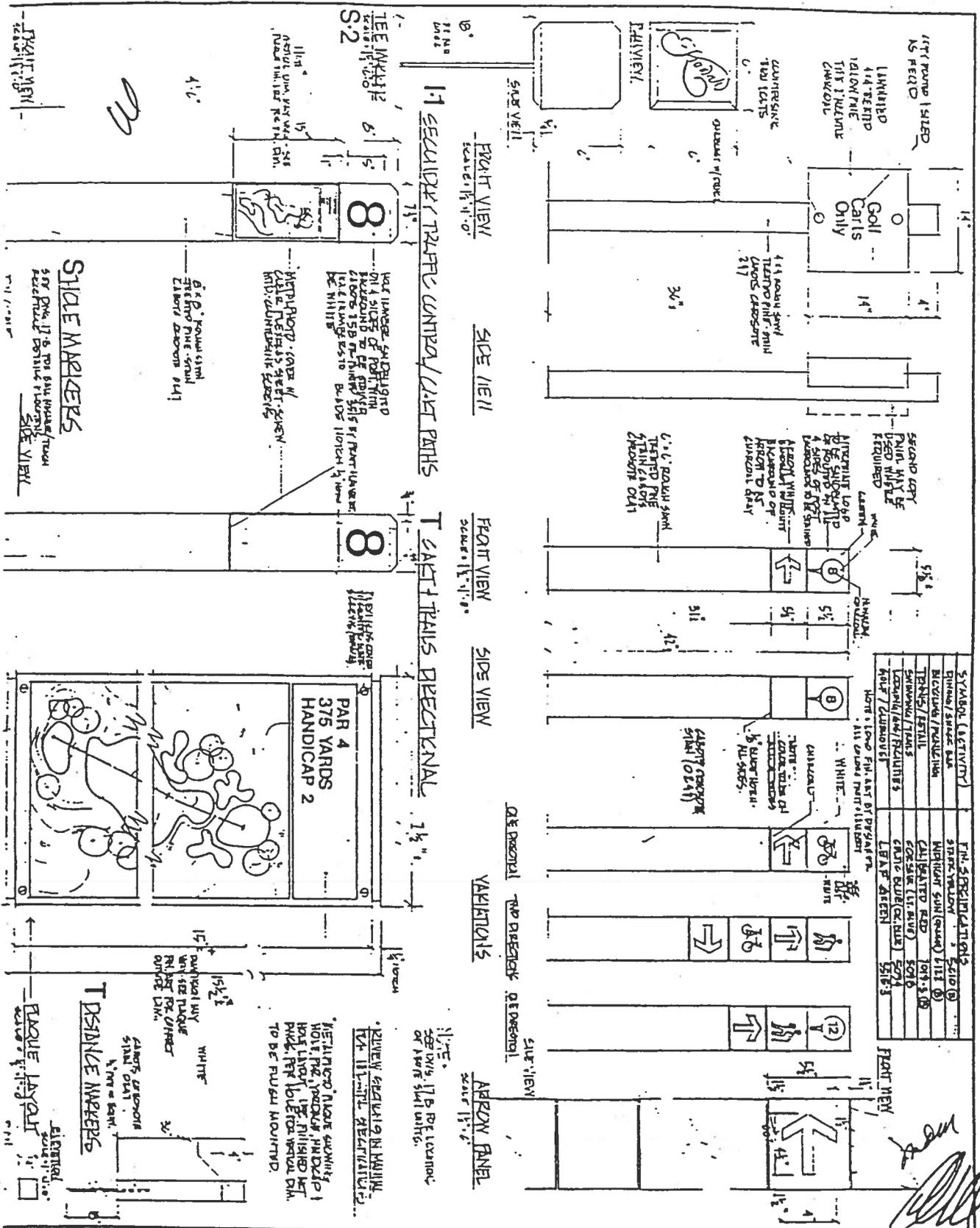


R TYRAN SIGN
SCALE 1/4"=1'-0"

Handwritten signature

7-A	Job No. KAWAH	Title Block: SIGNAGE SYSTEM FOR KAWAH ISLAND KAWAH ISLAND, S.C.	Revisions: 11X DETAIL REVISIONS 3-5-76 & CHAZEL WHITE AND REVISIONS 4-4-76	DESIGN/JOE SONDERMAN, INC.
	Sheet No.	INDUSTRIAL DESIGNERS 1209 KENILWORTH AVENUE CHARLOTTE, N.C. 28204 704-376-0800		
	Date: 4-21-76	TEMPERARY CONSTRUCTION SIGN DETAIL		
	Drawn by: CR			

Handwritten initials



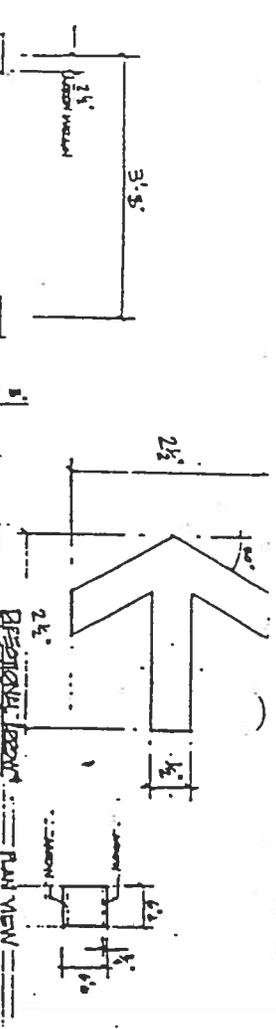
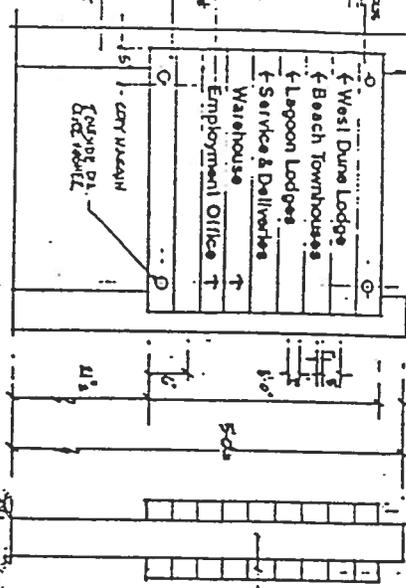
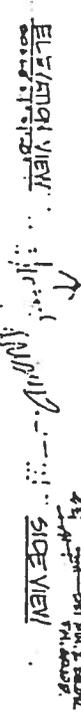
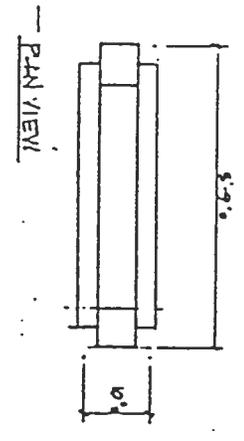
SYMBOL (ACTIVITY)	FINISHING DETAILS
GOLF COURSE	GREEN
GOLF CARTS ONLY	WHITE
TEE MARKER	RED
PAR SIGN	WHITE
TRAFFIC CONTROL	WHITE
SHIELD MARKERS	WHITE
TRAFFIC LAYOUT	WHITE

<p>17A</p>	<p>Job No. _____ Sheet No. _____ Date: 6-16-78 Drawn by: _____ Title: SIGNAGE SYSTEM FOR KILMER'S HOLE CLIENT: KILMER'S HOLE GOLF COURSE SIGNAGE</p>	<p>Author: _____ Date: 6-16-78 Title: SIGNAGE SYSTEM FOR KILMER'S HOLE Client: KILMER'S HOLE GOLF COURSE SIGNAGE</p>	<p>DESIGN/JOE SONDERMAN, INC. INDUSTRIAL DESIGNERS 1208 KENILWORTH AVENUE CHARLOTTE NC 28204 704-378-0822</p>
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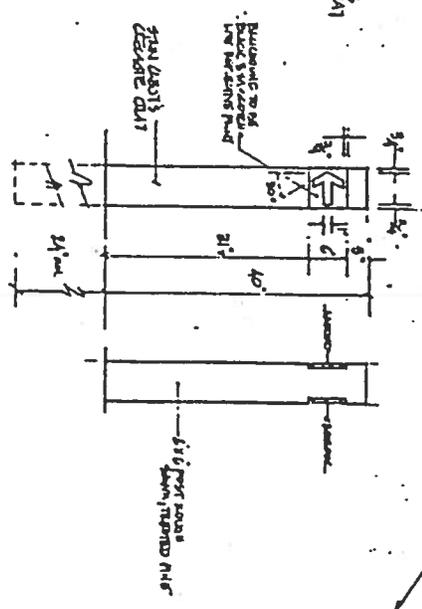
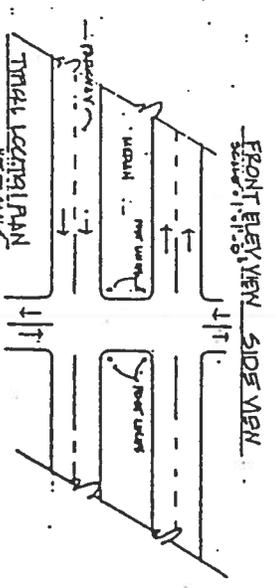
Handwritten signature/initials

07

E-1 PRIMARY DIRECTIONAL/VEHICULAR VARIATION 2



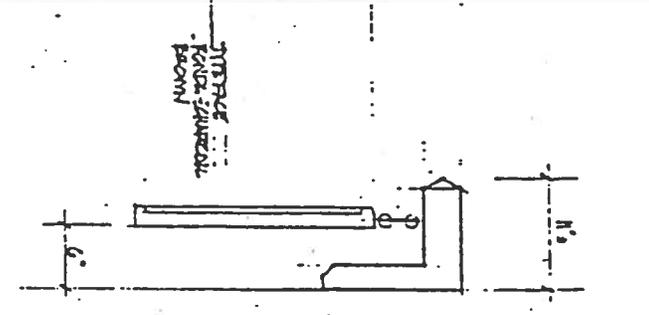
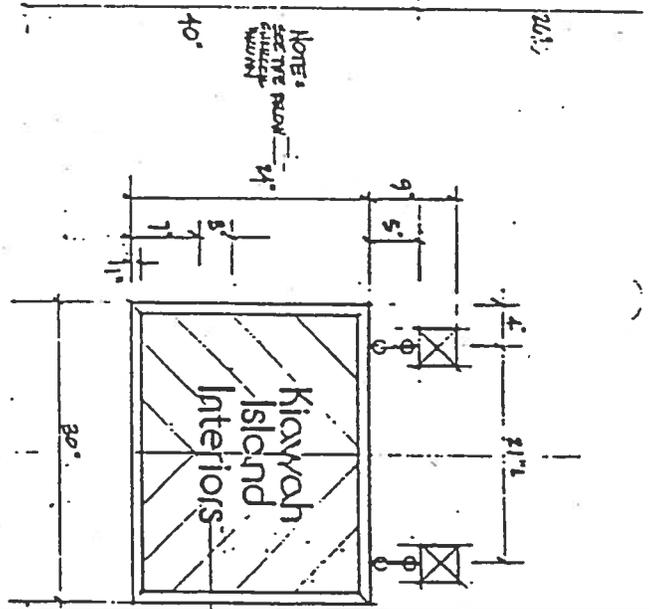
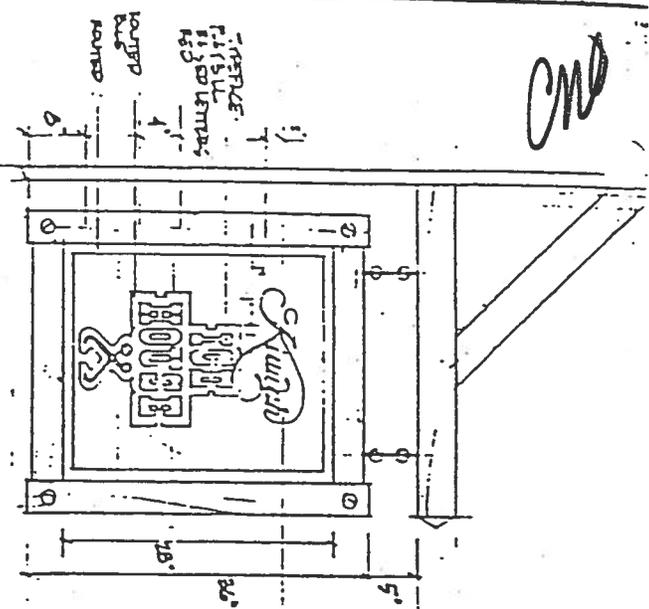
P DIRECTIONAL POST UNIT



Handwritten signature/initials

<p>21</p>	<p>Job No. Sheet No. Date Rev. 2</p>	<p>Info Sheet: SIGNAGE SYSTEM FOR KAYAKS AND SUPS 24 JULY 13 AND 5 C. DIRECTIONAL VARIATIONS</p>	<p>Revisions: Rev. 1: 24 JULY 13 2:15 PM Rev. 2: 24 JULY 13 3:00 PM Rev. 3: 24 JULY 13 3:15 PM</p>	<p>DESIGN/JOE SONDERMAN, INC 301 HAWTHORNE LANE CHARLOTTE, N.C. 28204 704 378-6411 INDUSTRIAL DESIGNERS</p>
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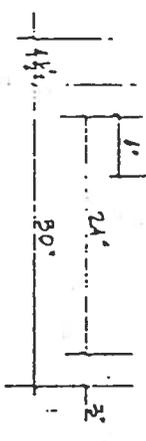
CMS



FRONT ELEVATION

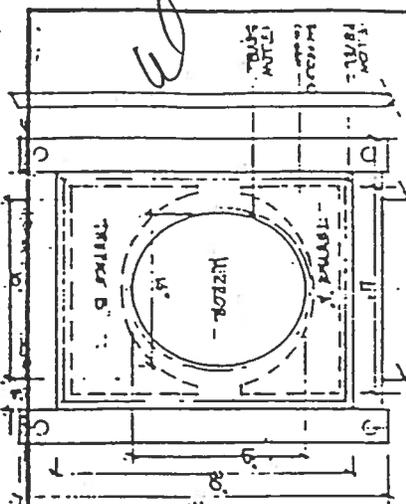
SECTION

WJ



FRONT ELEVATION

NOTE: SIGN TO BE T110 (2) SIDED. FINISHES TO BE SPECIFIED.



NOTE: SUBMITTER THIS SIGN ON LEAD OF HOUSE SIGN FOR PERMIT NAME.

Kiawah

19 HOUSES

111 HOUSES

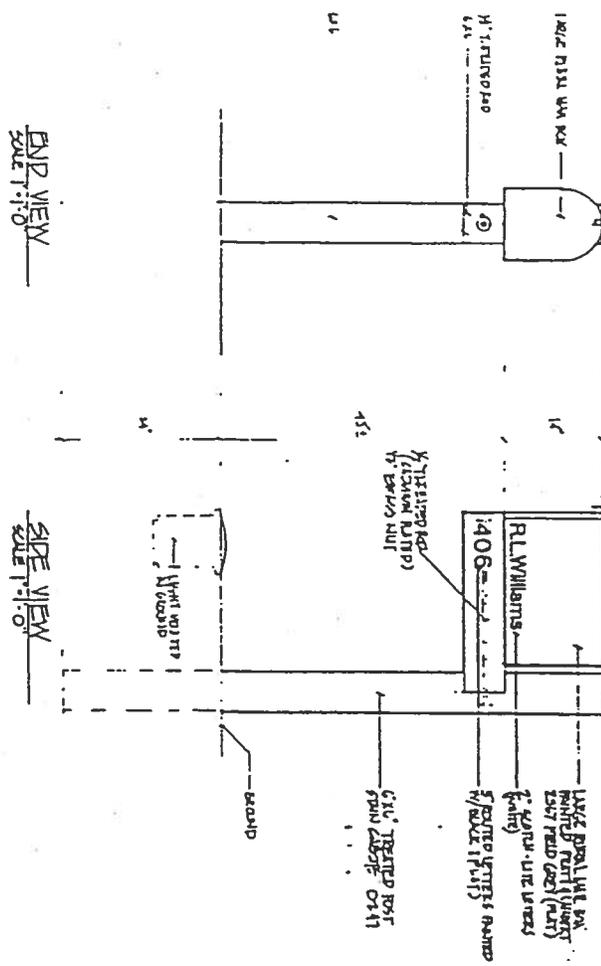
FRONT ELEVATION/REFLECTIONS

NOTE: THIS SIGN UNIT REQUIRES BACKUP TO THE HOUSE UNIT THIS SIGN TO BE SPECIFIED.

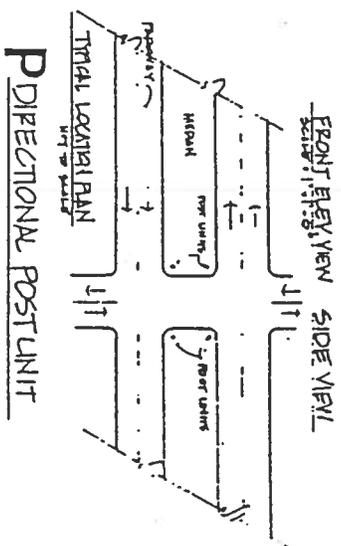
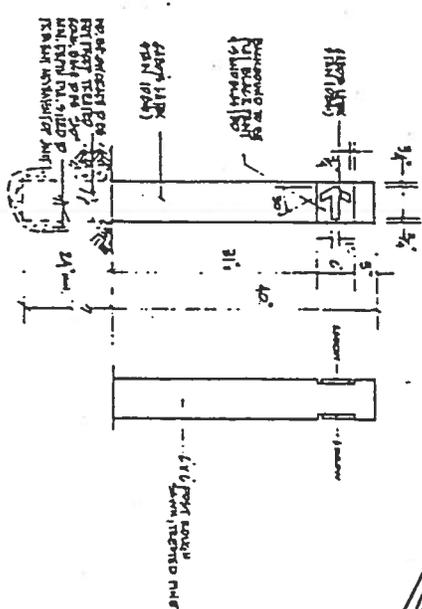
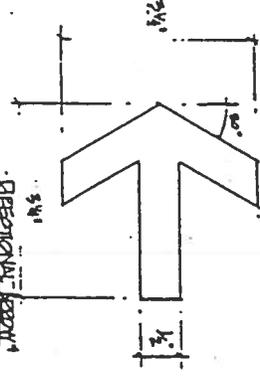


<p>Job No. Sheet No. Date: 6-22-76</p>	<p>Site: 111 HOUSES</p>	<p>Revisions: 1. TO BE SPECIFIED BY CLIENT 2. TO BE SPECIFIED BY CLIENT</p>	<p>DESIGN/JOE SONDERMAN, INC 201 HAWTHORNE LANE, CHARLOTTE, N.C. 28203 704-376-6611 INDUSTRIAL DESIGNERS</p>
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CP



REVIEW DRAWING & R.L. WILLIAMS FOR UNIFORM DIMENSIONS

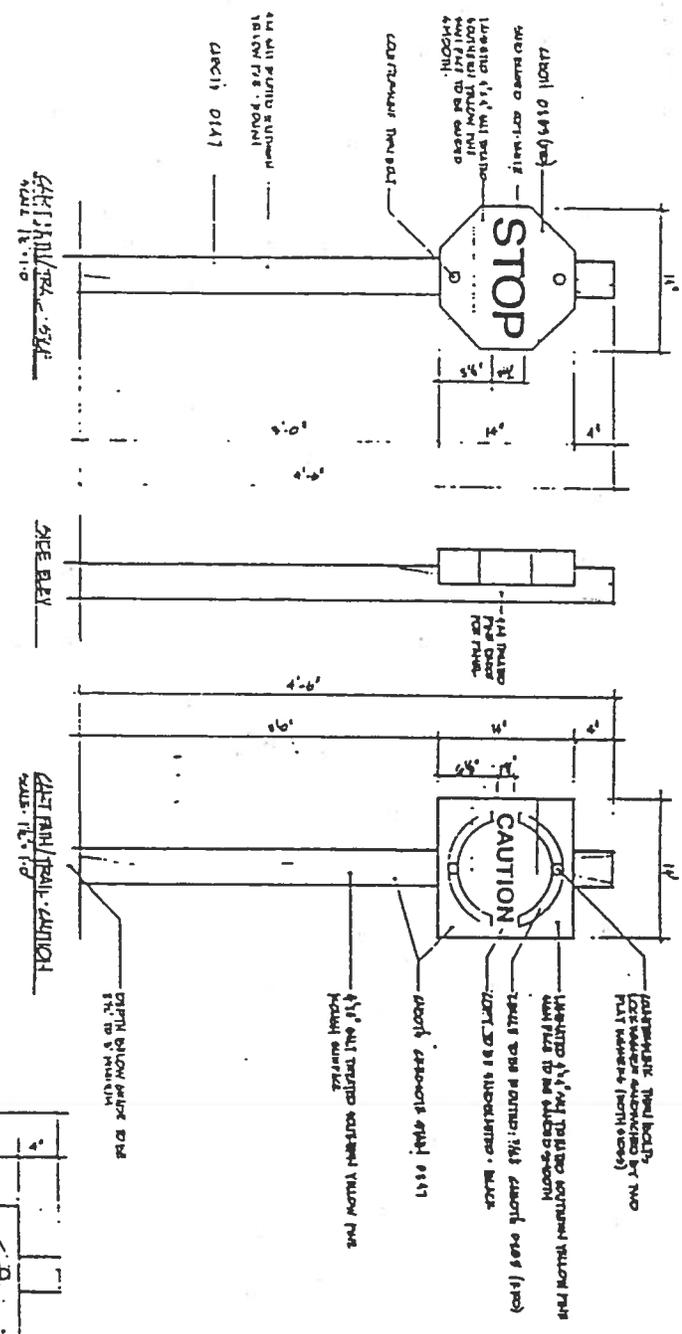


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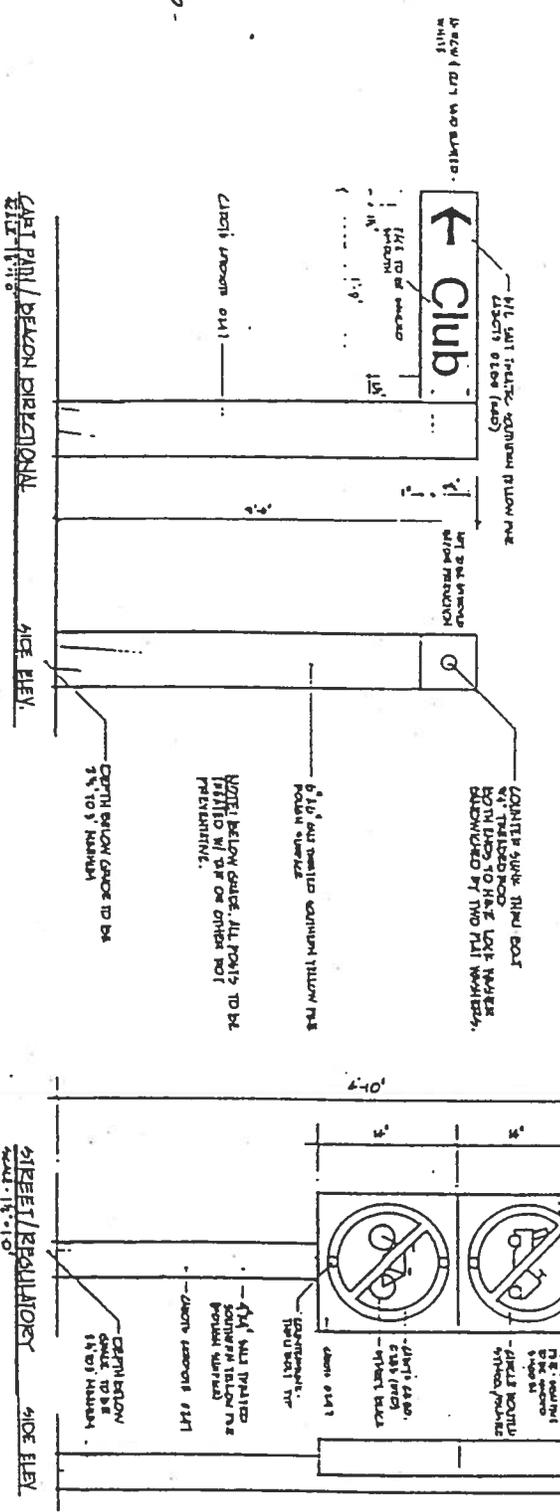
<p>Job No. Sheet No. Date: 10-76 Dwg. No. 02</p>	<p>Title/Client: SIGNAGE SYSTEM FOR KIWAU ISLAND LAWRENCE ISLAND, S.C. STREET FURN./MAILBOX-DEJITTY</p>	<p>Revision: 6-4-80 STREETS & CONCOURS 56</p>	<p>DESIGN/JOE SONDERMAN, INC. INDUSTRIAL DESIGNERS 1208 KENILWORTH AVENUE CHARLOTTE, N.C. 28204 704-376-0800</p>
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OP

12



[Handwritten signature]



Job No. Sheet No. Date: 12-10-80 Drawn By: Cld	This Block: KIANNAN BLIND SIGNAGE PROGRAM: CLUB SIGN/REGULATORY SIGNS & CAUTION CLUB SIGN/BLIND DIRECTIONAL STREET REGULATORY / 140 LIGHTS - NO SIGNS	Revisions: 11-80 GENERAL FIELD CHANGE 119	DESIGN/JOE SONDERMAN, INC. INDUSTRIAL DESIGNERS 1208 KENILWORTH AVENUE CHARLOTTE, N.C. 28204 704 376-0800
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Exhibit 13.7: Design Guidelines (Kiawah Island, Freshfields Village, Cassique)
10.03.13
(Guidelines attached)

Dear Property Owner:

From the beginning, the goal of the development on Kiawah has been to achieve an uncommon and visually pleasing blend of natural beauty and man-made improvements. Resort activity and active recreational areas have been integrated with the residential development. Although in some instances, residential areas have been planned to be separate and very private.

Kiawah's developers, both past and present, have also implemented a well-researched plan to guide home and homesite development (as well as commercial improvements), which they administer through the Architectural Review Board.

Environmentally sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your homesite, the Lowcountry climate, existing vegetation, and topography of the building site. Research over the years has told us time and time again that Kiawah's most outstanding feature is its natural beauty. The Architectural Review Board is committed to protecting and enhancing this precious asset. Thus, one of our primary objectives is to assist you in your planning efforts, and we stand ready to do so.

These guidelines are intended to serve as your benchmark in the complex, yet rewarding, process of planning a new home. While this document has proven to be a helpful tool in planning homes on Kiawah, it can neither provide all the answers nor guarantee ideal solutions for every situation. Nevertheless, as questions arise concerning your building plans, our staff and the ARB itself will be very pleased to assist you. We encourage you to participate when possible in presentations to the ARB, as they are made by your Architect, Builder, or Landscape Architect.

We hope also that you, your Architect, your Landscape Architect, and your Builder will find these guidelines helpful, and we encourage your questions and comments. If we may be of assistance, please do not hesitate to call on us.

Respectfully,

A handwritten signature in black ink, appearing to read "Amanda McE". The signature is fluid and cursive, with a stylized "A" and "M".

for: The Kiawah Island Architectural Review Board

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- 05** Function of the Architectural Review Board
- 07** Purpose of the Standards and Guidelines

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- 16** Landscape Guidelines
- 22** Patio Homes I & II
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- 33** Site Analysis
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- 36** Preliminary Review
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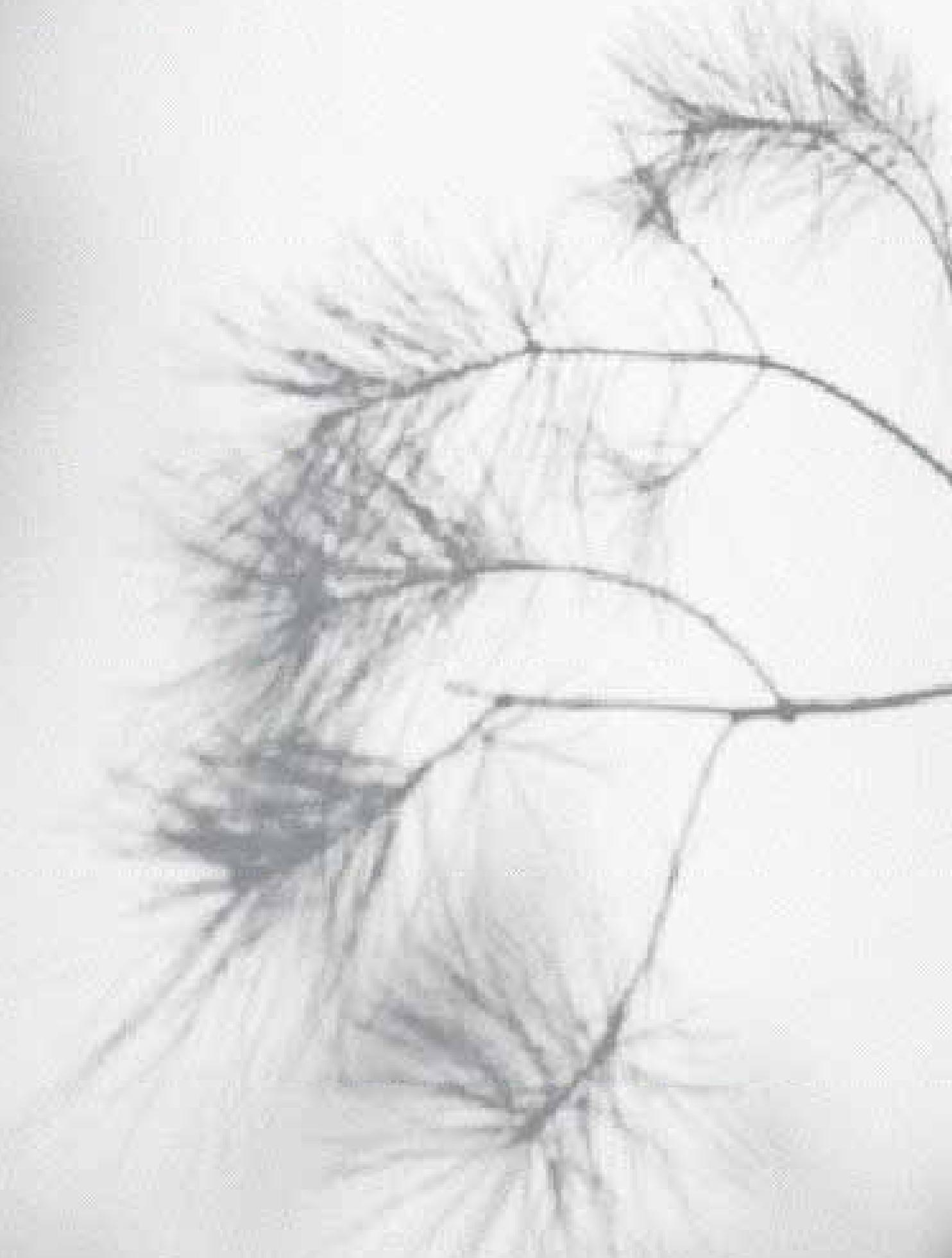
INTENT OF THE GUIDELINES

DESIGN OBJECTIVES OF KIAWAH RESORT ASSOCIATES

Kiawah Island will likely be the last large barrier island on the East Coast to be privately developed. Containing about 10,000 acres, the Island enjoys a moderate climate, breathtaking natural beauty, controlled accessibility, and the professional and financial resources necessary to create both a resort and year-round residential community without compromise or parallel.

Over the years of its stewardship as the Island's developer, Kiawah Resort Associates has been dedicated to preserving a unique and ecologically sensitive community. The architectural design and construction philosophy of the Company maintains that homes should generally be unobtrusive in form and color in order to complement their natural setting. No particular period, style, foreign or geographic influence, or traditional approach is specifically endorsed or discouraged. The chief concern is that the residential community be basically homogeneous with certain areas having more architectural diversity than others.

This philosophy suggests that each home be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting which embraces the site and becomes one with it. Consequently, design solutions should extend beyond the building walls to include the entire site, varying in design to complement and enhance their natural surroundings. Designs and colors appropriate for the mottled shade of forest areas might be inappropriate for open or unwooded sites. Colors and textures of exterior building materials should be compatible with the light reflecting properties of the natural elements such as tree bark, surrounding trees and shrubs, pine needles, natural grasses, and other vegetation.



FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

The Kiawah Island General Covenants delegate the control of Island development to Kiawah Resort Associates (i.e., the "Company") as successor to Kiawah's initial developer. In September of 1994, the Development Agreement was executed by and between the Company and the Town of Kiawah Island in order to set forth certain agreements, restrictions, and guidelines for the development of Kiawah Island. This initial Agreement was replaced with a New Agreement in October of 2005. The **COVENANTS, RESTRICTIONS, AND AFFIRMATIVE OBLIGATIONS APPLICABLE TO ALL PROPERTIES IN KIAWAH ISLAND**, Article II, Section 1 reads as follows:

"No building, fence, or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property in Kiawah Island until the proposed building plans, specifications, exterior color or finish, plot plan (showing the proposed location of such building or structures, drives, and parking areas), landscape plan, and construction schedule shall have been approved in writing by the Company, its successors, or assigns. Refusal of approval of plans, location, or specification may be based by the Company upon any ground, including purely aesthetic conditions, which in the sole and uncontrolled discretion of the Company shall seem sufficient. No alteration in exterior appearance of any building or structure shall be made without like approval by the Company...."

Obviously, the Architectural Review Board (ARB) was organized for the purpose of controlling and enhancing Island development. The ARB's composition of members is determined by the Company, which may elect at some future time to delegate full responsibility for Architectural Control to the Kiawah Island Community Association (KICA). At that time, the Architectural Review Board shall be set up as specified in Article VII of the Declaration of Covenants and Restrictions of the Kiawah Island Community Association, Inc. The KICA Covenant Compliance Committee currently assists the ARB in detecting infractions of the Covenants.

Architectural Review Board approval and the subsequent issuance of a Kiawah Island Building Permit are the first steps in obtaining the necessary approvals for the construction of a home. Complete sets of construction documents displaying the stamp of approval of the ARB must be used in following all normal procedures administered by Charleston County for obtaining building permits. The County administers the Town of Kiawah Island zoning ordinance on a contract basis. An Encroachment Permit from the KICA Covenant Compliance Committee will also be required.

The South Carolina Department of Health and Environmental Control (DHEC) Office of Ocean and Coastal Resource Management (OCRM) has jurisdiction over some elements of the

building process on Kiawah. The Owner and his Architect are solely responsible for compliance with OCRM rules and regulations that apply to lots that border salt marsh and certain lagoons which are considered "critical areas."

The OCRM also has jurisdiction for structures near primary, oceanfront sand dunes. As a rule, the subdivision of front beach land at Kiawah has been landward of the interim set back line established by the OCRM and the primary dune line, which along its crest demarks the interim baseline established by the OCRM. All properties must comply with the OCRM Storm Water Management Act.

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

PURPOSE OF THE STANDARDS AND GUIDELINES

The Company is granted the power to establish design guidelines through Article II of the General Covenants, which reads as follows:

"The primary purpose of these covenants and restrictions and the foremost consideration in the origin of same has been the creation of a community which is aesthetically pleasing and functionally convenient. The establishment of objective standards relating to design, size, and location of dwellings and other structures, makes it impossible to take full advantage of the individual characteristics of each parcel of property and of technological advances and environmental values. For this reason, such standards are not established by these covenants. In order to implement the purposes of these covenants, the Company shall establish and amend from time to time objective standards and Guidelines which shall be in addition to these covenants."

It is the purpose then of these *Standards and Guidelines* to encourage construction of excellent architectural design that is appropriate to the surroundings and to the special conditions of climate and other environmental factors indigenous to Kiawah. A strong sense of identity should be developed to create an attractive and harmonious addition to the community.

These *Standards and Guidelines* are intended also to assist Kiawah property owners during the design, construction, and improvement of their Kiawah Island residences. The standards are intended to protect the property values of all owners throughout the Island, and the review procedures are intended to provide a systematic review for all construction requiring Architectural Review Board approval. These *Standards and Guidelines* are amended from time to time by the Company as deemed necessary. The ARB will adjust project review to accommodate the dynamic nature of regulations set by other entities with jurisdiction on Kiawah, i.e. building code adoptions and revisions, flood plain requirements, etc.

DESIGN GUIDELINES

DESIGN ENVIRONMENT

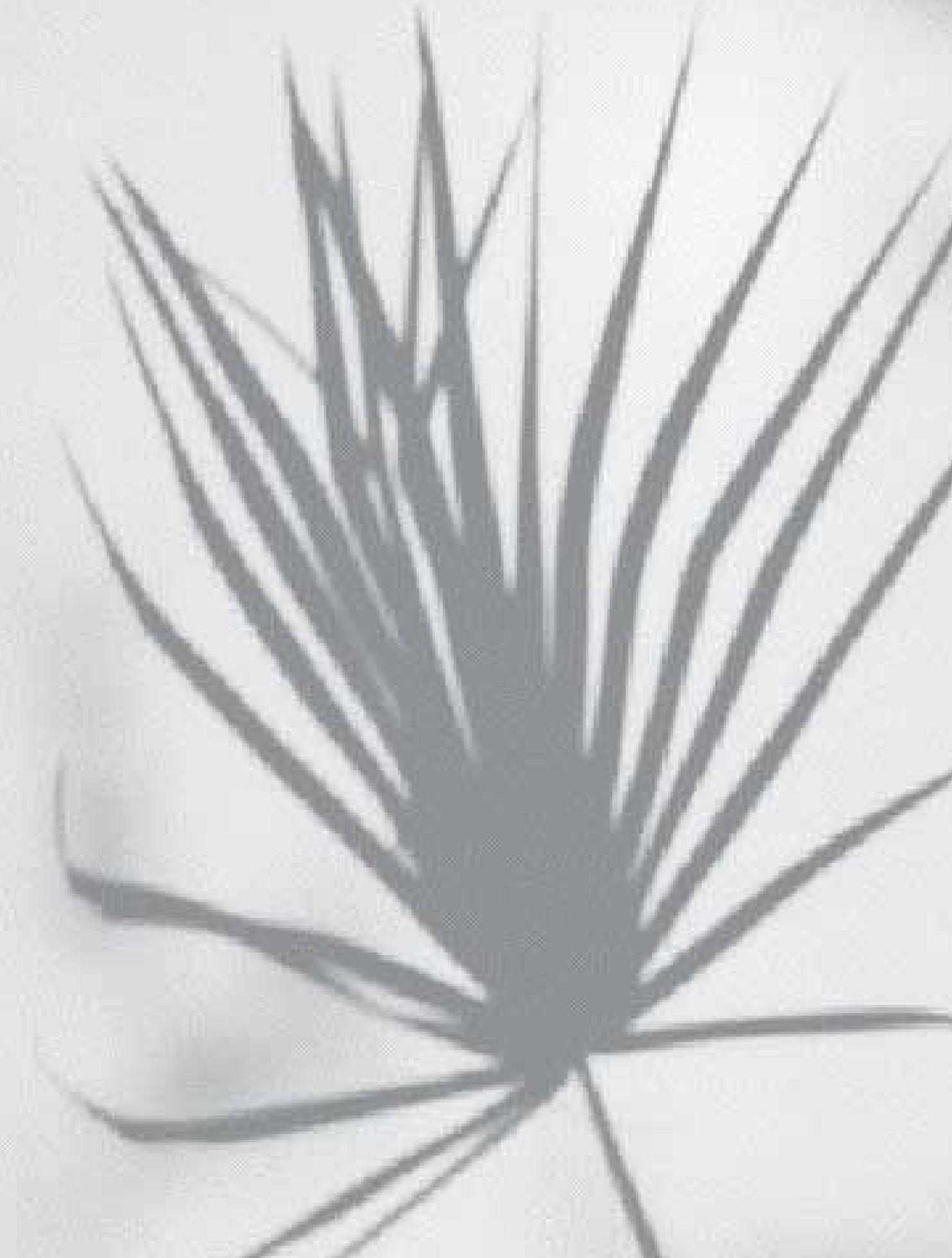
One of the major goals of every architect designing on Kiawah Island should be to integrate harmoniously every man-made structure with its surrounding natural environment. As each building site is unique, it will be necessary for all architects to prepare with a landscape architect a thorough site analysis prior to the design of every project. The ARB will scrutinize closely, while reviewing for approval, the overall design concept and how well it relates to its surrounding environment.

In addition to detailed site data, more general information of the surrounding physical environment must be included. Consideration should be given to prominent and potential views, orientation for privacy from the street, neighbors, golf courses, etc., in addition to the materials, scale, and form of existing homes in the neighborhood. These factors will be very important in blending the proposed design with the existing neighborhood fabric.

The design of each home must also address the prominent climatic characteristics of the Island. The warm temperatures suggest every home have adequate cooling capabilities. Designs should take advantage of the cooling breezes by providing for cross ventilation. With the majority of the days being sunny, there is potential for using passive and active solar systems.

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of this uniqueness, a residential design that was appropriate on one site may not be equally appropriate for another site. Therefore, the repetitive use of residential designs or the purchasing and use of stock plans is inappropriate and will not be accepted.

By following these design guidelines, the minimum Sustainable Sites points to achieve LEED for Homes certification are easily attainable and you are encouraged to pursue accreditation while undergoing the design of your home.



SINGLE FAMILY HOMES

Residential homesites on the Island conveyed to individual buyers are subject to extensive deed restrictions and architectural covenants designed to establish strict control of land use and insure that all residences are attractive in appearance and appropriate to their neighborhood. These restrictions and site analysis data form a basis for the beginning of site development concepts. When developing a site, a concept must be followed in determining site utilization. The best access to the site, as shown in the site analysis, should be the beginning of auto circulation areas including driveways, parking, garages, and turn-arounds. In order to address access requirements that facilitate fire safety and rescue operations, careful evaluation of existing vegetation should occur prior to determination of the proper approach to the site. The functional areas of the home should be related to the most suitable areas of the lot. Particular attention should be given to entry areas, living areas, sleeping areas, and service areas. Resident and visitor circulation patterns should be resolved as well. Often, though not in every instance, driveways entering a collector street will be required to share ingress/egress for a limited distance with the adjoining lot owner.

Successful residential design solutions are those in which it is difficult to distinguish between elements that are a part of the building and those which are a part of the landscape design. Site utilization, interior spaces, exterior spaces, and landscaping concepts should be integrated with the environmental features in the creation of a successful design.

The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is sometimes specified by easements and setbacks recorded on the subdivision plat, on specific exhibits attached to recorded deeds or Homeowners' Association Covenants, and in the Development Agreement between the Company and the Town of Kiawah Island (the "Development Agreement"). Any lot line change must receive prior approval from the Company and will require review by the ARB.

All lot combinations on Kiawah Island must first be approved by the Company, and then by the ARB, prior to submittal to the Register of Mesne Conveyance (RMC) office. When applicable, lot combinations must also comply with the Additional Building Standards For Multiple Lot Combinations in the Development Agreement, which regulates lot standards and dwelling unit size based on combined lot size.

During ARB review, setbacks will be determined and existing setbacks may potentially be altered. In particular, side setbacks are likely to be increased depending on the specific circumstance. Reduced massing in areas adjacent to side setbacks and reduced lot coverage may be required as well.

Of note, lots subject to square foot maximums are considered as one property once combined and therefore the maximum is not increased unless specifically addressed by deed or by ARB approval.

① **BUILDING SETBACKS:** In the absence of setbacks specified on the subdivision plat and/or the covenants, the typical setbacks required by the ARB are:

- Front or Side Yard adjoining a street..... 25 feet
- Side or Rear Yard adjoining a golf course 30 feet
- Rear Yard adjoining another yard..... 20 feet
- Side Yard adjoining another yard..... 15 feet
- Side or Rear Yard adjoining a lagoon 30 feet
- Side or Rear Yard adjoining a marsh 30 feet
- Rear Yard adjoining an open area..... 20 feet
- Side Yard adjoining an open area 15 feet

Larger, as well as irregular sites, may suggest to the ARB that these setbacks be altered. It is imperative that the owner/architect obtain from the ARB a reading on specific setbacks before proceeding beyond the conceptual stage. Setbacks are dimensioned from the property line or the OCRM "critical line," using whichever is most restrictive.

② **VARIANCES:** The building footprint including cantilevered elements, decks, steps, and pools should be located within the buildable area and should not encroach on the setbacks. Rules on setbacks (whether on the subdivision Plat of record or not) are determined by the Company, and slight variances may be permitted by the ARB to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot, or when the ARB determines in its sole discretion that a variance is otherwise appropriate to the site. All such determinations are unique to the requested condition and as such are not precedent setting. Such determinations are final and binding on all concerned. If a variance is approved by the ARB, a variance from the Town of Kiawah Island may be required as well. When applying for variances, ample time for accommodation of review requirements from the Town of Kiawah Island Board of Zoning Appeals should be considered. Only variances specifically approved in writing shall be considered granted and valid.

③ **ARCHITECTURAL DESIGNS:** The architectural design concept for Kiawah Island is that home structures should be generally unobtrusive in form and color in order to complement their natural setting. No particular period styles, foreign or geographic influences, or historical approaches are specifically endorsed or encouraged. Only after extensive site information has been collected and site development concepts have been formulated giving due consideration to neighboring properties, can the building development be considered.

The Company may determine that certain new development areas shall have specific guidelines that are unique to that area. It is important that the Owner and Architect verify the existence of such guidelines with the Architectural Review Board office.

- ④ **BUILDING SIZE:** The recorded Covenants, Contract of Sale, recorded Plat(s), and/or Deed to your lot usually stipulate the minimum and/or maximum square footage that may be contained in a residence built on a lot. The minimum size of the first floor (also sometimes set forth in such documents) may be regulated by the ARB. Building heights shall be determined by the ARB based upon lot location, tree cover, neighboring homes, and other factors affecting the site. Homes shall generally be from one to three stories in height with taller designs to receive approval from the ARB prior to Preliminary Review. Particular attention should be given to the first floor elevation required by Federal flood regulations adopted by the Town of Kiawah Island.

In addition, while maximum building sizes may not be specifically established in your Deed or recorded Covenants, the ARB may, at its discretion, disapprove a submittal that is felt to be inappropriate for the site due to size. The ARB will not approve any submittal that crowds the site and/or is out of context with other structures in the area. In general, designs in which the amount of the site covered by the house, including all decks, walkways, pervious and impervious required driveway elements, pools, and other impervious elements, exceeds 33.00% of the total high ground lot area will be disapproved. Non-primary walkways, boardwalks, patios, and ancillary driveway elements set in a pervious manner do not count as coverage provided the pervious and impervious coverage total does not exceed 40.00% of the total high ground lot area. Higher percentages may be considered for smaller properties, as set forth in the Town's zoning ordinances. Specifically, pervious and impervious coverage not to exceed 50% of the total high ground lot area may be considered for properties less than 8,000 square feet and pervious and impervious coverage not to exceed 40% of the total high ground lot area may be considered for properties less than 12,000 square feet. In the case of flag lots, the entry access or "the pole" of the flag site is not calculated as part of the lot coverage percentage.

- ⑤ **HEIGHT RESTRICTIONS:** Generally, the zoning ordinance from the Town of Kiawah Island influences height restrictions. These maximum heights measured from Base Flood Elevation to the ridge height of the dominant roof form exclusive of minor ancillary elements such as chimneys are as follows:
- 40' for residences in "developed lands"
 - 45' for residences in "undeveloped lands"

These Development Agreement terms as well as "height" and "ground floor level" are found in Definitions. See the Appendix.

The ARB office should always be contacted to confirm height restrictions for individual properties. Heights in certain areas may be further restricted by neighborhood covenants. When maximum height is expressed by height range, the ridge height of the dominant roof form may not exceed the upper number of the range, or the average height of the

dominant roof form should not exceed the lower number of the range, whichever is more restrictive. When measured from minimum finished floor level, an allowance of 28 inches above Base Flood should be used to determine the minimum distance, or the actual finished floor level, whichever is more restrictive. When measured from natural grade, the mean grade of the site prior to development should be used.

6 BUILDING FORM: The eventual building form of every residence should be a carefully planned addition to the natural setting and embrace its site. Building shapes should provide interest and be compatible with neighbors. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, carports, garages, and screened porches. The roof-scape of each home should complement the design of the home, the natural surroundings, and neighboring designs.

7 ARTICULATION: The aesthetic appearance of a residence obviously depends greatly upon the articulation of the siding, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light, privacy, and natural ventilation. Fenestration must be compatible with the architecture of the home and detailed with true mullions where divisions are proposed. Decorative glass for windows and doors is generally discouraged. Details and elevations must be submitted for review if decorative glass is proposed.

Walls, fences, and screens should be used to provide privacy, enclose service areas and HVAC units, and to reduce the scale of large masses. Trash enclosures should comply with Town of Kiawah Island and KICA regulations. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help unify the appearance. Chimney hoods or pots are required to screen flue caps and/or spark arresters. Venting or louvers at foundations and gables should be detailed using substantial materials that indicate form and depth. Skylights and light tubes are rarely approved. When allowed, skylights and light tubes must be tinted to avoid nighttime "glow," and may only be located where not directly visible from neighboring properties or primary view corridors. Shutters should be consistent from elevation to elevation as applicable and must appear operational. Decks and stairs must have either louvers or lattice underneath. Porch columns should be proportionally consistent with the design style of the home. Columns greater than one story in height are generally considered inconsistent with the architectural context of the Island. Solar panels may be incorporated into the roofscape or installed on an ancillary structure provided views are screened from neighboring properties. Solar panels may not be rack mounted unless integrated into the roof design using roof wells or parapets. External piping is not permitted. Finials must be approved in advance of installation.

8 MATERIALS AND COLORS: All exterior materials and colors should complement the surrounding environment. Color samples for new construction and restaining of existing buildings shall be presented to the ARB in the form of color samples onsite for approval in advance of painting or staining. Siding should have a matte finish. The use of garish and/or overly bright colors is uniformly prohibited. To encourage blending with natural vegetation, the ARB Value Finder should be used to gauge acceptable ranges of color value. The lightest acceptable value for stucco and wood siding is a 3. Concrete faux clapboard or shingle siding must be at least a 5 and trim must be at least a 1, with a difference of 3 or less in value between siding and trim colors. Unless otherwise approved in writing, corner trim elements and bay window projections are to be stained the same as the body color of the home. Bandboarding may be either the body color or foundation color as most appropriate. Trim color is usually applied to bandboarding only at porch locations or in very limited situations deemed appropriate by the ARB. Trim color should be applied to windows, fascia, soffits, columns, balustrades, and pedestrian doors only. Downspout and gutter colors must match the surface to which they are attached except when copper. Garage doors and garage door trim should be the color of the foundation or fabricated of a high quality wood stained a dark color. Garage door trim may be the trim color only if the design of the garage doors is fully integrated with the architecture. Sufficiency of integration must be determined in writing at time of elevation review during the review process. All foundation openings, including garage pedestrian doors and trim, should match the adjacent color or be of a non-contrasting color. Brick foundation homes should have dark colored garage doors. The use of natural woods, stucco, and brick is encouraged while the use of imitation or less than highest quality materials is discouraged. The use of plywood siding is never permitted.

Roofing materials shall be wood shakes, wood shingles, fiberglass shingles, slate, tile or standing seam metal. In case of fiberglass shingles these shall be of a "shake" style, of a minimum weight per square of 260 pounds, and have at least a 40-year warranty. Other roofing materials shall be held to a similar standard of quality. Roof vents and accessories should be located away from the front elevation and painted to match the roof color. Roof pitches are required to be a minimum of 5/12 for functional and aesthetic reasons on dominant roof forms. Lower pitches may be acceptable for secondary roof forms when deemed stylistically appropriate by the ARB.

9 SUPPORT FACILITIES: Circulation patterns should be taken into consideration when designing to avoid conflicts between visitors, service areas, and the like. The Covenants require that every home have an enclosed service area suitable for garbage, bicycles, etc. Electric meters, air-conditioning units, and similar exterior equipment must also be screened from view and shown on elevations. Noise generating exterior equipment including but not limited to chillers, generators, pool equipment, and multiple unit air conditioning stands must also be baffled using both barrier and absorption components. Only

residential grade units may be used. Exterior mounted on-demand hot water heaters are generally discouraged. If allowed, these units must be painted to match the surface to which they are attached and all piping must be screened in a manner integrated with the home's design. Television and radio antennas are not preferred on roofs and should be installed in attics. Personal weather stations and satellite dishes are discouraged in prominent locations. "Yard art" as defined in the Appendix shall be located within the privately used area of a property and screened from neighboring views. Clotheslines are not permissible. See the Appurtenance Guidelines, for additional information.

LANDSCAPE GUIDELINES

Kiawah Island's natural setting offers a unique environment that must be recognized and preserved as a framework for development. The Island's special natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The Guidelines are intended to indicate the seriousness with which we approach alteration of Kiawah's vegetation. These Landscape Guidelines are intended to protect the property values of all owners throughout the Island, as Kiawah's most outstanding feature is its natural beauty.

- ① **EXISTING VEGETATION:** Significant trees and areas of understory growth are essential, natural, and aesthetic resources. They play a critical role in purifying air and water, providing wildlife habitat, enhancing natural drainage, and controlling erosion. These trees and shrubs contribute to the quality of life on Kiawah and are an inseparable part of its historical legacy. Consequently, the Architectural Review Board is most concerned with trees and shrubs and has established these Guidelines to assure their preservation.

The following are a few general guidelines that must be followed regarding existing vegetation:

- a. The removal of any tree or any area of understory growth without the notification of, and permission being granted by, the Architectural Review Board is prohibited. A certified arborist must be used for, and ARB approval obtained prior to, the removal of limbs that are 6" or greater in diameter.
- b. Tree removal required to develop the property (*i.e.*, the building footprint and paved area) may require planting of additional trees as mitigation at the ARB's discretion. See the Tree Replacement Guidelines.
- c. The removal of trees on lots or parcels that have already been developed is discouraged by the ARB. Any such removal without the ARB's approval is prohibited.
- d. Pruning in Sensitive Areas: Lagoon edges, marsh edges, maritime forest, and beachfront areas, contain some of the most sensitive vegetation on the Island. Natural drainage patterns, erosion control, and wildlife habitat may be easily upset by thoughtless overpruning. In addition, certain areas adjacent to marsh edges may be subject to further restrictions imposed in connection with the Storm Water

Management Act. Therefore, the pruning in these areas is prohibited without the ARB's approval. In all cases where such pruning is allowed, it shall be kept to a minimum and conform to existing natural patterns of growth. Pruning should occur after the home has been framed and views are established. Lagoon pruning is reviewed by the KICA Lakes Management department and the ARB.

- e. View corridors may be established from time to time by deed, plat, or other written agreement. Tree removals and pruning within these corridors is permitted following ARB review and approval.
- f. Natural buffers, especially along lot edges, shall be preserved and enhanced. Trees, shrubs, and other understory vegetation should remain dense from ground level up to 10 feet and remain intact within 5 feet of the property line.

Violations of the above guidelines may result in substantial fines and mitigation requirements.

If vegetative mitigation does not thrive after 9 months from installation, replacement is required.

② DESIGN GUIDELINES: These guidelines have been prepared to help define the appropriate site planning and landscaping that should be provided for the residences on Kiawah Island. The basic objectives of a designer preparing site and landscape plans for a home on Kiawah should be:

- a. To minimize the impact of the home on the surrounding natural environment, and to see that the site's existing landscape is preserved in its natural state insofar as possible.
- b. To enhance the built environment and integrate structures into the surrounding natural environment.
- c. To consider both long and short views to and from a project. Certain views should be improved with the addition of selected landscape elements that are appropriate for that purpose.

The completed landscaping should complement the residence and provide continuity between it and the surrounding vegetation. Architects and Landscape Architects should incorporate the existing natural vegetation into their plans and add to it in such a way so as to produce a feeling of "modest cultivation" that "blurs the line" between man-made elements and the natural environment. Ideally, property lines should disappear with the use of continuous landscaping.

The use of flowering trees and shrubs, both perennial and annuals, of soft coloration is encouraged.

The extent and complexity of landscaping will depend upon the unique features offered by the site, the owner's desires, the design of the residence, the nature of existing vegetation, and the configuration of the property.

Care should be used in the selection of plants and flowers for size, tolerance of salt-air environment, and resistance to drought and wildlife. Landscape plans may not indicate the use of

plant species listed on the *Nonnative Invasive Plants of Southern Forests* registry published by the US Department of Agriculture. Because of the rapid drying rate of the sandy soil, it is recommended that irrigation systems be included in landscaping plans to protect the sizable investment of initial landscaping planting. The ARB highly encourages moisture-sensing devices for water conservation. It is critical that the storm drainage system and any applicable easements within the immediate area of the site be integrated into the overall landscape design. Open-loop geothermal systems will not be approved as they may adversely affect the drainage of neighboring properties and are not environmentally sensitive. In general, the ARB discourages the use of insect abatement systems that are not environmentally sensitive.

- 3 GENERAL GUIDELINES:** All landscape plans for new homes and landscape modifications to existing homes must be prepared and stamped by a Landscape Architect licensed to practice in the State of South Carolina.
- a. Tree and topographical surveys are to be dated within twelve (12) months of their submittal to the ARB. Genus and species of trees and major understory vegetation must be indicated.
 - b. The entire site must be planned. If areas are to remain natural they should be indicated as such on the plan.
 - c. Schematic or bubble diagrams may be used for preliminary plans.
 - d. Driveways, parking areas, and visually objectionable elements such as service areas, storage yards, and utilities must be well screened from the street and adjoining lots.

- 4 HARDSCAPE GUIDELINES:**
- a. Each lot is permitted to have only one driveway access from the street. "Straight shot" driveways are greatly discouraged, and will almost never be approved.
 - b. Most Kiawah driveways are paved with either concrete or asphalt; however, in wooded areas, the ARB does not discourage the use of soft pervious material such as gravel, oyster shell, pine straw, or wood chips. The ARB prefers driveway colors that are subdued and natural in tone.
 - c. Dimension standards:
 1. Driveway width should be a minimum of 12' on curves and 10' for straighter drives.
 2. Where the driveway meets the street, the width of the drive should be at least 18' wide. Curved driveways should have no less than a 15' radius. Design of driveways must also meet fire department requirements for access.
 3. Garage backup area edge of pavement should be a minimum of 26' from garage door, offset dimensioned parallel to the home.
 4. Guest parking area must be a minimum depth of 18' and minimum width of 17' (two cars). The maximum width is 20' for two cars; however, these may be placed separately depending on the unique site conditions.
 5. All walkways to the front entrance should be a minimum of 54" wide.
 6. No paved areas may be sited closer than five (5) feet from side or rear property

- lines. A minimum of 36 inches of planting area is to be maintained between the driveway and the home.
- d. In general, the ARB discourages the use of more than two guest parking areas for a standard building lot, although some neighborhood covenants will require additional spaces.
 - e. The site plan should indicate the location of the required conduit under the driveway in the area of the right-of-way.
 - f. The ARB discourages the use of fountains, entry gates, or other "yard art." If approved, the fountain, entry gate, or "yard art" must be included in the lot coverage percentage. When allowed, entry gates or piers must be located within the buildable area and should not have an overall height greater than three (3) feet above the adjacent grade. Significant landscape screening may be required as well.

⑤ SOFTSCAPE GUIDELINES:

a. Trees

1. Each lot after development must contain a minimum number of healthy trees of an approved type. See Tree Replacement Guidelines for calculation formulas and mitigation requirements.
2. Compliance with the tree calculation formulas does not grant the owner the right to clear existing trees without ARB approval.
3. Of the trees shown to be planted on the landscape plan, at least two-thirds must be native species (oaks, magnolias, hickories, palmettos, etc.).
4. All trees required for mitigation must be native species.
5. Landscape plans must show and label species of existing trees that are to remain.
6. The landscape plan must indicate, in chart form, how the proposed plan fulfills the above tree requirements.
7. Live Oaks which are 16" or greater diameter at breast height (dbh), and are within 12' from the foundation, shall require pre-treatment by a certified arborist when construction commences and may require additional treatment at the conclusion of construction, especially if a variance is granted due to the location of the tree.

b. Shrubs

1. 50% of all shrubs installed must be a minimum size of seven gallons. The remaining installed shrubs must be a minimum size of three gallons.
2. The ARB may require larger material (6'-8' in height) to be planted to help soften tall foundations.
3. Foundation plantings are required to be at least half the height of the foundation and must encompass the entire home.
4. Straight-line plantings (hedges) along the property lines are discouraged unless as part of an overall neighborhood landscape concept plan.
5. Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design. Native plants such as wax myrtles and hollies are also encouraged along these edges.

6. The use of native or drought tolerant plants is recommended to reduce irrigation needs.
- c. Grass, ground cover, and mulch
1. The ARB generally discourages the use of large expanses of sod.
 2. Areas shown to be grassed must be sodded as opposed to seeded or sprigged.
 3. Areas of sod must be a minimum of 15 feet from lagoon edges.
 4. Roadside right-of-ways that are disturbed during construction must be regraded and sodded so as to provide a continuous grass edge. This includes areas of nearby lots that are damaged during construction.
 5. Ground cover is encouraged in shaded areas where it is difficult to grow grass.
 6. Pine straw or mulch can be used in areas of medium or dense shade. Seasonal color and groundcovers shall also be planted so that there is not an unplanted mulch or pine straw area greater than 100 square feet.
 7. The ARB may require the use of rain sensor gauges on irrigation systems.

It should be noted that approval of a landscape plan is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control and additional screening, to correct damage from construction activity, or for other reasons as deemed appropriate by the ARB.

- ⑥ TREE REPLACEMENT GUIDELINES:** All applications for tree removal and replacement received by the Kiawah Island Architectural Review Board (ARB) are subject to the following guidelines:
- a. All specimen oak trees on any residential lot of 3" caliper or greater at dbh and all other trees of 6" caliper or greater dbh, shall be entered on a Tree Survey and submitted to the ARB with site plans.
 - b. The minimum tree requirements for a developed lot is equal to one (1) tree (3" or greater in caliper dbh) per 1,000 square feet of gross lot area (palmetto trees only count as a third of a tree). Popcorn (Tallow) trees may not be included in the count of existing trees on the undeveloped lot, as they are an invasive species and shall be removed during development of the lot.
 - c. Should any such oak or other specimen tree fall within the building envelope approved by the ARB, then the ARB, in its discretion, may require mitigating replacement by way of oaks or other trees of at least 6 (six) inches caliper dbh. The replacement tree preferred shall be native species such as oak, magnolia, palmetto, or hickory. Depending upon the number of trees removed and the landscaping planned by the owner, the requirement of replacement trees may be waived or, in the ARB's discretion, plant material and shrubbery may be substituted where visually appropriate. All oak trees of 24" or greater caliper dbh must be preserved unless the ARB determines there is no reasonable design solution that would save the tree(s). For every oak tree with a caliper of 24" or greater dbh that is removed, the property owner may be required to plant trees for which the sum of calipers that is

equal to or greater than the sum of caliper dbh of the trees removed. Mitigation trees shall measure a minimum of 6 inches in caliper dbh.

- d. Oak trees greater than 6" dbh that are removed outside the building envelope may require mitigation in the ARB's discretion should the ARB permit such removal.
- e. If replacement trees will not "fit" on a lot in the ARB's discretion, the ARB may require location of same in a common, open, or park area of Kiawah.
- f. In exercising its discretion respecting these Tree Replacement Guidelines, the ARB shall take into consideration, among other things, the number and species of trees removed, any hardship to the property owner, the remaining foliage, trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size, species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy, and other relevant factors.

The ARB may consider brief delays in installation due to severe weather conditions that may adversely impact the health of installed material.

PATIO HOMES I & II

Residential lots shown on recorded plats on which a patio wall is designated or subject to the Patio Home Covenants are referred to as "patio lots." Dwelling units constructed on patio lots must be constructed to utilize a patio wall as designated or prescribed on the plat. The patio house emphasizes an indoor-outdoor use relationship and full utilization of the site for living purposes.

Setback restrictions and easement areas are briefly outlined below:

① BUILDING SETBACKS AND EASEMENTS:

Patio Homes I	Patio Homes II
Zero Lot Line..... 3' Setback to Patio Wall	Zero Lot Line..... 3' Setback to Patio Wall
Adjoining Zero Lot Line..... 7' Easement	Adjoining Zero Lot Line..... 12' Easement
Front..... 20' Easement	Front..... 25' Easement
Wooded Area..... 10' Easement	Wooded Area..... 15' Easement
Wooded Area..... 10' Easement (rear)	Wooded Area..... 15' Easement (rear)
Golf Course..... 30' Easement (rear)	Golf Course..... 30' Easement (rear)
Lagoon 30' Easement (rear)	Lagoon 30' Easement (rear)
Marsh 30' Easement (rear)	Marsh 30' Easement (rear)

The area included within these setbacks is the "buildable area." All enclosed dwelling areas of the Patio Home must be contained within the "buildable area."

The main architectural element of every patio home will be the patio wall. The design criteria for the patio wall will require more imaginative thinking than simply a straight wall or fence. Architects are encouraged to optimize the "private garden-court" character of the patio home where the wall enclosure is employed to provide privacy and obtain a maximum utilization of living space.

Site utilization of patio lots is a particular challenge to architects. Interior spaces should be arranged in such a manner as to allow them to flow into private outdoor spaces. The patio wall must be solid with no openings allowing for potential views to neighboring lots.

In keeping with the concept of a patio home, side yards should be treated as outdoor living extensions of the house itself, and not simply as storage or unusable space typical of traditional side yards. When lots do not adjoin a golf course, lagoon, or marsh, a rear-enclosing wall may extend to and along the rear property line irrespective of the setback requirement to allow the owner maximum use of his property.

An integral part of the development of patio lots is a landscape concept that complements the architectural design. Adequate landscaping must be used to “furnish” the outdoor living spaces and to anchor the home and patio wall within the natural surroundings. Thus, the conceptual landscaping plan must be included with the architectural design of the building and the patio wall.

- ② **ARCHITECTURAL DESIGN:** Residential lots shown on recorded plats and designated in deeds and recorded covenants as “patio lots” shall be used for the construction of patio homes. Patio homes must be designed to utilize a patio wall to enclose the portions of the lot used for private outdoor living activity.

Patio homes are to be designed using the existing natural lot features. They are not intended to be normal single-family homes on a small lot without windows in one wall. The side yard, traditionally not private in most homes, is the most private area of a patio lot and should be incorporated into the design of the residence.

- ③ **PATIO WALL:** The patio wall shall be constructed simultaneously with a patio home and shall be located so that the exterior of the same is three (3) feet inside of and parallel to the designated lot lines on the recorded subdivision plat. The wall may be located elsewhere on the lot with ARB approval. Also, two owners of adjacent lots may, with approval, construct a common party wall provided it meets the requirements of all applicable building codes as to height and fire rating.

A patio wall should not be merely a fence. Its purpose is to enclose outdoor space for use as an extension of the living area. Patio walls on the front shall not end abruptly, but should turn to form a service or entry court, or connect to the adjacent patio wall. Walls on the rear may not necessarily turn if they would block views. Each patio home design must include a wall connecting to the adjacent patio wall near the front of the lot to provide continuity in the streetscape.

The patio wall must be 6 to 8 feet in height above the natural grade and/or adjacent floor level. The length of the wall must extend to within 10 feet of the front and rear property lines (unless other setbacks are appropriate) and may extend the entire length of the lot. A higher wing wall will also be required when second story windows provide views in the adjoining lots. The patio wall should be constructed of materials that blend with the home. Variety is encouraged in use of materials, design, detailing, and textures.

- ④ **SIZE:** The size of the enclosed dwelling area of all patio homes is usually defined in the Deed Covenants. Except in rare circumstances, the first floor of a patio home may not occupy in excess of 40.00% of the entire area of the patio lot. To maintain the scale of patio home neighborhoods, height will be restricted to two (2) floors of enclosed living space. The impervious lot coverage percentage is limited to 50.00% of the high ground area of the patio lot.

- ⑤ **FORM:** The form of a patio home must relate to the existing natural features, to the desire of attaining indoor/outdoor living spaces, and to neighboring patio homes. Generally, the mass of a patio home will be broken down into smaller elements allowing for the interplay of patios, decks, screened porches, and courtyards. The roofscape must relate to the tree cover and neighboring homes and may be extended to cover a garage or carport.
- ⑥ **ARTICULATION:** The design articulation of a patio home determines the usability and enjoyment of the residence as well as the exterior appearance. Living space should be arranged to preserve existing natural features and to allow indoor space to open out into courtyards, patios, and decks. The fenestration should be designed to optimize the use of the surrounding private exterior space as well as providing for views, natural light, and ventilation. In developing the patio home concept, the articulation of walls, fences, and screens should be used to continue the concept of the house throughout the lot. Complementing details should be used throughout the design to ensure architectural compatibility.
- ⑦ **MATERIALS AND COLORS:** As with all homes on the Island, the exterior materials and colors should be selected to blend with the natural surroundings. Garish and overly bright colors are uniformly prohibited. Generally, exterior materials of wood and stucco are appropriate. Brick may be used but is usually approved only as a minor material, (*i.e.* foundations or a chimney). A variety of materials should be used on patio homes and walls to prevent a monotonous appearance. Colors should reflect the location, taking into consideration whether the site is open or heavily wooded. Roofing materials and pitches are the same as those required for single-family homes.
- ⑧ **SUPPORT FACILITIES:** Because of the compact size of the lot, the careful location of the support facilities for patio homes is critical. An adequately enclosed service yard is required by the Covenants and should be accessible from the kitchen and parking area. Two parking spaces shall be provided on the property, which are allowed in the twenty (20) foot setback. The parking area should be disguised, if possible, with a carport, walls, or preferably, bermed landscaping. A separate trash and garbage enclosure must be included if not provided in the service yard. Air conditioning units and electric meters must be screened from view and may not be placed on the back of the patio wall. Television and radio antennas may not be exposed, but must be installed in attic spaces. Satellite dish locations must be approved by the ARB prior to installation.
- ⑨ **APPURTENANCES:** Due to the close-knit fabric of patio neighborhoods, appurtenances must be designed with not only the owners' needs in mind, but the adjoining properties as well. Mailboxes must conform to the Graphic Controls included in the Appendix and should be located to complement the landscape design. The dimensioned location and construction details on all swimming pools shall be submitted to the ARB for approval.

Noise factors and disturbances of neighbors will determine the positioning of game and play structures that shall be submitted on final landscape plans. The use and selection of exterior lighting should enhance the aesthetic appearance with consideration given to neighbors and nearby traffic. All docks and bridges extending into or crossing over natural or man-made bodies of water require ARB, and possibly Town, approval, and if along golf courses, golf course owner approval. See the Appurtenance Guidelines for additional information.

- ⑩ **LANDSCAPING:** All landscape plans submitted to the ARB must be prepared by a South Carolina registered Landscape Architect. The landscape design of a patio lot must be an integral part of the design of the patio home. In a successful patio home, it should be difficult to distinguish between the building elements and the landscape elements. Walls, fences, and screens should be used to design exterior spaces. Plants should be used to furnish these spaces and enhance the home's appearance. When selecting trees, shrubs, and groundcover, attention should be given to texture, scale, adaptability, and resistance to drought and wildlife. Due to the rapid drying rate of the sandy soil, the provision of an irrigation system is strongly recommended to protect the owner's considerable investment of initial landscape installation. Drip irrigation is encouraged in non-sodded areas. This system will also reduce maintenance and improve the appearance of the yard. The storm drainage system in the immediate area of the site must be integrated into the overall landscaping plan by the Architect. Down lights, up lights, stair lights, and low voltage lights are all used in landscape designs for accent, safety, and appearance. The use of exposed, non-hooded spotlights are prohibited. See the Landscape Guidelines for current requirements prior to planning landscape updates to your property.

EXISTING HOMES GUIDELINES

The primary purpose of the Covenants and Guidelines is to foster the creation of a community which is aesthetically pleasing and functionally convenient for all residents and visitors. These restrictions governing proposed homes, homes under construction, and existing homes require every home on the Island to be maintained in a manner conforming to these Guidelines.

- ① **IMPROVEMENTS:** No alteration, including constructive maintenance, painting, staining or reroofing, affecting the exterior appearance of any building, structure, or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB including the review fee, a completed Improvement Review Form, all drawings necessary to define the proposed improvement, color samples, and site stake-out. When approved, a Kiawah Island Building Permit must be issued prior to commencement of any clearing, material delivery, painting, or construction.

② **LANDSCAPING:** Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards, which shall reduce the beauty of the neighborhood as a whole or the specific area. Formally landscaped bed and lawn areas must be maintained and screened from other properties. Return of such areas to a native state must be reviewed as a landscape change. For larger properties, or landscaping of a lot owned adjacently, formal landscaping should be limited to the buildable area and may not exceed 40% of the property. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscape structures, and statuary must be approved by the ARB. The modification of an existing landscape requires a landscape plan prepared and stamped by a SC licensed Landscape Architect. The addition of plants to an existing landscape may be performed by either a Landscape Architect or Landscape Designer. Every property owner is required to replace significant trees that die due to natural causes to ensure that the required number of trees per lot is maintained. A deposit for tree removal will be required when mitigation is deemed necessary. Thinning of pines may be allowed following review and approval. See the Landscape Guidelines for current requirements prior to planning landscape updates to your property.

③ **TREE REMOVAL:** Generally tree removal for existing homes will not be approved unless the tree is diseased, damaged, or a threat to the home. Any tree that is approved for removal will generally require mitigation with native hardwoods. An extension for installation may be requested in order to accommodate an appropriate planting season. See the Vegetation Removal Request Form for additional information. Thinning of pines may be allowed following review and approval. See Tree Replacement Guidelines.

APPURTENANCE GUIDELINES

All exterior alterations and improvements to a homesite or commercial property require prior approval from the ARB. The proposed building of a dock or bridge into or across any natural or man-made water body must receive prior approval from the ARB, and if located on any golf course body of water, approval of the golf course owner. Exterior lighting requires ARB approval, and must be installed so as not to disturb either neighbors or nearby traffic. Front beach homes are not permitted to have exterior lights that shine directly toward the beach as these interfere with the Loggerhead Turtle migrations. In addition, OCRM has regulations and should be consulted. The construction of landscape, game, and play structures as well as swimming pools and tennis courts are considered improvements and must be submitted to the ARB. The approval of such structures generally depends upon their location, appearance, and related landscaping. The following are specific guidelines for the design or alteration of appurtenances.

- ① **MAILBOXES:** Each home is required to have a typical Kiawah mailbox with the appropriate lot number or assigned street number routed in the cross piece. The owner's name may be applied to the side of the mailbox per an approved design detail. The design, color, construction, and installation of every mailbox is required to conform to Kiawah Island Graphic Controls for Mailboxes included in the Appendix.

- ② **SIGNAGE:** The use of any sign, including those for the purpose of identification, renting, or selling of a property, is prohibited. Single-family homes may be identified only by the graphics included on the mailbox as specified by the Graphic Controls included in the Appendix. Owners' names, house names, and lot numbers shall not be placed on the front of homes or on signs placed on lots. Limited temporary signage for golf tournaments or other Island events must be approved in advance and removed within 24 hours of the event's conclusion.

- ③ **BOATS AND CAMPERS:** The storage of boats and campers in yards or driveways is prohibited. They are required to be stored out of sight in garages or below houses. Kiawah Island Security and/or the KICA may be contacted for information regarding leasing of space in the storage yard owned by the Company.

- ④ **EXTERIOR LIGHTING:** All exterior lighting shall be installed so as not to disturb Neighbors or impair vision of traffic on nearby streets. Lighting on front beach Homes must be carefully selected so as not to interfere with the Loggerhead Turtles during nesting season. Lights may not shine directly toward the beach as these disorient the newly hatched turtles. Additional guidelines are as follows:
 - a. Landscape plans must indicate all proposed exterior landscape lighting. The use of exposed, non-hooded spotlights will not be approved. Low voltage, high quality metal fixtures are encouraged.
 - b. Exterior lighting should be limited to areas where there will be pedestrian movement and should be extinguished when not in use.
 - c. Lighting within street rights-of-way is not allowed.
 - d. The source of exterior lights should not be visible from property lines or streets.
 - e. Floodlights are almost never permitted. A maximum number of two floodlights, or similar types of lighting attached to soffits and fascias, when allowed, must be hooded, low voltage, and approved in advance.
 - f. Exterior lighting towards or near the marsh is strongly discouraged. Only dim path lighting shall be allowed in these sensitive areas.
 - g. Up-lighting and/or landscape lighting is intended to accent a truly unique or special natural feature. This type of lighting may be allowed at the discretion of the ARB.

Because each design and site is unique, lighting plans will be evaluated based on the unique characteristics of the site. The ARB has discretion to disallow plans that introduce excessive lighting into the landscape.

- 5 BEACH BOARDWALKS:** Construction of new or alteration of existing boardwalks must be approved by the ARB. The dune area along the beach serves as a trail system for the island wildlife and evolves constantly. Therefore, all boardwalks must be designed so as not to impede the circulation of wildlife or the natural progression of the dunes.

The boardwalk should be maintained at a level near the existing grade, allowing one-foot clearance between the bottom of the structure and the top of the dune on all private property and within the KICA conservation zone. Handrails are discouraged except when crossing wetlands or as required by building codes. Depending on the unique characteristics of each site, a small deck measuring 12' – 0" by 12' – 0" maximum may be allowed landward of the property line, and a low bench without a seat back may be located on the deck. The deck must be sited within a natural valley of the dunes and will require landscape screening using indigenous plants. Some building sites may be configured such that no seating area is permitted. Any storage must be integral to the design of the bench and deck.

Boardwalk lighting may consist only of low profile shielded luminaries and shall be positioned so that the beach is not illuminated. These lights shall be turned off after 9:00 pm during the period of May 15 to October 31 of each year, so as not to interfere with turtle nesting. Speakers for music or television shall not be installed on boardwalks.

All decks and boardwalks must be staked out, maintaining a three (3) foot setback from all property lines, before review by the ARB. Boardwalks should follow a natural path through vegetation and across the dunes, avoiding dune crests where possible. Clearing for stake out, construction, or views may not occur without prior onsite approval of an ARB representative.

- 6 FENCING:** All fencing designs must receive ARB approval and a permit is required prior to installation. Fences shall not exceed five (5) feet in height and are required to be heavily screened with continuous landscaping. In order to allow for landscaping, fences are not permitted within ten (10) feet of property lines. Fences shall not encompass a yard in entirety, as this prohibits the blending of landscaping with neighboring properties. Minimal fencing approved for security and liability issues must adhere to the previous guidelines.

- 7 SATELLITE DISHES:** Satellite dish placement requires ARB notification. A 20" diameter or less satellite dish, or 1 meter if required by FCC regulations, may be placed on the roof of a home provided it is not visible from the street and is properly screened from adjoining property. If ground placement is necessary, locate in areas least obtrusive to viewing from streets or adjoining property. The dish must be painted a color that will blend with the surrounding roof or screening.

- 8 PLAY STRUCTURES, BASKETBALL GOALS, ETC:** All play structures, basketball goals, putting greens, and related objects must be approved by the ARB prior to installation. Synthetic

turf is an allowed material for putting greens, provided that the specific material approved and the area is minimal in size, a minimum of 10' from property lines, and heavily screened with landscaping. The ARB will require that the objects be painted to blend with the surrounding environment and may require additional plantings to screen objects from neighboring views.

- ⑨ **STORM PROTECTION:** Installation of storm protection systems for doors and windows requires review and approval by the ARB. All elements of the system must match in color the surface to which they are attached and should integrate with the architecture of the home. The ARB encourages the use of removable panels and hinged shutters, where applicable. Storm protection systems may only be utilized when the Island is in imminent danger due to the issue of a hurricane warning by the National Weather Service. Systems must be removed or disengaged immediately after the warning is removed and may not be used as a means of securing property during homeowner absences.
- ⑩ **DOCKS AND BULKHEADS:** Installation and improvement of all docks and bulkheads require prior ARB approval. Dock structures and bulkheads should be fabricated with natural and blending materials; however, aluminum gangways are allowable when rails and other accouterments are painted dark brown. Lighting should be limited to pedestrian movement and extinguished when not in use. Lifts, when allowed, should be minimal in size and non-obtrusive in form, with a maximum of 2 piles. Landscape solutions shall be required to mitigate exposure of bulkheads from marsh views and adjoining bulkheads should always be consistent in design and materials. The ARB may consider other methods of erosion control that are natural in appearance. Please reference page 5 for additional information.
- ⑪ **POOLS:** Pool installation and/or modification require ARB approval and must be performed by a licensed pool contractor. The pool cavity and decking must be entirely within the buildable area and are included in lot coverage calculations. At grade decking must be at least ten feet from the property line. The color of any pool component visible from adjacent properties must be approved. Saltwater conversion is very strongly encouraged, as traditionally chlorinated discharge into the Island's storm water system will adversely affect the environment.

COMMERCIAL STRUCTURES

The design requirements for commercial housing shall be similar in intent to those for single-family homes.

Emphasis should be placed on architectural compatibility with neighboring properties and the Island as a whole. Contact the Town of Kiawah Island for specific height, setback, and size requirements, especially as these vary between categories of commercial structures.

MULTI-FAMILY HOMES

The design requirements for multi-family housing shall be similar in intent to those for single-family homes. Emphasis should be placed on architectural compatibility with neighboring properties and the Island as a whole. Contact the Town of Kiawah Island for specific height, setback, and size requirements.

REVIEW PROCESS

EXPLANATION OF THE PROCESS

The Architectural Review Board (ARB) exists to review all building, remodeling, and/or alteration activity proposed on Kiawah Island and to encourage high quality architectural design and characteristics appropriate to the surroundings, the special conditions of climate, and other environmental factors indigenous to the area.

This review process has been organized to establish a systematic and uniform review of proposed residential or commercial construction. Required drawings and submittal forms **must receive** Conceptual and Preliminary Approval before submission for Final Approval. All submittals to the ARB for construction must be made by an Architect registered in the State of South Carolina. Architects must also have a Town of Kiawah Island business license.

Architects should strive to develop a strong sense of identity within a framework of visual continuity so as to create an attractive and harmonious addition to the community. It is not the intention of this ARB to stifle creativity in producing a strong identity provided the design conforms to the Covenants and these Guidelines. However, through its Review procedures, the ARB may disapprove any proposed construction on purely aesthetic grounds where, in its sole judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

Aesthetic issues may include, but are not limited to neighborhood compatibility, site relationships, and design consistency. Neighborhood characteristics will be considered during the review of the proposed building's materials, style, colors, mass, height, and square footage. The existing vegetation, tree canopy, tree root systems, drainage, and grading will be considered during the review of building mass and drainage. Window style, pattern and proportion, detailing, and overall proportion will be reviewed for consistency with the proposed architectural style.



The Company employs an ARB Staff to assist Owners, Architects, and Contractors during the design and construction of homes. The ARB Staff is available to promptly reply to questions concerning design and construction guidelines. The ARB Staff will preview every project before Conceptual, Preliminary, and Final Review. They will also review the lot stake out and the submission of acceptable working drawings, specifications, landscaping plan, and color samples.

The project will not, however, be presented to the ARB for review until all of these items have been addressed. No site clearing, material deliveries, or construction may begin without first obtaining a Kiawah Island Building Permit from the ARB. A permit may be issued only after Final Approval is granted by the ARB, and the approved job sign has been ordered. Therefore, the review process must begin early enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by the Charleston County Building Department and/or the Town of Kiawah Island must be followed as well. If construction of an approved structure has not commenced within six (6) months of its approval, resubmittal to the ARB will be required.

The ARB generally meets the first and third Wednesday of every month, or more often if the caseload dictates. Conceptual submittals should be received by the ARB no later than noon on the Wednesday prior to the meeting. Preliminary and Final submittals are due by noon on the Friday before the meeting. To be considered, submittals shall be accompanied by the appropriate Architectural Review Board Form, completed in full. Any review fees due must also be paid in full for a submittal to receive consideration. All requirements shall be completed, or the ARB may refuse to review a submittal. The ARB encourages personal presentations of submittals by Architects and Owners. Design approval is valid for six (6) months.

SITE ANALYSIS

The Property Owner, Architect, and Landscape Architect are required to attend a Site Analysis Meeting with an ARB representative prior to beginning the Review Process. The purpose of this meeting is to familiarize attendees with the proposed homesite, to evaluate the health and location of specimen trees, other vegetation, and existing topography, and to increase the homeowners' and design teams' awareness of ARB issues. This information should be represented graphically and sealed by the Landscape Architect on the following Site Analysis Drawings.

- ① **TOPOGRAPHICAL AND TREE SURVEY:** One of the first steps in preparing a site analysis is obtaining a Topographical and Tree Survey for the property from a South Carolina Registered Land Surveyor. The survey must be dated within twelve (12) months of its

submittal. This survey must be at 1/8" = 1'- 0" or 1" = 10'- 0" scale and is required to show the legal description of the property, including the following:

- a. Recorded property lines, easements, and setbacks.
- b. The topographical contours of the lot.
- c. The location, genus, and species of all oak trees over 3" caliper dbh and other trees in excess of 6" caliper dbh.
- d. Any prominent natural features of the site.
- e. Adjacent residences with roof heights from MSL, garages, and driveways.
- f. Current OCRM critical lines.
- g. Utility locations.

The accuracy of the survey is extremely important as this will eventually influence the design of the residence. Minor inaccuracies in the survey can often lead to significant delays and/or increased project budget if not addressed promptly. Surveyor error cannot be considered "hardship" that supports a variance.

② EXISTING SITE CONDITIONS: The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to the following:

- a. Oak trees 24" caliper dbh or greater highlighted in red.
- b. Hardwood trees 12" caliper dbh or greater highlighted in green.
- c. Areas and characteristics of natural vegetation or dense understory, including special or unusual site features.
- d. Existing oak canopy delineated.
- e. Locations of diseased or damaged trees.
- f. Locations of trees restricted from removal with respective ground area delineated by shading or hatching (see Tree Replacement Guidelines for criteria).
- g. Existing drainage patterns.
- h. Sun movement analysis and breeze directions.

③ PROPOSED SITE DEVELOPMENT: The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to the following:

- a. View orientation.
- b. Major features on adjacent properties within 50' of property line.
- c. Building, pool, and decking locations with approximate square footage requirements.
- d. Site access.
- e. Areas requiring minimal or maximal privacy.
- f. Potential variances should be clearly and specifically addressed in writing and highlighted on drawings.

All variances must be brought to the attention of the ARB during the review process and cannot be approved after construction begins. Only variances specifically approved in writing shall be considered granted and valid.

A Variance Request Form must be submitted in addition to the standard review forms if you are seeking a variance for your project.

An important step is conveying to the ARB the appropriateness of how the design evolved from the site analysis. Thus, it is critical that all pertinent site data gathered be presented to the ARB representative 24 hours prior to the Site Analysis Meeting. The Meeting shall be re-scheduled if the data is not received in a timely manner.

Larger size homes may require upgrades to existing water and sewer systems. Contact Kiawah Island Utility (KIU) to confirm line sizes.

CONCEPTUAL REVIEW

As early as the Owner and Architect are able to identify design objectives, nine (9) sets of Conceptual plans should be submitted for review. These plans must be 11" x 17" in size and should consist of tentative drawings that reflect the general form, spatial relations, materials, articulation, and circulation patterns. Active involvement by the Landscape Architect is required during the initial layout of site plans.

Schematic sketches, dimensioned drawings, models, and perspectives are most appropriate for conceptual submittals. Regardless of what form of presentation is used, all conceptual submittals must contain **nine (9) bound, 11"x 17" copies** of the following:

- ① **COMPLETED CONCEPTUAL REVIEW FORM:** After review, the ARB will either grant Conceptual Approval or provide reasons for the rejection of the submittal and normally will offer suggestions for improvement. If the conceptual drawings are substantially changed, either by request of the ARB or desire of the owner, they must be resubmitted and receive Conceptual Approval before proceeding for Preliminary Approval. A Conceptual Approval is valid for six (6) months from date of approval. All necessary forms are provided in the Appendix.

- ② **DIMENSIONED SITE PLAN:** The site plan shall be drawn at a scale of 1" = 20'- 0" and shall show the roof plan of the house and dimensions demonstrating conformity with all required easements and setbacks. Surveyed trees, both those to be preserved and those to be removed, must be indicated. Driveways and walks must be located along with the proposed service yard, HVAC units or closed-loop geothermal fields, and electric meter. Driveways, garage backup areas, and guest parking areas should be dimensioned, and the following area calculations should be indicated:
 - a. The area of building footprint (all heated and unheated spaces in square feet).
 - b. The area of all first floor decks, stairs, and porches.
 - c. The area of all driveways, walks, pools, and HVAC units.

- d. The total of these areas in square feet (area of improvements).
- e. The total high-ground area of the lot in square feet.
- f. The area of improvements expressed as a percentage of the total high-ground lot area.

Any variance to established guidelines should be clearly noted and highlighted.

- ③ **FLOOR PLANS:** Floor plans at 1/8" scale shall be presented depicting the layout of heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated space, measure from the centerline of walls that separate heated and unheated spaces. Vaulted space open to below should be calculated at 50% of potential floor space. Stair square footage should be included for each level. The third floor level may have heated square footage no greater than half of the square footage of the largest floor below it. Plans for all proposed floor areas, including garages, basements, or attics, must be submitted.
- ④ **ELEVATIONS:** Drawings shall be presented at 1/8" scale representing the view of all exterior sides of the proposed structure. All materials such as wood, stucco and/or masonry elements of all exterior walls shall be accurately and fully depicted. The elevations must be rendered with shadows depicting roof and/or deck overhangs, and changes in wall plane or massing. Roof ridge heights, their relationship to FEMA, and interior floor levels should be indicated as well as the relationship to existing and proposed topographical features.
- ⑤ **PERSPECTIVES AND MODELS:** Perspective sketches and models are encouraged at Conceptual Review, although not required.

PRELIMINARY REVIEW

The preliminary submittal drawings are prepared after changes are made from the review of conceptual plans. A written response to any comments from the previous review should be submitted. One (1) complete set of unbound 24" x 36" or 30" x 42" drawings is required. The ARB Staff will preview all submissions and will not present a project to the ARB for Preliminary Review unless the following are completed and have been submitted:

- ① **PRELIMINARY STAKE OUT:** The home shall be staked out on the lot with stakes at least two (2) feet tall marking the corners. A string shall connect all stakes outlining the shape of the home, including decks, stairs, raised planters, and driveway. The lot line nearest the home shall be defined with string. All trees proposed to be removed shall be tied about their circumference with *red* surveyor's ribbon. **Preliminary stake out must be completed by noon on the Friday prior to the ARB Meeting or the**

submittal will not be reviewed.

- ② **COMPLETED PRELIMINARY REVIEW FORM:** After review, the ARB will either grant Preliminary Approval or provide reasons for the rejection of the submittal, the ARB will normally offer suggestions for improvement. If the preliminary drawings are substantially changed either by request of the ARB or the owner, they must be resubmitted and in receipt of Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for six (6) months from date of approval. All necessary forms are provided in the Appendix.

- ③ **SUBMITTAL FEE:** This fee is for the review process. See the Attachments for the schedule.

- ④ **FLOOR PLANS:** Plans at 1/4" scale must depict the layout and relationship of interior space for all levels of the proposed building. These plans must show the proposed heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated spaces, measure from the centerline of walls that separate heated and unheated spaces. Vaulted space open to below should be calculated at 50% of potential floor space. Stair square footage should be included for each level. The third floor level may have heated square footage no greater than half of the square footage of the largest floor below it. Plans for all proposed floor areas, including garages, basements, or attics, must be submitted.

- ⑤ **EXTERIOR ELEVATIONS:** Drawings shall be presented at 1/4" scale representing the view of all exterior sides of the proposed structure. Wood, stucco, and/or masonry elements of all exterior walls shall be accurately and fully depicted. Gutters and downspouts must be shown if proposed.

- ⑥ **GRADING AND DRAINAGE PLAN:** The grading and drainage plan shall be drawn at a scale of 1" = 10' or 1/8" = 1' - 0" with the setbacks. These drawings must show the roof plan and ensure that trees and vegetation are not to be damaged by fill dirt. They must also show the proposed grading (including landscape berms) and demonstrate that drainage flow does not adversely affect adjoining property or roadside swales. The Landscape Architect must include a "note" for the Contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales." Spot elevations must also be included at all building corners, the base of all stairs, the garage door, and all corners of the driveways.

- ⑦ **DIMENSIONED SITE PLAN:** This plan must be 1/8" in scale, must include overall dimensions (depth & width) of the home, and must demonstrate conformity with all required easements and setbacks. Any variances to the established guidelines shall be noted and highlighted to bring attention to the ARB. Driveways, guest parking, garage backup

areas, and walkways must be located and appropriately dimensioned. The service yard, HVAC, and electric meter must be indicated on these drawings. In closed loop HVAC systems, bore hole locations must be located on the site plan. A roof plan must be submitted. This drawing must contain area calculations for the area of building footprint (including heated and unheated areas in square feet, not including the roof overhangs of 2' or less), the total improvement surface area including the driveway, walkways, and beach boardwalks, the total area of high ground of lot in square feet, and the total area of improvements expressed as a percentage of total lot high ground area above the current OCRM critical line.

- ⑧ **BUILDING SITE SECTIONS:** Drawn to scale as necessary, these plans must show floor and ceiling heights of each habitable floor.
- ⑨ **TREE/UNDERSTORY PROTECTION PLAN:** The tree and understory protection plan shall be presented at a scale of 1" = 10' with the setbacks. Clearing limits as delineated by protective fencing, areas of dense understory growth, areas where existing vegetation is to be preserved, and areas where the existing grade will be disturbed must be noted. The job material storage, construction dumpster, and temporary toilet locations must also be shown.

FINAL REVIEW

The construction documents are prepared after changes are made, if any, from the review of preliminary plans. The final stake out, reflecting any changes, must be completed before submitting for Final Review. A written response to any comments from the previous review should be submitted. The ARB Staff will preview all submissions and will not present a project to the ARB for Final Review unless the following are completed and have been submitted:

- ① **FINAL STAKE OUT:** The preliminary stake out must be updated reflecting changes, if any, in the location of the home or driveway and any additional trees to be removed. No dune lines or oak trees over 3" caliper dbh or other trees 6" caliper dbh may be removed or limbed at any time without prior ARB approval. Extra care shall be taken by fencing to avoid injury to any trees not approved for removal.
- ② **COLOR SAMPLES:** Because color is essential to the overall success of the home, the ARB requires proposed colors of all exterior materials including siding, trim, brick, roofing, stucco, and lattice to be submitted on actual samples of materials proposed for use and attached to a 1'-0" x 2'-0" wood panel. These sample submissions are most important to both the owner and the ARB in evaluating the eventual appearance of the house as color chips often vary greatly from actual applications on varying materials. The samples submitted

at the time of Final Review do not constitute final approval of the color palette. Final approval may only be given after an onsite review of the sample board during the construction of the home. **Material color samples are the property of the ARB and may not be returned.**

- ③ **SCHEMATIC LANDSCAPE PLAN:** A landscape plan prepared by a South Carolina registered Landscape Architect, at a scale of $1/8'' = 1' - 0''$ or $1'' = 10'$ must be submitted showing the following:
- a. Location of the home, driveway, and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage.
 - b. A scale representation of all planting material identified as to size, quantity, common and scientific name, and variety. Include a proposed plant list.
 - c. Tree analysis chart including one (1) tree per 1,000 square feet of high ground and 70% of existing trees on the lot. Mitigation trees should be shown and highlighted.
 - d. Location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios, play structures, garden structures, and mailboxes. Include a complete light fixture schedule.
 - e. Adequate plant screening for HVAC units, service yards, trash enclosures, and electric meters. Foundation screening must be half of the height of the foundation wall.
 - f. Proposed budget for landscape and irrigation (not to include structural fill or hardscape). See Attachments for budget assumptions.
 - g. Tree and understory protection plan similar to the preliminary submittal.
 - h. Height of mature vegetation proposed for location within deeded, platted, or implied view corridors (such as adjacent to side yard setbacks on flag lots) must be noted.

Each plan shall indicate the location of a 4" PVC conduit (Schedule 40) below the driveway in the street right-of-way for future cable installation. The conduit should be 3 feet from the edge of the street with an invert 18 inches below grade. The conduit should extend 24 inches beyond either side of the paving and be capped on both ends. Berkeley Electric must be contacted for the delivery of any additional conduit and specifics on its placement. The contractor shall be responsible for locating existing utilities before excavating.

- ④ **DIMENSIONED SITE PLAN:** Similar to preliminary including any changes and proposed utility services.
- ⑤ **FOUNDATION AND FRAMING PLAN:** Plans at $1/4''$ scale showing locations and sizes of foundation and framing elements and how they relate to nearby trees.
- ⑥ **FLOOR PLANS:** Floor plans shall be drawn at $1/4''$ scale containing all information necessary for construction.

7 ELEVATIONS: Drawn at 1/4" scale, elevations shall accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be labeled. A colored elevation must be submitted for evaluation of proposed color application. The entire front elevation must be rendered and partial elevations throughout the home are encouraged to ensure that all design elements which may require unusual color application are considered and so that color issues in the field can be avoided.

8 BUILDING SECTIONS: Drawn at 1/4" scale as necessary for clarification or construction.

9 ELECTRICAL AND MECHANICAL PLANS: Plans submitted at 1/4" scale showing necessary information. Charleston County requires plumbing and electrical riser diagrams for homes in the "V-Zone" (generally those within 1000 ft. of the front beach). Electrical plans must show the meter location and mechanical plans must show enclosed HVAC areas.

10 DETAILS: Submit details including, but not limited to the following:

- a. Typical wall section.
- b. Exterior trim.
- c. Window and door details.
- d. Exterior walls, fences, or screens.
- e. Railings and/or seating.
- f. Screen porch section.
- g. Patio wall, as appropriate.

11 SPECIFICATIONS: A full set of specifications must be submitted defining the quality of all work and materials.

12 COMPLETED FINAL REVIEW FORM: If the ARB fails to grant Final Approval of the project, it will designate items to be corrected or resubmitted. If the ARB grants Final Approval, a Kiawah Island Building Permit may be obtained at the ARB office. Two (2) full-size sets of working drawings and one (1) reduced set, (11" x 17") must be presented to obtain the approval stamp. The completed Construction Deposit Form must accompany the drawings and the construction deposit. A Kiawah Island Building Permit and stamped drawings will then be issued. These will be required by Charleston County in issuing the governmentally-required Zoning and Building Permits.

FINAL LANDSCAPE PLAN REVIEW

The Final Landscape Plan is due sixty (60) days prior to the substantial completion. The Landscape Architect and a representative of the ARB will meet onsite to review any landscape issues,

which includes the number of new trees required, tree mitigation requirements, tree locations for filtered views, screening of service and parking areas, foundation planting, blending with natural plant materials, final driveway layout, grading, landscape lighting, and repairing right-of-way damage. Requirements for the Final Landscape Plan submittal are similar to the Schematic Landscape Plan in the Final Review section, but should also include contact information for the landscape installation company; however, please note that the Schematic Landscape Plan is not to be used in place of the Final Landscape Plan. Should a Final Landscape Plan not be submitted prior to installation of landscape material, a fine may be imposed and withheld from the construction deposit. The ARB office must be informed if the Landscape Architect of record changes.

EXISTING HOMES IMPROVEMENT REVIEW

As stated in the Covenants, “no building, fence or other structure may be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property in Kiawah Island until the proposed building plans, specifications, exterior color or finish, plot plan, landscape plan, and construction schedule shall have been approved in writing by the Company...” When submitting for review of proposed improvements, presentations must include, but may not be limited to, the following:

- ① **LETTER OF INTENT:** The owner should inform the ARB as to the intent and purpose of the proposed improvement.
- ② **IMPROVEMENT REVIEW FEE:** This fee is for the review process. See the Attachments for the schedule.
- ③ **COLOR SAMPLES:** Samples are most important when applying for improvement approval because of the necessity of matching existing materials. When changing the color of a home, color samples must be applied to the home for inspection by an ARB representative. An Approved Final Color form must also be completed and submitted for the ARB's records. There is a distinct preference by the ARB for transparent and semi-transparent stains on residential structures so as to blend with the natural surroundings.
- ④ **SITE PLAN:** A plan with dimensions of the property must be submitted showing the location(s) of the proposed improvements, setbacks, and lot coverage percentage.
- ⑤ **DRAWINGS:** One set of plans and elevations shall be submitted to adequately define and explain the improvement sufficiently. Drawings representing the existing structure(s) will also need to be submitted. Major improvements may require a landscape plan indicating how the landscape will be improved to meet current landscape guidelines. Landscape improvements may require tree protection, grading, and planting plans depending upon the scope of work proposed.

⑥ **COMPLETED IMPROVEMENT REVIEW FORM:** After reviewing the project, the ARB will either designate changes or grant Final Approval. As with new construction, the construction deposit must accompany the completed Construction Application Deposit and Agreement Form, two (2) full-size sets of drawings, and one (1) set of reduced drawings (11" x 17") to be stamped before obtaining a Kiawah Island Building Permit. As specified in the Construction Guidelines, the Kiawah Island ARB building permit and the Charleston County permit must be displayed before site clearing, material delivery, or construction may begin.

⑦ **REGIME OR ASSOCIATION MANAGED PROPERTIES:** For homeowners with regime or association managed properties, written approval of any exterior changes must be received from the Regime or Association Board prior to submitting to the ARB for Improvement Review.

CONSTRUCTION GUIDELINES

BEFORE CONSTRUCTION

After completing the review process and receiving Final Approval of the stake out and construction documents from the Architectural Review Board, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

An ARB Building Permit must be obtained for all renovations and new construction. Please be aware that non-conforming items inadvertently not addressed during or prior to permitting may not be considered approved. Two (2) full size and one (1) reduced (11" x 17") set of construction drawings must be stamped by the ARB. The two full size sets of drawings are required by Charleston County before the County will issue a Zoning and Building Permit (these permits are issued on behalf of the Town of Kiawah Island). The contractor must also submit a completed Construction Application Deposit & Agreement, a KICA Encroachment Permit, and the required deposit for new construction or for improvements. Deposit reimbursements can only be returned to the issuer of the deposit check. The deposit is returned to the address on the check; therefore, it is pertinent that the ARB be notified of any address changes.

Upon receipt of these required items, the ARB will review the onsite tree protection. Once the tree protection is complete, an ARB Building Permit will be issued within three (3) business days for the project. The receipt of this Permit does not preclude the necessity of also obtaining a Charleston County Building Permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies (e.g., to build a dock you will need a permit from the OCRM). In the case of golf course lots, you may need permission from the golf course owner, specifically if you seek to alter or remove any natural vegetation within 30' of any lot line bordering a golf course. We will advise in obtaining the latter services and approvals.



Every job site must have a job sign. Several area sign companies have the specifications required by the ARB for job signs. A current list may be obtained from the ARB office. Please be aware that only the name and hometown of the Property Owners, as well as the names of the Architect, Landscape Architect, and Builder may be placed on the sign. Telephone numbers are not allowed.

In summary, the following steps shall be completed before New Construction or Major Improvements may begin:

- a. Submit to ARB office one (1) electronic set, two (2) full-size sets and one (1) reduced (11" x 17") set of approved construction drawings with completed Construction Application Deposit and Agreement, KICA Encroachment Permit, and construction deposit check.
- b. Install tree protection prior to clearing the site. Any clearing between the setbacks and the property line requires on-site approval.
- c. Obtain Kiawah Island Building Permit from ARB.
- d. Order job sign.
- e. Obtain Charleston County/Town of Kiawah Island Building Permit and Zoning Permit (the Company may require other permits in special situations); also, if applicable, obtain approvals for golf course lot construction and vegetation alteration. Zoning permit applications must contain:
 1. Average Natural Ground Elevation (average elevation of the entire lot to the nearest 6").
 2. Base Flood Elevation. (BFE)
 3. Structural Elevation showing first floor height and peak of roof height (above BFE).
 4. Site Plan with ARB stamp.
 5. Copy of approved recorded plat.
 6. Building plans (2 sets).
- f. Post Building Permit at job site.
- g. Place dumpster and portable toilet on job site.
- h. Site clearing may commence following receipt of the Kiawah Island Building Permit from the ARB. At conclusion of clearing, submit dated photographs of the site prior to proceeding with construction.

Steps prior to Minor Improvement construction (including roofing with the same material, painting any color, deck or rot repair, tree removal mitigation, and other minor exterior repairs):

- a. Submit a completed Construction Application
- b. Submit a KICA Encroachment Permit or Waiver
- c. Submit the review fee and construction deposit.
- d. Provide a Kiawah Island Business License Waiver if appropriate
- e. Submit a completed Onsite Color Review Form if applicable.

If bird of prey, alligator, bobcat, or other habitat is discovered during clearing, the ARB office and the Town of Kiawah Island must be contacted prior to continuing work.

Many properties require de-watering prior to and during construction, which must continue constantly for extended periods of time. If this is necessary, please adhere to the following:

- a. All water removed from the site must be discarded to the nearest storm drain managed by KICA. Water should never be drained onto neighboring property, including the dune field and marshlands.
- b. Pumps with low decibel ratings are preferred. In addition, pumps should be muffled with sand bags to keep vibration noise to a minimum.
- c. The ARB recommends pre-notification to neighbors when de-watering is scheduled for an extended period of time.

DURING CONSTRUCTION

All construction on Kiawah Island will be under constant observation by the ARB. Four (4) mandatory field inspections will be conducted by the ARB on every residence under construction.

- ① **FIRST INSPECTION:** The first required inspection shall occur when the foundation wall is just above grade. The contractor shall notify the ARB at this time, and the inspection shall be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. At this time, the builder must submit to the ARB a "Foundation Survey" depicting the location of the setbacks and showing the distances from all foundation corners to adjacent property lines. The ARB will fine the Contractor a portion of the deposit should the first floor framing be constructed prior to submitting a foundation survey or if dated photographs are not submitted at conclusion of site clearing prior to construction commencing.. A "stop work" order may be issued until the survey is submitted and corrections are completed.

If during the foundation construction or subsequently during framing, the removal and/or limb cutting of oak trees greater than 3" caliper dbh and other trees over 6" caliper dbh or alteration of existing dune structures becomes necessary, approval shall be obtained from the ARB in advance.

- ② **SECOND INSPECTION:** The Second Inspection shall occur upon notification by the contractor that the framing of the structure has been completed. After the house is framed, a sample board must be erected to show the proposed colors on the proposed materials for onsite review from the ARB. In order to view each sample in its proper context, the sample board must be placed close to the home. Once the sample board is on the site, an Onsite Color Review Form must be completed and submitted to the ARB office. An ARB representative will perform an onsite inspection and return the Onsite Color Review Form with the appropriate sign off. Should

the contractor not submit an Onsite Color Review Form prior to application of color and materials, a fine may be imposed and withheld from the construction deposit.

- ③ **THIRD INSPECTION:** The Third Inspection shall occur sixty (60) days prior to completion during the onsite review of the Final Landscape Plan with a representative of the ARB, the Landscape Architect, and the Builder. Should the tree protection be removed prior to the onsite review and/or a Final Landscape Plan not be submitted prior to installation of landscape material, a fine may be imposed and withheld from the construction deposit.
- ④ **FOURTH INSPECTION:** The Fourth Inspection shall be conducted after the completion of the home and installation of landscaping. A copy of the Final Inspection shall be sent to the Owner and Builder noting final approval or required items to be corrected.
- ⑤ **SITE APPEARANCE:** Each construction site is required to have a job toilet at all times for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes. Fires are not permitted on residential construction sites under any circumstances. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines, and a clear, street right-of-way should be maintained. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is expressly forbidden. Over-sized delivery items require arrangement with KICA Security at least two (2) business days prior to arrival at the front gate to the Island and any costs incurred must be borne by the contractor. The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of adjoining properties for access or storage of materials without the written permission of the adjacent owner is prohibited. Temporary storage structures approved by the ARB may be used to store materials provided the structure is minimal in size. Storage structures may not be used as living quarters nor may homes/villas under Major Improvement renovation be used as living quarters by construction crews. The ARB generally discourages the placement of job trailers on a residential site. In the event that the ARB approves a job trailer, a minimum-sized, industry standard trailer must be used. The trailer will be required to be screened with vegetation and must be removed once the home is "dried in."

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARB will issue a "stop work" order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each work day, materials must be stored neatly, and all trash placed in the dumpster. No trash shall be strewn about the

lot or piled openly. As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should the ARB determine, in its sole discretion, that a site is not being maintained properly, it may undertake having it maintained properly and will deduct the cost from the Construction Deposit and/or levy additional fines.

Temporary utilities must be installed in a neat manner. The temporary power pole must be at least fifteen (15) feet from the front property line, installed plumb, and not used for the placement of signs. Installation of the sanitary, sewer, and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.

As explained in the foregoing, residential construction sites must contain the following:

- a. Commercial dumpster.
- b. Job toilet.
- c. Temporary utilities.
- d. Standard job sign (with permits).

Should construction progress cease for more than ninety (90) days, the ARB must be notified.

AFTER CONSTRUCTION

When the Construction of a residence has been completed, the owner and contractor must satisfy several requirements before applying for the Final Inspection. The construction of the residence shall be completed, and the landscaping shall be installed conforming to the plans previously approved by the ARB. Any unauthorized changes must be corrected before the Final Inspection Certificate will be issued.

Upon completion of construction and landscaping, all building debris shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall also be removed. At this time, the Contractor should review the Final Inspection Checklist provided by the ARB and notify the ARB that he is ready for the Final Inspection. If Final Inspection is not requested within a year of the date of Certificate of Occupancy, the ARB may absorb the New Home Construction Deposit as a fine and notice may be sent of items requiring correction. For Improvement construction, Final Inspection must be requested within one year of the ARB building permit expiration or the Improvement Construction Deposit may be absorbed as a fine and notice may be sent of items requiring correction.

As a checklist, the following items shall be completed prior to Final Inspection for New Construction and Major Improvements:

- a. Complete construction.
- b. Remove construction debris.
- c. Remove temporary facilities, utilities, and sign.
- d. Install landscaping and standard Kiawah mailbox.
- e. Submit as-built survey and landscape certification to the ARB. **The as-built survey must include the setbacks, the lot coverage percentage, (expressed as un-built, pervious, and impervious surfaces), conditioned square footage if there is a maximum, HVAC stands, and the roof ridge height.**
- f. Request a KICA Encroachment Inspection by calling 843-768-2315.
- g. Submit color photos of all elevations.
- h. Submit a completed Onsite Color Review Form if not done previously.
- i. Request for Final ARB Inspection.

For Minor Improvements:

- a. Complete construction
- b. Remove construction debris
- c. Submit as-built survey if a change in footprint
- d. Request a KICA Encroachment Inspection if permit not waived
- e. Remove temporary facilities and sign.

GENERAL REGULATIONS

All builders of residences on Kiawah Island must be licensed by the State of South Carolina. At a minimum, a SC residential builder's license is required. All builders must also have a Town of Kiawah Island business license. Access to the Island is controlled by Kiawah Island Security located near the entry gate. All incoming vehicles must stop at the security gate for identification and permission to enter. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about the Island. Vehicles may be periodically searched to protect all Contractors and Owners from theft of materials and equipment.

The maximum hours allowed for construction personnel on the Island will be from 7:00am to 7:00pm, Monday through Friday and 8:00 am to 5:00 pm on Saturday. No residential construction work will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor. Loud cars and speeding are not permitted on the Island. All construction vehicles must be parked on the construction site. Workers are required to wear shirts and shoes when not on the job site. Workmen are not permitted to loiter about island businesses (including lunchtime

at the General Store). Loud music from radios and disturbance of property owners or guests will not be permitted at any time.

The construction of all residences must be completed within eighteen (18) months of the issue date of the Kiawah Island Building Permit with all exceptions requiring special ARB approval. Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation of those changes. Failure to do so may result in fines. The Covenants grant the Company power to employ workers to correct any exterior changes made without approval or to employ persons to clean up an unacceptable lot. These charges will be deducted from the Construction Deposit.

The above regulations are designed to enhance Kiawah Island's overall appearance to our residents and visitors. These regulations are to be used as guidelines and are not intended to restrict, penalize, or impede construction firms who adhere to these regulations.

While performing their duties on Kiawah Island, repeated violation of these regulations could result in the suspension of the building permit for that residence until corrective action has been taken by the contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working on Kiawah Island.

DEMOLITION GUIDELINES

Prior to applying to the ARB office for a permit for structural demolition, the following guidelines must be adhered to:

- a. Submit a current survey indicating existing conditions and the extent of demolition as well as a site plan indicating fencing for the protection of trees, natural areas, existing landscaping, and significant topographical features during demolition.
- b. The demolition contractor will be required to hold a current business license with Town of Kiawah Island and should be insured and bonded. Membership in the National Demolition Association is encouraged.
- c. Vegetative healing of the site access and any needed buffer enhancement must be shown on the plan. Cleared areas must be neatly mulched and maintained. If naturalization intended, a descriptive plan for plant succession in mulched areas must be submitted.
- d. Site cleanliness and access shall comply with specifications in Chapter Four, Section B.
- e. The removal of debris from the demolition site to off Island will need to be coordinated in advance with Kiawah Island Security and shall comply with Chapter Four, Section B.

- f. A Demolition Construction Application Deposit and Agreement Form will need to be completed by the Contractor and Property Owner. See Attachments for current deposit amounts.

When the demolition is complete, contact the ARB office to request an inspection. The deposit will be returned after a satisfactory inspection of the demolition site. No construction activity may commence following demolition until an ARB construction permit is issued.

LANDSCAPE GUIDELINES DURING CONSTRUCTION

- ① **FOUNDATION PLANTING:** The minimum size of foundation planting at the time of installation must be at least half of the height of the foundation wall.

- ② **LANDSCAPE PLAN REVISIONS AFTER CONSTRUCTION BEGINS:** The ARB does not accept changes in the ARB approved landscape plan without the direct supervision of the Landscape Architect of record. Any changes in the approved landscape plan are to be submitted by a South Carolina registered Landscape Architect for approval prior to installation. The ARB requires the Landscape Architect of record to complete and sign a Landscape Certification form certifying that the landscape design is installed in general conformance and the intent of the approved plans. The Landscape Architect of record may be changed to a different Landscape Architect by submittal of a new sealed landscape plan.

- ③ **TREE PROTECTION:** The ARB requires tree protection fencing to enclose the entire work site creating natural areas to be preserved. These areas to be preserved are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from the ARB. Clearing or pruning of trees and vegetation for views cannot occur until the home is completely framed. View clearing and pruning requires onsite approval by the ARB Administrator or an ARB representative. The tree protection fencing must also be installed around specific trees to be saved. All protective fencing must be maintained until the completion of construction, and all construction materials and vehicles must remain outside of the preserved areas. Trees that die due to damage during construction must be mitigated.

All properties are subject to the South Carolina Department of Health and Environmental Control Office of Ocean and Coastal Resource Management storm water runoff regulations. These regulations require strict compliance with the Storm Water Management Plan for your property before trimming any vegetation, moving soil, or otherwise doing any construction on the property. A violation may result in civil penalties as well as other adverse action. Erosion control measures should be installed prior to applying for a building permit from the ARB.

SITE INSPECTIONS

- ① **REGULAR SITE INSPECTION:** Regular site inspections of all single-family home construction sites will be made by the ARB. Compliance with the furnished Construction Guidelines and the permitted construction plans will be checked and reviewed on a regular basis.
- ② **SPECIAL SITE INSPECTION:** A special inspection of a specific site will be made upon receipt of a request for such an inspection which sites a specific violation.
- ③ **VIOLATIONS:** Violations that are discovered at a site will be photographed and described on a pre-printed report form.
- ④ **NOTICE:** A notice will be sent to the Contractor for the first violation of the Construction Guidelines requesting correction of the violations. Copies will also be sent to the Owner and Architect.
- ⑤ **FINES:** Once the initial notice has been sent to the contractors, all future violations of the Construction Guidelines and all unauthorized exterior changes to the approved building plan will be photographed, written on a report form, and a fine levied against the deposit posted. Additional fines may be levied as well. A copy of the report form will be sent to the Contractor, Architect, and Property Owner.
- ⑥ **EACH VIOLATION:** Each violation which is not corrected within ten (10) days will be again photographed, documented, and a new fine will be levied.
- ⑦ **APPEALS:** An appeal of a fine or decision must be made in writing to the Kiawah Island Architectural Review Board Chairman within ten (10) days of issue. An appointment may be scheduled during an ARB Meeting for discussion of the issue. The subsequent determination will be final and binding to all concerned.
- ⑧ **LEGAL ACTION:** The ARB may elect to pursue legal action if it feels that it is appropriate.
 - a. The ARB will assess fines on a case-by-case basis and may pursue legal action if necessary.
 - b. The amounts of the fines are subject to periodic increases at the sole discretion of the ARB.

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DEFINITIONS

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) measured at a specified height.

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 areas by the Ocean and Coastal Resource Management Division of the South Carolina Department of Health and Environmental Control.

DBH – Diameter at breast height.

Development Agreement – Executed by and between the Company and the Town of Kiawah Island in order to set forth certain agreements, restrictions, and guidelines for the development of Kiawah Island. This public document can be viewed at the Kiawah Island Town Hall or the Charleston County Planning Department, which acts as the planning director for the Town of Kiawah Island.

Developed Lands – All Real Property (as shown on the map attached as Exhibit 1.1 to the Development Agreement) excluding all lands included in the Definition of "Undeveloped Lands".

Fencing – Any barrier, structure, or installation that may enclose, surround, or mark off any part of a yard. All fencing references include deer, electric, wood/lattice, and woven-wire mesh fencing, etc.

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.

General Covenants – The Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property on Kiawah Island (recorded in the Charleston County RMC Office in Book M114, Page 406, and amended by instrument recorded in Book Z124, Page 305.)

Ground Floor Level – Natural Ground or the lowest floor elevation for structures as set forth in the Town of Kiawah's floodplain management ordinance, as amended, whichever is higher; provided, however, that Ground Floor Level shall not exceed 14 feet above Natural Ground. This definition shall not be construed to prevent an owner from constructing his first finished floor higher than Ground Floor Level, provided, however, Height is measured from Ground Floor Level.

Height - Elevation from Ground Floor Level 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 Ground – The average elevation of a Lot or Development Parcel prior to Development activity.

Open-loop Geothermal Systems – Geothermal heat pump or irrigation system that uses groundwater from a conventional well as a source of heat diversion or water use.

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

Undeveloped Lands – In existence on the date of execution of the Development Agreement is the Real Property indicated on Exhibit 1.3. Undeveloped Lands shall, during the term of this Agreement, include only Real Property that either (i) has not received any plat approval or (ii) has received preliminary, conditional or final plat approval but fewer than 100% of the Lots or parcels depicted thereon have been sold to Type A members under the Covenants and fewer than 90% of the potential houses on such platted Lots or parcels (or less than 95% of the buildable commercial square footage on a plat of commercial property) have been constructed. Also included within the definition of Undeveloped Lands is the Real Property made subject to a recorded master deed after the date hereof but fewer than 90% of the condominium units shown thereon have been sold to Type A members under the KICA Covenants.

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 includes but is not limited to such items as fountains, columns, columnar adornments, sculptures of all types, certain light-generating structures, weathervanes, flagpoles, etc. These items are monitored by KICA personnel.

CONTACT NUMBERS

Charleston County Building Services 843-202-6930

Charleston County Planning 843-202-7200

Kiawah Island Architectural Review Board 843-768-3419

Kiawah Island Community Association 843-768-9194

Kiawah Island Natural Habitat Conservancy 843-768-2029

Kiawah Island Utility 843-768-0641

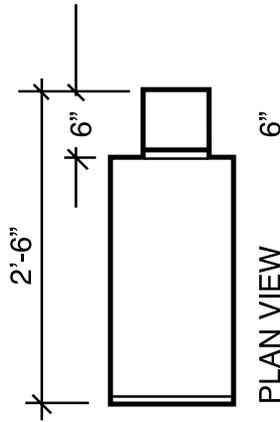
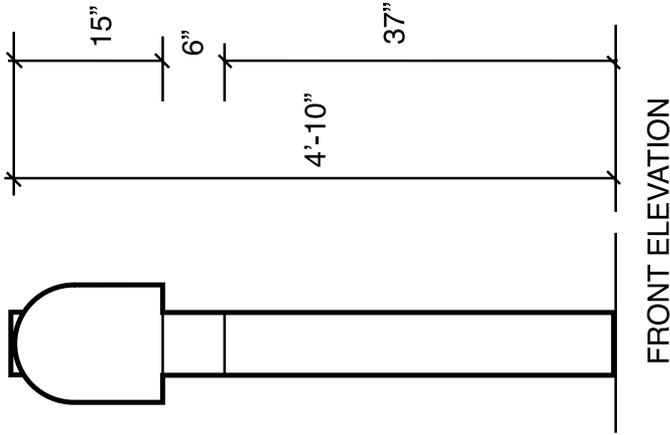
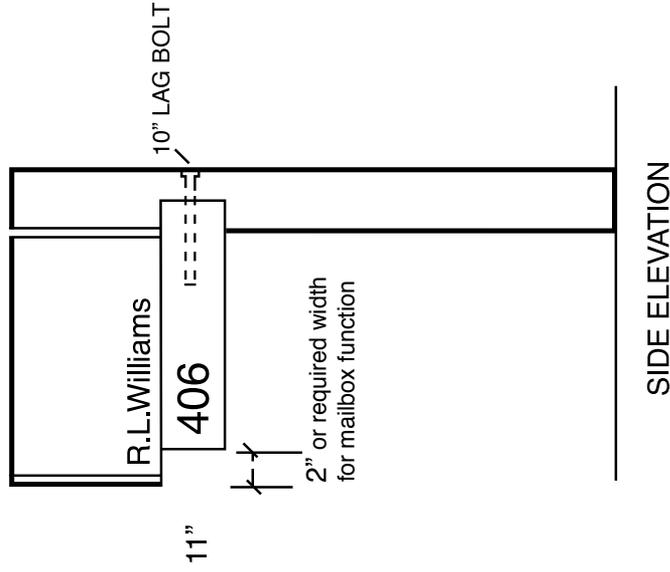
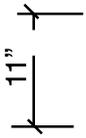
Office of Ocean and Coastal Resource Management 843-747-4323

Register of Mesne Conveyance Office 843-958-4800

Town of Kiawah Island 843-768-9166

US Green Building Council 1-800-795-1747

GRAPHIC CONTROLS



SCALE: 3/4" = 1'0"

SPECIFICATIONS AND NOTES:

- a. A mailbox is required for use at all residences. Its purpose is to give emergency service personnel and visitors a consistent device for locating names and addresses.
- b. The mailbox shall be #2 standard rural size. Material for the post and arm is 6" x 6" treated Yellow Pine with an overall length of 7'-0". A 10" lag bolt is required in the connection of the arm to the post.
- c. The graphics for the mailbox are applied with 2" white letters (Helvetica Medium). Residence name may appear on both sides of the mailbox. The graphics on the arm are flat, white, 3" hand routed numerals (Helvetica Medium).
- d. The mailbox shall be painted Sherwin Williams "Mailbox Blue" or approved equal. The post and arm shall be stained Pittsburg Paint's "Kiawah Brown" or approved equal.
- e. Care should be taken to properly treat post to prevent decay or attack from termites.
- f. Single-family homes shall be identified only by the graphics included on the mailbox as specified above.

FORMS

Onsite Color Review Form
Conceptual Review Form
Conceptual Submittal Checklist
Construction Application, Deposit, and Agreement
Construction or Design Change Application
Demolition Construction Application, Deposit, and Agreement
Minor Improvement Inspection Form
Final Review Form
Final Submittal Checklist
Improvement Review Form
Landscape Certification Form
New Home Construction And Major Improvement Final Inspection
Painting Permit Request Form
Preliminary Review Form
Preliminary Submittal Checklist
Site Analysis Form
Variance Request Form
Vegetation Removal Request
Kiawah Island Business License Waiver



ONSITE COLOR REVIEW FORM

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

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** _____

GARAGE DOOR TRIM _____

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 _____

CONCEPTUAL REVIEW

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

Landscape Architect _____ **Contractor** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

SETBACKS & RESTRICTIONS **IMPERVIOUS LOT COVERAGE** **BUILDING SQUARE FOOTAGE**

Front _____ Building Footprint _____ 1st Floor Heated Sq. Ft. _____

Sides _____ Open/Covered Decks _____ 2nd Floor Heated Sq. Ft. _____

Back _____ Stairs, Drives, Walks _____ 3rd Floor (1/2 max) _____

Height Restriction _____ Raised Planters _____ Total Heated Sq. Ft. _____

Max Lot Coverage % _____ Pool & Decking _____ Garage _____

Min. Allowable _____ HVAC Stands _____ Other _____

Max. Allowable _____ TOTAL _____ **Rooms**

Max. 1st Floor _____ Sq. Ft. High Ground _____ Number of Bedrooms _____

Lot Coverage _____ Number of Bathrooms _____

EXTERIOR MATERIALS **SPECIAL CONDITIONS/VARIANCE REQUEST**

Foundation _____ _____

Walls _____ _____

Trim _____ _____

Roofing _____ _____

Windows/Doors _____ **Tree Removal** _____

Garage _____ _____

Paved Areas _____ **Mitigation Required** _____

Front Door _____ _____

ARB ACTION Approved _____ Disapproved _____

Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

CHECKLIST
<input type="checkbox"/> Nine (9) Bound, 11" x 17" Copies
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Exterior Elevations
<input type="checkbox"/> 3-D Perspective Sketches/Models

CONCEPTUAL SUBMITTAL CHECKLIST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Required drawing sheet size of 11" x 17", **nine (9) bound copies**
- Completed Conceptual Review Form
- Site Plan (1" = 20' 0")
 - ___ Show setbacks
 - ___ Any variance to established guidelines should be clearly and specifically addressed in writing and highlighted on drawings. Variance will not be approved after construction begins.
 - ___ Indicate major features on adjacent properties within 25' of property line.
- Floor Plans (1/8" = 1' 0")
 - ___ Must show proposed heated, screened, and covered square footage calculations as measured from outside face of stud wall for each sheet.
 - ___ Must depict the layout and relationship of interior space for all levels of the proposed building.
- Exterior Elevations (1/8" – 1' 0")
 - ___ Representing the view of all exterior sides of the proposed structure.
 - ___ All materials such as wood, stucco, roofing, and/or masonry elements shall be accurately and fully depicted.
 - ___ Must be rendered with shadows depicting roof and/or deck overhangs, changes in wall plane, or massing.
 - ___ Must show height of roof ridge and interior floor levels' relationship to F.E.M.A.
 - ___ Must show relationship to existing and proposed topographical features.
- 3-D Perspective sketches and/or models are encouraged.

Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer. Conceptual Submittals are due to the ARB Office by noon on the Wednesday prior to each ARB Meeting.

CONSTRUCTION APPLICATION DEPOSIT & AGREEMENT

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

CONTRACTOR INFORMATION

Name _____ SC Contractor License # _____
Address _____ Kiawah Business License # _____
Telephone _____

CONSTRUCTION LOCATION

Address _____ Owner _____

TYPE OF CONSTRUCTION

Circle One: New Construction / Improvement _____ Type of Improvement _____

Heated Square Footage _____

Lot Coverage Percentage _____

Deposit Amount _____ Check Date & Number _____

AGREEMENT

I, _____, as property owner, and

I, _____, as contractor for the above described construction project acknowledge and agree that the above described deposit is being held by Kiawah Resort Associates 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.

We further acknowledge and agree that:

1. We have read 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 Island, 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 Kiawah Resort Associates 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 Application, Deposit, and Agreement made this _____ day of _____, 20____, by _____ and _____.
Property Owner Contractor

Application approved this _____ day of _____, 20____, by _____
Architectural Review Board

CONSTRUCTION OR DESIGN CHANGE APPLICATION

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Phone _____ Fax _____ Phone _____ Fax _____

Email _____ Email _____

Contractor _____ **Landscape Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Phone _____ Fax _____ Phone _____ Fax _____

Email _____ Email _____

PROPOSED CHANGE _____

REASON FOR CHANGE _____

ARB COMMENTS _____

This Construction or Design Change Application made this _____ day of _____, 20____
by _____ and _____
Property Owner Architect

Application approved this _____ day of _____, 20____, by _____
ARB Representative

ARB ACTION Approved _____ Disapproved _____

DEMOLITION CONSTRUCTION APPLICATION DEPOSIT & AGREEMENT

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

DEMOLITION CONTRACTOR INFORMATION

Name _____ SC Contractor License # _____
Address _____ Kiawah Business License # _____
Telephone _____

DEMOLITION LOCATION

Address _____ Owner _____

AGREEMENT:

I, _____, as property owner and
(Please Print Name)

I, _____, as demolition contractor for the above described
(Please Print Name)

demolition project acknowledge and agree that the above-described deposit is being held by Kiawah Resort Associates in order to insure that the structure will be demolished in accordance with plans and specifications that have been approved by the Architectural Review Board.

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 demolition site at all times. We will have a commercial dumpster and a job toilet on site 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 demolition pass to enter the Island, 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 Demolition Inspection approval with no interest added.
7. Any monies paid out by Kiawah Resort Associates for the correction of changes not approved by the ARB, the costs 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.

This Application, Deposit, and Agreement made this _____ day of _____, 20____

By _____ and _____
(Property Owner's Signature) (Demolition Contractor's Signature)

Application approved this _____ day of _____, 20____

By _____
(Architectural Review Board)

Deposit Amount _____ Check Date and Number _____

MINOR IMPROVEMENT INSPECTION FORM

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Contractor _____

Phone _____

Fax _____

Type of Construction Improvement New Construction

Comments _____

Prior to minor improvement final inspections, please complete the following:

1. Complete construction
2. Remove construction debris
3. Submit as-built survey if a change in footprint
4. Request a *Cassique* Encroachment Inspection if permit not waived
5. Remove temporary facilities and sign

Inspection Requested By _____

FINAL REVIEW

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

SETBACKS & RESTRICTIONS **IMPERVIOUS LOT COVERAGE** **BUILDING SQUARE FOOTAGE**

Front _____ Building Footprint _____ 1st Floor Heated Sq. Ft. _____

Sides _____ Open/Covered Decks _____ 2nd Floor Heated Sq. Ft. _____

Back _____ Stairs, Drives, Walks _____ 3rd Floor (1/2 max) _____

Height Restriction _____ Raised Planters _____ Total Heated Sq. Ft. _____

Max Lot Coverage % _____ Pool & Decking _____ Garage _____

Min. Allowable _____ HVAC Stands _____ Other _____

Max. Allowable _____ TOTAL _____ **Rooms**

Max. 1st Floor _____ Sq. Ft. High Ground _____ Number of Bedrooms _____

Lot Coverage _____ Number of Bathrooms _____

EXTERIOR MATERIALS

Foundation _____ Mfg. _____ Color _____

Walls _____ Mfg. _____ Color _____

Trim _____ Mfg. _____ Color _____

Roofing _____ Mfg. _____ Color _____

Windows _____ Mfg. _____ Color _____

Doors _____ Mfg. _____ Color _____

Garage _____ Mfg. _____ Color _____

Front Door _____ Mfg. _____ Color _____

Paved Areas (Material and Color) _____

CHECKLIST	
<input type="checkbox"/>	Final Stake Out
<input type="checkbox"/>	Dimensioned Site Plan
<input type="checkbox"/>	Landscape Plans
<input type="checkbox"/>	Construction Drawings
<input type="checkbox"/>	Color Selection/ Samples
<input type="checkbox"/>	Specifications
<input type="checkbox"/>	Full Color Rendering
<input type="checkbox"/>	Exterior Specifications
<input type="checkbox"/>	Grading & Drainage

ARB ACTION Approved _____ Disapproved _____

*Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

FINAL SUBMITTAL CHECKLIST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

NOTE: Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Completed Final Review Form
- Dimensioned site plan (1/8" = 1' 0" or 1" = 10' 0")
 - ___ Must show the building footprint including overall dimensions (depth and width) of the house and must demonstrate conformity with all required easements and setbacks.
 - ___ Any variances to established guidelines shall be clearly and specifically addressed in writing and highlighted on drawings. Variances will not be approved after construction begins.
 - ___ Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
 - ___ Service yard, HVAC, and electric meter must be indicated.
 - ___ The following area calculations should be shown:
 1. Area of building footprint (all heated and unheated areas in square feet). This does not include roof overhangs of 2' or less.
 2. Area of all raised planters 3' above existing grade and porches.
 3. Total improvement surface area including driveway, walkways, and beach boardwalks.
 4. Total area of high ground of lot in square feet.
 5. Total area of improvements expressed as a percentage of total lot high ground area (above current OCRM critical line).
- Grading and Drainage Plan (1"=10' 0" or 1/8"=1' 0")
 - ___ Must be prepared by a SC Registered Landscape Architect.
 - ___ Must show the roof plan.
 - ___ Final grading plan must show that trees and vegetation area not to be damaged by excessive fill.
 - ___ Must show all proposed grading (including landscape berms) and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
 - ___ The plans must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
 - ___ Must include spot elevations at all building corners, at the base of all stairs, at the garage door, and all corners of the driveways.
- Clearing and tree/understory protection plan
 - ___ The following areas must be noted: the clearing limits, the areas of dense understory growth, the areas where existing vegetation is to be preserved, and the areas where the existing grade will be disturbed.
 - ___ Must show storm water buffer and related drainage issues during construction.
 - ___ Must show the tree and understory protective fencing.
 - ___ Must show location for job material storage, construction dumpster, temporary toilet.
- Preliminary Schematic landscape plan (1/8" = 1' 0" or 1" = 10' 0")
 - ___ Must show tree analysis chart.
 - ___ Must show location of the house, driveway and walks with proposed landscaping concepts as intended to help integrate the building with its environment.
 - ___ Must indicate proposed budget for landscape and irrigation (not including structural hardscape fill). See Landscaping and Irrigation Budget.
- Color/Materials Samples
 - ___ Must have proposed colors of all exterior material including siding, trim, brick mortar, roofing, stucco, and lattice and shall be submitted on a 2' x 2' color sample board.
- Colored Elevation – Full Size
- Floor Plans (1/4" = 1" 0")
 - ___ Same as preliminary floor plan requirements.
 - ___ Must depict the layout and relationship of interior spaced for all levels of the proposed building.
- Exterior Elevations (1/4" – 1' 0")
 - ___ Must represent the flat plane view of all exterior sides of the proposed structure.
 - ___ All exterior materials must be accurately and fully depicted.
 - ___ Must show gutters and downspouts if proposed.

Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer. Final Submittals are due at the ARB office by noon on the Friday prior to each ARB Meeting.

IMPROVEMENT REVIEW

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

Landscape Architect _____ **Contractor** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

Type of Improvement _____

BUILDING SQUARE FOOTAGE RESTRICTIONS	PROPOSED IMPERVIOUS LOT COVERAGE	SETBACKS &
1st Floor Heated Sq. Ft. _____	Building Footprint _____	Front Setbacks _____
2nd Floor Heated Sq. Ft. _____	Open/Covered Decks _____	Side Setbacks _____
3rd Floor (1/2 max) _____	Stairs, Drives, Walks _____	Rear Setbacks _____
Heated Sq. Ft. _____	Raised Planters _____	Height Restriction _____
Screened/Covered _____	Pool/Decking _____	Max Lot Coverage % _____
	HVAC Stands _____	Min. Allowable _____
	TOTAL _____	Max. Allowable _____
	Sq. Ft. High Ground _____	Max 1st Floor _____
	Lot Coverage _____	

SQUARE FOOTAGES	Existing	Proposed	EXTERIOR MATERIAL DESCRIPTION
Open Decks _____	_____	_____	Foundation _____
Stairs/Walkways _____	_____	_____	Walls _____
Driveway _____	_____	_____	Trim _____
Raised Planters _____	_____	_____	Windows/Doors _____
Garage/Carport _____	_____	_____	Roofing _____
Number of Bedrooms _____	_____	_____	Garage Doors _____
Number of Baths _____	_____	_____	Paved Areas _____

ARB ACTION Approved _____ Disapproved _____

Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

CHECKLIST	
<input type="checkbox"/> Letter of Intent	<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Color Samples	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Elevations
<input type="checkbox"/> Building/Site Section	<input type="checkbox"/> Review Fee Paid

LANDSCAPE CERTIFICATION

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Please check the following certification requirements:

- I have personally inspected the above referenced site and certify that the landscaping has been essentially installed as planned.

- The quantity and size of trees are as shown on the plans submitted to the Architectural Review Board.

- The landscape plans meet all tree requirements.

- The landscape plans have been changed, and the revised landscape plans are attached.

Signed By _____

(Landscape Architect)

NEW HOME CONSTRUCTION AND MAJOR IMPROVEMENT FINAL INSPECTION

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____

Contractor _____

Architect _____

Inspected by _____ Date _____

- As Built Survey with Roof Ridge Height Setbacks and Lot Coverage Percentage Yes No
- Community Association Approval Yes No
- Landscape Certification Yes No
- Photographs of All Four Sides of Completed House Yes No
- Completed Onsite Final Color Review Form Yes No

YES NO

I. GENERAL	COMMENTS
<input type="checkbox"/> <input type="checkbox"/> Sign Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Toilet Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Dumpster Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Debris Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Light Pole Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Mailbox Installed/Stained (bolt included)	_____
<input type="checkbox"/> <input type="checkbox"/> Numbers Routed Correctly	_____
<input type="checkbox"/> <input type="checkbox"/> Driveway/Street Joint	_____
II. LANDSCAPING	
<input type="checkbox"/> <input type="checkbox"/> Adequate Mulching	_____
<input type="checkbox"/> <input type="checkbox"/> Screening	_____
<input type="checkbox"/> <input type="checkbox"/> Half Height Foundation Plantings	_____
<input type="checkbox"/> <input type="checkbox"/> Driveway and Parking	_____
<input type="checkbox"/> <input type="checkbox"/> Street-front: Sodded/Regraded	_____
<input type="checkbox"/> <input type="checkbox"/> Lagoon Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Golf Course Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Dune Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Special Conditions	_____
III. HOUSE	
<input type="checkbox"/> <input type="checkbox"/> Approved Final Color Form	_____
<input type="checkbox"/> <input type="checkbox"/> Foundation Enclosure Complete	_____
<input type="checkbox"/> <input type="checkbox"/> Trim Appropriately Finished	_____
<input type="checkbox"/> <input type="checkbox"/> Meter Box/Conduit Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Exposed Flashing Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Roof Vents Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Chimney Hood Painted	_____
<input type="checkbox"/> <input type="checkbox"/> HVAC Unit Adequately Screened	_____

PAINTING PERMIT REQUEST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455

Address of Project _____

Owner _____ **Painting Contractor** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

- Existing Color Palette New Color Palette (Sample Review and Color Form required)

CHECKLIST

Please check off each item that complies with the stated guideline (see Designing with Nature for complete guideline text). If an item does not currently comply, it must be corrected prior to return of the construction deposit. Appeals to the guidelines must be made in writing and approved prior to issuing of the painting permit. The owner and painting contractor agree that:

- Siding has a matte finish.
- Stucco and wood siding are at least a value of 3 on the ARB Value Finder.
- Concrete faux clapboard or shingle siding is at least a value of 5.
- Trim is at least a value of 1 with a difference of 3 or less in value between siding and trim colors.
- Corner trim elements are stained the same as the body color of the home.
- Bay window projections are stained the same as the body color of the home.
- Bandboarding is either the body color or foundation color.
- Bandboarding is trim color at porch locations only.
- Trim color is applied to windows, fascia, soffits, columns, balustrades, and non-foundation level pedestrian doors only.
- Downspout and gutter colors match the surface to which they are attached except if copper.
- Garage doors and garage door trim are the color of the foundation or adjacent siding, or fabricated of a high quality wood stained a dark color.
- All foundation openings, including garage pedestrian doors and trim, should match the adjacent color or be of a non-contrasting color.
- Brick foundation homes should have dark colored garage doors.
- Non-compliance appeal requested for _____

Signed by _____ (Owner) _____ (Painting Contractor)

ARB ACTION Approved _____ Disapproved _____

*Please complete all Owner and Contractor information to ensure accurate correspondence.

PRELIMINARY REVIEW

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Setbacks & Restrictions **Impervious Lot Coverage** **Building Square Footage**

Front _____ Building Footprint _____ 1st Floor Heated Sq. Ft. _____

Sides _____ Open/Covered Decks _____ 2nd Floor Heated Sq. Ft. _____

Back _____ Stairs, Drives, Walks _____ 3rd Floor (1/2 max) _____

Height Restriction _____ Raised Planters _____ Total Heated Sq. Ft. _____

Max Lot Coverage % _____ Pool & Decking _____ Garage _____

Min. Allowable _____ HVAC Stands _____ Other _____

Max. Allowable _____ TOTAL _____ **Rooms**

Max. 1st Floor _____ Sq. Ft. High Ground _____ Number of Bedrooms _____

Lot Coverage _____ Number of Bathrooms _____

Exterior Materials

Foundation _____ Mfg. _____ Color _____ **Fee Calculations**

Walls _____ Mfg. _____ Color _____ Heated Sq. Ft.: _____

Trim _____ Mfg. _____ Color _____ Screened/Covered: + _____

Roofing _____ Mfg. _____ Color _____ Subtotal: _____

Windows _____ Mfg. _____ Color _____ **ARB Fee:** _____

Doors _____ Mfg. _____ Color _____

Garage _____ Mfg. _____ Color _____

Front Door _____ Mfg. _____ Color _____

Paved Areas (Material and Color) _____

ARB ACTION Approved _____ Disapproved _____

CHECKLIST	
<input type="checkbox"/>	Preliminary Stake Out
<input type="checkbox"/>	Dimensioned Site Plan
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Elevations
<input type="checkbox"/>	Building/Site Selection
<input type="checkbox"/>	Grading/Drainage Plan
<input type="checkbox"/>	Review Fee

*Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

PRELIMINARY SUBMITTAL CHECKLIST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Review Fee
- Required drawing sheet size of 24" x 36" or 30" x 42", one (1) complete unbound set
- Completed Preliminary Review Form
- Building Stakeout
 _____ Must show location of house, decks, stairs, raised planters, and driveway.
 _____ Trees to be removed should be "flagged" with red surveyor's ribbon.
- Floor Plans (1/4" = 1' 0")
 _____ Must depict the layout and relationship of interior space for all levels of the proposed building.
 _____ Must show proposed heated and screened square footage calculations as measured from the outside face of stud wall for each floor.
- Exterior Elevations (1/4" – 1' 0")
 _____ Must represent the flat plane view of all exterior sides of the proposed structure.
 _____ All exterior materials must be accurately and fully depicted from elevation to elevation.
 _____ Must show gutters and downspouts if proposed.
- Grading and Drainage Plan (1"=10' 0" or 1/8"=1' 0")
 _____ Show Setbacks
 _____ Must show the roof plan.
 _____ Must show that trees and vegetation are not to be damaged by fill dirt.
 _____ Must show all proposed grading (including landscape berms), and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
 _____ The plan must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
 _____ Must include spot elevations at all building corners, the base of all stairs, the garage door, and all corners of the driveways.
- Dimension Site Plan (1/8" = 1' – 0" or 1" = 10' 0")
 _____ Must show the building footprint including overall dimensions (depth & width) of the house, and must demonstrate conformity with all required easements and setbacks.
 _____ Any variances to established guidelines shall be noted and highlighted and brought to ARB attention.
 _____ Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
 _____ Service yard, HVAC, and electric meter must be indicated.
 _____ Roof plan
 _____ The following area calculations should be shown:
 1. Total area of high ground of lot in square feet.
 2. Area of building footprint (all heated & unheated areas in square feet). This does not include roof overhangs of 2' or less.
 3. Area of all raised planters 3' above existing grade and porches.
 4. Total improvement surface area including driveway, walkways, and beach boardwalks.
 5. Total area of improvements expressed as a percent of total lot high ground area (above current OCRM critical line).
- Building site sections (scale as necessary)
 _____ Must show floor and ceiling heights of each habitable floor.
 _____ Must accurately reflect proposed grading changes and natural topography.

*Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer.

*Preliminary Submittals are due at the ARB by noon on the Friday prior to the ARB Meeting.

SITE ANALYSIS FORM

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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Address of Project _____

Property Owner _____ Architect _____

Landscape Architect _____ Contractor _____

The following represents the items of discussion covered at the initial site analysis on the above referenced project.

The following was noted: _____

Neighborhood characteristics were highlighted. Yes No

An overview of acceptable color palette was discussed. Yes No

ARB Representative: _____

VARIANCE REQUEST

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

RESTRICTIONS

VARIANCE REQUEST

Sq. Ft. Min. Allowable _____

Sq. Ft. Max. Allowable _____

Sq. Ft. Max. 1st Floor _____

Front Setbacks _____

Side Setbacks _____

Rear Setback _____

Max Lot Coverage % _____

Height Restriction _____

VARIANCE CRITERIA USED

BUILDING SQUARE FOOTAGE

IMPERVIOUS LOT COVERAGE

_____ 1st Floor Heated Sq. Ft. _____ Building Footprint _____

_____ 2nd Floor Heated Sq. Ft. _____ Open/Covered Decks _____

_____ 3rd Floor (1/2 max) _____ Stairs, Drives, Walks _____

_____ Ancillary Heated Sq. Ft. _____ Raised Planters _____

_____ Other _____ Pool and Decking _____

_____ Total Heated Sq. Ft. _____ HVAC _____

_____ **TOTAL** _____

_____ Sq. Ft. High Ground _____

Lot Coverage _____

ARB ACTION Approved _____ Disapproved _____

KIAWAH ISLAND BUSINESS LICENSE WAIVER

Kiawah Island Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

I, as the property owner of _____
(Location of construction address)

on Kiawah Island, SC agree that I personally will be performing all of the minor improvement work stated on the attached Kiawah Island Architectural Review Board Construction Application and Deposit Agreement Form. I understand that this waiver of a Kiawah Business License does not allow me to perform any work without prior Kiawah Architectural Review Board approval nor does it allow me to hire or delegate the minor improvement work to any other party or unlicensed contractor.

Property Owner Signature: _____

Date: _____

ARB Representative Signature: _____

Date: _____

Applicable KI ARB Building Permit # _____

FRESHFIELDS VILLAGE

Architectural Review Guidelines

Dear Property Owners and Tenants:

From the beginning, the goal for the development has been to achieve an uncommon and visually pleasing blend of natural beauty and man-made improvements. Commercial areas have been integrated with the residential development and Freshfields Village's developers have also implemented a well-researched plan to guide residential and commercial development, which they administer through the Freshfields Architectural Review Meeting (FARM).

Environmentally sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your property, the Low Country climate, existing vegetation, and topography of the building site. Research over the years has told us time and time again that Freshfields Village's most outstanding feature is its natural beauty. FARM is committed to protecting and enhancing this precious asset. Thus, one of our primary objectives is to assist you in your planning efforts, and we stand ready to do so.

These guidelines are intended to serve as your benchmark in the complex yet rewarding process of planning a property, upfit or a renovation. While this document has proven to be a helpful tool in planning for Freshfields Village, it can neither provide all the answers nor guarantee ideal solutions for every situation. Nevertheless, as questions arise concerning your building plans, FARM will be very pleased to assist you. We encourage you to participate when possible in presentations to FARM, as they are made by your Architect, Builder, or Landscape Architect.

We hope also that you, your Architect, your Landscape Architect and your Builder will find these guidelines helpful, and we encourage your questions and comments. If we may be of assistance, please do not hesitate to call on us.

Respectfully,

for: The Freshfields Village FARM

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CHAPTER ONE

INTENT OF THE GUIDELINES

A. DESIGN OBJECTIVES

Freshfields Village enjoys a moderate climate, breath-taking natural beauty, and the professional and financial resources necessary to create a commercial and residential community without compromise or parallel.

Over the years of stewardship at Freshfields Village, the developer has been dedicated to preserving a unique and ecologically sensitive community. The architectural design and construction philosophy is that structures should generally be unobtrusive in form and color in order to complement their natural setting while fitting within the aesthetic of an evolved coastal village.

This philosophy suggests that each project be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting which embraces the site and becomes one with it. Consequently, design solutions should extend beyond the building walls to include the entire site, varying in design to complement and enhance their natural surroundings. Designs and colors appropriate for the mottled shade of forest areas might be inappropriate for open or un-wooded sites. Colors and textures of exterior building materials should be compatible with the light reflecting properties of the natural elements such as tree bark, surrounding trees and shrubs, pine needles, natural grasses, and other vegetation.

B. FUNCTION OF FARM

FARM (FARM) was organized for the purpose of controlling and enhancing Freshfields Village development. FARM's composition of members is determined by the developer and is comprised of the developer, a planner, an architect, a landscape architect and the property manager.

FARM approval and the subsequent issuance of a Freshfields Village Building Permit are the first steps in obtaining the necessary approvals for the construction or enhancement of a structure. Complete sets of construction documents displaying the stamp of approval of FARM must be used in following all normal procedures administered by Charleston County for obtaining building permits.

The South Carolina Department of Health and Environmental Control (DHEC) Office of Ocean and Coastal Resource Management (OCRM) has jurisdiction over some

elements of the building process. The Owner and his Architect are solely responsible for compliance with OCRM rules and regulations that apply to lots that border salt marsh and certain lagoons which are considered as “critical areas.” All properties must comply with the OCRM Storm Water Management Act.

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

C. PURPOSE OF THE STANDARDS AND GUIDELINES

It is the purpose of these *Standards and Guidelines* to encourage construction of excellent architectural design that is appropriate to the surroundings and to the special conditions of climate and other environmental factors indigenous to Freshfields Village. A strong sense of identity should be developed to create an attractive and harmonious addition to the community.

These *Standards and Guidelines* are intended also to assist Freshfields Village tenants and property owners during the design, construction, and improvement of their property. The standards are intended to protect the property values of all owners throughout Freshfields Village, and the review procedures are intended to provide a systematic and uniform review for all construction requiring FARM approval. These *Standards and Guidelines* are amended from time to time by the developer as deemed necessary.

CHAPTER TWO

DESIGN GUIDELINES

A. DESIGN ENVIRONMENT

One of the major goals of every architect designing at Freshfields Village must be to integrate harmoniously every man-made structure with its surrounding natural environment. Since each building site is unique, it will be necessary for all architects to prepare a thorough site analysis prior to the design of every project. FARM will scrutinize closely, while reviewing for approval, the overall design concept and how well it relates to its surrounding environment.

In addition to detailed site data, more general information of the surrounding physical environment must be included. Consideration should be given to prominent and potential views, orientation for privacy of service areas from the street, neighbors, etc., in addition to the materials, scale, and form of existing structures. These factors will be very important in blending the proposed design with the existing development fabric.

The design of each project must also address the prominent climatic characteristics of Freshfields Village. The warm temperatures suggest every project have adequate cooling capabilities. With the majority of the days being sunny, there is potential for using passive and active solar systems.

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of this uniqueness, a design that was appropriate on one site may not be equally appropriate for another site. Therefore, the repetitive use of residential or commercial designs or the purchasing and use of stock plans is inappropriate and will not be accepted.

B. NEW STRUCTURES

Emphasis should be placed on architectural compatibility with neighboring properties and Freshfields Village as a whole. Commercial sites are conveyed to individual buyers subject to extensive deed restrictions and architectural covenants designed to establish strict control of land use and insure that all structures are attractive in appearance and appropriate to the built environment. These restrictions and site analysis data form a basis for the beginning of site development concepts. When developing a site, a concept must be followed in determining site utilization. The best access to the site, as shown in the site analysis, should be the beginning of auto circulation areas including driveways, parking, and turn-arounds.

The functional areas of the project should be related to the most suitable areas of the property. Particular attention should be given to entry areas and service areas. Occupant and visitor circulation patterns should be resolved as well.

Successful commercial design solutions are those in which it is difficult to distinguish between elements that are a part of the building and those, which are a part of the landscape design. Site utilization, interior spaces, exterior spaces, and landscaping concepts should be integrated with the environmental features in the creation of a successful design.

The buildable area of every lot must be delineated to determine the portion of the lot upon which the structure may be constructed. This area is sometimes specified by easements and setbacks as recorded on the subdivision plat, on specific exhibits attached to recorded deeds. The combination of lots or the modification of lot line locations may alter the setbacks. Any lot line change must receive prior approval from the developer and will require review by FARM.

1. BUILDING SETBACKS: Setbacks are specified on the subdivision plat and/or the deed. Larger, as well as irregular sites, may suggest to FARM that these setbacks be altered. It is imperative that the owner/architect get from FARM a reading on specific setbacks before proceeding beyond the conceptual stage. Setbacks are dimensioned from the property line or the OCRM "critical line", using whichever is most restrictive.

2. VARIANCES: The building footprint including cantilevered elements, decks, and steps should be located within the buildable area and should not encroach on the setbacks. Rules on setbacks (whether on the subdivision Plat of record or not) are determined by the developer, and slight variances may be permitted by FARM to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot, or when FARM determines in its sole discretion that a variance is otherwise appropriate to the site. All such determinations are unique to the requested condition and as such are not precedent setting. Such determinations are final and binding on all concerned.

3. ARCHITECTURAL DESIGNS: The architectural design concept for Freshfields Village is that structures should be generally unobtrusive in form and color in order to complement their natural setting while fitting within the aesthetic of an evolved coastal village. Only after extensive site information has been collected and site development concepts have been formulated giving due consideration to neighboring properties, can the building development be considered.

The developer may determine that certain new development areas shall have specific guidelines that are unique to that area. It is important the Owner and Architect verify the existence of such guidelines with FARM.

4. BUILDING SIZE: The recorded Covenants, Contract of Sale, recorded plat(s), and/or Deed to your lot usually stipulate the minimum and/or maximum square footage that may be contained in a structure on a lot. The minimum size of the first floor (also sometimes set forth in such documents) may be regulated by FARM. Building heights shall be determined by FARM based upon lot location, tree cover, neighboring buildings, and other factors affecting the site. Particular attention should be given to the first floor elevation required by Federal flood regulations.

In addition, while maximum building sizes may not be specifically established in your Deed or recorded Covenants, FARM may, at its discretion, disapprove a submittal that is felt to be inappropriate for the site due to size. FARM will not approve any submittal that crowds the site and/or is out of context with other structures in the area. In general, designs in which the amount of the site covered by the structure, including all decks, walkways, pervious and impervious driveways, and other impervious elements, is excessive will be disapproved. Higher percentages may be considered for smaller properties.

5. HEIGHT RESTRICTIONS: Generally, maximum heights are measured from Base Flood Elevation. FARM should always be contacted to confirm height restrictions for individual properties.

6. BUILDING FORM: The eventual building form of every structure should be a carefully planned addition to the natural setting and embrace its site. Building shapes should provide interest and be compatible with neighbors. Large structures can be made to appear smaller and small structures to appear larger by the manipulation of shapes and forms, and by the effective use of canopies and porches. The roof-scape should complement the design of the structure, the natural surroundings, and neighboring designs.

7. ARTICULATION: The aesthetic appearance of a structure obviously depends greatly upon the articulation of the siding, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light, and privacy. Fenestration must be compatible with the architecture of the project and detailed with true or simulated mullions where divisions are proposed.

Walls, fences, and screens should be used to provide privacy, enclose service areas and HVAC units, and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help unify the appearance. Venting or louvers at foundations and gables should be detailed using substantial materials that indicate form and depth. Shutters should be consistent from elevation to elevation as applicable and must appear operational.

8. MATERIALS AND COLORS: All exterior materials and colors should complement the surrounding environment. Color samples for new construction and restaining of existing buildings shall be presented to FARM in the form of color samples on site for approval in advance of painting or staining. The use of garish and/or overly bright colors is uniformly prohibited. Unless otherwise approved in writing, bandboarding, corner trim elements, and bay window projections are to be stained the same as the body color of the structure. Trim color should be applied to windows, fascia, soffits, columns, balustrades, and pedestrian doors only. Garage doors and garage door trim should be the color of the foundation. The use of natural woods, stucco, and brick is encouraged while the use of imitation or less than highest quality materials is discouraged, (the use of plywood siding is never permitted).

Roofing materials shall be wood shakes, wood shingles, fiberglass shingles, slate, tile or standing seam metal. In case of fiberglass shingles these shall be of a “shake” style. Other roofing materials shall be held to a similar standard of quality. Roof vents and accessories should be located away from the front elevation and painted to match the roof color.

9. SUPPORT FACILITIES: Circulation patterns should be taken into consideration when designing to avoid conflicts between visitors, service areas, and the like. Electric meters and air-conditioning units must also be screened from view. Television and radio antennas are not permitted on roofs and should be installed in attics. Satellite dish locations must be approved by the FARM prior to installation.

C. LANDSCAPE

Freshfields Village’s natural setting offers a unique environment that must be recognized and preserved as a framework for development. The special natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The Guidelines are intended to indicate the seriousness with which we approach alteration of vegetation.

1. EXISTING VEGETATION: Significant trees and areas of understory growth are essential natural and aesthetic resources. They play a critical role in purifying air and water, providing wildlife habitat, enhancing natural drainage, and erosion control. These trees and shrubs contribute to the quality of life at Freshfields Village. Consequently, FARM is most concerned with their well-being, and has established these Guidelines to assure their preservation.

The following are a few general guidelines that must be followed regarding existing vegetation:

- a. The removal of any tree or any area of understory growth without the notification of, and permission being granted by, FARM is prohibited.
- b. Tree removal required to develop the property (i.e., the building footprint and paved area) may require planting of additional trees as mitigation at FARM's discretion. See the Tree Replacement Guidelines.
- c. The removal of trees on lots or parcels that have already been developed is discouraged by FARM. Any such removal without FARM's approval is prohibited.
- d. Pruning in Sensitive Areas: Marsh edges contain some of the most sensitive vegetation at Freshfields Village. Natural drainage patterns, erosion control as well as wildlife habitat, may be easily upset by thoughtless overpruning. In addition, certain areas adjacent to marsh edges may be subject to further restrictions imposed in connection with the Storm Water Management Act. Therefore, the pruning in these areas is prohibited without FARM's approval. In all cases where such pruning is allowed, it shall be kept to a minimum and conform to existing natural patterns of growth. Pruning should occur after the structure has been framed and views are established.

Violations of the above guidelines may result in substantial fines and mitigation requirements.

2. DESIGN GUIDELINES: These guidelines have been prepared to help define the appropriate site planning and landscaping that should be provided for Freshfields Village. The basic objectives of a designer preparing site and landscape plans should be:

- a. To minimize the impact of the structure on the surrounding natural environment, and to see that the site's existing landscape is preserved in its natural state insofar as possible.
- b. To enhance the built environment and integrate structures into the surrounding natural environment.
- c. To consider both long and short views to and from a project. Certain views should be improved with the addition of selected landscape elements that are appropriate for that purpose.

The completed landscaping should complement the project and provide continuity between it and the surrounding vegetation. Architects and Landscape Architects should incorporate the existing natural vegetation into their plans. Ideally, property lines should disappear with the use of continuous landscaping.

The use of flowering trees and shrubs, both perennial and annuals, of soft coloration is encouraged. The extent and complexity of landscaping will depend upon the unique features offered by the site, the owner's desires, the design of the project, the nature of existing vegetation, and the configuration of the property.

Care should be used in the selection of plants and flowers for size, tolerance of salt-air environment, and resistance to drought and wildlife. Because of the rapid drying rate of the sandy soil, it is recommended that irrigation systems be included in landscaping plans to protect the sizable investment of initial landscaping planting. It is critical that the storm drainage system and any applicable easements in the immediate area of site be integrated into the overall landscape design.

3. GENERAL GUIDELINES

- a. All landscape plans must be prepared and stamped by a Landscape Architect licensed to practice in the State of South Carolina.
- b. Tree and topographical surveys are to be dated within twelve (12) months of their submittal to FARM. Genus and species of trees and major understory vegetation must be indicated.
- c. The entire site must be planned. If areas are to remain natural, it should be indicated as such on the plan.
- d. Schematic or bubble diagrams may be used for preliminary plans.
- e. Driveways, parking areas, and visually objectionable elements such as service areas, storage yards, and utilities must be well screened from the street and adjoining lots.

4. HARDSCAPE GUIDELINES:

- a. Driveway access from the street must be approved by FARM.
- b. FARM prefers pavement colors that are subdued and natural in tone.
- c. Dimension standards:
 1. Driveway width should be a minimum of 18' on curves, and 15' for straighter drives. Where the driveway meets the street, the width of the drive should be at least

25' wide. Curved driveways should have no less than a 15' radius. Design of driveways must also meet fire department requirements for access.

2. Garage backup area should be a minimum of 26' from garage door.
3. Guest parking areas must be a minimum depth of 19' and maximum width of 10'.
4. All walkways to the front entrance should be a minimum of 54" wide.
5. No paved areas may be sited closer than five (5) feet from side or rear property lines.

5. SOFTSCAPE GUIDELINES:

a. Trees

1. Each lot after development must contain a minimum number of healthy trees of an approved type. See Tree Replacement Guidelines for calculation formula and mitigation requirements.
2. Compliance with the tree calculation formula does not grant the owner the right to clear existing trees without FARM approval.
3. Of the trees shown to be planted on the landscape plan, at least two-thirds must be native species (oaks, magnolias, hickories, palmettos, etc.).
4. All trees required for mitigation must be native species.
5. Landscape plans must show and label species of existing trees that are to remain.
6. The landscape plan must indicate, in chart form, how the proposed plan fulfills the above tree requirements.

b. Shrubs

1. All shrubs installed must be a minimum size of three gallons.
2. FARM may require larger material (6'-8' in height) to be planted to help soften tall foundations.
3. Foundation plantings are required to be at least half the height of the foundation, and must encompass the entire structure.
4. Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design. Native plants such as wax myrtles and hollies are also encouraged along these edges.

5. The use of native or drought tolerant plants is recommended to reduce irrigation needs.
- c. Grass, ground cover, and mulch
1. Areas shown to be grassed must be sodded as opposed to seeded or sprigged.
 2. Roadside right-of-ways that are disturbed during construction must be re-graded and sodded so as to provide a continuous grass edge. This includes areas of nearby lots that are damaged during construction.
 3. Ground cover is encouraged in shaded areas where it is difficult to grow grass.
 4. Pine straw or mulch can be used as a ground cover in areas of medium or dense shade.
 5. FARM may require the use of rain sensor gauges on irrigation systems.

It should be noted that approval of a landscape plan is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control, additional screening, to correct damage from construction activity, or for other reasons as deemed appropriate by FARM.

6. TREE REPLACEMENT GUIDELINES:

All applications for tree removal and replacement received by FARM are subject to the following guidelines:

- a. All specimen oak trees on any lot of 3" caliper or greater at diameter at breast height (dbh) and all other trees of 6" caliper or greater dbh, shall be entered on a Tree Survey and submitted to FARM with site plans.
- b. The minimum tree requirements for a developed lot is equal to one (1) tree (3" or greater in caliper, dbh) per 1,000 square feet of gross lot area (palmetto trees only count as a half tree). The minimum number of trees required must also equal 70% of the number of trees shown on the tree and topographic survey of the undeveloped lot. Both methods of calculating the minimum number of trees required must be shown on the landscape plan. Whichever formula shows the greater number of additional trees will be the tree formula required for any lot.
- c. Should any such oak or other specimen tree fall within the building envelope approved by FARM, then FARM, in its

discretion, may require mitigating replacement by way of oaks or other trees of at least 3" in caliper dbh. The replacement tree preferred shall be native species such as oak, magnolia, palmetto, or hickory. Depending upon the number of trees removed and the landscaping planned by the owner, the requirement of replacement trees may be waived or, in FARM's discretion, plant material and shrubbery may be substituted where visually appropriate. All oak trees of 24" or greater in caliper dbh must be preserved unless FARM determines there is no reasonable design solution that would save the tree(s). For every oak tree with a caliper of 24" or greater dbh that is removed, the property owner shall be required to plant trees for which the sum of calipers is equal to or greater than the caliper of the trees removed. Mitigation trees shall measure a minimum of 6" in caliper dbh.

- d. All specimen trees shown on the Tree Survey outside of the building envelope shall be carefully protected from construction activities in any manner deemed appropriate by FARM including protective fencing. Oak tree greater than 6" in caliper dbh that are removed outside the building envelope may require mitigation in FARM's discretion should FARM permit such removal. Any trees that are damaged or die as a result of construction activity will require mitigation and a possible fine.
- e. If replacement trees will not "fit" on a lot in FARM's discretion, FARM may require location of same in a common, open, or park area of Freshfields Village.
- f. In exercising its discretion respecting these Tree Replacement Guidelines, FARM shall take into consideration, among other things, the number and species of trees removed, any hardship to the property owner, the remaining foliage, trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size, species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy and other relevant factors.

FARM may consider brief delays in installation due to severe weather conditions that may adversely impact the health of installed material.

E. EXISTING STRUCTURE GUIDELINES

The primary purpose of the Guidelines is to foster the creation of a community that is aesthetically pleasing and functionally convenient for all residents, tenants, and visitors. These restrictions, governing proposed structures, structures under construction, and existing structures, require every structure at Freshfields Village to be maintained in a manner conforming to these Guidelines. **Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards, which shall reduce the beauty of the neighborhood as a whole or the specific area.**

1. **IMPROVEMENTS:** No alteration, including upfits, painting, staining or reroofing, affecting the exterior appearance of any building, structure or landscape shall be made without prior approval of FARM. A request for approval must be submitted to FARM including the review fee, a completed Improvement Review Form, all drawings necessary to define the proposed improvement, color samples, and site stake out when applicable. When approved, a Freshfields Village Building Permit must be issued prior to commencement of any clearing, material delivery, painting, or construction.

2. **LANDSCAPING:** Formally landscaped bed and lawn areas must be maintained and screened from other properties. In natural areas, weed growth must be controlled. Any proposed changes in landscaping such as fences, fountains, lighting, drives, walks, landscape structures and statuaries must be approved by FARM. Every property owner is required to replace significant trees that die due to natural causes to ensure that the required number of trees per lot is maintained. A deposit for tree removal will be required when mitigation is deemed necessary. See Landscape guidelines for additional requirements.

3. **TREE REMOVAL:** Generally tree removal for existing structures will not be approved unless the tree is diseased, damaged, or a threat to the structure. Any tree that is approved for removal will generally require mitigation with native hardwoods. See Tree Removal guidelines for additional information.

F. APPURTENANCE GUIDELINES

All exterior alterations and improvements to a residential or commercial property require prior approval from FARM. The proposed building of a dock or bridge into or across any natural or manmade water body must receive prior approval from FARM. Exterior lighting requires FARM approval, and must be installed so as not to disturb either neighbors or nearby traffic. In addition, OCRM has regulations and should be consulted. The construction of landscape structures as well as swimming pools and tennis courts are considered improvements and must be submitted to FARM. The

approval of such structures generally depends upon their location, appearance, and related landscaping. The following are specific guidelines for the design or alteration of appurtenances.

1. SIGNAGE: All commercial and residential signage must be approved by FARM and must conform to the Charleston County signage guidelines. Freshfields Village was designed to be a pedestrian village. Therefore, the retail signage must reflect the walking customer rather than the drive-by customer. See Chapter 5, Retail Guidelines for additional information.

2. BOATS AND CAMPERS: The storage of boats and campers in yards, driveways and parking lots is prohibited. The developer may be contacted for information regarding leasing of space in a storage yard.

3. EXTERIOR LIGHTING: All exterior lighting shall be installed so as not to disturb neighbors or impair vision of traffic on nearby streets. Additional guidelines are as follows:

- a. Landscape plans must indicate all proposed exterior landscape lighting. The use of exposed, non-hooded spotlights will not be approved. Low voltage, high quality metal fixtures are encouraged.
- b. b, Exterior lighting should be limited to areas where there will be pedestrian movement., Retail lighting should illuminate the display windows as well as the sidewalk outside the windows from 8 PM to 2 AM, as specifically noted in Chapter 5.c. The source of exterior lights should not be visible from property lines or streets.
- c. Floodlights are almost never permitted. A minimum number of floodlights, or similar types of lighting attached to soffits and fascias, when allowed, must be hooded, low voltage, and approved in advance.

Because each design and site is unique, lighting plans will be evaluated based on the unique characteristics of the site. FARM has discretion to disallow plans that introduce excessive lighting into the landscape.

4. FENCING: All fencing designs must receive FARM approval and a permit is required prior to installation. Fences shall not exceed five feet in height, and are required to be heavily screened with continuous landscaping. In order to allow for landscaping, fences are not permitted within ten (10) feet of property lines. Fences shall not encompass a yard in entirety, as this prohibits the blending of landscaping with

neighboring properties. Minimal fencing approved for security and liability issues must adhere to the previous guidelines.

5. SATELLITE DISHES: Satellite dish placement requires FARM approval. A 20" diameter or less satellite dish may be placed on the roof of a structure, provided it is not visible from the street and is properly screened from adjoining property. If ground placement is necessary, landscaping will be required for screening views from streets or adjoining property. The dish must be painted a color that will blend with the surrounding roof or screening.

6. STORM PROTECTION: Installation of storm protection systems for doors and windows requires review and approval by FARM. All elements of the system must match in color the surface to which they are attached and should integrate with the architecture of the structure. FARM encourages the use of removable panels and hinged shutters, where applicable. Storm protection systems may only be utilized when the Island is in eminent danger due to the issue of a hurricane warning by the National Weather Service. Systems must be removed or disengaged immediately after the warning is removed and may not be used as a means of securing property during homeowner absences.

CHAPTER THREE REVIEW PROCESS

A. EXPLANATION OF THE PROCESS

FARM exists to review all building, remodeling, and/or alteration activity proposed for Freshfields Village and to encourage high quality architectural design and characteristics appropriate to the surroundings, the special conditions of climate and other environmental factors indigenous to the area.

This review process has been organized to establish a systematic and uniform review of proposed residential or commercial construction. Required drawings and submittal forms **must receive** Site/Concept and Preliminary Approval before submission for Final Approval. All submittals to FARM for construction must be made by an Architect registered in the State of South Carolina.

Architects should strive to develop a strong sense of identity within a framework of visual continuity so as to create an attractive and harmonious addition to the community. It is not the intention of FARM to stifle creativity in producing a strong identity, provided the design conforms to these Guidelines. However, through its Review procedures, FARM may disapprove any proposed construction on purely aesthetic grounds, where, in its sole judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

Aesthetic issues may include, but are not limited to, neighborhood compatibility, site relationships, and design consistency. Neighborhood characteristics will be considered during the review of the proposed building's materials, style, colors, mass, height, and square footage. The existing vegetation, tree canopy, tree root systems, drainage, and grading will be considered during the review of building mass and drainage. Window style, pattern and proportion, detailing, and overall proportion will be reviewed for consistency with the proposed architectural style.

FARM will assist Owners, Tenants, Architects, and Contractors during design and construction and is available to promptly reply to questions concerning design and construction guidelines.

The project will not, however, be presented to FARM for review until all of these items have been addressed.

No site clearing, material deliveries, or construction may begin without first obtaining a Freshfields Village Building Permit from FARM. A permit may be issued only after Final Approval is granted by FARM. Therefore, the review process must begin early

enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by the Charleston County Building Department must be followed as well. If construction of an approved structure has not commenced within six (6) months of its approval, resubmittal to FARM will be required.

FARM meets as needed. Submittals should be received by FARM a week prior to the meeting. To be considered, submittals shall be accompanied by the appropriate FARM Form, completed in full. Any review fees due must also be paid in full for a submittal to receive consideration. All requirements shall be completed or FARM may refuse to review a submittal. FARM encourages personal presentations of submittals by Architects and Owners.

B. SITE ANALYSIS AND CONCEPT REVIEW

The Architect and Landscape Architect are required to become familiar with the property, to evaluate the health and location of specimen trees, other vegetation, and existing topography, and to be aware of FARM issues. This information should be represented graphically on the following Site Analysis and Concept Drawings.

1. TOPOGRAPHICAL AND TREE SURVEY: One of the first steps in preparing a site analysis is obtaining a Topographical and Tree Survey for the property from a South Carolina Registered Land Surveyor. The survey must be dated within twelve (12) months of its submittal. This survey must be at 1" = 10'- 0" scale and is required to show the legal description of the property, including the following:

- a. Recorded property lines, easements and setbacks.
- b. The topographical contours of the lot.
- c. The location, genus, and species of all oak trees over 3" in caliper dbh and other trees in excess of 6" in caliper dbh.
- d. Any prominent natural features of the site.
- e. Adjacent buildings with roof heights from MSL, appurtenances, and pavement.
- f. Current OCRM critical lines.
- g. Utility locations.

The accuracy of the survey is extremely important as this will eventually influence the design of the structure. Minor inaccuracies in the survey can often lead to significant delays and/or increased project budget if not addressed promptly. Surveyor error cannot be considered "hardship" that supports a variance.

2. EXISTING SITE CONDITIONS: The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:

- a. Oak trees 24" in caliper dbh or greater highlighted in red.
- b. Hardwood trees 12" in caliper dbh or greater highlighted in green.
- c. Areas and characteristics of natural vegetation or dense understory, including special or unusual site features.
- d. Existing oak canopy delineated.
- e. Locations of diseased or damaged trees.
- f. Locations of trees restricted from removal with respective ground area delineated by shading or hatching.
- g. Existing drainage patterns.
- h. Sun movement analysis and breeze directions.

3. PROPOSED SITE DEVELOPMENT: The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:

- a. View orientation.
- b. Major features on adjacent properties within 50' of property line.
- c. Building, parking, and decking locations with approximate square footage requirements.
- d. Site access.
- e. Areas requiring minimal or maximal privacy.
- f. Potential variances should be clearly and specifically addressed in writing and highlighted on drawings.

All variances must be brought to the attention of FARM during the review process and cannot be approved after construction begins.

4. CONCEPT DRAWINGS: The drawings should reflect the proposed form, spatial relations, materials, articulation, and circulation patterns.

Schematic sketches, dimensioned plans and elevations, models, and perspectives are most appropriate for concept review. One (1) complete set of drawings with review form is required.

After review, FARM will either grant Site/Concept Approval or provide reasons for the rejection of the submittal, and normally will offer suggestions for improvement. If the concept drawings are substantially changed, either by request of FARM or desire of the

owner, they must be resubmitted and receive Site/Concept Approval before proceeding for Preliminary Approval. See Appendix for forms.

C. PRELIMINARY REVIEW

The preliminary submittal drawings are prepared after changes are made from the review of conceptual plans. A written response to any comments from the previous review should be submitted. One (1) complete set of drawings is required. FARM will not review a project unless the following are completed and have been submitted.

1. PRELIMINARY STAKE OUT: The project shall be staked out on the lot with stakes at least two (2) feet tall, marking the corners. A string shall connect all stakes outlining the shape of the structure, including decks, stairs, raised planters, and pavement. The lot line nearest the project shall be defined with string. All trees proposed to be removed shall be tied about their circumference with *red* surveyor's ribbon. **Preliminary stake out must be completed prior to FARM convening or the submittal will not be reviewed.**

2. COMPLETED PRELIMINARY REVIEW FORM: All necessary forms are provided in the Appendix.

3. SUBMITTAL FEE: This fee is for the review process. See the Attachments for the schedule.

4. FLOOR PLANS: Plans at ¼" scale must depict the layout and relationship of interior space for all levels of the proposed building. These plans must show the proposed heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated spaces, measure from the centerline of walls that separate heated and unheated spaces. Elements of floor and wall covering should be noted.

5. EXTERIOR ELEVATIONS: Drawings shall be presented at ¼" scale representing the view of all exterior sides of the proposed structure. Elements of all exterior walls shall be accurately and fully depicted. Gutters and down spouts must be shown if proposed.

6. GRADING AND DRAINAGE PLAN: The grading and drainage plan shall be drawn at a scale of 1" = 10' with the setbacks. These drawings must show the roof plan and that trees and vegetation are not to be damaged by fill dirt. They must also show the proposed grading (including landscape berms) and demonstrate that drainage flow does not adversely affect adjoining property, or roadside swales. The Landscape Architect must include a "note" for the Contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on

adjoining property or roadside swales.” Also included must be spot elevations at all building corners, at the base of all stairs, , and all corners of pavement.

7. DIMENSIONED SITE PLAN: This plan must be at a scale of 1" = 10', must include overall dimensions (depth & width) of the structure, and must demonstrate conformity with all required easements and setbacks. Any variances to the established guidelines shall be noted and highlighted to bring attention to FARM. Driveways, parking, backup areas, and walkways must be located and appropriately dimensioned. The service yard, HVAC, and electric meter must be indicated on these drawings. A roof plan must be submitted. This drawing must contain area calculations for the area of building footprint (including heated and unheated areas in square feet, not including the roof overhangs of 2' or less), the total improvement surface area including the driveway, walkways, and parking, the total area of high ground of lot in square feet, and the total area of improvements expressed as a percentage of total lot high ground area above the current OCRM critical line.

8. BUILDING SITE SECTIONS: Drawn to scale as necessary, these plans must show floor and ceiling heights of each habitable floor.

After review, FARM will either grant Preliminary Approval or provide reasons for the rejection of the submittal, and normally will offer suggestions for improvement. If the preliminary drawings are substantially changed, either by request of FARM or desire of the owner, they must be resubmitted and in receipt of Preliminary Approval before proceeding for Final Approval.

E. FINAL REVIEW

The construction documents are prepared after changes are made, if any, from the review of preliminary plans. The final stake-out, reflecting any changes, must be completed before submitting for Final Review. A written response to any comments from the previous review should be submitted. FARM will not review a project unless the following are completed and have been submitted:

1. FINAL STAKEOUT: The preliminary stake-out must be updated reflecting changes, if any, in the location of the project and any additional trees to be removed. No dune lines or oak trees over 3" in caliper dbh or other trees 6" in caliper dbh may be removed or limbed at any time without prior FARM approval. Extra care shall be taken by fencing to avoid injury to any trees not approved for removal.

2. COLOR SAMPLES: Because color is essential to the overall success of the project, FARM requires proposed colors of all exterior materials including siding, trim, brick, roofing, stucco, and lattice to be submitted on actual samples of materials proposed for use, and shall be submitted attached to a 1'-0" x 2'-0" wood panel. These

sample submissions are most important to both the owner and FARM in evaluating the eventual appearance of the structure as color chips often vary greatly from actual applications on varying materials. The samples submitted at the time of Final Review do not constitute final approval of the color palette. Final approval may only be given after on-site review of the sample board during the construction of the project. **Material color samples are the property of FARM and may not be returned.**

3. SCHEMATIC LANDSCAPE PLAN: A landscape plan prepared by a South Carolina registered Landscape Architect, at a scale of 1" = 10' showing the following:

- a. Location of the building, driveway, parking, and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage.
- b. A scale representation of all planting material, identified as to size, quantity, common and scientific name, and variety. Include a proposed plant list.
- c. Tree analysis chart including 1 tree per 1,000 square feet of high ground and 70% of existing trees on the lot. Mitigation trees should be shown and highlighted.
- d. Location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios, garden structures, and mailboxes. Include a complete light fixture schedule.
- e. Adequate plant screening for HVAC units, service yards, trash enclosures, and electric meters. Foundation screening must be half of the height of the foundation wall.

Berkeley Electric must be contacted for the delivery of conduit and specifics on its placement. The contractor shall be responsible for locating existing utilities before excavating.

4. DIMENSIONED SITE PLAN: Similar to preliminary including any changes and proposed utility services.

5. FOUNDATION AND FRAMING PLAN: Plans at 1/4" scale showing locations and sizes of foundation and framing elements and how they relate to nearby trees.

6. FLOOR PLANS: Floor plans shall be drawn at 1/4" scale containing all information necessary for construction.

7. **ELEVATIONS:** Drawn at 1/4" scale, elevations shall accurately represent the view of all sides of the structure. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be labeled.
8. **BUILDING SECTIONS:** Drawn at 1/4" scale as necessary for clarification or construction.
9. **ELECTRICAL AND MECHANICAL PLANS:** Plans submitted at 1/4" scale showing necessary information. Electrical plans must show the meter location and mechanical plans must show enclosed HVAC areas.
10. **DETAILS:** Submit details including, but not limited to the following:
 - a. Typical wall section.
 - b. Exterior trim.
 - c. Window and door details.
 - d. Exterior walls, fences, or screens.
 - e. Railings and/or seating.
 - f. Screen porch section.
11. **SPECIFICATIONS:** A full set of specifications must be submitted defining the quality of all work and materials.
12. **COMPLETED FINAL REVIEW FORM:** If FARM fails to grant Final Approval of the project, it will designate items to be corrected or resubmitted. If FARM grants Final Approval, a Freshfields Village Building Permit may be obtained.

F. FINAL LANDSCAPE PLAN REVIEW

The Final Landscape Plan is due 60 days prior to the substantial completion. The Landscape Architect and a representative of FARM will meet on site to review any landscape issues, including the number of new trees required, tree mitigation requirements, tree locations for filtered views, screening of service and parking areas, foundation planting, blending with natural plant materials, final driveway layout, grading, landscape lighting, and repairing right-of-way damage. Requirements for the Final Landscape Plan are similar to the Schematic Landscape Plan in the Final Review section, however, elevations of the structure indicating the proposed plantings at installation size and dashed at mature size will be required as well.

G. UPFIT AND IMPROVEMENT REVIEW

When submitting for review of proposed upfits and improvements, presentations must include but may not be limited to the following:

1. **LETTER OF INTENT:** The owner should inform FARM as to the intent and purpose of the proposed improvement.
2. **IMPROVEMENT REVIEW FEE:** This fee is for the review process. See the Attachments for the schedule.
3. **COLOR SAMPLES:** Samples are most important when applying for improvement approval because of the necessity of matching existing materials. When changing the color of a structure, color samples must be applied to the structure for inspection by a FARM representative. An Approved Final Color form must also be completed and submitted for FARM's records. There is a distinct preference by the FARM for transparent and semi-transparent stains on residential structures so as to blend with the natural surroundings.
4. **SITE PLAN:** If a change in footprint is proposed, a plan with dimensions of the property must be submitted showing the location(s) of the proposed improvements, setbacks, and lot coverage percentage.
5. **DRAWINGS:** One set of plans and elevations shall be submitted to adequately define and explain the improvement sufficiently. Drawings representing the existing structure(s) will also need to be submitted.
6. **COMPLETED IMPROVEMENT REVIEW FORM:** After reviewing the project, FARM will either designate changes or grant Final Approval. If FARM grants Final Approval, a Freshfields Village Building Permit may be obtained.

CHAPTER FOUR

CONSTRUCTION GUIDELINES

A. BEFORE CONSTRUCTION

After completing the review process and receiving Final Approval of construction documents from FARM, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

A FARM Building Permit must be obtained for all renovations and new construction. Two (2) full size and one (1) reduced (11" x 17") set of construction drawings must be stamped by the FARM. The two full size sets of drawings are required by Charleston County before the County will issue a Zoning and Building Permit. The contractor must also submit a completed Construction Application Deposit & Agreement and the required deposit for new construction or for improvements. Deposit reimbursements can only be returned to the issuer of the deposit check. The deposit is returned to the address on the check, therefore, it is pertinent that FARM be notified of any address changes.

Upon receipt of these required items, FARM will review the on-site tree protection. Once the tree protection is complete, a FARM Building Permit will be issued for the project. The receipt of this Permit does not preclude the necessity of also obtaining a Charleston County Building Permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies (e.g., to build a dock you will need a permit from the OCRM).

Every job site must have an approved job sign. The proposed sign must be submitted for FARM approval prior to fabrication and installation. If FARM grants Final Approval, a Freshfields Village Building Permit may be obtained

In summary, the following steps shall be completed before construction may begin:

1. Submit to FARM approved construction drawings with completed Construction Application Deposit and Agreement and construction deposit check.
2. Install tree protection prior to clearing the site. Any clearing between the setbacks and the property line requires on-site approval.
3. Obtain Freshfields Village Building Permit from FARM.
4. Order job sign following approval.

5. Obtain Charleston County Permit and Zoning Permit (the Company may require other permits in special situations). Zoning permit applications must contain:
 - a. Average Natural Ground Elevation (average elevation of the entire lot to the nearest 6").
 - b. Base Flood Elevation.
 - c. Structural Elevation showing first floor height and peak of roof height (above B. F. E.).
 - d. Site Plan with FARM stamp.
 - e. Copy of approved recorded plat.
 - f. Building plans (2 sets).
6. Post Building Permit at job site.
7. Place dumpster and portable toilet on job site.

B. DURING CONSTRUCTION

All construction at Freshfields Village will be under constant observation by FARM. Three (3) mandatory field inspections will be conducted by FARM on every project under construction.

1. FIRST INSPECTION: The first required inspection shall occur when the foundation wall is just above grade. The contractor shall notify FARM at this time, and the inspection shall be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. At this time, the builder must submit to FARM a "Foundation Survey" depicting the location of the setbacks and showing the distances from all foundation corners to adjacent property lines. FARM will fine the Contractor a portion of the deposit should the first floor framing be constructed prior to submitting a foundation survey. A stop work order may be issued until the survey is submitted and corrections are completed.

If during the foundation construction, or subsequently during framing, the removal and/or limb cutting of additional oak trees greater than 3" in caliper dbh and other trees over 6" in caliper dbh, or alteration of existing dune structures, becomes necessary, approval shall be obtained from FARM in advance.

2. SECOND INSPECTION: The Second Inspection shall occur upon notification by the contractor that the framing of the structure has been completed. After the house is framed, a sample board must be erected to show the proposed colors on the proposed materials for on-site review from FARM. In order to view each sample in its proper context, the sample board must be placed close to the project. Once the sample board is on the site, an Approved Final Color Form must be completed and submitted to FARM. A FARM representative will perform an on-site inspection and return the Approved Final Color Form with the appropriate sign-off.

3. THIRD INSPECTION: The Third Inspection shall be conducted after the completion of the project and installation of landscaping. A copy of the Final Inspection shall be sent to the Owner and Builder noting final approval or required items to be corrected.

4. SITE APPEARANCE: Each construction site is required to have a job toilet at all times for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring buildings. Fires are not permitted on construction sites under any circumstances. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines and a clear street right-of-way should be maintained. Access to the site should be limited to the proposed driveway locations. Access over/through adjoining properties is expressly forbidden. The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of adjoining properties for access or storage of materials, without the written permission of the adjacent owner, is prohibited. Temporary storage structures, approved by FARM, may be used to store materials provided the structure is minimal in size. Storage structures may not be used as living quarters.

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the FARM will issue a "stop work" order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each workday, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly. As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should FARM determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Deposit and/or levy additional fines.

Temporary utilities must be installed in a neat manner. The temporary power pole must be at least 15 feet from the front property line and must be installed plumb and must not be used for the placement of signs. Installation of the sanitary, sewer, and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.

As explained in the foregoing, residential construction sites must contain the following:

1. Commercial dumpster.

2. Job toilet.
3. Temporary utilities.
4. Standard job sign (with permits).

Should construction progress cease for more than 90 days, FARM must be notified.

C. AFTER CONSTRUCTION

When the Construction of a project has been completed, the owner and contractor must satisfy several requirements before applying for the Final Inspection. The construction of the project shall be completed and the landscaping shall be installed conforming to the plans previously approved by FARM. Any unauthorized changes must be corrected before the Final Inspection Certificate will be issued.

Upon completion of construction and landscaping, all building debris shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall also be removed. At this time, the Contractor should review the Final Inspection Checklist provided by FARM and notify FARM that he is ready for the Final Inspection. If Final Inspection is not requested within a year of the date of Certificate of Occupancy, FARM will absorb the Construction Deposit as a fine, and notice shall be sent of items requiring correction.

As a checklist, the following items shall be completed prior to Final Inspection:

1. Complete construction.
2. Remove construction debris.
3. Remove temporary facilities, utilities and sign.
4. Install landscaping.
5. Submit as-built survey to FARM. **The as-built survey must include the setbacks, as well as the lot coverage percentage, broken-down into pervious and impervious surfaces, and the roof ridge height.**
6. Submit color photos of all elevations.
7. Request for Final FARM Inspection.

D. GENERAL REGULATIONS

All contractors at Freshfields Village must be licensed by the State of South Carolina. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about the project. Vehicles may be periodically searched to protect all Contractors and Owners from theft of materials and equipment.

The maximum hours allowed for construction personnel at Freshfields Village will be from 7:00am to 7:00pm, Monday through Friday and 8:00 am to 5:00 pm on Saturday. No residential construction work will be performed on Sundays or national holidays. FARM has the right to reduce the hours of construction based on seasonality of the site location.

The conduct of all workmen is the responsibility of the General Contractor. Loud cars and speeding are not permitted. All construction vehicles must be parked on the construction site, or where otherwise instructed. Workers are required to wear shirts and shoes when not on the job site. Workmen are not permitted to loiter about businesses. Loud music from radios and disturbance of property owners or guests will not be permitted at any time.

Construction must be completed within twenty-four (24) months of the issue date of the Freshfields Village Building Permit with all exceptions requiring special FARM approval. Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation of those changes. Failure to do so may result in fines.

The above regulations are designed to enhance Freshfields Village's overall appearance to residents, tenants, and visitors. These regulations are to be used as guidelines and are not intended to restrict, penalize, or impede construction firms who adhere to these regulations.

While performing their duties at Freshfields Village, repeated violation of these regulations could result in the suspension of the building permit for that project until corrective action has been taken by the contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working at Freshfields Village.

E. DEMOLITION GUIDELINES

Prior to applying to FARM for a permit for structural demolition, the following guidelines must be adhered to:

- a. Submit a current survey indicating existing conditions and the extent of demolition, and a site plan indicating fencing for the protection of trees, natural areas, existing landscaping, and significant topographical features during demolition.

- b. The demolition contractor will be required to hold a current license in the State of South Carolina and should be insured and bonded.
- c. Site cleanliness and access shall comply with specifications in Chapter Four, Section B.
- d. The removal of debris from the demolition site shall comply with Chapter Four, Section B.
- e. A Demolition Construction Application Deposit and Agreement Form will need to be completed by the Contractor and Property Owner. See Attachments for current deposit amounts.

When the demolition is complete, contact FARM to request an inspection. The deposit will be returned after a satisfactory inspection of the demolition site.

F. LANDSCAPE GUIDELINES DURING CONSTRUCTION

1. **FOUNDATION PLANTING:** The minimum size of foundation planting at the time of installation must be at least half of the height of the foundation wall.
2. **LANDSCAPE PLAN REVISIONS AFTER CONSTRUCTION BEGINS:** FARM does not accept changes in the FARM approved landscape plan without the direct supervision of the Landscape Architect of record. Any changes in the approved landscape plan are to be submitted by a South Carolina registered Landscape Architect for approval prior to installation. FARM requires the Landscape Architect of record to complete and sign a Landscape Certification form, certifying that the landscape design is installed in general conformance and intent of the approved plans.
3. **TREE PROTECTION:** FARM requires tree protection fencing to enclose the entire work site creating natural areas to be preserved. These areas to be preserved are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from FARM. Clearing or pruning of trees and vegetation for views cannot occur until the home is completely framed. View clearing and pruning requires onsite approval by a FARM representative. The tree protection fencing must also be installed around specific trees to be saved. All protective fencing must be maintained until the completion of construction and all construction materials and vehicles must remain outside of the preserved areas. Trees that die due to damage during construction must be mitigated.

All properties are subject to the South Carolina Department of Health and Environmental Control Office of Ocean and Coastal Resource Management storm water runoff Regulations. These regulations require strict compliance with the Storm Water Management Plan for your property before trimming any vegetation, moving soil, or

otherwise doing any construction on the property. A violation may result in civil penalties as well as other adverse action. Erosion control measures should be installed prior to applying for a building permit from the FARM.

G. SITE INSPECTIONS

- 1. REGULAR SITE INSPECTION:** Regular site inspections of all construction sites will be made by FARM. Compliance with the furnished Construction Guidelines and the permitted construction plans will be checked and reviewed on a regular basis.
- 2. SPECIAL SITE INSPECTION:** A special inspection of a specific site will be made upon receipt of a request for such an inspection that sites a specific violation.
- 3. VIOLATIONS:** Violations that are discovered at a site will be photographed and described in a report.
- 4. NOTICE:** A notice will be sent to the Contractor for the first violation of the Construction Guidelines, requesting correction of the violation (copies will be sent to the Owner and Architect).
- 5. FINES:** Once one notice has been sent to the contractors, all future violations of the Construction Guidelines and all unauthorized exterior changes to the approved building plan will be photographed, written in a report, and a fine levied against the deposit posted. Additional fines may be levied as well. A copy of the report form will be sent to the Contractor, Architect, and Property Owner.
- 6. EACH VIOLATION:** Each violation which is not corrected within ten (10) days will be again photographed, documented, and a new fine will be levied.
- 7. APPEALS:** An appeal of a fine or decision must be made in writing to FARM within ten (10) days of issue. An appointment may be scheduled when FARM convenes for discussion of the issue. The subsequent determination will be final and binding to all concerned.
- 8. LEGAL ACTION:** FARM may elect to pursue legal action if it feels that it is appropriate.
 - a. FARM will assess fines on a case-by-case basis and may pursue legal action if necessary.
 - b. The amounts of the fines are subject to periodic increases at the sole discretion of FARM.

CHAPTER FIVE

RETAIL GUIDELINES

- A. LIGHTING:** Premise lighting is important to the overall village atmosphere. Window displays are to remain illuminated from 9:00 PM to 2:00 AM seven days a week and controlled by a timer connected to the location. Track lighting is required as follows:
- For Track Lighting
 - 75 watt, mr16; white only

 - For Recessed Lighting
 - ic version- 50 watt, mr16; white only
 - Non-ic version – 75 watt, mr16; white only
- B. SIGNAGE:** All signage, whether store front or window signage, must be approved by FARM. All signs must conform to the Charleston County signage guidelines found in Table 9.11.2 of the Charleston County Zoning Development Standards.
- C. MERCHANDIZING ZONE:** The Merchandising Zone encompasses the first five (5) feet inside and outside the premise. The area includes graphic treatments, window displays, and window treatments for non-display windows, outdoor furnishings and merchandise beyond the lease line. Each component must be approved by FARM.

CHAPTER SIX APPENDIX

A. FORMS

1. SITE / CONCEPT REVIEW FORM
2. PRELIMINARY REVIEW FORM
3. FINAL REVIEW FORM
4. CONSTRUCTION / DEMOLITION APPLICATION & AGREEMENT
5. IMPROVEMENT REVIEW FORM
6. DESIGN CHANGE REQUEST
7. VEGETATION REMOVAL REQUEST
8. COLOR REVIEW FORM
9. FINAL INSPECTION REQUEST
10. SIGNAGE FORM
11. MERCHANDISING FORM

A. FARM FEES & FINES

12. SCHEDULE OF FEES
13. SCHEDULE OF DEPOSITS
14. SCHEDULE OF FINES



Site/Concept Review Form

DATE _____

Address of Project _____

Owner _____ Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Contractor _____ Landscape Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

SETBACKS AND RESTRICTIONS

Front _____

Sides _____

Rear _____

Height Maximum _____

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 _____

EXTERIOR MATERIALS

Foundation _____

Walls _____

Trim _____

Roof _____

Windows _____

Doors _____

Paving _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
FARM c/o Freshfields Village
Freshfields Village Management Office
149 Village Green Lane
Johns Island, SC 29455
843-768-6491

Mail to:
FARM c/o Freshfields Village
130 Gardeners Circle, Suite 125
Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Preliminary Review Form

DATE _____

Address of Project _____

Owner _____ Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Contractor _____ Landscape Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

SETBACKS AND RESTRICTIONS

Front _____

Sides _____

Rear _____

Height Maximum _____

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 _____

EXTERIOR MATERIALS

Foundation _____

Walls _____

Trim _____

Roof _____

Windows _____

Doors _____

Paving _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
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843-768-6491

Mail to:
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130 Gardeners Circle, Suite 125
Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Final Review Form

DATE _____

Address of Project _____

Owner _____ Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Contractor _____ Landscape Architect _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

SETBACKS AND RESTRICTIONS

Front _____

Sides _____

Rear _____

Height Maximum _____

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 _____

EXTERIOR MATERIALS

Foundation _____

Walls _____

Trim _____

Roof _____

Windows _____

Doors _____

Paving _____

FARM ACTION

Approved _____ Disapproved _____

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Email to:
FARM@kiawah.com



Construction Application

DATE _____

Address of Project _____

Owner _____ Contractor _____

Address _____ Address _____

Phone _____ Fax _____ Phone _____ Fax _____

Heated Square Footage _____ Deposit Amount _____

Lot Coverage Percentage _____ Check No _____

Type of Construction: New Construction 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 Freshfields Architectural Review Meeting in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved by FARM. Any failure on my part to do so will entitle FARM 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:

We have read and understand the Covenants and Restrictions applicable to the property and all FARM Guidelines and will follow and obey the said Covenants, Restrictions, and Guidelines.

1. We are responsible for completing the project as described by the drawings and specifications approved by FARM.
2. We will maintain a clean construction site at all times and install a job sign, commercial dumpster, and job toilet in conformance with FARM Guidelines.
3. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
4. 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.
5. 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.
6. Any monies paid out by FARM for the correction of changes not approved by the FARM, 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.
7. FARM's review and approval are limited to aesthetic considerations. FARM approval does not relieve you and your contractor of responsibility for compliance with all municipal, state, or federal laws that may be applicable. FARM approval does not constitute any opinion or representation by FARM 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 _____

for FARM

Deliver to:
FARM c/o Freshfields Village
Freshfields Village Management Office
149 Village Green Lane
Johns Island, SC 29455
843-768-6491

Mail to:
FARM c/o Freshfields Village
130 Gardeners Circle, Suite 125
Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Improvement Review Form

DATE _____

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 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 _____

EXTERIOR MATERIALS

Foundation _____

Walls _____

Trim _____

Roof _____

Windows _____

Doors _____

Paving _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
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Mail to:
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Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Design Change Request

DATE _____

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 _____

FARM COMMENTS _____

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

By _____ and _____

Property Owner

Contractor

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
FARM c/o Freshfields Village
Freshfields Village Management Office
149 Village Green Lane
Johns Island, SC 29455
843-768-6491

Mail to:
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Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Vegetation Removal Request

DATE _____

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: _____

_____ *

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

Vegetation Removal Request: Approved Disapproved FARM Notes: _____

Pruning Request: Approved Disapproved FARM Notes: _____

Tree Removal Request: Approved Disapproved FARM Notes: _____

Generally, tree removal is only approved if the tree is diseased, damaged, or a threat to a structure 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 dbh of six (6) inches or larger.

Deliver to:
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843-768-6491

Mail to:
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130 Gardeners Circle, Suite 125
Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Color Review Form

DATE _____

Address of Project _____

Owner _____

Address _____

Telephone _____ Fax _____ Telephone _____ Fax _____

FOUNDATION MATERIAL _____

Color Name/Number _____ Manufacturer _____

SIDING MATERIAL _____

Color Name/Number _____ Manufacturer _____

TRIM MATERIAL _____

Color Name/Number _____ Manufacturer _____

WINDOWS _____

Color Name/Number _____ Manufacturer _____

DOORS _____

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 _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
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843-768-6491

Mail to:
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Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Final Inspection Request

DATE _____

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 structure
- 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 is removed
- Debris is removed
- 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

FARM COMMENTS _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
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Mail to:
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Email to:
FARM@kiawah.com



Signage Form

DATE _____

Store Name _____ Tenant Space Number _____

Owner _____

Address _____

Phone _____ Fax _____ Email _____

Provide any information regarding governmental or other regulations pertaining to your own business which will need to be considered in the design of your sign.

Provide any relevant input (such as logos, current sign treatments, or suggested fonts and colors) you would like to submit for consideration for use as part of your sign. *Graphics should be provided in digital format (.tif, .eps. or .jpef) and emailed to FARM@kiawah.com for review. Sign design cannot commence until form and graphic elements have been submitted. Please itemize elements below.*

Any other input regarding your sign including working or images for review by FARM should be attached to this document.

FARM COMMENTS _____

FARM ACTION

Approved _____ Disapproved _____

Deliver to:
FARM c/o Freshfields Village
Freshfields Village Management Office
149 Village Green Lane
Johns Island, SC 29455
843-768-6491

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130 Gardeners Circle, Suite 125
Johns Island, SC 29455
843-768-6491

Email to:
FARM@kiawah.com



Merchandising Form

DATE _____

Store Name _____ Tenant Space Number _____

Owner _____

Address _____

Phone _____ Fax _____ Email _____

List the type of displays you intend to use (i.e. hanging racks, rolling racks, waterfall displays, or rounders). Also indicate the quantity of each.

Provide a specific description of the type of merchandise you intend to display.

Attach the following documents to this form:

_____ A graphic layout showing the area you intend to merchandise. Drawing should be to scale and need not be professionally drawn. A pdf file is acceptable. Display items should be clearly noted. If you need assistance, please contact the Freshfields Village Management Office and request a map to help locate display items.

_____ A copy of any graphics associated with your store that you intend to use on a repeated basis.

_____ If you intend to use a poster holder, please submit the manufacturer's description of the product (written specifications and a photo).

FARM COMMENTS _____

FARM ACTION

Approved _____ Disapproved _____

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Mail to:
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843-768-6491

Email to:
FARM@kiawah.com



FARM Fees & Fines

SCHEDULE OF FEES:

Commercial and Recreational

New Construction: \$45.00 per 100 square feet (heated and screened) on first 10,000 square feet. \$25.00 per 100 square feet (heated and screened) over 10,000 square feet. Subject to a \$1,000.00 minimum for single-unit building, or \$2,000.00 minimum for other projects, whichever is greater.

Major Improvement: \$45.00 per 100 square feet (heated and screened) or \$1,000.00 minimum, whichever is greater.

Minor Improvement: \$150.00-\$500.00, at discretion of the ARB.

Residential

New Construction: \$45.00 per 100 square feet (heated and screened) or \$5,000.00 minimum, whichever is greater. \$25.00 per 100 square feet (heated and screened) over 10,000 square feet. Subject to a \$1,000.00 minimum for single-unit building, or \$2,000.00 minimum for other projects, whichever is greater.

Major Improvement (Single Unit): \$45.00 per 100 square feet (heated and screened) or \$1,000.00 minimum, whichever is greater.

Major Improvement (Multiple Units): \$45.00 per 100 square feet (heated and screened) or \$500.00 minimum, whichever is greater.

Minor Improvement: \$150.00-\$500.00, at discretion of the ARB.

Repainting/Restaining or Replacement of Roof Shingles

\$100.00 per application. An on-site color sample will be required.

Construction or Design Change

New Construction: \$200.00 per application.

Improvement: \$100.00 per application.

Signage

\$100.00 per application, plus \$10.00 per sign after first sign on application.

SCHEDULE OF DEPOSITS:

New Construction: \$7,500.00 by the Property Owner and \$7,500.00 by the Contractor. Foundation portion of contractor's deposit to be \$1,000.00

A more substantial deposit or irrevocable letter of credit may be required for larger and multiple building projects, to be determined by the ARB at the time of application.

Major Improvement: \$2,500.00

Minor Improvement: \$1,000.00

SCHEDULE OF FINES:

- Littered site: \$100.00
- No temporary sanitary facilities, or unscreened: \$100.00
- Contractor/Subcontractor misconduct: \$100.00
- Building equipment or material on right-of-way: \$100.00
- Damage to right-of-way: \$100.00
- Parking on adjacent property: \$100.00
- Building equipment or material on adjacent property: \$100.00
- Nonconforming job sign or unapproved signage: \$100.00
- Damage to natural areas (minor): \$100.00
- Damage to natural areas (major), mitigation required: \$500.00
- Unauthorized tree removal, mitigation required: \$1,000.00
- Burning without a permit: \$1,000.00
- Unauthorized plan change (minor): \$250.00
- Unauthorized plan change (major): \$1,500.00
- Building without a permit: \$2,500.00
- Unauthorized finishes (paint, stain, roof material): TOTAL DEPOSIT PLUS FUTURE PERMIT HOLD

Dear Property Owner:

A neighborhood the caliber of *Cassique* can only be achieved with the utmost care in planning. The goal of *Cassique's* developers is to achieve an uncommon and visually pleasing blend of the natural beauty of some of the Lowcountry's most alluring landscapes, with distinctive and elegant man-made improvements. Tom Watson's *Cassique* course lies at the heart of the community, with most residential homesites interwoven amongst the fairways and greens, and others planned to be separate and very private.

This vision of development is embodied in a well-researched plan to guide home and homesite development, which has been implemented by *Cassique's* developers and will be administered through the Architectural Review Board.

Environmentally sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your homesite, the Lowcountry climate, existing vegetation, and topography of the building site. *Cassique's* most outstanding features are its alluring landscapes and natural beauty. The Architectural Review Board is committed to protecting and enhancing these precious assets. Thus, one of our primary objectives is to assist you in your planning efforts, and we stand ready to do so.

These guidelines are intended to serve as your benchmark in the complex yet rewarding process of planning a new home. While similar guidelines have proven to be a helpful tool in planning homes on neighboring Kiawah Island, this document can neither provide all the answers nor guarantee ideal solutions for every situation. Nevertheless, as questions arise concerning your building plans, our staff and the ARB itself will be very pleased to assist you. We encourage you to participate when possible in presentations to the ARB, as they are made by your Architect, Builder, or Landscape Architect.

We hope also that you, your Architect, your Landscape Architect and your Builder will find these guidelines helpful, and we encourage your questions and comments. If we may be of assistance, please do not hesitate to call on us.

Respectfully,

A handwritten signature in black ink, appearing to read "Amanda Mc". The signature is fluid and cursive, with the first name "Amanda" being more prominent than the last name "Mc".

for: The *Cassique* Architectural Review Board

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INTENT OF THE GUIDELINES

DESIGN OBJECTIVES

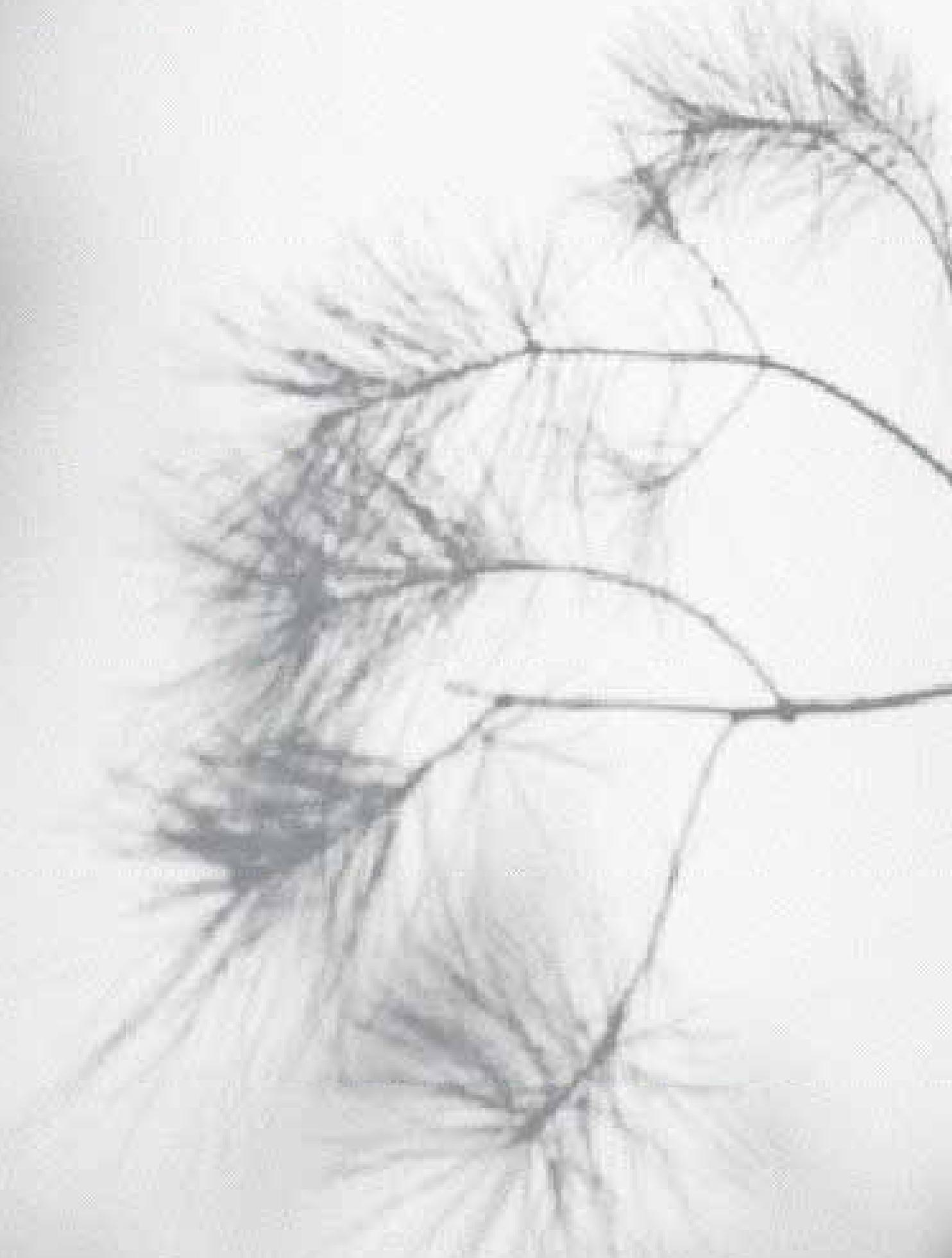
Cassique enjoys a moderate climate, breath-taking natural beauty, controlled accessibility, and the professional and financial resources necessary to create a very private retreat for both seasonal and year-round residents without compromise or parallel.

Cassique's developer, Kiawah Partners, Inc. (KP), is dedicated to the same fundamental philosophy toward the environment and man's additions as has worked successfully for many years at nearby Kiawah Island, which has been developed for over a decade by KP's affiliate, Kiawah Resort Associates, L.P. KP is dedicated to preserving, protecting, and enhancing this environmentally attuned community, and has the unique advantage of drawing upon years of accumulated development experience in establishing design and development guidelines for its new *Cassique* community.

The architectural design and construction philosophy of KP is that homes should generally be unobtrusive in form and color in order to complement their natural setting. No particular period, style, foreign or geographic influence, or traditional approach is specifically endorsed or discouraged. The chief concern is that the residential community be basically homogeneous with certain areas having more architectural diversity than others.

This philosophy suggests that each home be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting which embraces the site and becomes one with it. Consequently, design solutions should extend beyond the building walls to include the *entire* site, varying in design to complement and enhance their natural surroundings.

Designs and colors appropriate for the mottled shade of forest areas might be inappropriate for open or unwooded sites. Colors and textures of exterior building materials should be compatible with the light reflecting properties of the natural elements such as tree bark, surrounding trees and shrubs, pine needles, natural grasses, and other vegetation.



FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

The *Cassique* General Covenants delegate control of development at *Cassique* to KP (i.e., the "Declarant"). Article III, Section 3.02 (b) of the Declaration of Covenants and Restrictions for *Cassique* provides as follows:

"No building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within *Cassique* until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing by the Declarant, its successors or assigns.

One (1) copy of all plans and related data shall be furnished to the Declarant, which copy shall be retained in the records of the ARB. The approval or disapproval of plans shall be communicated by the ARB in writing, and disapproved plans and related data shall be accompanied by a statement of items found unacceptable. Refusal of approval of plans, location or specification may be based by the Declarant upon any ground, including purely aesthetic conditions, which in the sole and uncontrolled discretion of the Declarant shall seem sufficient.

No alteration in exterior appearance of any existing building or structure shall be made without approval by the Declarant."

The functions of the *Cassique* Architectural Review Board (the "*Cassique* ARB") shall initially be administered by and through the Kiawah Island Architectural Review Board. Should KP establish a separate ARB for *Cassique*, its composition shall be determined by KP. KP may likewise elect in the future to delegate full responsibility for architectural control at *Cassique* to the *Cassique* Homeowners' Association, Inc. The *Cassique* ARB would then be set up as specified in the *Cassique* General Covenants, and Section 4.03 of the Declaration of Covenants and Restrictions, and Provisions and ByLaws for The *Cassique* Homeowners' Association, Inc. (the "*Cassique* Association Covenants").

Architectural Review Board approval and the subsequent issuance of a *Cassique* building permit are the first steps in obtaining the necessary approvals for the construction of a home. Complete sets of construction documents displaying the stamp of approval of the ARB must be used in following all normal procedures administered by Charleston County for obtaining building permits. An Encroachment Permit from the *Cassique* Homeowners' Association will also be required.

The South Carolina Department of Health and Environmental Control (DHEC) Office of Ocean and Coastal Resource Management (OCRM) has jurisdiction over some elements of the building process at *Cassique*. The Owner and his Architect are responsible for compliance with OCRM rules and regulations that apply to homesites that border salt marsh and certain lagoons. These areas are deemed "critical areas," in legal terms and are subject to certain restrictions and guidelines that appear in the *Cassique* General and Association Covenants. In addition, all properties must comply with the OCRM Storm Water Management Act.

The approval of the ARB relates to the harmony and compatibility of external design and site design optimization. The ARB does not, however, assume liability for structural design, material sufficiency, nor damage to a neighbor's property during or after construction. ARB approval does not constitute any opinion or representation by the ARB that design plans comply with any municipal, state, or federal laws (e.g., local Charleston County building codes).

PURPOSE OF THE STANDARDS AND GUIDELINES

These *Standards and Guidelines* are meant to encourage construction of excellent architectural design appropriate to the surroundings, climate, and other environmental factors indigenous to *Cassique*. A strong sense of identity should be developed to create attractive and harmonious additions to the community.

These *Standards and Guidelines* are intended also to assist *Cassique* property owners during the design, construction, and improvement of their residences. The standards were adopted to enhance, preserve, and protect the property values of all owners throughout the community, and the review procedures are intended to provide a systematic review for all construction requiring Architectural Review Board approval.

These *Standards and Guidelines* called for by the *Cassique* General Covenants may be amended as necessary, so please be sure you are employing the latest version. The Board will adjust project review to accommodate the dynamic nature of regulations set by other entities with jurisdiction at *Cassique*, i.e. building code adoptions and revisions, flood plain requirements, etc.

DESIGN GUIDELINES

DESIGN ENVIRONMENT

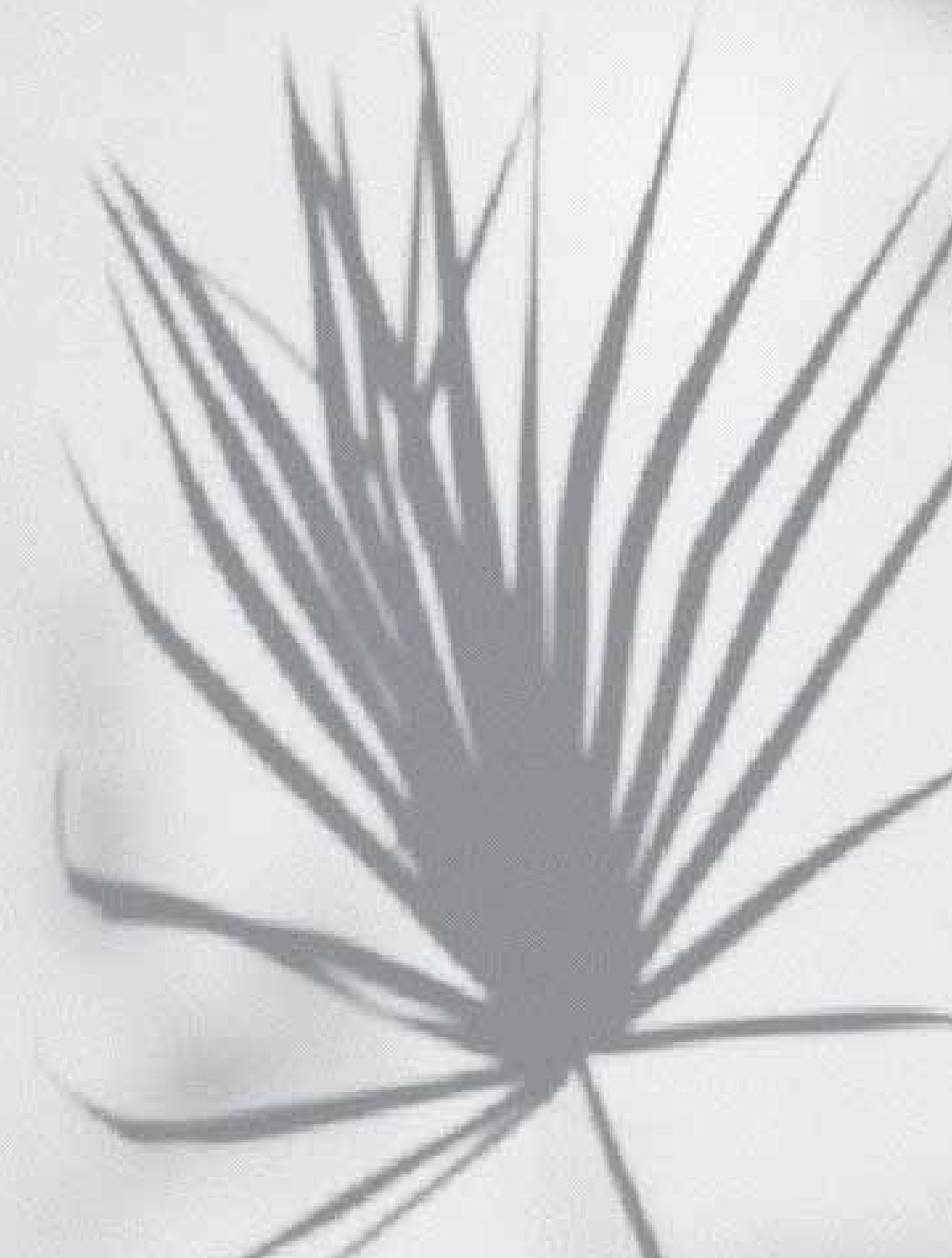
One of the major goals of every architect designing at *Cassique* should be to integrate harmoniously every man-made structure with its surrounding natural environment. As each building site is unique, it will be necessary for all architects to prepare with a landscape architect, a thorough site analysis prior to the design of every project. The ARB will scrutinize closely, while reviewing for approval, the overall design concept and how well it relates to the surrounding environment.

In addition to detailed site data, more general information of the surrounding physical environment must be included. Consideration should be given to prominent and potential views, orientation for privacy from the street, neighbors, golf courses, etc., in addition to the materials, scale, and form of existing homes in the neighborhood. These factors will be very important in blending the proposed design with the existing neighborhood fabric.

The design of each home must also address the prominent climatic characteristics of the community. The warm temperatures suggest, of course, that every home have adequate cooling capabilities. Designs should take advantage of the cooling breezes by providing for cross ventilation and possibly avoidance of the western sun. With the majority of the days being sunny, there is potential for using passive and active solar systems.

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of this uniqueness, a residential design that was appropriate on one site may not be equally appropriate for another site. Therefore, the repetitive use of residential designs or the purchasing and use of stock plans is inappropriate and will not be accepted by the ARB.

By following these design guidelines, the minimum Sustainable Sites points to achieve LEED for Homes certification are easily attainable and you are encouraged to pursue accreditation while undergoing the design of your home.



SINGLE FAMILY HOMES

Residential homesites at *Cassique* are conveyed to individual buyers subject to extensive deed restrictions and architectural covenants designed to establish strict control of land use and insure that all residences are attractive in appearance and appropriate to their neighborhood. These restrictions and site analysis data form a basis for the beginning of site development concepts.

When developing a site, a concept must be followed in determining site utilization. The best access to the site, as shown in the site analysis, should be the beginning of automobile circulation areas including driveways, parking, garages, and turn-arounds. In order to address access requirements that facilitate fire safety and rescue operations, careful evaluation of existing vegetation should occur prior to determination of the proper approach to the site. The functional areas of the home should be related to the most suitable areas of the lot. Particular attention should be given to entry areas, living areas, sleeping areas, and service areas. Resident and visitor circulation patterns should be resolved as well. Sometimes (though not in every instance) driveways entering a collector street will be required to share ingress/egress for a limited distance with the adjoining lot owner.

Successful residential design solutions are those in which it is difficult to distinguish between elements that are a part of the building and those which are a part of the landscape design. Site utilization, interior spaces, exterior spaces, and landscaping concepts should always be integrated with the environmental features in the creation of a successful design.

The buildable area of every lot must be delineated to determine the portion of the lot upon which the house may be constructed. This area is sometimes specified by easements and setbacks recorded either on the subdivision plat, or on specific exhibits attached to your recorded deeds and/or homeowners' Association Covenants. The combination of lots or the modification of lot line locations may alter the setbacks. Any lot line change must receive prior approval from KP and will require review by the ARB.

All lot combinations on *Cassique* must first be approved by the Company, and then by the ARB, prior to submittal to the Register of Mesne Conveyance (RMC) office. During ARB review, setbacks will be determined and existing setbacks may potentially be altered. In particular, side setbacks are likely to be increased depending on the specific circumstance. Reduced massing in areas adjacent to side setbacks and reduced lot coverage may be required as well.

Of note, lots subject to square foot maximums are considered as one property once combined and therefore the maximum is not increased unless specifically addressed by deed or by ARB approval.

① **BUILDING SETBACKS:** Building Setbacks will generally be established by KP in compliance with applicable Zoning and other requirements, and generally will be designated in recorded supplements and amendments to the *Cassique* General Covenants. In the absence of such established setbacks, the typical setbacks required by the ARB are:

- Front or Side Yard adjoining a street25 feet
- Side or Rear Yard adjoining a golf course30 feet
- Rear Yard adjoining another yard20 feet
- Side Yard adjoining another yard15 feet
- Side or Rear Yard adjoining a lagoon30 feet
- Side or Rear Yard adjoining a marsh30 feet
- Rear Yard adjoining an open area.....20 feet
- Side Yard adjoining an open area15 feet

Larger, as well as irregular sites, may suggest to the ARB that these setbacks be altered. It is imperative that the owner/architect obtain from the ARB a reading on specific setbacks before proceeding beyond the conceptual stage. Setbacks are dimensioned from the property line or the OCRM “critical line,” using whichever is most restrictive.

② **VARIANCES:** The building footprint including cantilevered elements, decks, steps, and pools should be located within the buildable area and should not encroach on the setbacks. Rules on setbacks (whether on the subdivision Plat, in Covenants of record or not) are determined by KP, and slight variances may be permitted by the ARB to save prominent trees, minimize disruption to unusual topographic features, to accommodate an irregularly shaped lot, or when the ARB determines in its sole discretion that a variance is otherwise appropriate to the site. All such determinations are unique to the requested condition and as such are not precedent setting. Such determinations are final and binding on all concerned. If a variance is approved by the ARB, a variance from Charleston County may be required as well in order to proceed. When applying for variances, ample time for accommodation of review requirements from the Charleston County Board of Zoning Adjustments should be considered. Only variances specifically approved in writing shall be considered granted and valid.

③ **ARCHITECTURAL DESIGNS:** The architectural design concept for *Cassique* is that home structures should be generally unobtrusive in form and color in order to complement their natural setting. Homes are encouraged to reflect the vernacular of the *Cassique* development as outlined in the “*Cassique* Home Planning Guide” in both style and detailing. Only after extensive site information has been collected and site development concepts have been formulated giving due consideration to neighboring properties, can the building development be considered.

KP may determine that certain new development areas shall have specific guidelines that are unique and very different to that area. It is important the Owner and Architect verify the existence of such guidelines with the Architectural Review Board office.

- ④ **BUILDING SIZE:** The recorded Covenants, Contract of Sale, recorded plat(s), and/or Deed to your lot usually stipulate the minimum and/or maximum square footages that may be contained in a residence built on a lot. The minimum size of the first floor (also sometimes set forth in such documents) may be regulated by the ARB.

Building heights shall be determined by the ARB based upon lot location, tree cover, neighboring homes, covenants provisions, deed restrictions, County zoning and building regulations, and other factors affecting the site. Homes shall generally be from one to two stories in height with taller designs to receive approval from the ARB prior to Preliminary Review. Particular attention should be given to the first floor elevation required by Federal flood regulations adopted by Charleston County.

In addition, while maximum building sizes may not be specifically established in your Deed or recorded Covenants, the ARB may, at its discretion, disapprove a submittal that is felt to be inappropriate for the site due to size. The ARB will not approve any submittal that crowds the site and/or is out of context with other structures in the area.

In general, designs in which the amount of the site covered by the house, including all decks, walkways, pervious and impervious required driveway elements, pools, and other impervious elements, exceeds 33.00% of the total high ground lot area will be disapproved. Non-primary walkways, boardwalks, patios, and ancillary driveway elements set in a pervious manner do not count as coverage provided the pervious and impervious coverage total does not exceed 40.00% of the total high ground lot area.

- ⑤ **BUILDING HEIGHT:** The overall height of the dominant roof structures shall be limited to no more than thirty-five (35') feet as measured from (i) natural grade (average elevation of a lot prior to development activity), or (ii) the minimum finished floor elevation as defined by the Federal Emergency Management Agency, whichever is higher. Building height does not include chimneys or ventilation pipes. When measured from minimum finished floor level, an allowance of 28 inches above Base Flood should be used to determine minimum distance, or the actual finished floor level, whichever is more restrictive.

The first floor shall be constructed at an elevation of no greater than 28 inches above the minimum Base Flood Plain Elevation, absent good cause shown to the ARB.

The ARB office should always be contacted to confirm height restrictions for individual properties.

6 BUILDING FORM: The eventual building form of every residence should be a carefully planned addition to the natural setting and embrace its site. Building shapes should provide interest and be compatible with neighbors. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and forms, and by the effective use of decks, carports, garages, and screened porches. The roofscape of each home should complement the design of the home, the natural surroundings, and neighboring designs.

7 ARTICULATION: The aesthetic appearance of a residence obviously depends greatly upon the articulation of the siding, roofing, details, fenestration, walls, and fences. Windows should be selected and located to provide for views, light, privacy, and natural ventilation. Fenestration must be compatible with the architecture of the home and detailed with true mullions where divisions are proposed. Decorative glass for windows and doors is generally discouraged. Details and elevations must be submitted for review if decorative glass is proposed.

Walls, fences, and screens should be used to provide privacy, enclose service areas and HVAC units, and to reduce the scale of large masses. Details at the soffit, fascia, base, corners, windows, and decks should have common elements that help unify the appearance. Chimney hoods or pots are required to screen flue caps and/or spark arresters. Venting or louvers at foundations and gables should be detailed using substantial materials that indicate form and depth. Skylights and light tubes are rarely approved. When allowed, skylights and light tubes must be tinted to avoid nighttime "glow", and may only be located where not directly visible from neighboring properties or primary view corridors. Shutters should be consistent from elevation to elevation as applicable and must appear operational. Decks and stairs must have either louvers, lattice, or well-sized plants underneath. Porch columns should be proportionally consistent with the design style of the home. Columns greater than one story in height are generally considered inconsistent with the architectural context of the neighborhood. Solar panels may be incorporated into the roofscape or installed on an ancillary structure provided views are screened from neighboring properties. Solar panels may not be rack mounted unless integrated into the roof design using roof wells or parapets. External piping is not permitted. Finials must be approved in advance of installation.

8 MATERIALS AND COLORS: All exterior materials and colors should complement the surrounding environment. Color samples for new construction and restaining of existing buildings shall be presented to the ARB in the form of color samples onsite for approval in advance of painting or staining. Siding should have a matte finish. The use of garish and/or overly bright colors is uniformly prohibited. Unless otherwise approved in writing, corner trim elements and bay window projections are to be stained the same as the body color of the home. Bandboarding may be either the body color or foundation color as most appropriate. Trim color is usually applied to bandboarding only at porch

locations or in very limited situations deemed appropriate by the ARB. Trim color should be applied to windows, fascia, soffits, columns, balustrades, and pedestrian doors only. Downspout and gutter colors must match the surface to which they are attached except when copper. Garage doors and garage door trim should be the color of the foundation or fabricated of a high quality wood stained a dark color. Garage door trim may be the trim color only if the design of the garage doors is fully integrated with the architecture. Sufficiency of integration must be determined in writing at time of elevation review during the review process. Brick foundation homes should have dark colored garage doors. The use of natural woods, stucco, and brick is encouraged while the use of imitation or less than highest quality materials is discouraged. The use of plywood siding is never permitted.

Roofing materials shall be wood shakes, wood shingles, copper or painted standing seam metal (40 lb. Tin) or slate. Other roofing materials shall be held to a similar standard of quality. Roof vents and accessories should be located away from the front elevation and painted to match the roof color. Roof forms should have gables or modified gable ends with pitch ranges of 8:12 – 14:12 (12:12 is preferred). Roof pitches lower than that prescribed will be considered when the dominant roof form meets the pitch range noted above.

9 **SUPPORT FACILITIES:** Circulation patterns should be taken into consideration when designing to avoid conflicts between visitors, service areas, and the like. The Covenants require that every home have an enclosed service area suitable for garbage, bicycles, etc. Electric meters, air-conditioning units, and similar exterior equipment must also be screened from view and shown on elevations. Noise generating exterior equipment including but not limited to chillers, generators, pool equipment, and multiple unit air conditioning stands must also be baffled using both barrier and absorption components. Only residential grade units may be used. Exterior mounted on-demand hot water heaters are generally discouraged. If allowed, these units must be painted to match the surface to which they are attached and all piping must be screened in a manner integrated with the home's design. Television and radio antennas are not preferred on roofs and should be installed in attics. Personal weather stations and satellite dishes are discouraged in prominent locations. "Yard art" as defined in the Appendix shall be located within the privately used area of a property and screened from neighboring views. See Appurtenance Guidelines, for additional information.

LANDSCAPE GUIDELINES

Cassique's natural setting offers a unique environment that must be recognized and preserved as a framework for development. The community's special, natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The Guidelines are intended to indicate the seriousness with which we approach alteration of *Cassique's* vegetation. These Landscape Guidelines are intended to protect the property values of all owners throughout the *Cassique* community, as *Cassique's* most outstanding feature is its natural beauty.

- ① **EXISTING VEGETATION:** Significant trees and areas of understory growth are essential natural and aesthetic resources. They play a critical role in purifying air and water, providing wildlife habitat, enhancing natural drainage, and erosion control. These trees and shrubs contribute to the quality of life at *Cassique* and are an inseparable part of its historical legacy. Consequently, the Architectural Review Board is most concerned with their well-being, and has established these Guidelines to assure their preservation.

The following are a few general guidelines that must be followed regarding existing vegetation:

- a. The removal of any tree or any area of understory growth without the notification of, and permission being granted by, the Architectural Review Board is prohibited. A certified arborist must be used for, and ARB approval obtained prior to, the removal of limbs that are 6" or greater in diameter.
- b. Tree removal required to develop the property (i.e., the building footprint and paved area) may require planting of additional trees as mitigation at the ARB's discretion. See the Tree Replacement Guidelines.
- c. The removal of trees on lots or parcels that have already been developed is discouraged by the ARB. Any such removal without the ARB's approval is prohibited.
- d. Pruning in Sensitive Areas: Lagoon edges, marsh edges, and maritime forest contain some of the most sensitive vegetation at *Cassique*. Natural drainage patterns, erosion control as well as wildlife habitat, may be easily upset by thoughtless overpruning. In addition, certain areas adjacent to marsh edges may be subject to further restrictions imposed in connection with the Storm Water Management Act. Therefore, the pruning in these areas is prohibited without the ARB's approval. In all cases where such pruning is allowed, it shall be kept to a minimum and conform to existing natural patterns of growth. Pruning should occur after the home has been framed and views are established.
- e. View corridors may be established from time to time by deed, plat or other written agreement. Tree removals and pruning within these corridors is permitted following ARB review and approval.
- f. Natural buffers, especially along lot edges, shall be preserved and enhanced. Trees, shrubs, and other understory vegetation should remain dense from ground level up to 10 feet and remain intact within 5 feet of the property line.

Violations of the above guidelines may result in substantial fines and mitigation requirements. If vegetative mitigation does not thrive after 9 months from installation, replacement is required.

- ② **DESIGN GUIDELINES:** These guidelines have been prepared to help define the appropriate site planning and landscaping that should be provided for the residences at *Cassique*. The basic objectives of a designer preparing site and landscape plans for a home at *Cassique* should be:
- a. To minimize the impact of the home on the surrounding natural environment and the golf course while preserving the site's existing landscape in its natural state insofar as possible. Often, to achieve these results, adding mature vegetation and large trees may be required.
 - b. To enhance the built environment while integrating structures into the surrounding natural environment and into the added vegetation.
 - c. To consider both long and short views to and from a project. Certain views should be improved with the addition of selected landscape elements that are appropriate for that purpose.

The completed landscaping should complement the residence and provide continuity between it and the surrounding vegetation. Architects and Landscape Architects should incorporate the existing natural vegetation into their plans, and add to it in such a way so as to produce a feeling of "modest cultivation" that "blurs the line" between man-made elements and the natural environment. Ideally, property lines should disappear with the use of continuous landscaping.

The use of flowering trees and shrubs, both perennial and annuals, of soft coloration is encouraged.

The extent and complexity of landscaping will depend upon the unique features offered by the site, the owner's desires, the design of the residence, the nature of existing vegetation, and the configuration of the property.

Care should be used in the selection of plants and flowers for size, tolerance of salt-air environment, and resistance to drought and wildlife. Landscape plans may not indicate the use of plant species listed on the *Nonnative Invasive Plants of Southern Forests* registry published by the US Department of Agriculture. Because of the rapid drying rate of the sandy soil, it is recommended that irrigation systems be included in landscaping plans to protect the sizable investment of initial landscaping planting. The ARB highly encourages moisture-sensing devised for water conservation. It is critical that the storm drainage system and any applicable easements in the immediate area of the site be integrated into the overall landscape design. Open-loop geothermal systems will not be approved as they may adversely affect the drainage of neighboring properties and are not environmentally sensitive. In general, the ARB discourages the use of insect abatement systems that are not environmentally sensitive.

③ GENERAL GUIDELINES

- a. All landscape plans for new homes and landscape modifications to existing homes must be prepared and stamped by a Landscape Architect licensed to practice in the State of South Carolina.
- b. Tree and topographical surveys are to be dated within twelve (12) months of their submittal to the ARB. Genus and species of trees and major understory vegetation must be indicated.
- c. The entire site must be planned. If areas are to remain natural, it should be indicated as such on the plan.
- d. Schematic or bubble diagrams may be used for preliminary plans.
- e. Driveways, parking areas, and visually objectionable elements such as service areas, storage yards, and utilities must be well-screened from the street and adjoining lots.

④ HARDSCAPE GUIDELINES:

- a. Each lot is permitted to have only one driveway access from the street. "Straight shot" driveways are not permitted.
- b. Most *Cassique* driveways should be paved with either concrete or asphalt; however, in wooded areas the ARB does not discourage the use of soft pervious material such as gravel (preferably gray/brown, not white or blue stones), oyster shell, pine straw, or wood chips. The ARB prefers, and will likely require, driveway colors that are subdued and natural in tone.
- c. Dimension standards:
 1. Driveway width should be a minimum of 12' on curves, and 10' for straighter drives. Where the driveway meets the street, the width of the drive should be at least 18' wide. Curved driveways should have no less than a 15' radius. Design of driveways must also meet fire department requirements for access.
 2. Garage backup area edge of pavement should be a minimum of 26' from garage door, offset dimensioned parallel to the home.
 3. Guest parking areas must be a minimum depth of 18' and maximum width of 17' (two cars). The maximum width is 20' for two cars; however, these may be placed separately depending on the unique site conditions.
 4. All walkways to the front entrance should be a minimum of 54" wide.
 5. No paved areas may be sited closer than five (5) feet from side or rear property lines. A minimum of 36 inches of planting area is to be maintained between the driveway and the home.
- d. Onsite parking for at least five (5) cars will be required, utilizing both garage and guest parking areas.
- e. The site plan should indicate the location of the required conduit under the driveway in the area of the right-of-way.
- f. The ARB discourages the use of fountains, entry gates, or other "yard art." If approved, the fountain, entry gate, or "yard art" must be included in the lot coverage percentage. When allowed, entry gates or piers must be located within the buildable

- area and should not have an overall height greater than three (3) feet above the adjacent grade. Significant landscape screening may be required as well.
- g. All driveways must be designed and constructed so as not to interfere with and/or block road drainage.
 - h. Taller plant material may not be located so as to impede view corridors.

⑤ SOFTSCAPE GUIDELINES:

a. Trees

1. Each lot after development must contain a minimum number of healthy trees of an approved type. See Tree Replacement Guidelines for calculation formulas and mitigation requirements. Owners of unusually large lots or lots with a number of large specimen oaks may request relief from this requirement.
2. Compliance with the tree calculation formulas does not grant the owner the right to clear existing trees without ARB approval.
3. Of the trees shown to be planted on the landscape plan, at least two-thirds must be native species (oaks, magnolias, hickories, palmettos, etc.).
4. All trees required for mitigation must be native species.
5. Landscape plans must show and label species of existing trees that are to remain.
6. The landscape plan must indicate, in chart form, how the proposed plan fulfills the above tree requirements.
7. Owners may be required to add 3-4 grand trees totaling 24" or more caliper on the side of a homesite facing the golf course.
8. Live Oaks which are 16" or greater in diameter at breast height (dbh), and are within 12' from the foundation, shall require pre-treatment by a certified arborist when construction commences and may require additional treatment at the conclusion of construction, especially if a variance is granted due to the location of the tree.

b. Shrubs

1. 50% of all shrubs installed must be a minimum size of seven gallons. The remaining installed shrubs must be a minimum size of three gallons.
2. The ARB may require larger material (6'-8' in height) to be planted to help soften tall foundations.
3. Foundation plantings are required to be at least half the height of the foundation, and must encompass the entire home.
4. Straight-line plantings (hedges) along the property lines are discouraged (unless as part of an overall neighborhood landscape concept plan).
5. Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design. Native plants such as wax myrtles and hollies are also encouraged along these edges.
6. The use of native or drought tolerant plants is recommended to reduce irrigation needs.

c. Grass, ground cover, and mulch

1. The ARB generally discourages the use of large expanses of sod.
2. Areas shown to be grassed must be sodded as opposed to seeded or sprigged.
3. Areas of sod must be a minimum of 15 feet from lagoon edges.
4. Roadside rights-of-way that are disturbed during construction must be regraded and sodded so as to provide a continuous grass edge. This includes areas of nearby lots that are damaged during construction.
5. Ground cover is encouraged in shaded areas where it is difficult to grow grass.
6. Pine straw or mulch can be used in areas of medium or dense shade. Seasonal color and groundcovers shall also be planted so that there is not an unplanted mulch or pine straw area greater than 100 square feet.
7. The ARB may require the use of rain sensor gauges on irrigation systems.

It should be noted that approval of a landscape plan is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control, additional screening, to correct damage from construction activity, or for other reasons as deemed appropriate by the ARB.

- 6 TREE REPLACEMENT GUIDELINES:** All applications for tree removal and replacement received by the Architectural Review Board are subject to the following guidelines:
- a. All specimen oak trees on any residential lot of 3" caliper or greater dbh and all other trees of 6" caliper or greater dbh, shall be entered on a Tree Survey and submitted to the ARB with site plans.
 - b. The minimum tree requirement for a developed lot is equal to one (1) tree (3" or greater in caliper dbh) per 1,000 square feet of gross lot area (palmetto trees only count as a third of a tree). The minimum number of trees required must also equal 70% of the number of trees shown on the tree and topo survey of the undeveloped lot. Both methods of calculating the minimum number of trees required must be shown on the landscape plan. Whichever formula shows the greater number of additional trees will be the tree formula required for any lot. Popcorn (Tallow) trees may not be included in the count of existing trees on the undeveloped lot, as they are an invasive species and shall be removed during development of the lot.
 - c. Should any such oak or other specimen tree fall within the building envelope approved by the ARB, then the ARB, in its discretion, may require mitigating replacement by way of oaks or other trees of at least six (6) inches caliper dbh.
 - d. All oak trees of 24" or greater caliper dbh must be preserved unless the ARB determines there is no reasonable design solution that would save the tree(s). For every oak tree with a caliper of 24" or greater dbh that is removed, the property owner may be required to plant trees for which the sum of calipers dbh is equal to or greater than the sum of caliper dbh of the trees removed. Mitigation trees shall measure a minimum of six (6) inches in caliper dbh.

- e. Oak trees greater than 6" dbh that are removed outside the building envelope may require mitigation in the ARB's discretion should the ARB permit such removal.
- f. If replacement trees will not "fit" on a lot in the ARB's discretion, the ARB may require location of same in a common, open, or park area at *Cassique*.
- g. In exercising its discretion respecting these Tree Replacement Guidelines, the ARB shall take into consideration, among other things, the number and species of trees removed, any hardship to the property owner, the remaining foliage, trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size, species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy and other relevant factors.

The ARB may consider brief delays in installation due to severe weather conditions that may adversely impact the health of installed material.

EXISTING HOMES GUIDELINES

The primary purpose of the Covenants and Guidelines is to foster the creation of a community which is aesthetically pleasing and functionally convenient for all residents and visitors. These restrictions, governing proposed homes, homes under construction, and existing homes, require every home at *Cassique* to be maintained in a manner conforming to these Guidelines.

① **IMPROVEMENTS:** No alteration (including painting, staining or reroofing) affecting the exterior appearance of any building, structure or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB including the review fee, a completed Improvement Review Form, all drawings necessary to define the proposed improvement, color samples, and site stake out. When approved, a *Cassique* Building Permit must be issued prior to commencement of any clearing, material delivery, painting, or construction.

② **LANDSCAPING:** Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards, which shall reduce the beauty of the neighborhood as a whole or the specific area. Formally landscaped bed and lawn areas must be maintained and screened from other properties. Return of such areas to a native state must be reviewed as a landscape change. For larger properties, or landscaping of a lot owned adjacently, formal landscaping should be limited to the buildable area and may not exceed 40% of the property. Any proposed changes in landscaping such as fences, fountains, lighting, game structures, drives, walks, landscape structures, and statuary must be approved by the ARB. The modification of an existing landscape requires a landscape plan prepared and stamped by a SC licensed Landscape Architect. The addition of plants to an existing landscape may be performed either by a

Landscape Architect or Landscape Designer. Every property owner is required to replace significant trees that die due to natural causes to ensure that the required number of trees per lot is maintained. A deposit for tree removal will be required when mitigation is deemed necessary. See the Landscape Guidelines for current requirements prior to planning landscape updates to your property.

- 3 TREE REMOVAL:** Generally tree removal for existing homes will not be approved unless the tree is diseased, damaged, or a threat to the home. Any tree that is approved for removal will generally require mitigation with native hardwoods. An extension for installation may be requested in order to accommodate an appropriate planting season. See the Vegetation Removal Request Form for additional information. See Landscape Guidelines for additional information.

APPURTENANCE GUIDELINES

All exterior alterations and improvements to any property within *Cassique* require prior approval from the ARB. The proposed building of a dock or bridge into or across any natural or manmade water body must receive prior approval from the ARB and KP. If the homesite is adjacent to any golf course body of water, approval of the golf course operator must be obtained. Exterior lighting requires ARB approval, and must be installed so as not to disturb either neighbors or nearby traffic.

The construction of landscape, game, and play structures as well as swimming pools and tennis courts are considered improvements and must be submitted to the ARB. The approval of such structures generally depends upon their location, appearance, and related landscaping. The following are specific guidelines for the design or alteration of appurtenances.

- 1 MAILBOXES:** Each home is required to have a typical *Cassique* mailbox with the appropriate lot number or assigned street number routed in the cross piece. The owner's name may be applied to the side of the mailbox per an approved design detail. The design, color, construction, and installation of every mailbox is required to conform to *Cassique* Graphic Controls for Mailboxes included in the Appendix.
- 2 SIGNAGE:** The use of any sign, including those for the purpose of identification, renting, or selling of a property, is prohibited. Single-family homes may be identified only by the graphics included on the mailbox as specified by the Graphic Controls included in the Appendix. Owners' names, house names and lot numbers shall not be placed on the front of homes or on signs placed on lots.
- 3 BOATS AND CAMPERS:** The storage of boats, campers, trailers, recreational vehicles, or large commercial vehicles in yards or driveways is prohibited. They are required to be stored out of sight in closed garages or below houses.

- ④ **EXTERIOR LIGHTING:** All exterior lighting shall be installed so as not to disturb neighbors or impair vision of traffic on nearby streets. Additional guidelines are as follows:
- a. Landscape plans must indicate all proposed exterior landscape lighting. The use of exposed, non-hooded spotlights will not be approved. Low voltage, high quality metal fixtures are encouraged.
 - b. Exterior lighting should be limited to areas where there will be pedestrian movement, and should be extinguished when not in use.
 - c. Lighting within street rights-of-way is not allowed.
 - d. The source of exterior lights should not be visible from property lines or streets.
 - e. Floodlights are almost never permitted. A minimum number of floodlights, or similar types of lighting attached to soffits and fascias, when allowed, must be hooded, low voltage, and approved in advance.
 - f. Exterior lighting towards or near the marsh is strongly discouraged. Only dim path lighting shall be allowed in these sensitive areas.
 - g. Up-lighting and/or landscape lighting is intended to accent a truly unique or special natural feature. This type of lighting may be allowed at the discretion of the ARB.

Because each design and site is unique, lighting plans will be evaluated based on the unique characteristics of the site. The ARB has discretion to disallow plans that introduce excessive lighting into the landscape.

- ⑤ **FENCING:** All fencing designs must receive ARB approval and a permit is required prior to installation. Fences shall not exceed four feet in height, and are required to be heavily screened with continuous landscaping. Solid walls or fences must be within the buildable areas. In order to allow for landscaping, open fences are not permitted within ten (10) feet of property lines. Fences shall not encompass a yard in entirety, as this prohibits the blending of landscaping with neighboring properties. Minimal fencing approved for security and liability issues must adhere to the previous guidelines. No chain-link or similar fencing will be permitted.
- ⑥ **SATELLITE DISHES:** Satellite dish placement requires ARB notification. A 20" diameter or less satellite dish or 1 meter if required by FCC regulations, may be placed on the roof of a home, provided it is not visible from the street and is properly screened from adjoining property. If ground placement is necessary, locate in areas least obtrusive to viewing from streets or adjoining property. The dish must be painted a color that will blend with the surrounding roof or screening.
- ⑦ **PLAY STRUCTURES, BASKETBALL GOALS, ETC:** All play structures, basketball goals, putting greens, and related objects must be approved by the ARB prior to installation. Synthetic turf is an allowed material for putting greens, provided that the specific material is approved and the area is minimal in size, a minimum of 10' from property lines, and heavily screened with landscaping. The ARB will require that the objects be painted to

blend with the surrounding environment, and may require additional plantings to screen objects from neighboring views.

- 8 STORM PROTECTION:** Installation of storm protection systems for doors and windows requires review and approval by the ARB. All elements of the system must match in color the surface to which they are attached and should integrate with the architecture of the home. The ARB encourages the use of removable panels and hinged shutters, where applicable. Storm protection systems may only be utilized when the community is in eminent danger due to the issue of a hurricane warning by the National Weather Service. Systems must be removed or disengaged immediately after the warning is removed and may not be used as a means of securing property during homeowner absences.
- 9 POOLS:** Pool installation and/or modification requires ARB approval and must be performed by a licensed pool contractor. The pool cavity and decking must be entirely within the buildable area and are included in lot coverage calculations. At grade decking must be at least ten feet from the property line. The color of any pool component visible from adjacent properties must be approved. Saltwater conversion is very strongly encouraged, as traditionally chlorinated discharge into the Island's storm water system will adversely affect the environment.
- 10 DOCKS AND BULKHEADS:** Installation and improvement of all docks and bulkheads require prior ARB approval. Dock structures and bulkheads should be fabricated with natural and blending materials; however, aluminum gangways are allowable when rails and other accoutrements are painted dark brown. Lighting should be limited to pedestrian movement and extinguished when not in use. Lifts, when allowed, should be minimal in size and non-obtrusive in form. Landscape solutions may be required to mitigate exposure of bulkheads from marsh views and adjoining bulkheads should always be consistent in design and materials. The ARB may consider other methods of erosion control that are natural in appearance. Please reference page 5 for additional information.

REVIEW PROCESS

EXPLANATION OF THE PROCESS

The Architectural Review Board exists to review all building, remodeling, and/or alteration activity proposed at *Cassique* and to encourage high quality architectural design and characteristics appropriate to the surroundings, the special conditions of climate, and other environmental factors indigenous to the area.

This review process has been organized to establish a systematic and uniform review of proposed residential construction. Required drawings and submittal forms must receive Conceptual and Preliminary Approval before submission for Final Approval. All submittals to the ARB for construction must be made by an Architect registered in the State of South Carolina.

Architects should strive to develop a strong sense of identity within a framework of visual continuity so as to create an attractive and harmonious addition to the community. It is not the intention of this ARB to stifle creativity in producing a strong identity, provided the design conforms to the Covenants and these Guidelines. However, through its Review procedures, the ARB may disapprove any proposed construction on purely aesthetic grounds, where, in its sole judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

Aesthetic issues may include, but are not limited to, neighborhood compatibility, site relationships, and design consistency. Neighborhood characteristics will be considered during the review of the proposed building's materials, style, colors, mass, height, and square footage. The existing vegetation, tree canopy, tree root systems, drainage, and grading will be considered during the review of building mass and drainage. Window style, pattern and proportion, detailing, and overall proportion will be reviewed for consistency with the proposed architectural style.



An ARB Staff is available to assist Owners, Architects, and Contractors during the design and construction of homes. The ARB Staff is available to promptly reply to questions concerning design and construction guidelines. The ARB Staff will preview every project before Conceptual, Preliminary and Final Review. They will also review the lot stake out and the submission of acceptable working drawings, specifications, landscaping plan, and color samples.

The project will not, however, be presented to the ARB for review until all of these items have been addressed.

No site clearing, material deliveries, or construction may begin without first obtaining a *Cassique Building Permit from the ARB*. A permit may be issued only after Final Approval is granted by the ARB and the approved job sign has been ordered. Therefore, the review process must begin early enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by the Charleston County Building Department must be followed as well. If construction of an approved structure has not commenced within six (6) months of its approval, resubmittal to the ARB will be required.

The ARB generally meets every month, or more often if the caseload dictates. Conceptual submittals should be received by the ARB no later than noon one week prior to the meeting. Preliminary and Final submittals are due by noon on the Friday before the meeting. To be considered, submittals shall be accompanied by the appropriate Architectural Review Board Form, completed in full. Any review fees due must also be paid in full for a submittal to receive consideration. All requirements shall be completed or the ARB may refuse to review a submittal. The ARB encourages personal presentations of submittals by Architects and Owners. Design approval is valid for six (6) months.

SITE ANALYSIS

The Property Owner, Architect, and Landscape Architect are required to attend a Site Analysis Meeting with an ARB representative prior to beginning the Review Process. The purpose of this meeting is to familiarize attendees with the proposed homesite, to evaluate the health and location of specimen trees, other vegetation, and existing topography, and to increase the homeowners' and design teams' awareness of ARB issues. The information should be represented graphically and sealed by the Landscape Architect on the following Site Analysis Drawings.

- ① **TOPOGRAPHICAL AND TREE SURVEY:** One of the first steps in preparing a site analysis is obtaining a Topographical and Tree Survey for the property from a South Carolina Registered Land Surveyor. The survey must be dated within twelve (12) months of its submittal. This survey must be at 1/8" = 1'- 0" or 1" = 10'- 0" scale and is required to show the legal description of the property, including the following:
- a. Recorded property lines, easements, and setbacks.
 - b. The topographical contours of the lot.
 - c. The location, genus, and species of all oak trees over 3" caliper dbh and other trees in excess of 6" caliper dbh.
 - d. Any prominent natural features of the site.
 - e. Adjacent residences with roof heights from MSL, garages, and driveways.
 - f. Current OCRM critical lines.
 - g. Utility locations.

The accuracy of the survey is extremely important as this will eventually influence the design of the residence. Minor inaccuracies in the survey can often lead to significant delays and/or increased project budget if not addressed promptly. Surveyor error cannot be considered "hardship" that supports a variance.

- ② **EXISTING SITE CONDITIONS:** The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:
- a. Oak trees 24" caliper dbh or greater highlighted in red.
 - b. Hardwood trees 12" caliper dbh or greater highlighted in green.
 - c. Areas and characteristics of natural vegetation or dense understory, including special or unusual site features.
 - d. Existing oak canopy delineated.
 - e. Locations of diseased or damaged trees.
 - f. Locations of trees restricted from removal with respective ground area delineated by shading or hatching (see Chapter Two, Section C for criteria).
 - g. Existing drainage patterns.
 - h. Sun movement analysis and breeze directions.

- ③ **PROPOSED SITE DEVELOPMENT:** The analysis should be drawn on a copy of the Tree and Topographical Survey and should include, but is not limited to, the following:
- a. View orientation.
 - b. Major features on adjacent properties within 50' of property line.
 - c. Building, pool, and decking locations with approximate square footage requirements.
 - d. Site access.
 - e. Areas requiring minimal or maximal privacy.
 - f. Potential variances should be clearly and specifically addressed in writing and highlighted on drawings.

All variances must be brought to the attention of the ARB during the review process and cannot be approved after construction begins. Only variances specifically approved in writing shall be considered granted and valid. A Variance Request Form must be submitted in addition to the standard review forms if you are seeking a variance for your project.

An important step is conveying to the ARB the appropriateness of how the design evolved from the site analysis. Thus, it is critical that all pertinent site data gathered be presented to the ARB representative 24 hours prior to the Site Analysis Meeting. The Meeting shall be re-scheduled if the data is not received in a timely manner.

CONCEPTUAL REVIEW

As early as the Owner and Architect are able to identify design objectives, five (5) sets of Conceptual plans should be submitted for review. These plans must be 11" x 17" in size and should consist of tentative drawings that reflect the general form, spatial relations, materials, articulation, and circulation patterns. Active involvement by the Landscape Architect is required during the initial layout of site plans.

Schematic sketches, dimensioned drawings, models, and perspectives are most appropriate for conceptual submittals. Regardless of what form of presentation is used, all conceptual submittals must contain five (5) bound, 11" x 17" copies of the following:

- ① **COMPLETED CONCEPTUAL REVIEW FORM:** After review, the ARB will either grant Conceptual Approval or provide reasons for the rejection of the submittal, and normally will offer suggestions for improvement. If the conceptual drawings are substantially changed, either by request of the ARB or desire of the owner, they must be resubmitted and receive Conceptual Approval before proceeding for Preliminary Approval. A Conceptual Approval is valid for six (6) months from date of approval. All necessary forms are provided in the Appendix.

- ② **DIMENSIONED SITE PLAN:** The site plan shall be drawn at a scale of 1" = 20'- 0" and shall show the roof plan of the house and contain dimensions demonstrating conformity with all required easements and setbacks. Surveyed trees, both those to be preserved and those to be removed, must be indicated. Driveways and walks must be located along with the proposed service yard, HVAC units or closed-loop geothermal fields, and electric meter. Driveways, garage backup areas, and guest parking areas should be dimensioned and the following area calculations should be indicated:
 - a. The area of building footprint (all heated and unheated spaces, in square feet).
 - b. The area of all first floor decks, stairs, and porches.
 - c. The area of all driveways, walks, pools, and HVAC units.
 - d. The total of these areas in square feet (area of improvements).

- e. The total high-ground area of the lot in square feet.
- f. The area of improvements expressed as a percentage of the total high-ground lot area.

Any variance to established guidelines should be clearly noted and highlighted.

- ③ **FLOOR PLANS:** Floor plans at 1/8" scale shall be presented depicting the layout of heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated space, measure from the centerline of walls that separate heated and unheated spaces. Vaulted space open to below should be calculated at 50% of potential floor space. Stair square footage should be included for each level. Plans for all proposed floor areas, including garages, basements, or attics, must be submitted.
- ④ **ELEVATIONS:** Drawings shall be presented at 1/8" scale representing the view of all exterior sides of the proposed structure. All materials such as wood, stucco and/or masonry elements of all exterior walls shall be accurately and fully depicted. The elevations must be rendered with shadows depicting roof and/or deck overhangs, and changes in wall plane or massing. Roof ridge heights, their relationship to FEMA, and interior floor levels should be indicated, as well as the relationship to existing and proposed topographical features.
- ⑤ **PERSPECTIVES AND MODELS:** Perspective sketches and models are encouraged at Conceptual Review, although not required.

PRELIMINARY REVIEW

The preliminary submittal drawings are prepared after changes are made from the review of conceptual plans. A written response to any comments from the previous review should be submitted. One (1) complete set of 24" x 36" or 30" x 42" drawings is required. The ARB Staff will preview all submissions, and will not present a project to the ARB for Preliminary Review unless the following are completed and have been submitted.

- ① **PRELIMINARY STAKE OUT:** The home shall be staked out on the lot with stakes at least two (2) feet tall, marking the corners. A string shall connect all stakes outlining the shape of the home, including decks, stairs, raised planters, and driveway. The lot line nearest the home shall be defined with string. All trees proposed to be removed shall be tied about their circumference with red surveyor's ribbon. **Preliminary stake out must be completed by noon on the Friday prior to the ARB Meeting or the submittal will not be reviewed.**
- ② **COMPLETED PRELIMINARY REVIEW FORM:** After review, the ARB will either grant Preliminary Approval or provide reasons for the rejection of the submittal, and normally will offer suggestions for improvement. If the preliminary drawings are substantially changed, either

by request of the ARB or desire of the owner, they must be resubmitted and in receipt of Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for six (6) months from date of approval. All necessary forms are provided in the Appendix.

- ③ **SUBMITTAL FEE:** This fee is for the review process. See the Attachments for the schedule.
- ④ **FLOOR PLANS:** Plans at 1/4" scale must depict the layout and relationship of interior space for all levels of the proposed building. These plans must show the proposed heated, unheated, screened, and covered square footage calculations as measured from outside face of exterior walls for each level, including steps and mezzanines. For area calculations of unheated spaces, measure from the centerline of walls that separate heated and unheated spaces.
- ⑤ **EXTERIOR ELEVATIONS:** Drawings shall be presented at 1/4" scale representing the view of all exterior sides of the proposed structure. Wood, stucco and/or masonry elements of all exterior walls shall be accurately and fully depicted. Gutters and down spouts must be shown if proposed.
- ⑥ **GRADING AND DRAINAGE PLAN:** The grading and drainage plan shall be drawn at a scale of 1" = 10' or 1/8" = 1' - 0" with the setbacks. These drawings must show the roof plan and that trees and vegetation are not to be damaged by fill dirt. They must also show the proposed grading (including landscape berms) and demonstrate that drainage flow does not adversely affect adjoining property, or roadside swales. The Landscape Architect must include a "note" for the Contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales." Also included must be spot elevations at all building corners, at the base of all stairs, at the garage door, and all corners of the driveways.
- ⑦ **DIMENSIONED SITE PLAN:** This plan must be 1/8" in scale, must include overall dimensions (depth & width) of the home, and must demonstrate conformity with all required easements and setbacks. Any variances to the established guidelines shall be noted and highlighted to bring attention to the ARB. Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned. The service yard, HVAC, and electric meter must be indicated on these drawings. In closed loop HVAC systems, bore hole locations must be located on the site plan. A roof plan must be submitted. This drawing must contain area calculations for the area of building footprint (including heated and unheated areas in square feet, not including the roof overhangs of 2' or less), the total improvement surface area including the driveway, walkways, the total area of high ground of lot in square feet, and the total area of improvements expressed as a percentage of total lot high ground area above the current OCRM critical line.

⑧ **BUILDING SITE SECTIONS:** Drawn to scale as necessary, these plans must show floor and ceiling heights of each habitable floor.

⑨ **TREE/UNDERSTORY PROTECTION PLAN:** The tree and understory protection plan shall be presented at a scale of 1" = 10' with the setbacks. Clearing limits as delineated by protective fencing, areas of dense understory growth, areas where existing vegetation is to be preserved, and areas where the existing grade will be disturbed must be noted. The job material storage, construction dumpster, and temporary toilet locations must also be shown.

FINAL REVIEW

The construction documents are prepared after changes are made, if any, from the review of preliminary plans. The final stake out, reflecting any changes, must be completed before submitting for Final Review. A written response to any comments from the previous review should be submitted. The ARB Staff will preview all submissions, and will not present a project to the ARB for Final Review unless the following are completed and have been submitted:

① **FINAL STAKEOUT:** The preliminary stake out must be updated reflecting changes, if any, in the location of the home or driveway and any additional trees to be removed. No oak trees over 3" caliper dbh or other trees 6" caliper dbh may be removed or limbed at any time without prior ARB approval. Extra care shall be taken by fencing to avoid injury to any trees not approved for removal.

② **COLOR SAMPLES:** Because color is essential to the overall success of the home, the ARB requires proposed colors of all exterior materials including siding, trim, brick, roofing, stucco, and lattice to be submitted on actual samples of materials proposed for use, and shall be submitted attached to a 2'-0" x 2'-0" wood panel. These sample submissions are most important to both the owner and the ARB in evaluating the eventual appearance of the house as color chips often vary greatly from actual applications on varying materials. The samples submitted at the time of Final Review do not constitute final approval of the color palette. Final approval may only be given after on-site review of the sample board during the construction of the home. Material color samples are the property of the ARB and may not be returned.

③ **SCHEMATIC LANDSCAPE PLAN:** A landscape plan prepared by a South Carolina registered Landscape Architect, at a scale of 1/8" = 1'-0" or 1" = 10' showing the following:

- Location of the home, driveway, and walks with proposed landscaping concepts as intended to help integrate the building with its environment and to provide for positive drainage.

- b. A scale representation of all planting material, identified as to size, quantity, common and scientific name, and variety. Include a proposed plant list.
- c. Tree analysis chart including 1 tree per 1,000 square feet of high ground and 70% of existing trees on the lot. Mitigation trees should be shown and highlighted.
- d. Location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios, play structures, garden structures, and mailboxes. Include a complete light fixture schedule.
- e. Adequate plant screening for HVAC units, service yards, trash enclosures, and electric meters. Foundation screening must be half of the height of the foundation wall.
- f. Proposed budget for landscape and irrigation (not to include structural fill or hardscape). See Attachments for budget assumptions.
- g. Tree and understory protection plan similar to the preliminary submittal.
- h. Height of mature vegetation proposed for location within deeded, platted, or implied view corridors (such as adjacent to side yard setbacks on flag lots) must be noted.

Each plan shall indicate the location of a 4" PVC conduit (Schedule 40) below the driveway in the street right-of-way for future cable installation. The conduit should be 3 feet from the edge of the street with an invert 18 inches below grade. The conduit should extend 24 inches beyond either side of the paving and be capped on both ends. Berkeley Electric must be contacted for the delivery of any additional conduit and specifics on its placement. The contractor shall be responsible for locating existing utilities before excavating. Restoration of the roadside drainage system will be required.

- ④ **DIMENSIONED SITE PLAN:** Similar to preliminary including any changes and proposed utility services.
- ⑤ **FOUNDATION AND FRAMING PLAN:** Plans at 1/4" scale showing locations and sizes of foundation and framing elements and how they relate to nearby trees.
- ⑥ **FLOOR PLANS:** Floor plans shall be drawn at 1/4" scale containing all information necessary for construction.
- ⑦ **ELEVATIONS:** Drawn at 1/4" scale, elevations shall accurately represent the view of all sides of the house. Floor elevations must be delineated and existing and proposed grade levels must be shown. All exterior materials must be labeled. A colored elevation must be submitted for evaluation of proposed color application. The entire front elevation must be rendered and partial elevations throughout the home are encouraged to ensure that all design elements which may require unusual color application are considered and so that color issues in the field can be avoided.

- ⑧ **BUILDING SECTIONS:** Drawn at 1/4" scale as necessary for clarification or construction.
- ⑨ **ELECTRICAL AND MECHANICAL PLANS:** Plans submitted at 1/4" scale showing necessary information. Charleston County requires plumbing and electrical riser diagrams for homes in the "V-Zone." Electrical plans must show the meter location and mechanical plans must show enclosed HVAC areas.
- ⑩ **DETAILS:** Submit details including, but not limited to the following:
- a. Typical wall section.
 - b. Exterior trim.
 - c. Window and door details.
 - d. Exterior walls, fences, or screens.
 - e. Railings and/or seating.
 - f. Screen porch section.
- ⑪ **SPECIFICATIONS:** A full set of specifications must be submitted defining the quality of all work and materials.
- ⑫ **COMPLETED FINAL REVIEW FORM:** If the ARB fails to grant Final Approval of the project, it will designate items to be corrected or resubmitted. If the ARB grants Final Approval, a *Cassique* Building Permit may be obtained at the ARB office. Two (2) full-size sets of working drawings and one (1) reduced set, (11" x 17") must be presented to obtain the approval stamp. The completed Construction Deposit Form must accompany the drawings and the construction deposit. A *Cassique* Building Permit and stamped drawings will then be issued. These will be required by Charleston County in issuing the governmentally-required Zoning and Building Permits.

FINAL LANDSCAPE PLAN REVIEW

The Final Landscape Plan is due sixty (60) days prior to the substantial completion. The Landscape Architect and a representative of the ARB will meet on site to review any landscape issues, including the number of new trees required, tree mitigation requirements, tree locations for filtered views, screening of service and parking areas, foundation planting, blending with natural plant materials, final driveway layout, grading, landscape lighting, and repairing right-of-way damage. Requirements for the Final Landscape Plan submittal are similar to the Schematic Landscape Plan in the Final Review section, but should also include contact information for the landscape installation company; however, please note that the Schematic Landscape Plan is not to be used in place of the Final Landscape Plan. Should a Final Landscape Plan not be submitted prior to installation of landscape material, a fine may be imposed and withheld from the construction deposit. The ARB office must be informed if the Landscape Architect of record changes.

EXISTING HOMES IMPROVEMENT REVIEW

As stated in the Covenants, "no building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within *Cassique* until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing by the Declarant..." When submitting for review of proposed improvements, presentations must include but may not be limited to the following:

- ① **LETTER OF INTENT:** The owner should inform the ARB as to the intent and purpose of the proposed improvement.
- ② **IMPROVEMENT REVIEW FEE:** This fee is for the review process. See the Attachments for the schedule.
- ③ **COLOR SAMPLES:** Samples are most important when applying for improvement approval because of the necessity of matching existing materials. When changing the color of a home, color samples must be applied to the home for inspection by an ARB representative. An Approved Final Color form must also be completed and submitted for the ARB's records. There is a distinct preference by the ARB for weathering and semi-transparent stains on residential structures so as to blend with the natural surroundings.
- ④ **SITE PLAN:** A plan with dimensions of the property must be submitted showing the location(s) of the proposed improvements, setbacks, and lot coverage percentage.
- ⑤ **DRAWINGS:** One set of plans and elevations shall be submitted to adequately define and explain the improvement sufficiently. Drawings representing the existing structure(s) will also need to be submitted. Major improvements may require a landscape plan indicating how the landscape will be improved to meet current landscape guidelines. Landscape improvements may require tree protection, grading, and planting plans depending upon the scope of work proposed.
- ⑥ **COMPLETED IMPROVEMENT REVIEW FORM:** After reviewing the project, the ARB will either designate changes or grant Final Approval. As with new construction, the construction deposit must accompany the completed Construction Application Deposit and Agreement Form, two (2) full-size sets of drawings, and one (1) set of reduced drawings (11" x 17") to be stamped before obtaining a *Cassique* Building Permit. As specified in the Construction Guidelines, the *Cassique* ARB building permit and the Charleston County permit must be displayed before site clearing, material delivery, or construction may begin.



CONSTRUCTION GUIDELINES

BEFORE CONSTRUCTION

After completing the review process and receiving Final Approval of the stake out and construction documents from the Architectural Review Board, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

An ARB Building Permit must be obtained for all renovations and new construction. Please be aware that non-conforming items inadvertently not addressed during or prior to permitting may not be considered approved. Two (2) full size and one (1) reduced (11" x 17") set of construction drawings must be stamped by the ARB. The two full size sets of drawings are required by Charleston County before the County will issue a Zoning and Building Permit.

The contractor must also submit a completed Construction Application Deposit & Agreement, an Encroachment Permit from the *Cassique* Homeowners' Association, and the required deposit for new construction or for improvements. Deposit reimbursements can only be returned to the issuer of the deposit check. The deposit is returned to the address on the check, therefore, it is pertinent that the ARB be notified of any address changes.

Upon receipt of these required items, the ARB will review the on-site tree protection. Once the tree protection is complete, an ARB Building Permit will be issued within three business days for the project. The receipt of this Permit does not preclude the necessity of also obtaining a Charleston County Building Permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies (e.g., to build a dock you will need KP approval and a permit from OCRM). In the case of golf course lots, you may need permission from the golf course operator, particularly if you seek to alter or remove any natural vegetation within 30' of any lot line bordering a golf course. We will advise in obtaining the latter services and approvals.



Every job site must have a job sign. Several area sign companies have the specifications required by the Architectural Review Board for job signs. A current list may be obtained from the ARB office. Please be aware that only the name and hometown of the Property Owners, as well as the name of the Architect, Landscape Architect, and Builder may be placed on the sign. Telephone numbers are not allowed.

In summary, the following steps shall be completed **before** New Construction or Major Improvements may begin:

1. Submit to ARB office one (1) electronic set, two (2) full-sized sets, and one (1) reduced (11" x 17") set of approved construction drawings with completed Construction Application Deposit and Agreement, the Homeowners' Association Encroachment Permit and construction deposit check.
2. Install tree protection prior to clearing the site. Any clearing between the setbacks and the property line requires on-site approval.
3. Obtain Building Permit from ARB.
4. Order job sign.
5. Obtain Charleston County Building Permit and Zoning Permit (KP may require other permits in special situations); also, if applicable, obtain approvals for golf course lot construction and vegetation alteration. Zoning permit applications must contain:
 - a. Average Natural Ground Elevation (average elevation of the entire lot to the nearest 6").
 - b. Base Flood Elevation.
 - c. Structural Elevation showing first floor height and peak of roof height (above B. F. E.).
 - d. Site Plan with ARB stamp.
 - e. Copy of approved recorded plat.
 - f. Building plans (2 sets).
6. Post Building Permit at job site.
7. Place dumpster and portable toilet on job site.
8. Site clearing may commence following receipt of the *Cassique* Building Permit from the ARB. At conclusion of clearing, submit dated photographs of the site prior to proceeding with construction.

Steps prior to Minor Improvement construction (including roofing with the same material, painting any color, deck or rot repair, tree removal mitigation, and other minor exterior repairs):

- a. Submit a completed Construction Application
- b. Submit a *Cassique* Encroachment Permit or Waiver
- c. Submit the review fee and construction deposit.
- d. Submit a completed Onsite Color Review Form if applicable.

If bird of prey, alligator, bobcat, or other habitat is discovered during clearing, the ARB office must be contacted prior to continuing work.

Many properties require de-watering prior to and during construction, which must continue constantly for extended periods of time. If this is necessary, please adhere to the following:

- a. All water removed from the site must be discarded to the nearest storm drain. Water should never be drained onto neighboring property, including the dune field and marshlands.
- b. Pumps with low decibel ratings are preferred. In addition pumps should be muffled with sand bags to keep vibration noise to a minimum.
- c. The ARB recommends pre-notification to neighbors when de-watering is scheduled for an extended period of time.

DURING CONSTRUCTION

All construction at *Cassique* will be under regular observation by the ARB. Four (4) mandatory field inspections shall be conducted by the ARB on every residence under construction.

- ① **FIRST INSPECTION:** The first required inspection shall occur when the foundation wall is just above grade. The contractor shall notify the ARB at this time, and the inspection shall be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. At this time, the builder must submit to the ARB a "Foundation Survey" depicting the location of the setbacks and showing the distances from all foundation corners to adjacent property lines. The ARB will fine the Contractor a portion of the deposit should the first floor framing be constructed prior to submitting a foundation survey or if dated photographs are not submitted at conclusion of site clearing prior to construction commencing. A stop work order may be issued until the survey is submitted and corrections are completed.

If during the foundation construction, or subsequently during framing, the removal and/or limb cutting of additional oak trees greater than 3" caliper dbh and other trees over 6" caliper dbh or alteration of existing dune structures becomes necessary, approval **shall** be obtained from the ARB **in advance**.

- ② **SECOND INSPECTION:** The Second Inspection shall occur upon notification by the contractor that the framing of the structure has been completed. After the house is framed, a sample board must be erected to show the proposed colors on the proposed materials for on-site review from the ARB. In order to view each sample in its proper context, the sample board must be placed close to the home. Once the sample board is on the site, an Onsite Color Review Form must be completed and submitted to the ARB office. An ARB representative will perform an on-site inspection and return the Onsite Color

Review Form with the appropriate sign-off. Should the contractor not submit an Onsite Color Review Form prior to application of color and materials, a fine may be imposed and withheld from the construction deposit.

- ③ **THIRD INSPECTION:** The Third Inspection shall occur sixty (60) days prior to completion during the onsite review of the Final Landscape Plan with a representative of the ARB, the Landscape Architect, and the Builder. Should the tree protection be removed prior to the onsite review and/or a Final Landscape Plan not be submitted prior to installation of landscape material, a fine may be imposed and withheld from the construction deposit.
- ④ **FOURTH INSPECTION:** The Fourth Inspection shall be conducted after the completion of the home and installation of landscaping. A copy of the Final Inspection shall be sent to the Owner and Builder noting final approval or required items to be corrected.
- ⑤ **SITE APPEARANCE:** Each construction site is required to have a job toilet at all times for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes. Fires are not permitted on residential construction sites under any circumstances. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines and a clear street right-of-way should be maintained. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is expressly forbidden. Over-sized delivery items require arrangement with *Cassique Security* at least two (2) business days prior to arrival at the front gate to *Cassique* and any costs incurred must be borne by the contractor.

The storage of materials should be in an inconspicuous area of the site and should be neat and orderly.

The use of adjoining properties for access or storage of materials, without the written permission of the adjacent owner, is prohibited. Temporary storage structures, approved by the ARB, may be used to store materials provided the structure is minimal in size.

Storage structures may not be used as living quarters. The ARB generally discourages the placement of job trailers on a residential site. In the event that the ARB approves of a job trailer, a minimum sized industry standard trailer must be used. The trailer will be required to be screened with vegetation, and must be removed once the home is "dried in".

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARB will issue a "stop work" order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each work day, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly.

As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should the ARB determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Deposit and/or levy additional fines.

Temporary utilities must be installed in a neat manner. The temporary power pole must be at least 15 feet from the front property line, be installed plumb, and not be used for the placement of signs. Installation of the sanitary sewer and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.

In summary, residential construction sites must contain the following:

- a. Commercial dumpster.
- b. Job toilet.
- c. Temporary utilities.
- d. Standard job sign (with permits).

Should construction progress cease for more than 90 days, the ARB must be notified.

AFTER CONSTRUCTION

When the Construction of a residence has been completed, the owner and contractor need to satisfy several requirements before applying for the Final Inspection. The construction of the residence is to be completed and the landscaping installed in accord with the plans previously approved by the ARB. Any unauthorized change is to be corrected before the Final Inspection Certificate will be issued.

Upon completion of construction and landscaping, all building debris shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall also be removed. At this time, the Contractor should review the Final Inspection Checklist provided by the ARB and notify the ARB that he is ready for the Final Inspection. If Final Inspection is not requested within a year of the date of Certificate of Occupancy, the ARB may absorb the New Home Construction Deposit as a fine, and notice may be sent of items requiring correction. For Improvement Construction, Final Inspection must be requested within one year of the ARB building permit expiration or the Improvement Construction Deposit may be absorbed as a fine and notice may be sent of items requiring correction.

As a checklist, the following items shall be completed prior to Final Inspection for New Construction and Major Improvements:

- a. Complete construction.
- b. Remove construction debris.
- c. Remove temporary facilities, utilities, and sign.
- d. Install landscaping and standard *Cassique* mailbox.
- e. Submit as-built topographic survey and landscape certification to the ARB. The as-built survey must include the setbacks, the lot coverage percentage, (expressed as un-built, pervious and impervious surfaces), conditioned square footage if there is a maximum, HVAC stands, and the roof ridge height.
- f. Request an Encroachment Inspection by calling 843-768-3430.
- g. Submit a completed Onsite Color Review Form if not done previously.
- h. Request for Final ARB Inspection.

For Minor Improvements:

- a. Complete construction
- b. Remove construction debris
- c. Submit as-built survey if a change in footprint
- d. Request a *Cassique* Encroachment Inspection if permit not waived
- e. Remove temporary facilities and sign

GENERAL REGULATIONS

All builders of residences at *Cassique* must be licensed by the State of South Carolina. At a minimum, a SC residential builder's license is required. Access to *Cassique* is controlled by *Cassique* Security located near the entry gate. All incoming vehicles must stop at the security gate for identification and permission to enter. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about *Cassique*. Vehicles may be periodically searched to protect all Contractors and Owners from theft of materials and equipment.

The maximum hours allowed for construction personnel at *Cassique* will be from 7:00 am to 7:00 pm, Monday through Friday and 8:00 am to 5:00 pm on Saturday.

No residential construction work will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor. Loud cars and speeding are not permitted at *Cassique*. All construction vehicles must be parked on the construction site. Workers are required to wear shirts and shoes when not on the job site. Workmen are not permitted to loiter about the community. Loud music from radios and disturbance of property owners or guests will not be permitted at any time.

The construction of all residences must be completed within two (2) years of the issue date of the *Cassique* Building Permit with all exceptions requiring special ARB approval. Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation of those changes. Failure to do so may result in fines. The Covenants grant KP and/or the *Cassique* Homeowners' Association the power to impose fines and/or take action to correct any exterior changes made without approval or to employ persons to clean up an unacceptable lot. These expenses may be deducted from the Construction Deposit.

The above regulations are designed to enhance *Cassique's* overall appearance to our residents and visitors. These regulations are to be used as guidelines; they are not intended to restrict, penalize, or impede construction firms who adhere to these regulations. Any and all suggestions on improving these regulations will be welcome.

While performing their duties at *Cassique*, repeated violation of these regulations could result in the suspension of the building permit for that residence until corrective action has been taken by the contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working at *Cassique*.

DEMOLITION GUIDELINES

Prior to applying to the ARB office for a permit for structural demolition, the following guidelines are to be followed:

- a. Submit a current survey indicating existing conditions and the extent of demolition, and a site plan indicating fencing for the protection of trees, natural areas, existing landscaping, and significant topographical features during demolition.
- b. The demolition contractor will be required to hold a current business license with Town of Kiawah Island and should be insured and bonded. Membership in the National Demolition Association is encouraged.
- c. Site cleanliness and access shall comply with specifications in Chapter Four, Section B.
- d. The removal of debris from the demolition site out of the *Cassique* community will need to be coordinated in advance with *Cassique* Security, and shall comply with Chapter Four, Section B.
- e. A Demolition Construction Application Deposit and Agreement Form will need to be completed by the Contractor and Property Owner. See Attachments for current deposit amounts.

When the demolition is complete, contact the ARB office to request an inspection. The deposit will be returned after a satisfactory inspection of the demolition site. No construction activity may commence following demolition until an ARB construction permit is issued.

LANDSCAPE GUIDELINES DURING CONSTRUCTION

- ① **FOUNDATION PLANTING:** The minimum size of foundation planting at the time of installation must be at least half of the height of the foundation wall.

- ② **LANDSCAPE PLAN REVISIONS AFTER CONSTRUCTION BEGINS:** The ARB does not accept changes in the ARB approved landscape plan without the direct supervision of the Landscape Architect of record. Any changes in the approved landscape plan are to be submitted by a South Carolina registered Landscape Architect for approval prior to installation. The ARB requires the Landscape Architect of record to complete and sign a Landscape Certification form, certifying that the landscape design is installed in general conformance and intent of the approved plans. The Landscape Architect of record may be changed to a different Landscape Architect by submittal of a new sealed landscape plan.

- ③ **TREE PROTECTION:** The ARB requires tree protection fencing to enclose the entire work site creating natural areas to be preserved. These areas to be preserved are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from the ARB. Clearing or pruning of trees and vegetation for views cannot occur until the home is completely framed. View clearing and pruning requires onsite approval by the ARB Administrator or an ARB representative. The tree protection fencing must also be installed around specific trees to be saved. All protective fencing must be maintained until the completion of construction and all construction materials and vehicles must remain outside of the preserved areas. Trees that die due to damage during construction must be mitigated.

All properties are subject to the South Carolina Department of Health and Environmental Control Office of Ocean and Coastal Resource Management storm water runoff Regulations. These regulations require strict compliance with the Storm Water Management Plan for your property before trimming any vegetation, moving soil, or otherwise doing any construction on the property. A violation may result in civil penalties as well as other adverse action. Erosion control measures should be installed prior to applying for a building permit from the Architectural Review Board. View clearing and buffers along critical areas are also regulated by Charleston County.

SITE INSPECTIONS

- ① **REGULAR SITE INSPECTION:** Regular site inspections of all single-family home construction sites will be made by the ARB. Compliance with the furnished Construction Guidelines and the permitted construction plans will be checked and reviewed on a regular basis.
- ② **SPECIAL SITE INSPECTION:** A special inspection of a specific site will be made upon receipt of a request for such an inspection which cites a specific violation.
- ③ **VIOLATIONS:** Violations that are discovered at a site will be photographed and described on a preprinted report form.
- ④ **NOTICE:** A notice will be sent to the Contractor for the first violation of the Construction Guidelines, requesting correction of the violation (copies will be sent to the Owner and Architect).
- ⑤ **FINES:** Once one notice has been sent to the contractors, all future violations of the Construction Guidelines and all unauthorized exterior changes to the approved building plan will be photographed, written on a report form, and a fine levied against the deposit posted. Additional fines may be levied as well. A copy of the report form will be sent to the Contractor, Architect, and Property Owner.
- ⑥ **EACH VIOLATION:** Each violation which is not corrected within ten (10) days will be again photographed, documented, and a new fine will be levied.
- ⑦ **APPEALS:** An appeal of a fine or decision must be made in writing to the *Cassique* Architectural Review Board Chairman within ten (10) days of issue. An appointment may be scheduled during an ARB Meeting for discussion of the issue. The subsequent determination will be final and binding to all concerned.
- ⑧ **LEGAL ACTION:** The ARB may elect to pursue legal action if it feels that it is appropriate.
 - a. The ARB will assess fines on a case-by-case basis and may pursue legal action if necessary.
 - b. The amounts of the fines are subject to periodic increases at the sole discretion of the ARB.

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DEFINITIONS

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) measured at a specified height.

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.

DBH – Diameter at breast height.

Fencing – Any barrier, structure or installation that may enclose, surround, or mark off any part of a yard. All fencing references include deer, electric, wood/lattice, and woven-wire mesh fencing, etc.

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

Height – Elevation from minimum finished floor 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 Plan recorded in the Charleston County, RMC office.

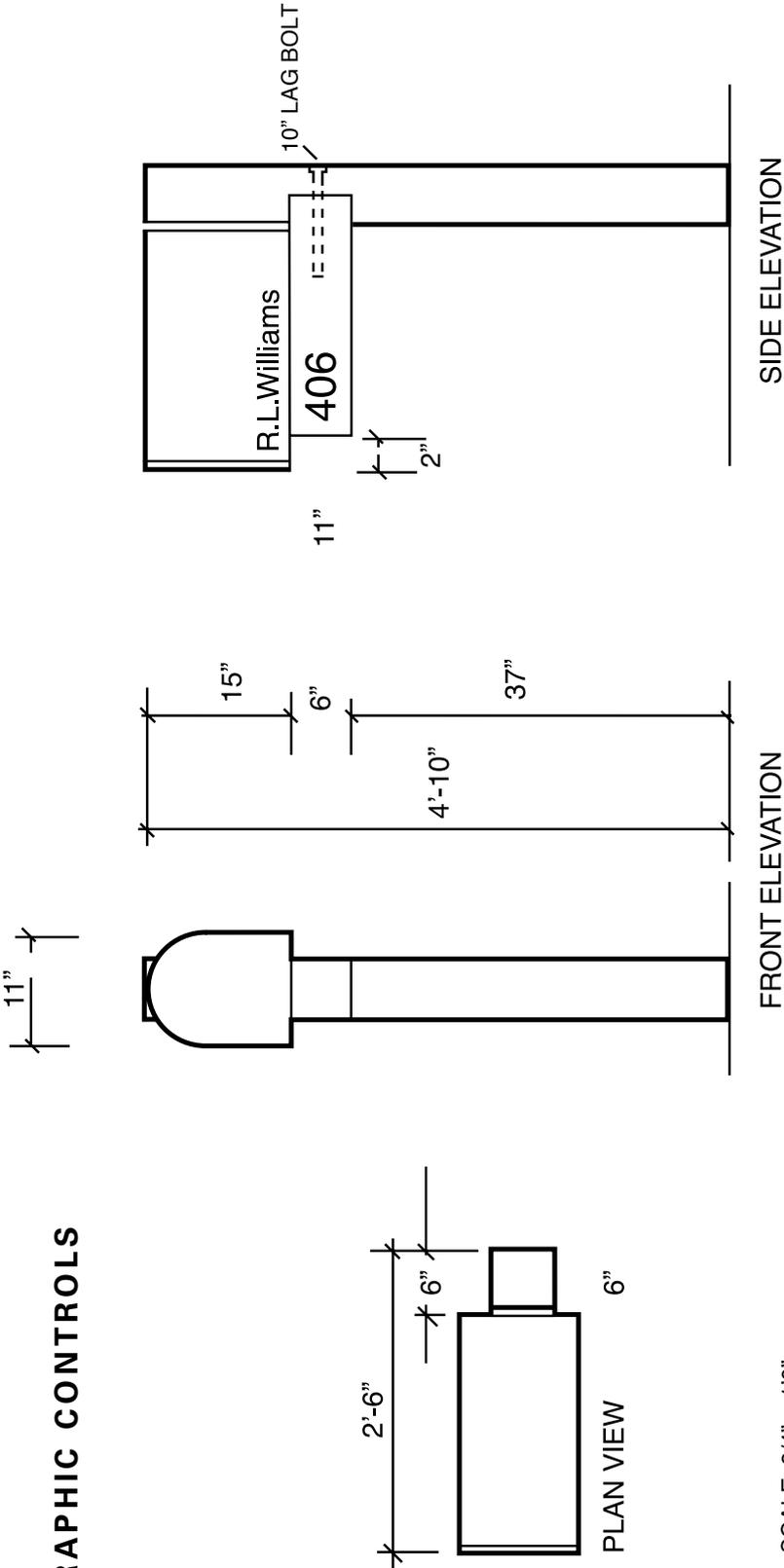
Natural Ground – The average elevation of a Lot of Development Parcel prior to Development activity.

Open-loop Geothermal Systems – Geothermal heat pump or irrigation system that uses groundwater from a conventional well as a source of heat diversion or water use.

Pervious Cover – Land which permits the absorption of stormwater into the ground. This may include walkways and driveways which are pervious to storm water.

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 includes but is not limited to such items as fountains, columns, columnar adornments, sculptures of all types, certain light-generating structures, weathervanes, flagpoles, etc.

GRAPHIC CONTROLS



SPECIFICATIONS AND NOTES:

- A mailbox is required for use at all residences. Its purpose is to give emergency service personnel and visitors a consistent device for locating names and addresses.
- The mailbox shall be #2 standard rural size. Material for the post and arm is 6" x 6" treated Yellow Pine with an overall length of 7'-0". A 10" lag bolt is required in the connection of the arm to the post.
- The graphics for the mailbox are applied with 2" white letters (Times Bold). Residence name may appear on both sides of the mailbox. The graphics on the arm are flat, black, 3" hand routed numerals (Times Bold).
- The mailbox shall be copper. The post and arm shall be stained Night Horizon.
- Care should be taken to properly treat post to prevent decay or attack from termites.
- Single-family homes shall be identified only by the graphics included on the mailbox as specified above.

CONTACT NUMBERS

Charleston County Building Services 843-202-6930

Charleston County Planning 843-202-7200

***Cassique* Architectural Review Board** 843-768-3419

Office of Ocean and Coastal Resource Management 843-747-4323

Register of Mesne Conveyance Office 843-958-4800

US Green Building Council 1-800-795-1747

FORMS

Onsite Color Review Form
Conceptual Review Form
Conceptual Submittal Checklist
Construction Application, Deposit, and Agreement
Construction or Design Change Application
Demolition Construction Application , Deposit, and Agreement
Minor Improvement Inspection
Final Review Form
Final Submittal Checklist
Improvement Review Form
Landscape Certification
New Home Construction and Major Improvement Final Inspection
Painting Permit Request Form
Preliminary Review Form
Preliminary Submittal Checklist
Site Analysis Form
Vegetation Removal Request
Variance Request Form



ONSITE COLOR REVIEW FORM

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

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** _____

GARAGE DOOR TRIM _____

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 _____

CONCEPTUAL REVIEW

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

Landscape Architect _____ **Contractor** _____

Address _____ **Address** _____

_____ **Zip** _____ _____ **Zip** _____

Telephone _____ **Fax** _____ **Telephone** _____ **Fax** _____

Email _____ **Email** _____

SETBACKS & RESTRICTIONS **IMPERVIOUS LOT COVERAGE** **BUILDING SQUARE FOOTAGE**

Front _____ **Building Footprint** _____ **1st Floor Heated Sq. Ft.** _____

Sides _____ **Open/Covered Decks** _____ **2nd Floor Heated Sq. Ft.** _____

Back _____ **Stairs, Drives, Walks** _____ **3rd Floor (1/2 max)** _____

Height Restriction _____ **Raised Planters** _____ **Total Heated Sq. Ft.** _____

Max Lot Coverage % _____ **Pool & Decking** _____ **Garage** _____

Min. Allowable _____ **HVAC Stands** _____ **Other** _____

Max. Allowable _____ **TOTAL** _____ **Rooms**

Max. 1st Floor _____ **Sq. Ft. High Ground** _____ **Number of Bedrooms** _____

Lot Coverage _____ **Number of Bathrooms** _____

EXTERIOR MATERIALS **SPECIAL CONDITIONS/VARIANCE REQUEST**

Foundation _____ _____

Walls _____ _____

Trim _____ _____

Roofing _____ _____

Windows/Doors _____ **Tree Removal** _____

Garage _____ _____

Paved Areas _____ **Mitigation Required** _____

Front Door _____ _____

ARB ACTION **Approved** _____ **Disapproved** _____

Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

CHECKLIST
<input type="checkbox"/> Nine (9) Bound, 11" x 17" Copies
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Exterior Elevations
<input type="checkbox"/> 3-D Perspective Sketches/Models

CONCEPTUAL SUBMITTAL CHECKLIST

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Required drawing sheet size of 11" x 17", **nine (9) bound copies**
- Completed Conceptual Review Form
- Site Plan (1" = 20' 0")
 - ___ Show setbacks
 - ___ Any variance to established guidelines should be clearly and specifically addressed in writing and highlighted on drawings. Variance will not be approved after construction begins.
 - ___ Indicate major features on adjacent properties within 25' of property line.
- Floor Plans (1/8" = 1' 0")
 - ___ Must show proposed heated, screened, and covered square footage calculations as measured from outside face of stud wall for each sheet.
 - ___ Must depict the layout and relationship of interior space for all levels of the proposed building.
- Exterior Elevations (1/8" – 1' 0")
 - ___ Representing the view of all exterior sides of the proposed structure.
 - ___ All materials such as wood, stucco, roofing, and/or masonry elements shall be accurately and fully depicted.
 - ___ Must be rendered with shadows depicting roof and/or deck overhangs, changes in wall plane, or massing.
 - ___ Must show height of roof ridge and interior floor levels' relationship to F.E.M.A.
 - ___ Must show relationship to existing and proposed topographical features.
- 3-D Perspective sketches and/or models are encouraged.

Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer. Conceptual Submittals are due to the ARB Office by noon on the Wednesday prior to each ARB Meeting.

CONSTRUCTION APPLICATION DEPOSIT & AGREEMENT

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

CONTRACTOR INFORMATION

Name _____ SC Contractor License # _____
Address _____ Kiawah Business License # _____
Telephone _____

CONSTRUCTION LOCATION

Address _____ Owner _____

TYPE OF CONSTRUCTION

Circle One: New Construction / Improvement _____ Type of Improvement _____

Heated Square Footage _____

Lot Coverage Percentage _____

Deposit Amount _____
Check Date & Number _____

AGREEMENT

I, _____, as property owner, and

I, _____, as contractor for the above described construction project acknowledge and agree that the above described deposit is being held by Kiawah Resort Associates 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.

We further acknowledge and agree that:

1. We have read 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 Island, 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 Kiawah Resort Associates 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 Application, Deposit, and Agreement made this _____ day of _____, 20____,
by _____ and _____
Property Owner Contractor

Application approved this _____ day of _____, 20____, by _____
Architectural Review Board

CONSTRUCTION OR DESIGN CHANGE APPLICATION

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Phone _____ Fax _____ Phone _____ Fax _____

Email _____ Email _____

Contractor _____ **Landscape Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Phone _____ Fax _____ Phone _____ Fax _____

Email _____ Email _____

PROPOSED CHANGE _____

REASON FOR CHANGE _____

ARB COMMENTS _____

This Construction or Design Change Application made this _____ day of _____, 20____
by _____ and _____
Property Owner Architect

Application approved this _____ day of _____, 20____, by _____
ARB Representative

ARB ACTION Approved _____ Disapproved _____

DEMOLITION CONSTRUCTION APPLICATION DEPOSIT & AGREEMENT

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

DEMOLITION CONTRACTOR INFORMATION

Name _____ SC Contractor License # _____
Address _____ Kiawah Business License # _____
Telephone _____

DEMOLITION LOCATION

Address _____ Owner _____

AGREEMENT:

I, _____, as property owner and
(Please Print Name)

I, _____, as demolition contractor for the above described
(Please Print Name)

demolition project acknowledge and agree that the above-described deposit is being held by Kiawah Resort Associates in order to insure that the structure will be demolished in accordance with plans and specifications that have been approved by the Architectural Review Board.

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 demolition site at all times. We will have a commercial dumpster and a job toilet on site 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 demolition pass to enter the Island, 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 Demolition Inspection approval with no interest added.
7. Any monies paid out by Kiawah Resort Associates for the correction of changes not approved by the ARB, the costs 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.

This Application, Deposit, and Agreement made this _____ day of _____, 20____

By _____ and _____
(Property Owner's Signature) (Demolition Contractor's Signature)

Application approved this _____ day of _____, 20____

By _____
(Architectural Review Board)

Deposit Amount _____ Check Date and Number _____

MINOR IMPROVEMENT INSPECTION FORM

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Contractor _____

Phone _____

Fax _____

Type of Construction Improvement New Construction

Comments _____

Prior to minor improvement final inspections, please complete the following:

1. Complete construction
2. Remove construction debris
3. Submit as-built survey if a change in footprint
4. Request a *Cassique* Encroachment Inspection if permit not waived
5. Remove temporary facilities and sign

Inspection Requested By _____

FINAL REVIEW

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

SETBACKS & RESTRICTIONS **IMPERVIOUS LOT COVERAGE** **BUILDING SQUARE FOOTAGE**

Front _____ Building Footprint _____ 1st Floor Heated Sq. Ft. _____

Sides _____ Open/Covered Decks _____ 2nd Floor Heated Sq. Ft. _____

Back _____ Stairs, Drives, Walks _____ 3rd Floor (1/2 max) _____

Height Restriction _____ Raised Planters _____ Total Heated Sq. Ft. _____

Max Lot Coverage % _____ Pool & Decking _____ Garage _____

Min. Allowable _____ HVAC Stands _____ Other _____

Max. Allowable _____ TOTAL _____ **Rooms**

Max. 1st Floor _____ Sq. Ft. High Ground _____ Number of Bedrooms _____

Lot Coverage _____ Number of Bathrooms _____

EXTERIOR MATERIALS

Foundation _____ Mfg. _____ Color _____

Walls _____ Mfg. _____ Color _____

Trim _____ Mfg. _____ Color _____

Roofing _____ Mfg. _____ Color _____

Windows _____ Mfg. _____ Color _____

Doors _____ Mfg. _____ Color _____

Garage _____ Mfg. _____ Color _____

Front Door _____ Mfg. _____ Color _____

Paved Areas (Material and Color) _____

CHECKLIST
<input type="checkbox"/> Final Stake Out
<input type="checkbox"/> Dimensioned Site Plan
<input type="checkbox"/> Landscape Plans
<input type="checkbox"/> Construction Drawings
<input type="checkbox"/> Color Selection/ Samples
<input type="checkbox"/> Specifications
<input type="checkbox"/> Full Color Rendering
<input type="checkbox"/> Exterior Specifications
<input type="checkbox"/> Grading & Drainage

ARB ACTION Approved _____ Disapproved _____

*Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

FINAL SUBMITTAL CHECKLIST

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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NOTE: Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Completed Final Review Form
- Dimensioned site plan (1/8" = 1' 0" or 1" = 10' 0")
 - ___ Must show the building footprint including overall dimensions (depth and width) of the house and must demonstrate conformity with all required easements and setbacks.
 - ___ Any variances to established guidelines shall be clearly and specifically addressed in writing and highlighted on drawings. Variances will not be approved after construction begins.
 - ___ Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
 - ___ Service yard, HVAC, and electric meter must be indicated.
 - ___ The following area calculations should be shown:
 1. Area of building footprint (all heated and unheated areas in square feet). This does not include roof overhangs of 2' or less.
 2. Area of all raised planters 3' above existing grade and porches.
 3. Total improvement surface area including driveway, walkways, and beach boardwalks.
 4. Total area of high ground of lot in square feet.
 5. Total area of improvements expressed as a percentage of total lot high ground area (above current OCRM critical line).
- Grading and Drainage Plan (1"=10' 0" or 1/8"=1' 0")
 - ___ Must be prepared by a SC Registered Landscape Architect.
 - ___ Must show the roof plan.
 - ___ Final grading plan must show that trees and vegetation area not to be damaged by excessive fill.
 - ___ Must show all proposed grading (including landscape berms) and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
 - ___ The plans must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
 - ___ Must include spot elevations at all building corners, at the base of all stairs, at the garage door, and all corners of the driveways.
- Clearing and tree/understory protection plan
 - ___ The following areas must be noted: the clearing limits, the areas of dense understory growth, the areas where existing vegetation is to be preserved, and the areas where the existing grade will be disturbed.
 - ___ Must show storm water buffer and related drainage issues during construction.
 - ___ Must show the tree and understory protective fencing.
 - ___ Must show location for job material storage, construction dumpster, temporary toilet.
- Preliminary Schematic landscape plan (1/8" = 1' 0" or 1" = 10' 0")
 - ___ Must show tree analysis chart.
 - ___ Must show location of the house, driveway and walks with proposed landscaping concepts as intended to help integrate the building with its environment.
 - ___ Must indicate proposed budget for landscape and irrigation (not including structural hardscape fill). See Landscaping and Irrigation Budget.
- Color/Materials Samples
 - ___ Must have proposed colors of all exterior material including siding, trim, brick mortar, roofing, stucco, and lattice and shall be submitted on a 2' x 2' color sample board.
- Colored Elevation – Full Size
- Floor Plans (1/4" = 1" 0")
 - ___ Same as preliminary floor plan requirements.
 - ___ Must depict the layout and relationship of interior spaced for all levels of the proposed building.
- Exterior Elevations (1/4" – 1' 0")
 - ___ Must represent the flat plane view of all exterior sides of the proposed structure.
 - ___ All exterior materials must be accurately and fully depicted.
 - ___ Must show gutters and downspouts if proposed.

Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer. Final Submittals are due at the ARB office by noon on the Friday prior to each ARB Meeting.

IMPROVEMENT REVIEW

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Type of Improvement _____

BUILDING SQUARE FOOTAGE RESTRICTIONS	PROPOSED IMPERVIOUS LOT COVERAGE	SETBACKS &
1st Floor Heated Sq. Ft. _____	Building Footprint _____	Front Setbacks _____
2nd Floor Heated Sq. Ft. _____	Open/Covered Decks _____	Side Setbacks _____
3rd Floor (1/2 max) _____	Stairs, Drives, Walks _____	Rear Setbacks _____
Heated Sq. Ft. _____	Raised Planters _____	Height Restriction _____
Screened/Covered _____	Pool/Decking _____	Max Lot Coverage % _____
	HVAC Stands _____	Min. Allowable _____
	TOTAL _____	Max. Allowable _____
	Sq. Ft. High Ground _____	Max 1st Floor _____
	Lot Coverage _____	

SQUARE FOOTAGES	Existing	Proposed	EXTERIOR MATERIAL DESCRIPTION
Open Decks _____	_____	_____	Foundation _____
Stairs/Walkways _____	_____	_____	Walls _____
Driveway _____	_____	_____	Trim _____
Raised Planters _____	_____	_____	Windows/Doors _____
Garage/Carport _____	_____	_____	Roofing _____
Number of Bedrooms _____	_____	_____	Garage Doors _____
Number of Baths _____	_____	_____	Paved Areas _____

ARB ACTION Approved _____ Disapproved _____

Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

CHECKLIST	
<input type="checkbox"/> Letter of Intent	<input type="checkbox"/> Floor Plans
<input type="checkbox"/> Color Samples	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Elevations
<input type="checkbox"/> Building/Site Section	<input type="checkbox"/> Review Fee Paid

LANDSCAPE CERTIFICATION

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)

Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Please check the following certification requirements:

- I have personally inspected the above referenced site and certify that the landscaping has been essentially installed as planned.

- The quantity and size of trees are as shown on the plans submitted to the Architectural Review Board.

- The landscape plans meet all tree requirements.

- The landscape plans have been changed, and the revised landscape plans are attached.

Signed By _____

(Landscape Architect)

NEW HOME CONSTRUCTION AND MAJOR IMPROVEMENT FINAL INSPECTION

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____

Contractor _____

Architect _____

Inspected by _____ Date _____

- As Built Survey with Roof Ridge Height Setbacks and Lot Coverage Percentage Yes No
- Community Association Approval Yes No
- Landscape Certification Yes No
- Photographs of All Four Sides of Completed House Yes No
- Completed Onsite Final Color Review Form Yes No

YES NO

I. GENERAL	COMMENTS
<input type="checkbox"/> <input type="checkbox"/> Sign Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Toilet Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Dumpster Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Debris Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Light Pole Removed	_____
<input type="checkbox"/> <input type="checkbox"/> Mailbox Installed/Stained (bolt included)	_____
<input type="checkbox"/> <input type="checkbox"/> Numbers Routed Correctly	_____
<input type="checkbox"/> <input type="checkbox"/> Driveway/Street Joint	_____
II. LANDSCAPING	
<input type="checkbox"/> <input type="checkbox"/> Adequate Mulching	_____
<input type="checkbox"/> <input type="checkbox"/> Screening	_____
<input type="checkbox"/> <input type="checkbox"/> Half Height Foundation Plantings	_____
<input type="checkbox"/> <input type="checkbox"/> Driveway and Parking	_____
<input type="checkbox"/> <input type="checkbox"/> Street-front: Sodded/Regraded	_____
<input type="checkbox"/> <input type="checkbox"/> Lagoon Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Golf Course Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Dune Edges	_____
<input type="checkbox"/> <input type="checkbox"/> Special Conditions	_____
III. HOUSE	
<input type="checkbox"/> <input type="checkbox"/> Approved Final Color Form	_____
<input type="checkbox"/> <input type="checkbox"/> Foundation Enclosure Complete	_____
<input type="checkbox"/> <input type="checkbox"/> Trim Appropriately Finished	_____
<input type="checkbox"/> <input type="checkbox"/> Meter Box/Conduit Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Exposed Flashing Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Roof Vents Painted	_____
<input type="checkbox"/> <input type="checkbox"/> Chimney Hood Painted	_____
<input type="checkbox"/> <input type="checkbox"/> HVAC Unit Adequately Screened	_____

PAINTING PERMIT REQUEST

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____**Owner** _____ **Painting Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

- Existing Color Palette New Color Palette (Sample Review and Color Form required)

CHECKLIST

Please check off each item that complies with the stated guideline (see Designing with Nature for complete guideline text). If an item does not currently comply, it must be corrected prior to return of the construction deposit. Appeals to the guidelines must be made in writing and approved prior to issuing of the painting permit. The owner and painting contractor agree that:

- Siding has a matte finish.
- Stucco and wood siding are at least a value of 3 on the ARB Value Finder.
- Concrete faux clapboard or shingle siding is at least a value of 5.
- Trim is at least a value of 1 with a difference of 3 or less in value between siding and trim colors.
- Corner trim elements are stained the same as the body color of the home.
- Bay window projections are stained the same as the body color of the home.
- Bandboarding is either the body color or foundation color.
- Bandboarding is trim color at porch locations only.
- Trim color is applied to windows, fascia, soffits, columns, balustrades, and non-foundation level pedestrian doors only.
- Downspout and gutter colors match the surface to which they are attached except if copper.
- Garage doors and garage door trim are the color of the foundation or adjacent siding, or fabricated of a high quality wood stained a dark color.
- All foundation openings, including garage pedestrian doors and trim, should match the adjacent color or be of a non-contrasting color.
- Brick foundation homes should have dark colored garage doors.
- Non-compliance appeal requested for _____

Signed by _____ (Owner) _____ (Painting Contractor)

ARB ACTION Approved _____ Disapproved _____

*Please complete all Owner and Contractor information to ensure accurate correspondence.

PRELIMINARY REVIEW

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
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Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Setbacks & Restrictions _____ **Impervious Lot Coverage** _____ **Building Square Footage** _____
Front _____ Building Footprint _____ 1st Floor Heated Sq. Ft. _____

Sides _____ Open/Covered Decks _____ 2nd Floor Heated Sq. Ft. _____

Back _____ Stairs, Drives, Walks _____ 3rd Floor (1/2 max) _____

Height Restriction _____ Raised Planters _____ Total Heated Sq. Ft. _____

Max Lot Coverage % _____ Pool & Decking _____ Garage _____

Min. Allowable _____ HVAC Stands _____ Other _____

Max. Allowable _____ TOTAL _____ **Rooms**

Max. 1st Floor _____ Sq. Ft. High Ground _____ Number of Bedrooms _____

Lot Coverage _____ Number of Bathrooms _____

Exterior Materials

Foundation _____ Mfg. _____ Color _____ **Fee Calculations**

Walls _____ Mfg. _____ Color _____ Heated Sq. Ft.: _____

Trim _____ Mfg. _____ Color _____ Screened/Covered: + _____

Roofing _____ Mfg. _____ Color _____ Subtotal: _____

Windows _____ Mfg. _____ Color _____ **ARB Fee:** _____

Doors _____ Mfg. _____ Color _____

Garage _____ Mfg. _____ Color _____

Front Door _____ Mfg. _____ Color _____

Paved Areas (Material and Color) _____

ARB ACTION Approved _____ Disapproved _____

CHECKLIST	
<input type="checkbox"/>	Preliminary Stake Out
<input type="checkbox"/>	Dimensioned Site Plan
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Elevations
<input type="checkbox"/>	Building/Site Selection
<input type="checkbox"/>	Grading/Drainage Plan
<input type="checkbox"/>	Review Fee

*Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

PRELIMINARY SUBMITTAL CHECKLIST

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Please check off each item as they apply. If any of the items on the list are not completely addressed and fully completed, the submittal will be considered incomplete and will not be included on the agenda for review.

- Review Fee
- Required drawing sheet size of 24" x 36" or 30" x 42", one (1) complete unbound set
- Completed Preliminary Review Form
- Building Stakeout
 _____ Must show location of house, decks, stairs, raised planters, and driveway.
 _____ Trees to be removed should be "flagged" with red surveyor's ribbon.
- Floor Plans (1/4" = 1' 0")
 _____ Must depict the layout and relationship of interior space for all levels of the proposed building.
 _____ Must show proposed heated and screened square footage calculations as measured from the outside face of stud wall for each floor.
- Exterior Elevations (1/4" – 1' 0")
 _____ Must represent the flat plane view of all exterior sides of the proposed structure.
 _____ All exterior materials must be accurately and fully depicted from elevation to elevation.
 _____ Must show gutters and downspouts if proposed.
- Grading and Drainage Plan (1"=10' 0" or 1/8"=1' 0")
 _____ Show Setbacks
 _____ Must show the roof plan.
 _____ Must show that trees and vegetation are not to be damaged by fill dirt.
 _____ Must show all proposed grading (including landscape berms), and must demonstrate that drainage flow does not adversely affect adjoining property or roadside drainage swales.
 _____ The plan must include a "note" for the contractor which states: "Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on adjoining property or roadside swales."
 _____ Must include spot elevations at all building corners, the base of all stairs, the garage door, and all corners of the driveways.
- Dimension Site Plan (1/8" = 1' – 0" or 1" = 10' 0")
 _____ Must show the building footprint including overall dimensions (depth & width) of the house, and must demonstrate conformity with all required easements and setbacks.
 _____ Any variances to established guidelines shall be noted and highlighted and brought to ARB attention.
 _____ Driveways, guest parking, garage backup areas, and walkways must be located and appropriately dimensioned.
 _____ Service yard, HVAC, and electric meter must be indicated.
 _____ Roof plan
 _____ The following area calculations should be shown:
 1. Total area of high ground of lot in square feet.
 2. Area of building footprint (all heated & unheated areas in square feet). This does not include roof overhangs of 2' or less.
 3. Area of all raised planters 3' above existing grade and porches.
 4. Total improvement surface area including driveway, walkways, and beach boardwalks.
 5. Total area of improvements expressed as a percent of total lot high ground area (above current OCRM critical line).
- Building site sections (scale as necessary)
 _____ Must show floor and ceiling heights of each habitable floor.
 _____ Must accurately reflect proposed grading changes and natural topography.

*Every sheet submitted must be stamped and signed by the SC Registered Architect, Landscape Architect, or Engineer.

*Preliminary Submittals are due at the ARB by noon on the Friday prior to the ARB Meeting.

SITE ANALYSIS FORM

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Property Owner _____ Architect _____

Landscape Architect _____ Contractor _____

The following represents the items of discussion covered at the initial site analysis on the above referenced project.

The following was noted: _____

Neighborhood characteristics were highlighted. Yes No

An overview of acceptable color palette was discussed. Yes No

ARB Representative: _____

VARIANCE REQUEST

Cassique Architectural Review Board • 253 Gardeners Circle, Suite 200 • Johns Island, SC 29455 • 843-768-3419 • 843-768-0517 (fax)
 Mailing Address: 130 Gardeners Circle, Suite 123 • Johns Island, SC 29455 • arb@kiawahisland.com • www.kiawaharb.com

Address of Project _____

Owner _____ **Architect** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

Landscape Architect _____ **Contractor** _____

Address _____ Address _____

_____ Zip _____ _____ Zip _____

Telephone _____ Fax _____ Telephone _____ Fax _____

Email _____ Email _____

RESTRICTIONS

VARIANCE REQUEST

Sq. Ft. Min. Allowable _____

Sq. Ft. Max. Allowable _____

Sq. Ft. Max. 1st Floor _____

Front Setbacks _____

Side Setbacks _____

Rear Setback _____

Max Lot Coverage % _____

Height Restriction _____

VARIANCE CRITERIA USED

BUILDING SQUARE FOOTAGE

IMPERVIOUS LOT COVERAGE

_____ 1st Floor Heated Sq. Ft. _____ Building Footprint _____

_____ 2nd Floor Heated Sq. Ft. _____ Open/Covered Decks _____

_____ 3rd Floor (1/2 max) _____ Stairs, Drives, Walks _____

_____ Ancillary Heated Sq. Ft. _____ Raised Planters _____

_____ Other _____ Pool and Decking _____

_____ Total Heated Sq. Ft. _____ HVAC _____

_____ **TOTAL** _____

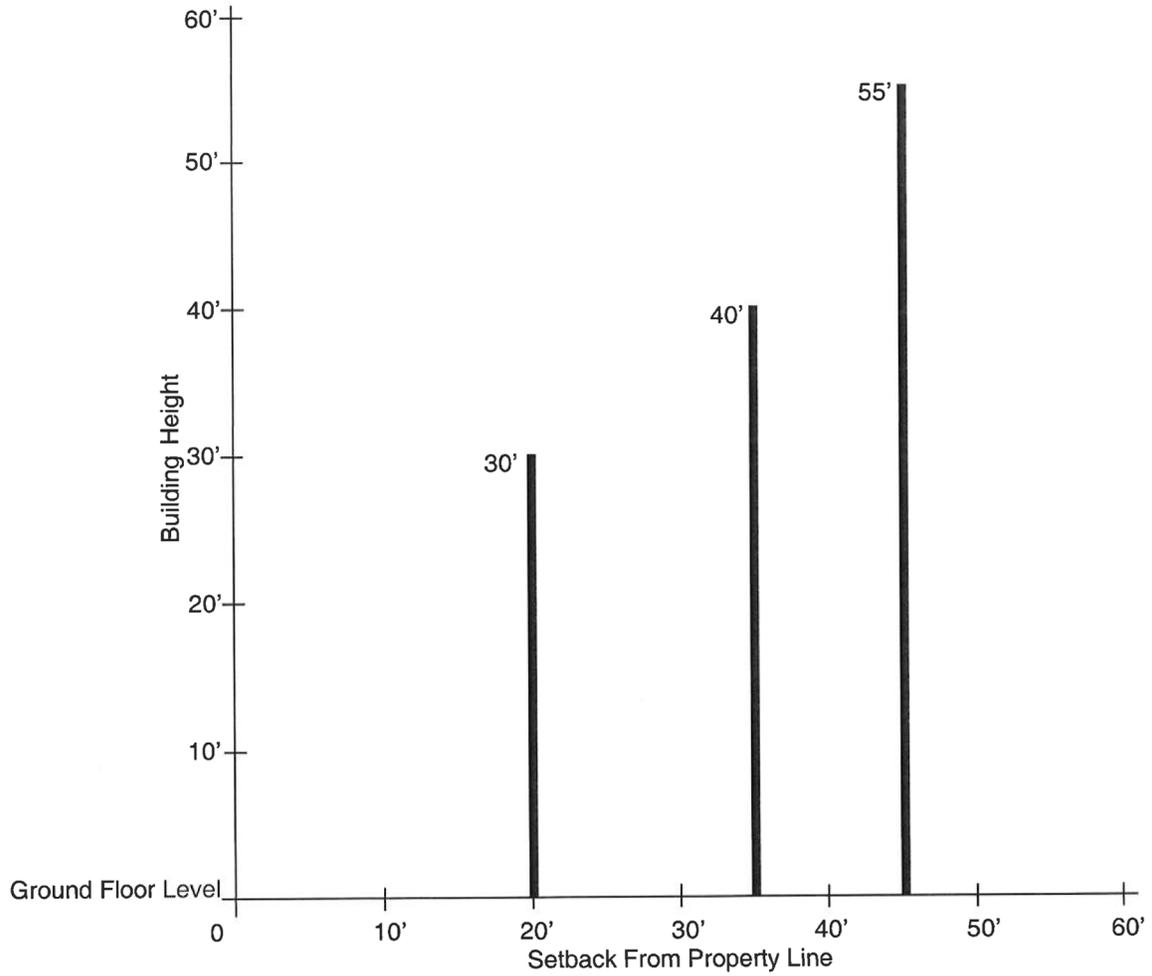
_____ Sq. Ft. High Ground _____

_____ Lot Coverage _____

ARB ACTION Approved _____ Disapproved _____

Please complete all Owner, Architect, Landscape Architect, and Contractor information to ensure accurate correspondence.

Exhibit 13.8: Commercial Bulk Standards
09.16.05



Note : These standards do not apply to commercial design and development within Freshfields Village

EXHIBIT 13.9

MULTIPLE LOT COMBINATION PARCELS

HOUSE SIZE LIMITATIONS:

1. Effect.

In the event that, subsequent to the enactment of the Ninth Amendment to the Initial Agreement, an existing Single Family Detached Dwelling constructed on a multiple Lot combination parcel is destroyed by natural disaster or is voluntarily demolished or remodeled, the prior existing Single Family Detached Dwelling may be constructed, repaired, or remodeled so as to allow the structure to maintain its original footprint and heated habitable area or the heated habitable area as allowed in Table 2, if greater.

2. Applicability.

The standards of the Exhibit shall apply to all Single Family Detached Dwelling Development on multiple Lot combination parcels.

3. Lot Standards.

The following Dwelling Unit size limitations and Lot standards shall apply to Single Family Detached Dwelling Development. These unit size limitations and Lot standards are listed in Table 2.

A. For any vacant multiple Lot combination parcel existing at the time of this Agreement (excepting those multiple Lot combination parcels provided for in Sections 5 and 6) or created subsequently thereto the Lot standards set for in Table 2 below shall apply.

Table 2: Multiple Lot Combination Parcels Standards and Maximum Dwelling Unit Sizes

Highland Lot Size (SF) (2)	Maximum Dwelling Unit Size (Heated SF) (1)	Maximum Lot Coverage (7)	Lot Depth in Feet	Lot Width in Feet (3) (4)	Minimum Setbacks (Feet) (5) (6)			Maximum Height in Stories/Feet
					Front Yard	Side yard	Rear Yard	
<6,000	4,500	50%	90	40	15	7	10	2.5/35
6,000-7,999		50%	90	50	20	7	15	2.5/40
8,000-13,999		40%	100	75	25	15	20	2.5/40

W

CPD

000-19,999	5,500	33%	100	100	30	20	30	2.5/40
20,000-29,999	6,500	33%	100	100	30	20	30	2.5/40
30,000-39,999	7,500	33%	100	100	30	20	30	2.5/40
40,000-49,000	8,500	33%	100	100	30	20	30	2.5/40
>50,000*	10,000	33%	100	100	30	20	30	2.5/40
Beachfront	12,000	33%	100	100	30	20	30	2.5/45

*Note: Except Beachfront.

Notes for Table 2:

1. Maximum Dwelling Unit size is heated square footage.
2. Highland Lot area (square feet) must be confirmed by a registered surveyor prior to issuing a permit for Dwelling Unit and/or Lot standards.
3. For Lots on cul-de-sacs or similar circumstances, the minimum width shall apply at the front yard setback line. Cul-de-sac Lots shall have a minimum width of 25 feet at the street line.
4. The minimum width of any flag Lot may be reduced to 20 feet along the "pole" position of said Lot, provided that the minimum width specified in the table is provided at the front building setback line
5. A minimum of 15 feet must be provided between structures and along the street side yard of a corner Lot.
6. The minimum setback requirements shall be increased to 30 feet from any Lot parcel boundary, which abuts a golf course, lagoon, or marsh.
7. Lot coverage is defined as the total percentage of surface area covered by buildings, all structures that in whole or in part rise 3 feet or higher above grade, impervious and pervious driveways and walkways, and other paved areas; divided by total highland Lot area.

4. Requests for Dwelling Unit Size Increases

Property owners may request from the Town and ARB an increase in Dwelling Unit size by going through the special exception process of the Town as provided for in Section 12A-506 of the Code of Ordinances of the Town, and any process required by the ARB provided the following are considered:

- i. The parcel size shall be 10,000 square feet or larger;
- ii. The following standards may apply, on a case-by-case basis:
 - a. Increased side setbacks: The range for increased side setbacks shall be from 25 percent to 50 percent larger than the required setback;
 - b. Roof height within fifty (50) feet of any side yard Lot line shall be limited to a maximum of 1.5 habitable floors; and
 - c. Up to 25% heated SF size increase can be allowed to the applicable heated square foot numbers in Table 2. If the mass and roof line of the structure is divided into two or more components.

5. Grandfather Provision

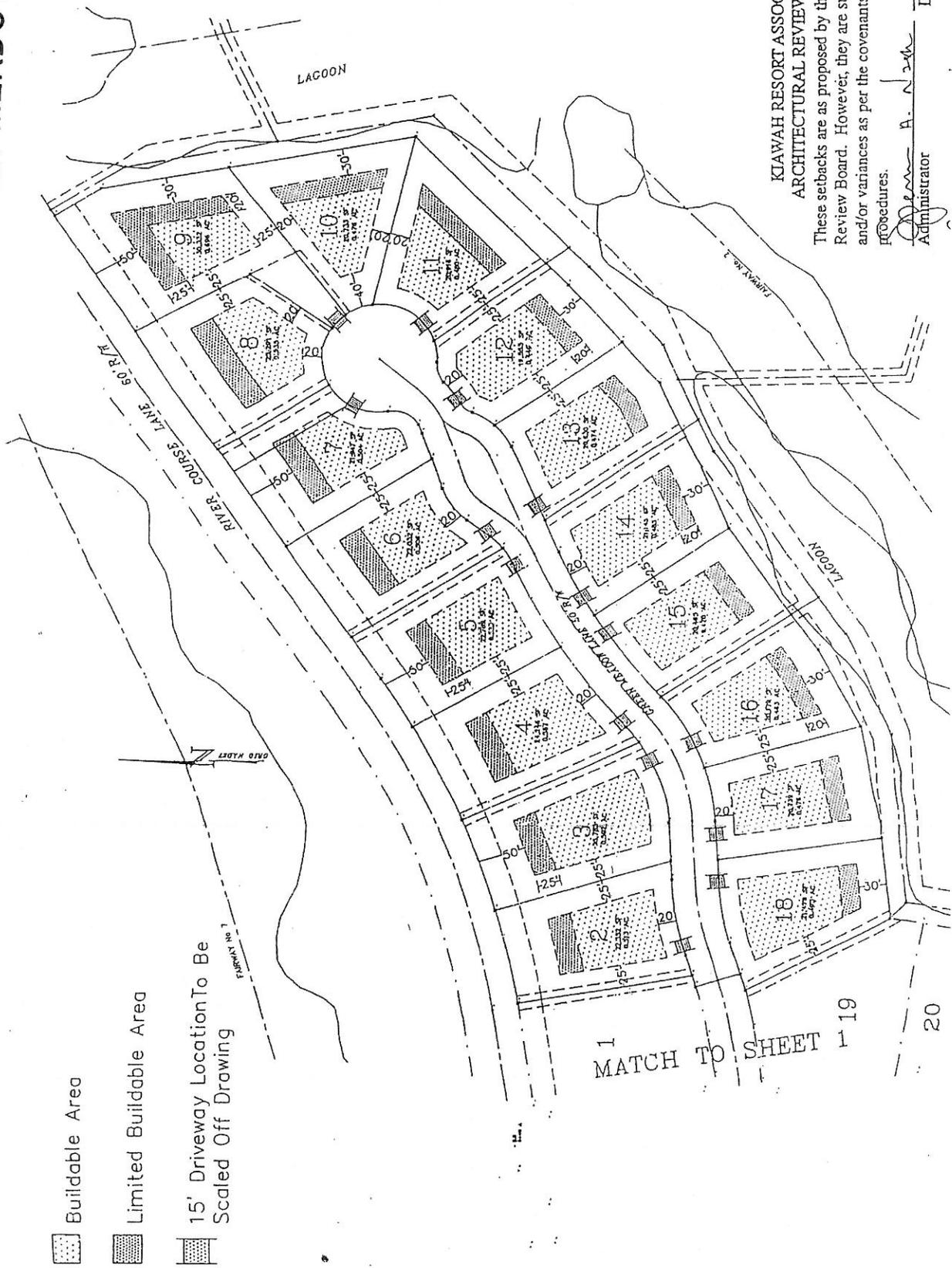
The provisions of this Exhibit shall not apply to any vacant multiple Lot combination parcel existing on the effective date of the Ninth Amendment to the Initial Agreement provided a building permit for residential construction is obtained within 180 days from the effective date of the Ninth Amendment to the Initial Agreement.

6. Exception

Notwithstanding the foregoing, the standards of this Exhibit shall not apply to any vacant multiple Lot combination parcel within the Undeveloped Lands that is comprised of Lots that have never been sold to Type A Members, but only if none of the Lots Adjacent to the vacant multiple Lot combination parcel that have been sold to Type A Members has a house constructed on it and none has proposed construction plans that have been submitted to the ARB for review.

GREEN MEADOW LANE

Exhibit 1



-  Buildable Area
-  Limited Buildable Area
-  15' Driveway Location To Be Scaled Off Drawing

KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

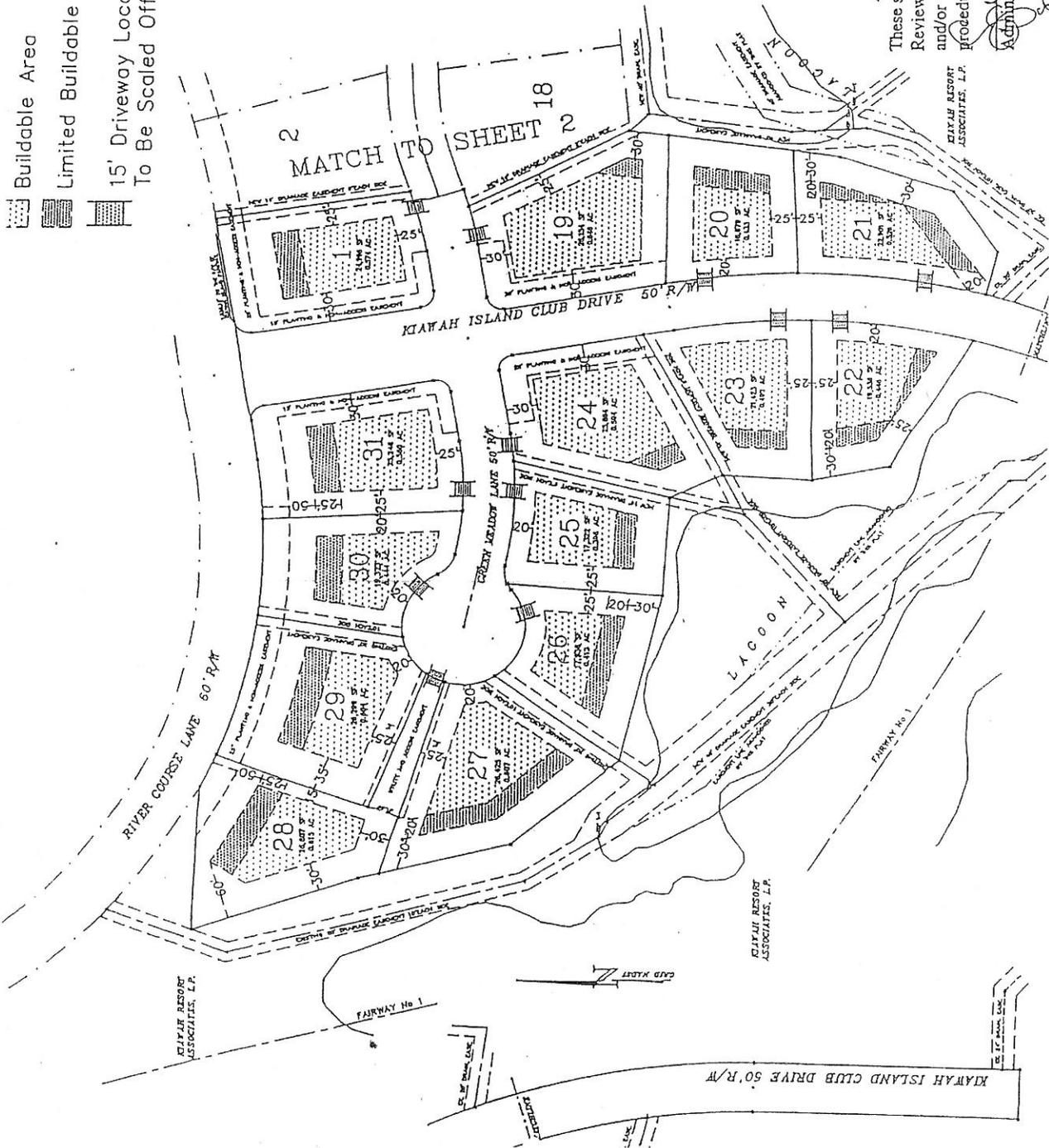
A. N. M.
 Administrator

8.13.97
 Date

1 MATCH TO SHEET 19 20

GREEN MEADOW LANE

-  Buildable Area
-  Limited Buildable Area
-  15' Driveway Location To Be Scaled Off Drawing



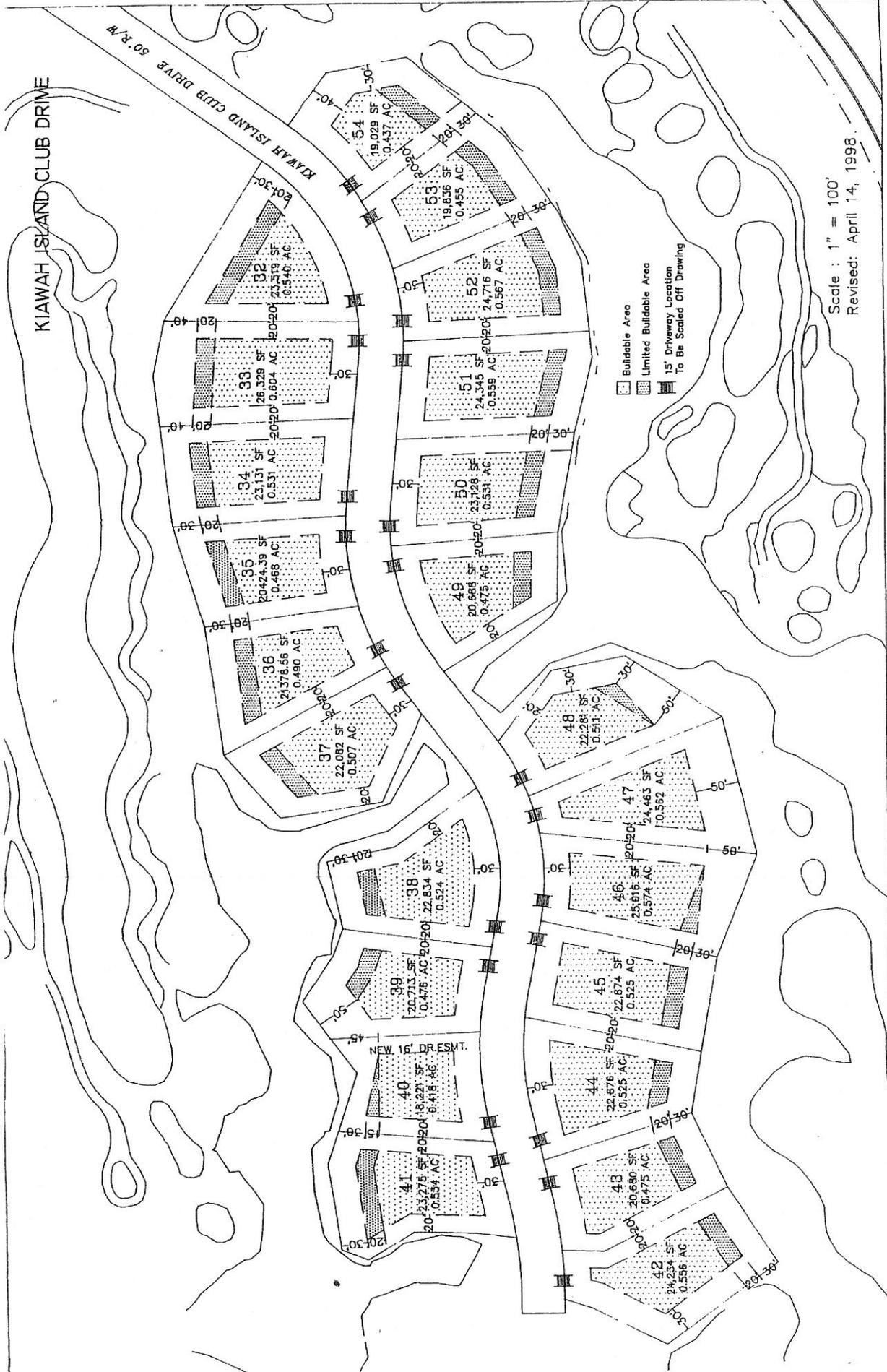
KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD
 These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

A. Nook Administrator
 Date 8.13.97

SCALE: 1" = 100'

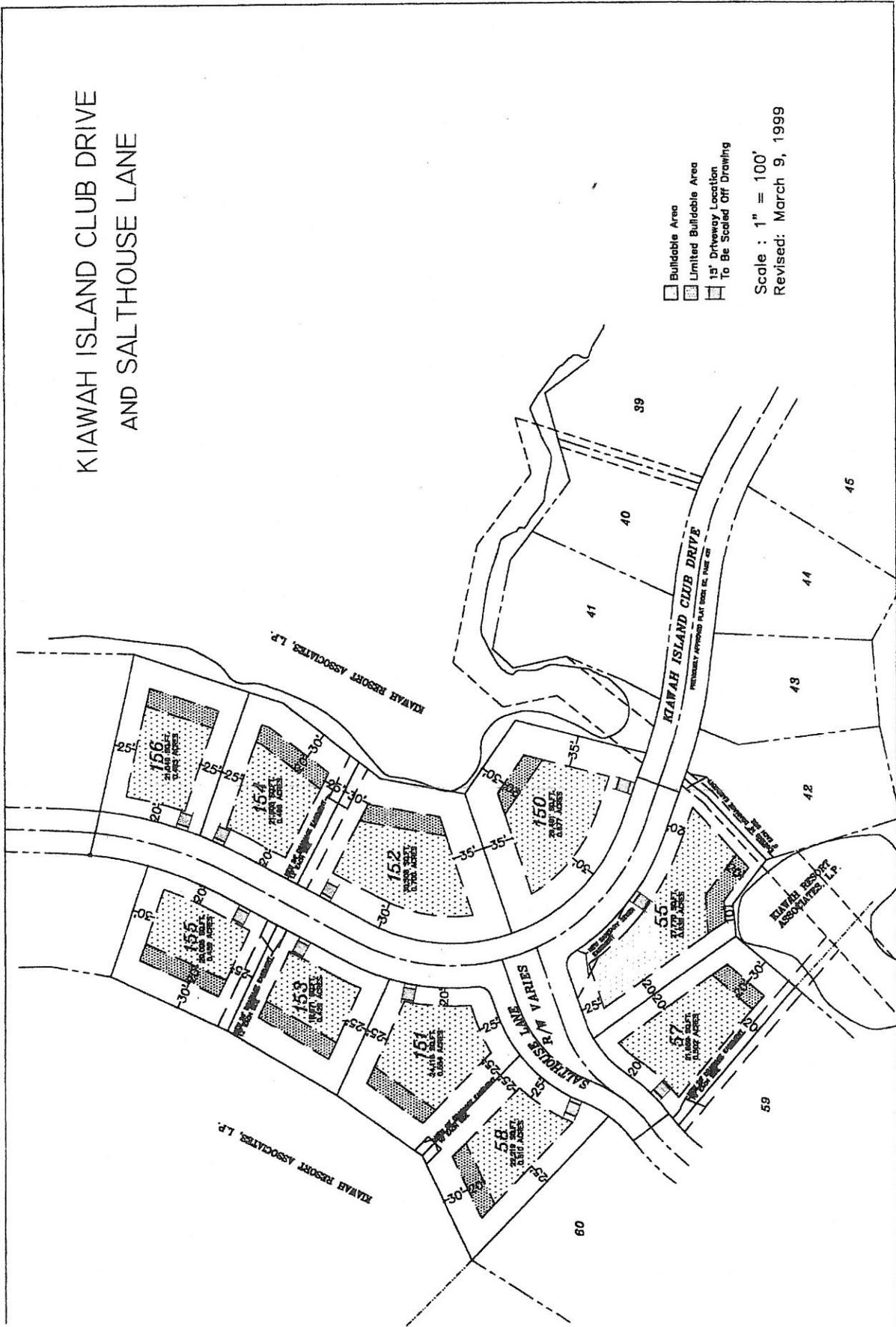
KIAWAH ISLAND CLUB DRIVE

KIAWAH ISLAND CLUB DRIVE 50' R/W



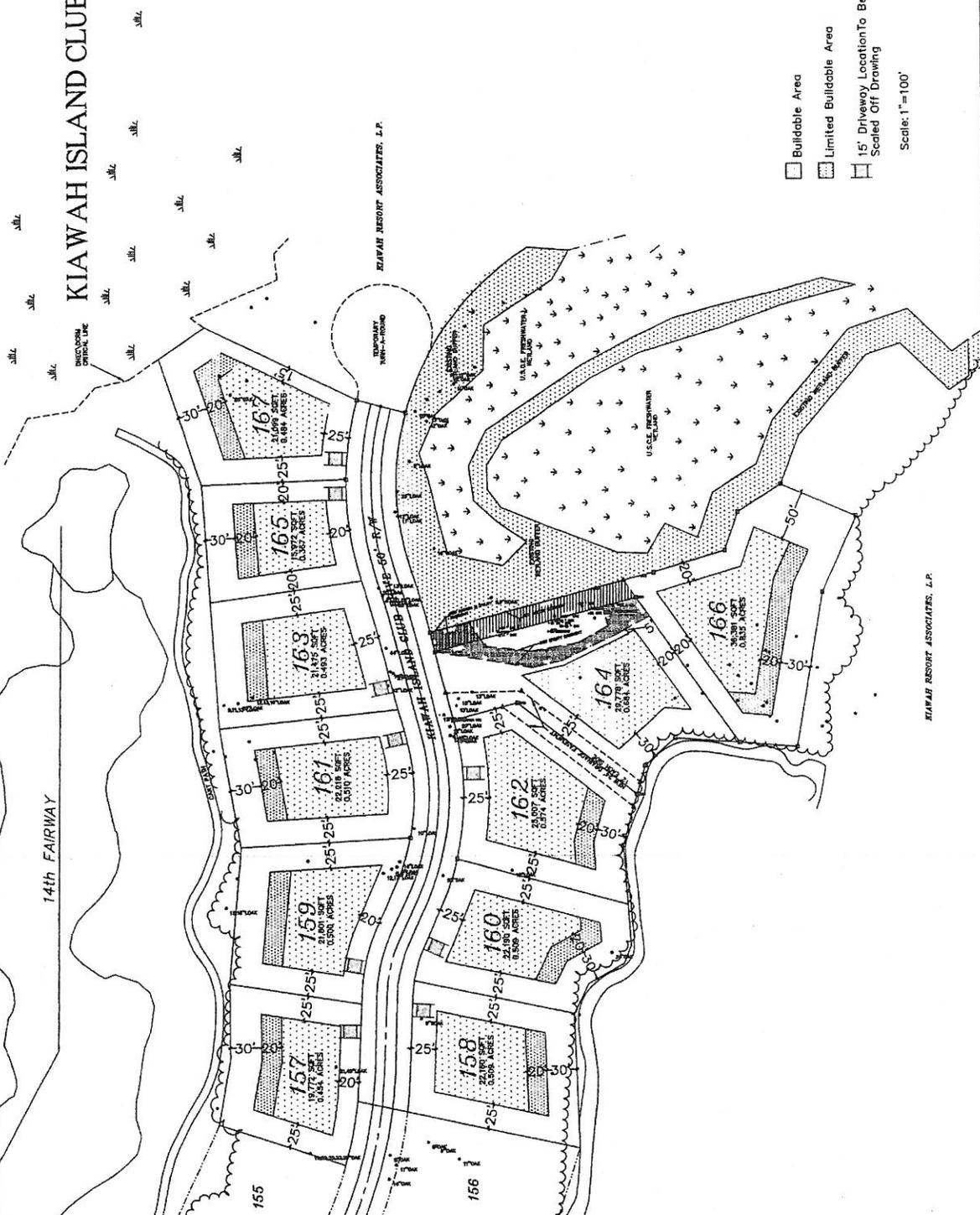
Scale : 1" = 100'
Revised: April 14, 1998

KIAWAH ISLAND CLUB DRIVE AND SALTHOUSE LANE



KIAWAH ISLAND CLUB DRIVE

14th FAIRWAY



- Buildable Area
 - Limited Buildable Area
 - 15' Driveway Location To Be Scaled Off Drawing
- Scale: 1"=100'

KIAWAH RESORT ASSOCIATES, L.P.

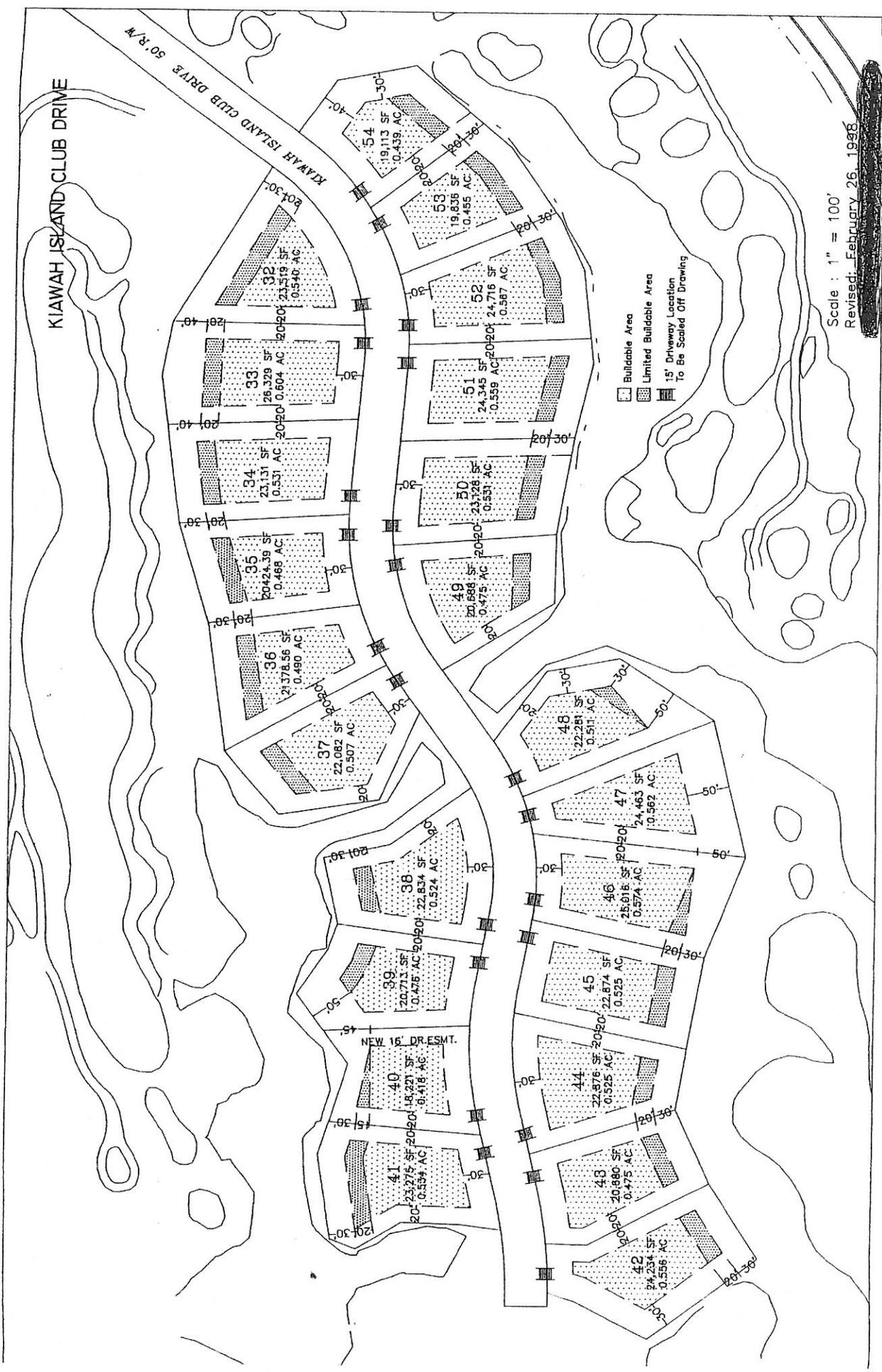
KIAWAH RESORT ASSOCIATES, L.P.

TEMPORARY IMPROVEMENT

USCE PERMANENT IMPROVEMENT

KIAWAH ISLAND CLUB DRIVE

KIAWAH ISLAND CLUB DRIVE 50' R.M.

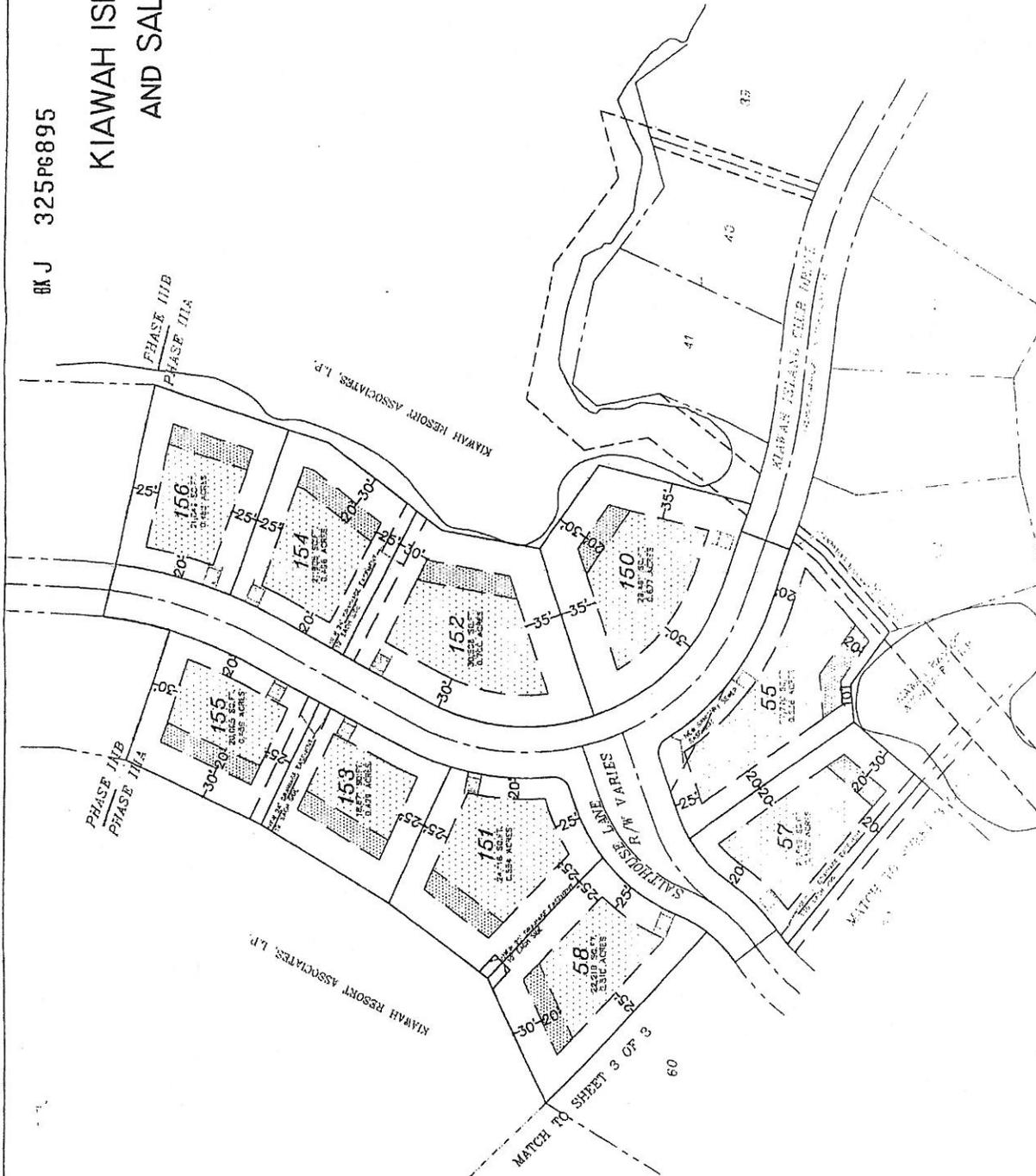


- Buildable Area
- Limited Buildable Area
- 15' Driveway Location To Be Scaled Off Drawing

Scale : 1" = 100'
Revised: February 26, 1998

BK J 325P6895

KIAWAH ISLAND CLUB DRIVE AND SALTHOUSE LANE



- Buildable Area
- Limited Buildable Area
- 15' Driveway Location To Be Scaled Off Drawing

Scale : 1" = 100'
 Revised: March 9, 1999

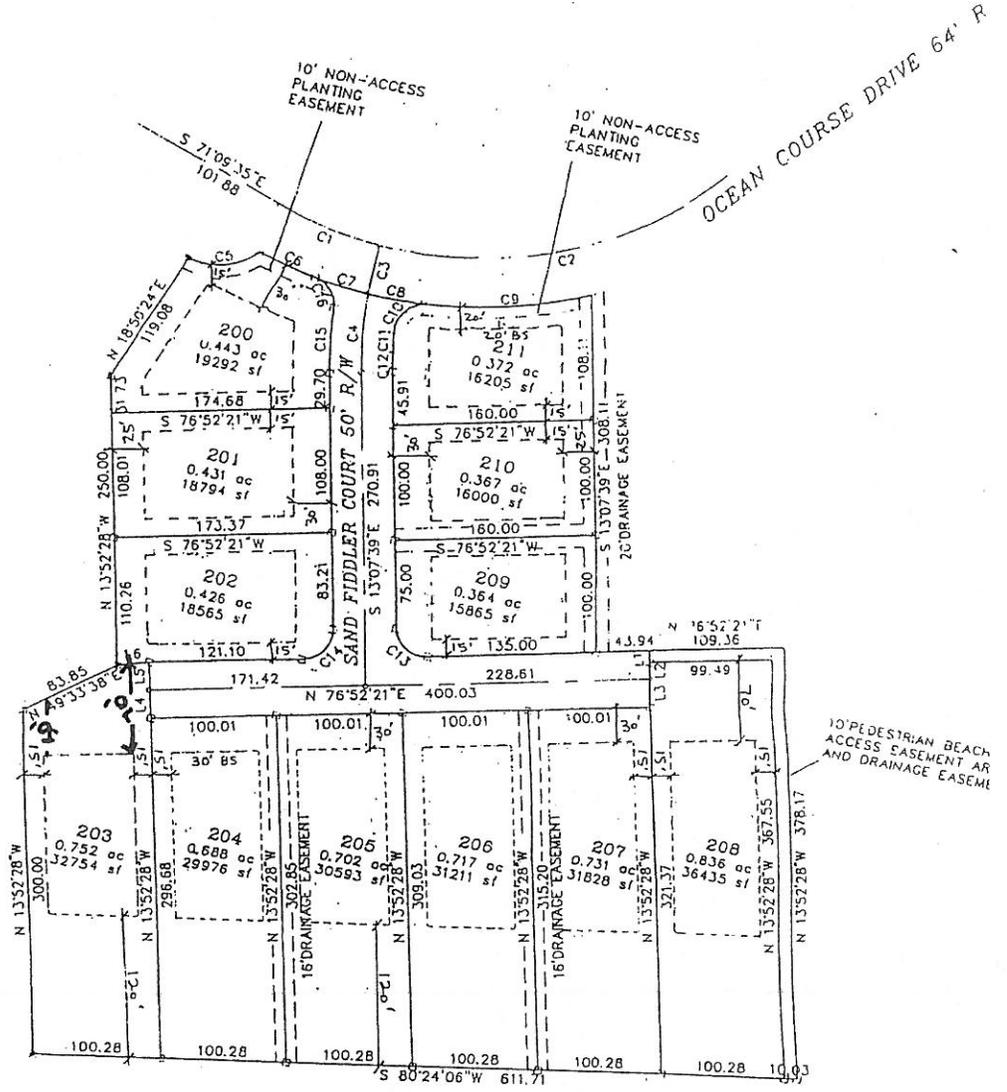
MATCH TO SHEET 3 OF 3
 60

SAND FIDDLER COURT

KIAWAH RESORT ASSOCIATES' ARCHITECTURAL REVIEW BOARD

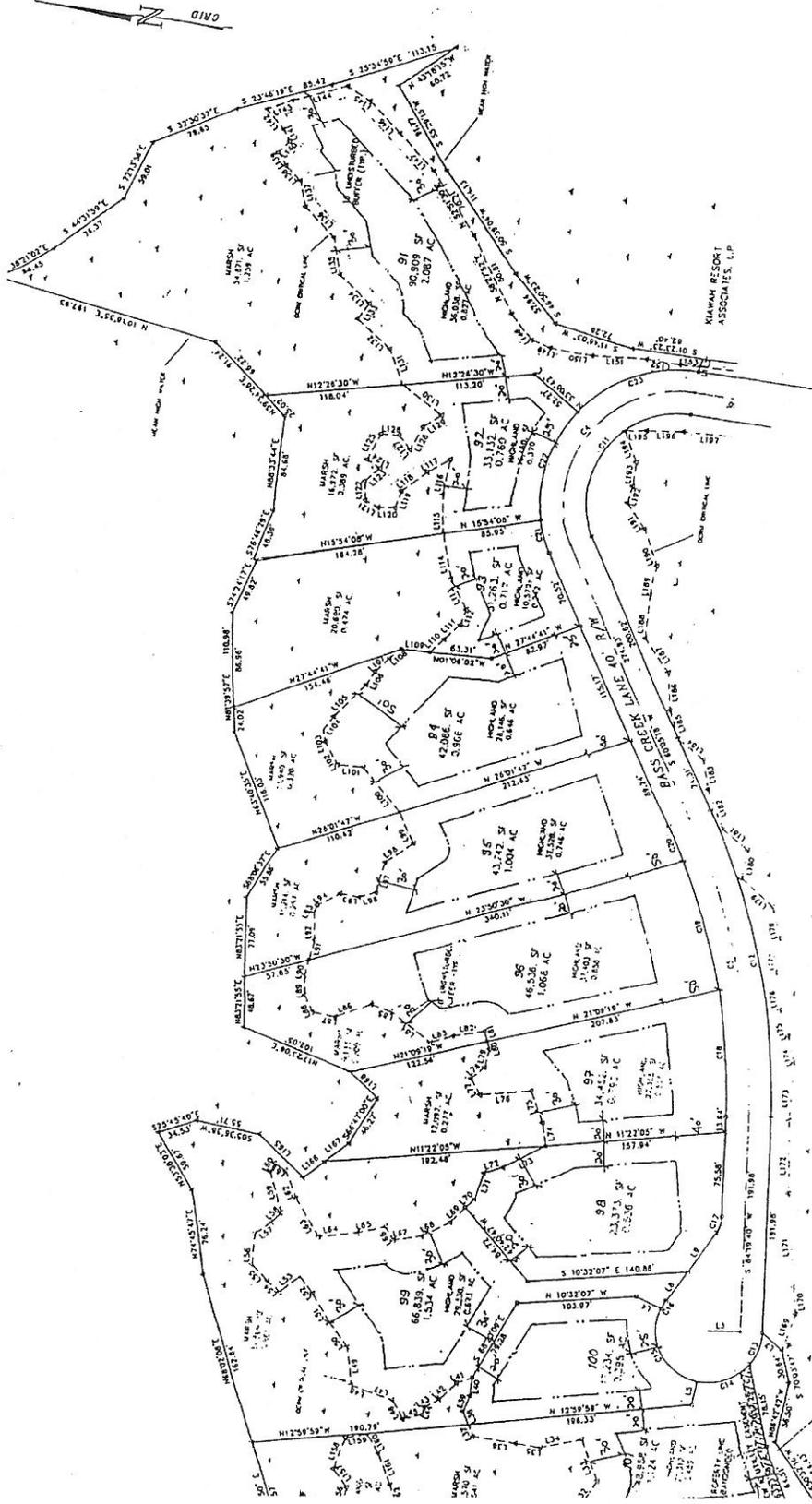
These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Dwight A. Nish August 30 1994
 Administrator Date
 Scale 1" = 100'



KIAWAH RESORT ASSOCIATES, L.P.

BASS CREEK LANE



KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

A. Nash April 20th 1997
 Administrator Date

BLUE HERON POND ROAD

BUILDABLE AREA

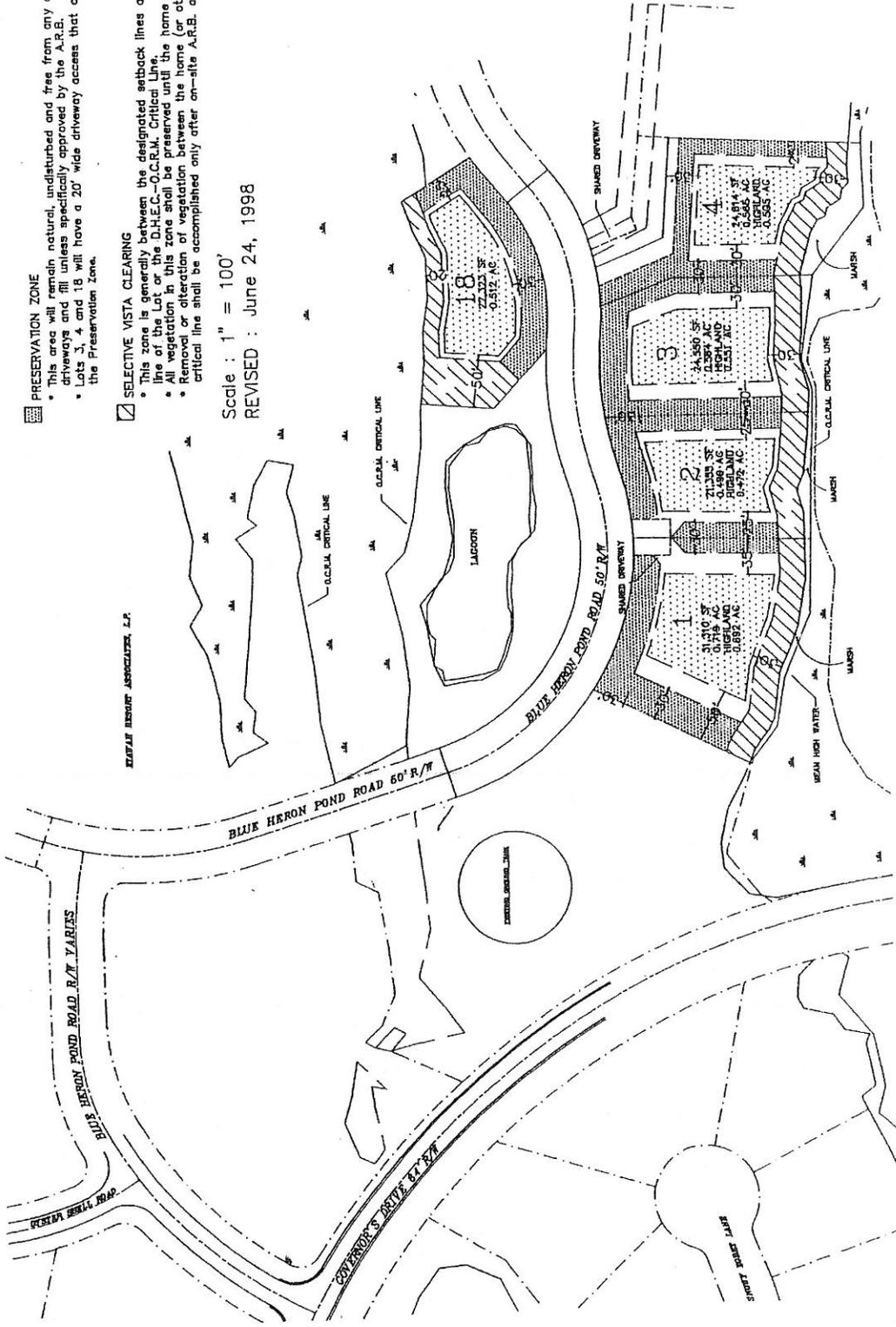
PRESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 3, 4 and 18 will have a 20' wide driveway access that can penetrate the Preservation Zone.

SELECTIVE VISTA CLEARING

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : June 24, 1998



ELITE DESIGN ASSOCIATES, L.P.

BLUE HERON POND ROAD

 BUILDABLE AREA

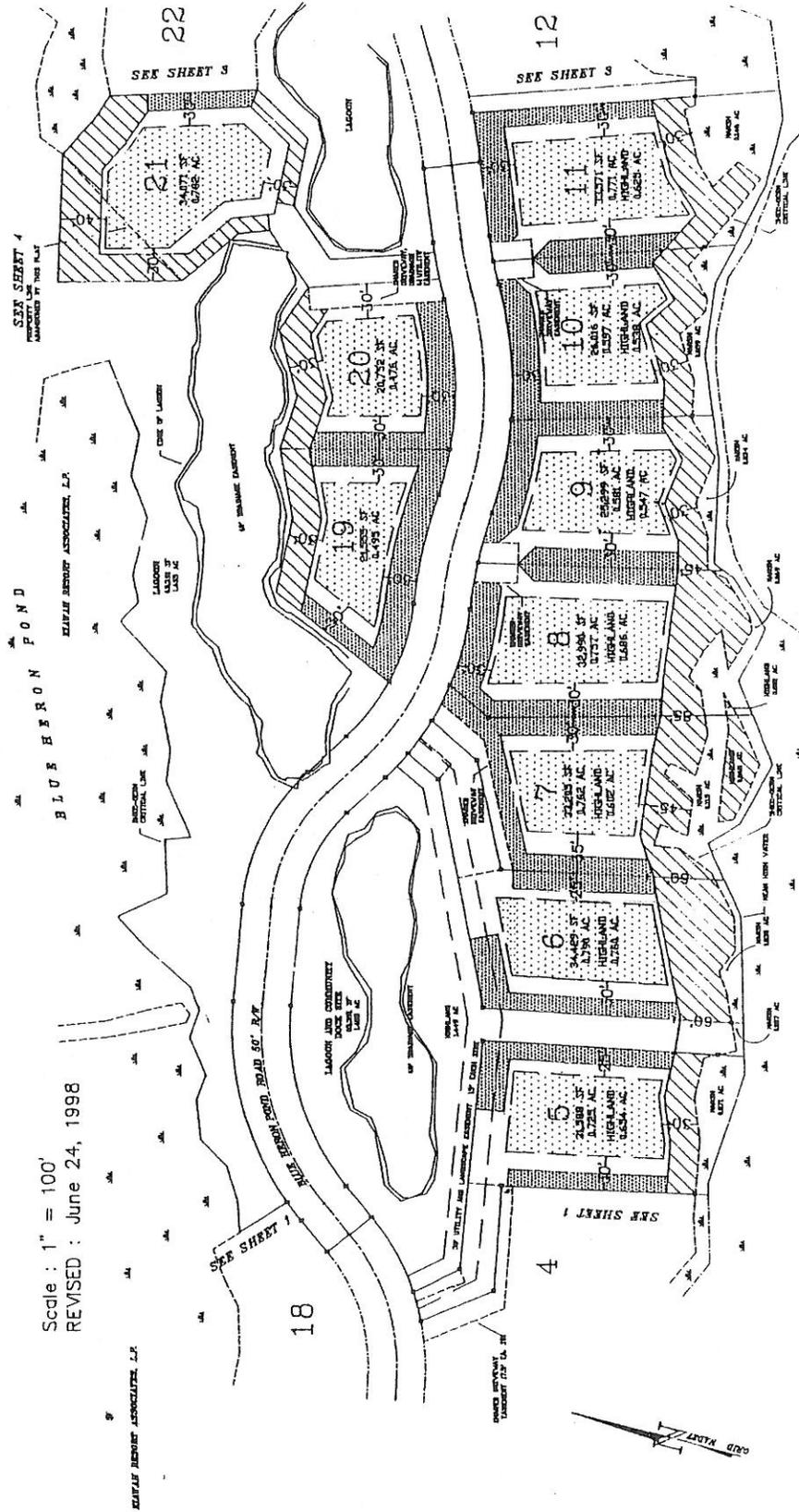
 PRESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 7 and 19 will have a 20' wide driveway access that can penetrate the Preservation Zone.

 SELECTIVE VISTA CLEARING

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : June 24, 1998



BLUE HERON POND ROAD

 BUILDABLE AREA

 PRESERVATION ZONE

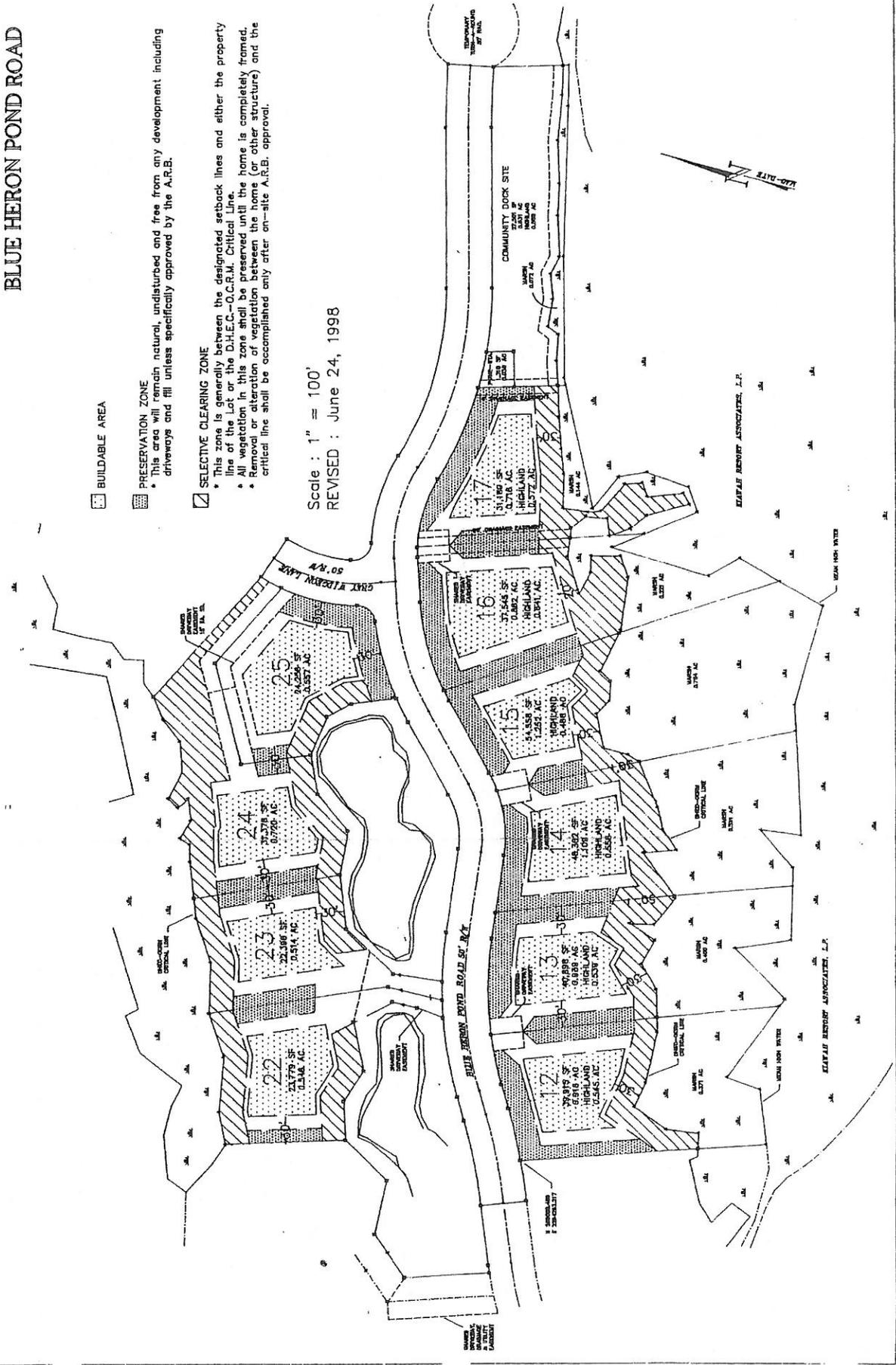
* This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

 SELECTIVE CLEARING ZONE

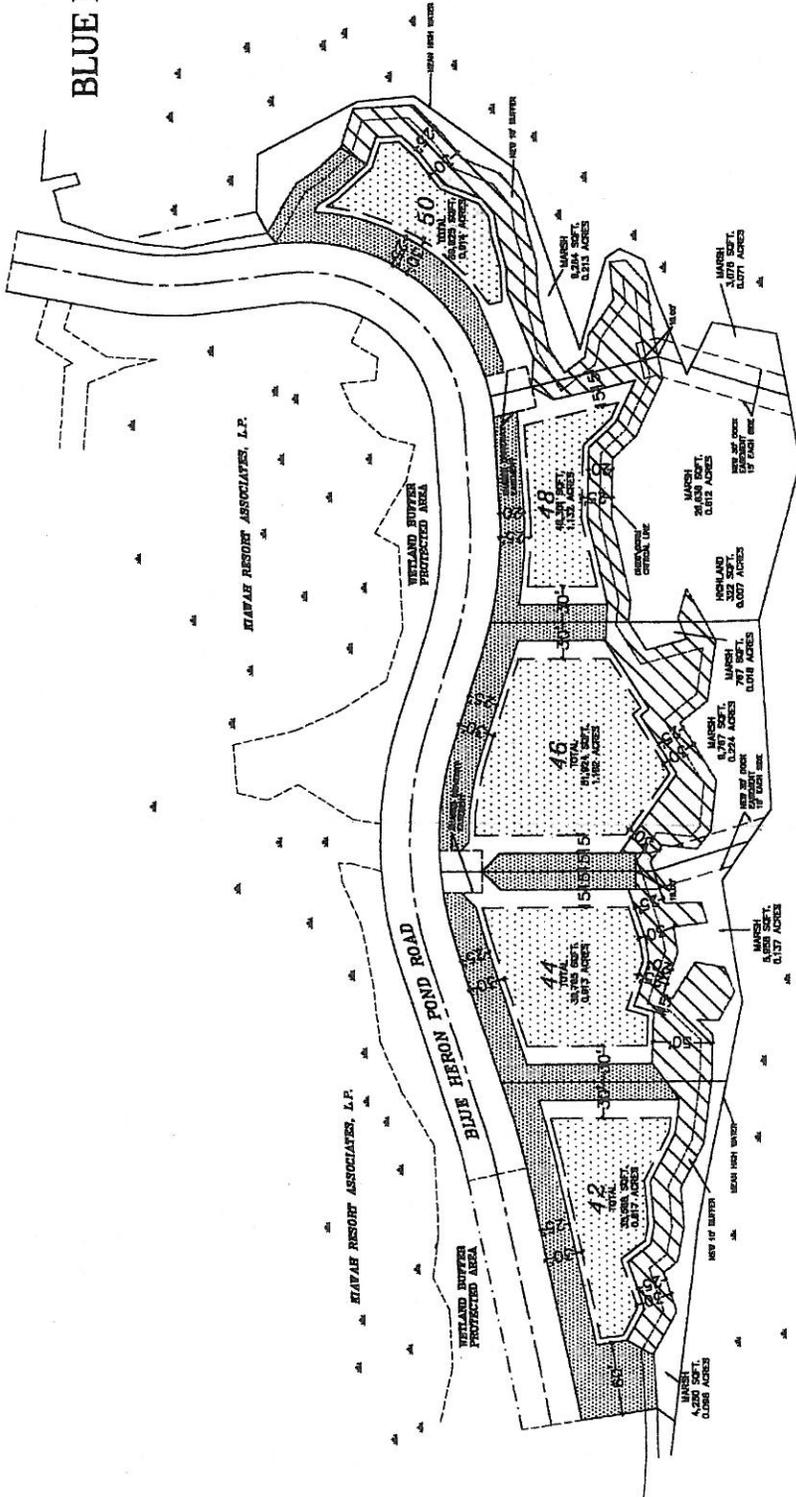
* This zone is generally between the designated setback lines and either the property line of the lot or the D.H.E.C.-O.G.R.M. Critical Line.
 * All vegetation in this zone shall be preserved until the home is completely framed.
 * Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'

REVISED : June 24, 1998



BLUE HERON POND ROAD



WETLAND BUFFER PROTECTED AREA

MARSH

BUILDABLE AREA

SEAWARD WATER

LOT OF WATER

CRITICAL LINE

SETBACK LINE

SETBACK FROM POINT OF VIEW

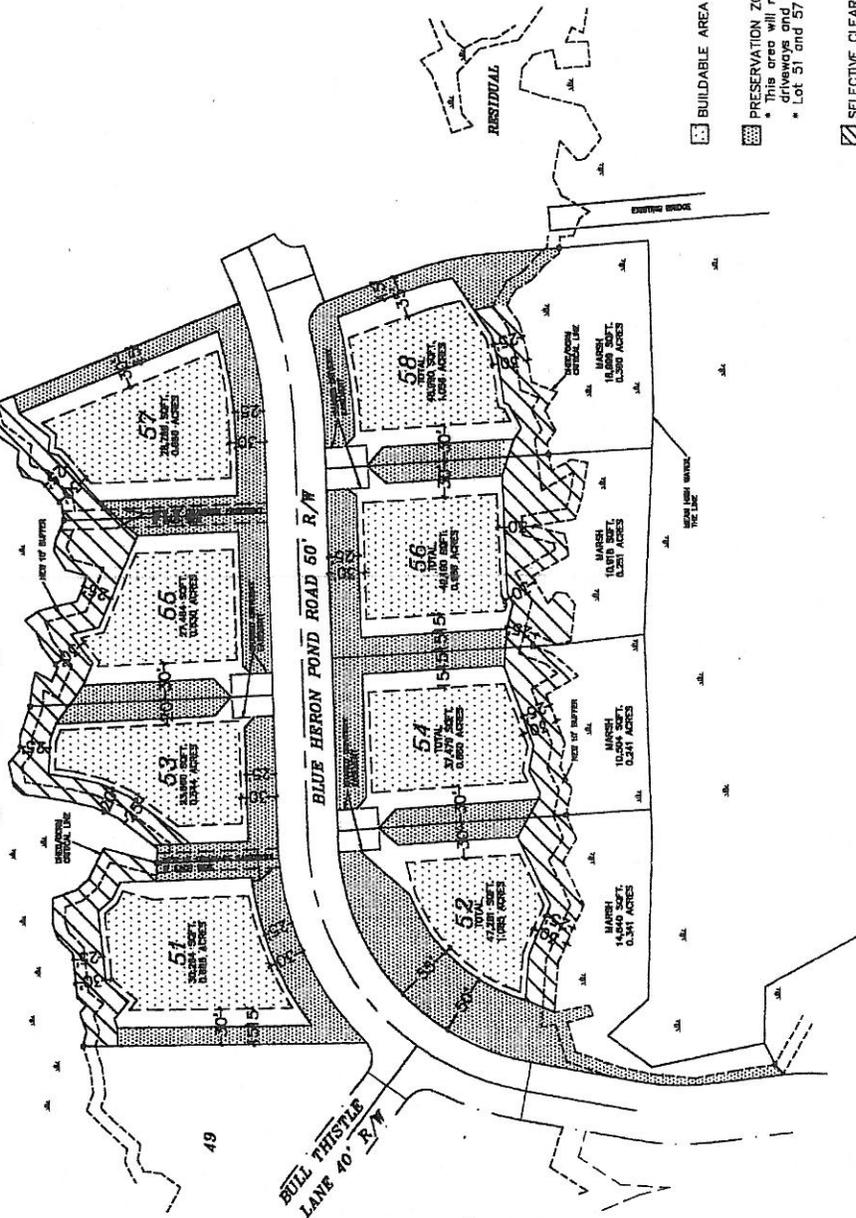
- PRESERVATION ZONE**
- This area will remain natural, undisturbed and free from any development including the construction of any buildings, structures, or other improvements.
 - Lot 42 will have a 20' wide driveway access that can penetrate the Preservation Zone.

- SELECTIVE CLEARING ZONE**
- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
 - All vegetation in this zone shall be preserved until the home is completely framed.
 - Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : April 3, 2000

BLUE HERON POND ROAD

KIAWAH RESORT ASSOCIATES, L.P.

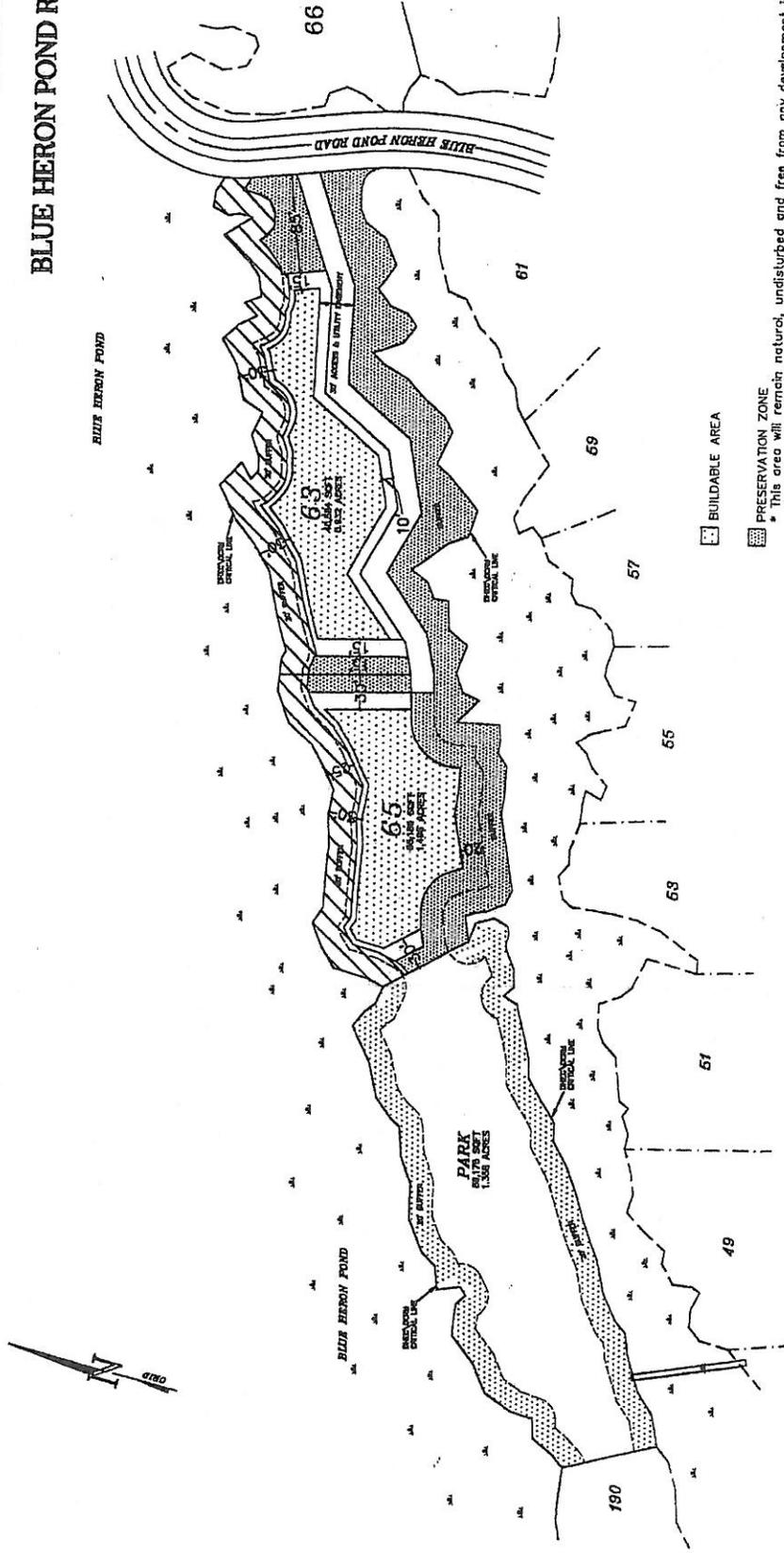


- BUILDABLE AREA**
- PRESERVATION ZONE**
 - * This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
 - * Lot 51 and 57 will have a 20' wide driveway access that can penetrate the Preservation Zone.
- SELECTIVE CLEARING ZONE**
 - * This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Outline.
 - * All vegetation in this zone shall be preserved until the home is completely framed.
 - * Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 15, 2000

Exhibit "B"

BLUE HERON POND ROAD



BUILDABLE AREA

PRESERVATION ZONE

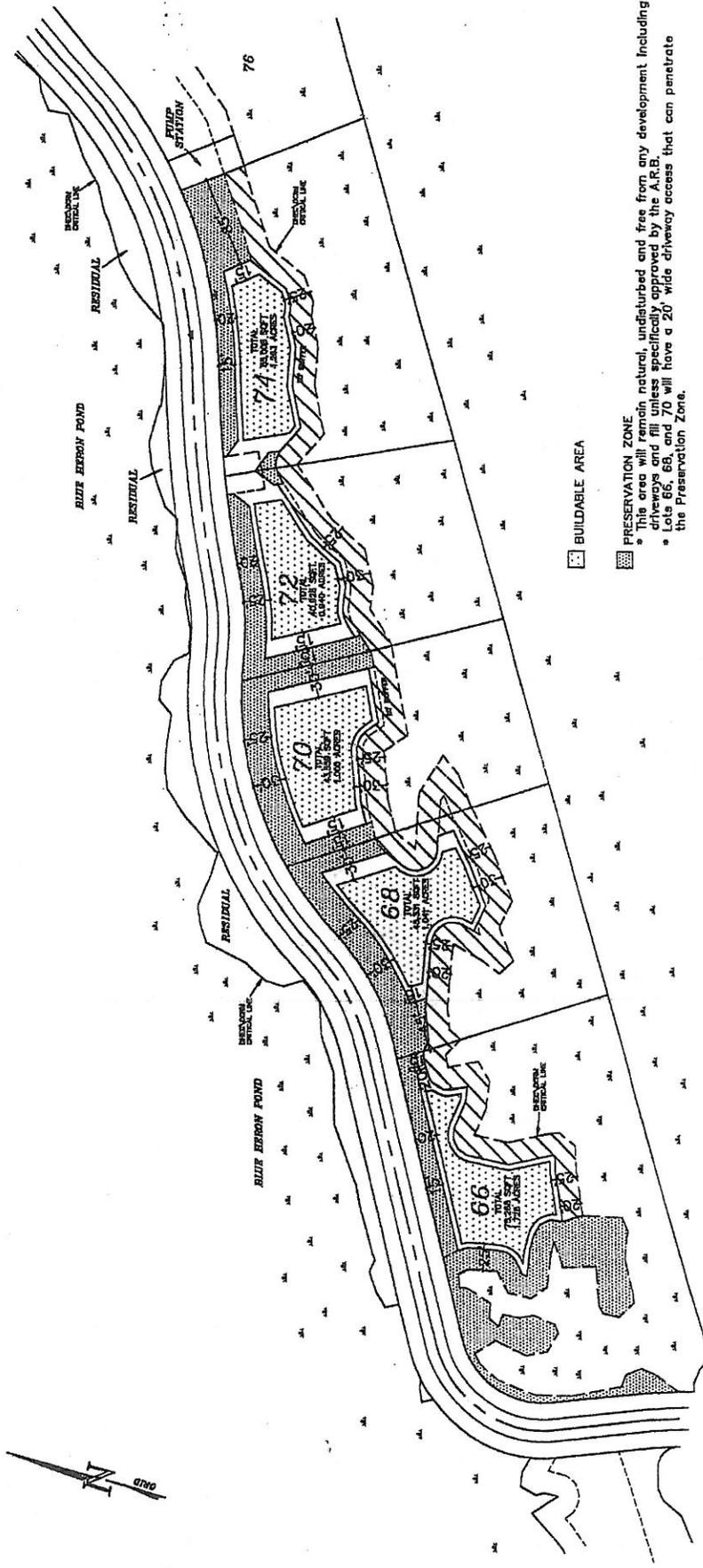
- * This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- * Lot 65 will have a 20' wide driveway access that can penetrate the Selective Clearing Zone and the Preservation Zone.

SELECTIVE CLEARING ZONE

- * This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.F.C.-O.C.R.M. Critical Line.
- * All vegetation in this zone shall be preserved.
- * Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 20, 2002

BLUE HERON POND ROAD



□ BUILDABLE AREA

▨ PRESERVATION ZONE

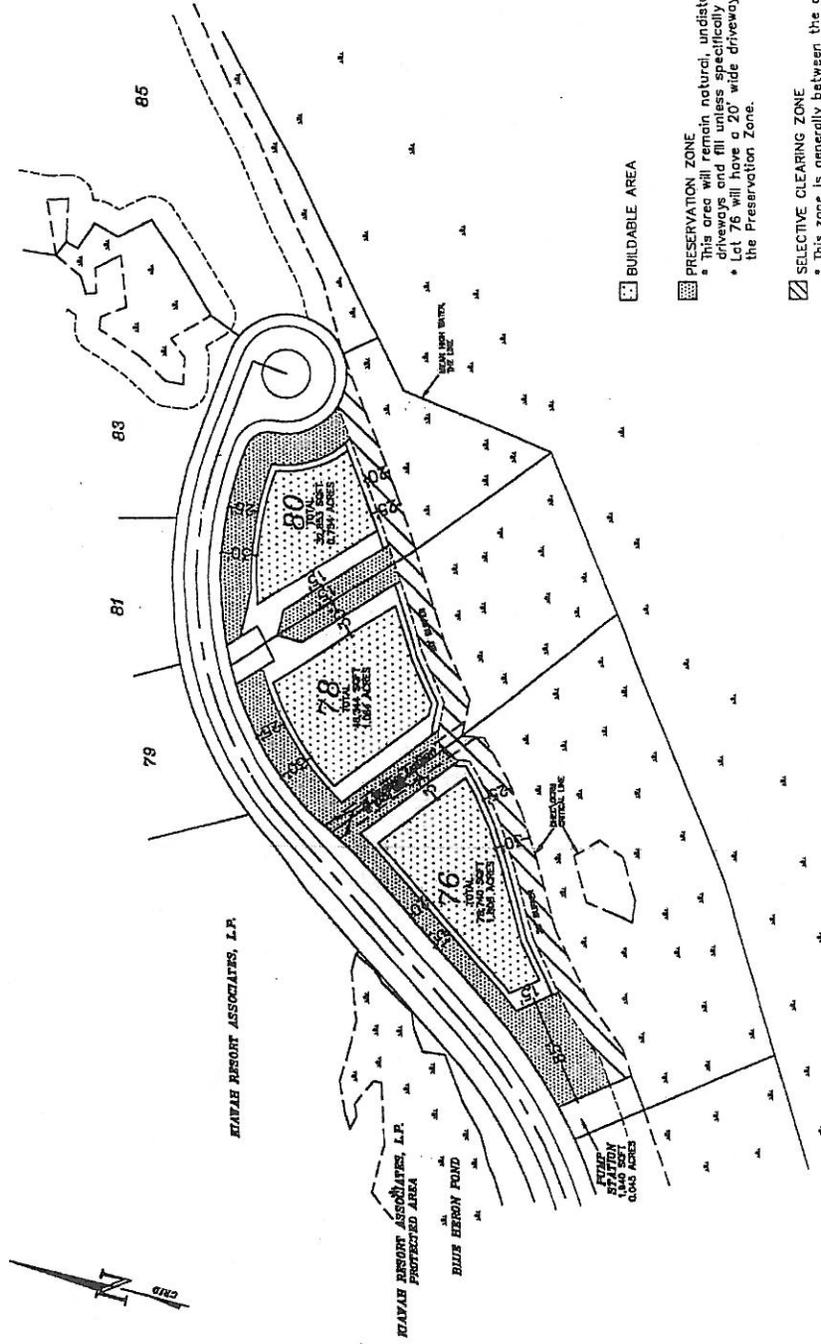
- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 66, 68, and 70 will have a 20' wide driveway access that can penetrate the Preservation Zone.

▧ SELECTIVE CLEARING ZONE

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 20, 2002

BLUE HERON POND ROAD



■ BUILDABLE AREA

▨ PRESERVATION ZONE

▧ SELECTIVE CLEARING ZONE

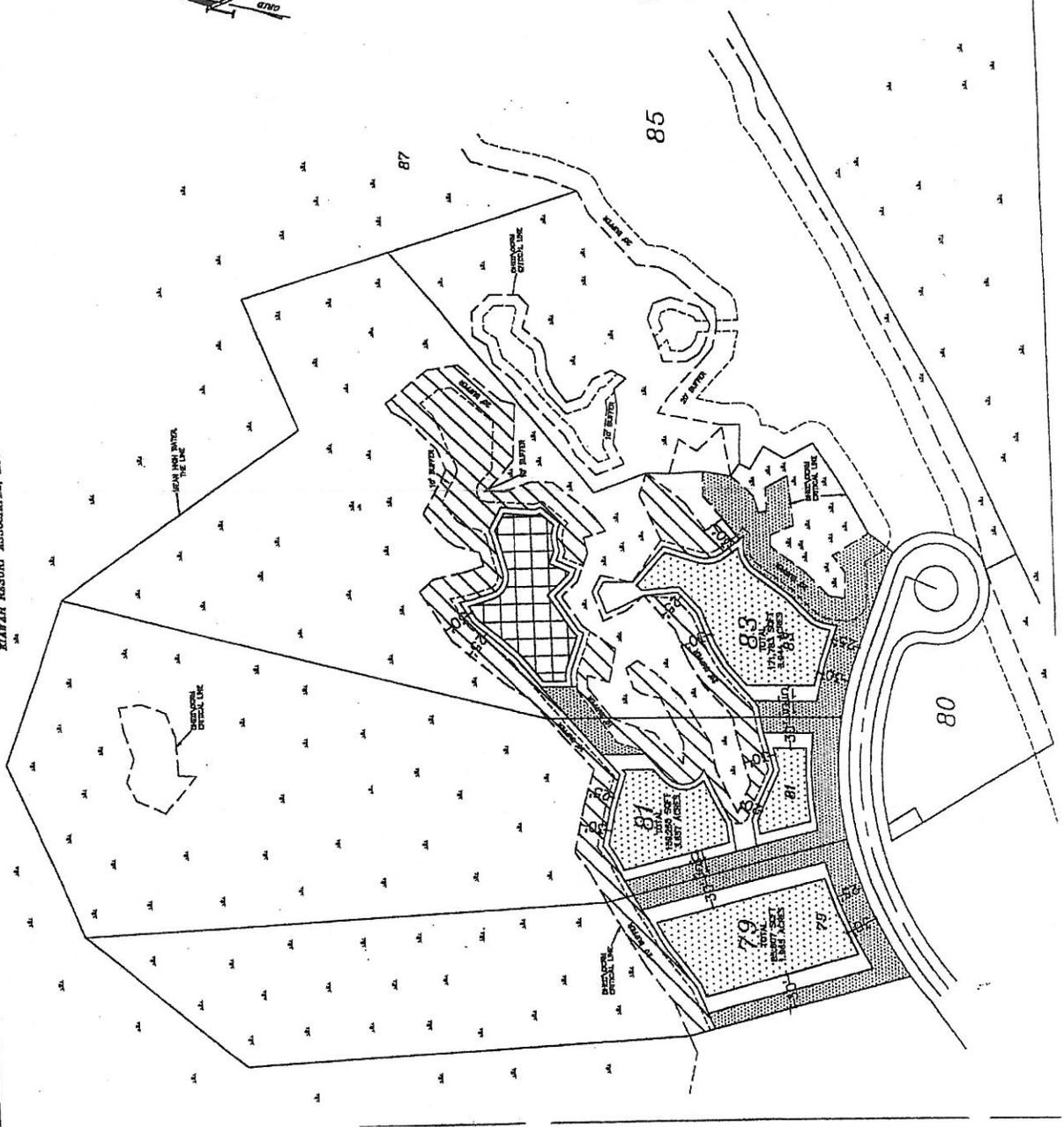
- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lot 76 will have a 20' wide driveway access that can penetrate the Preservation Zone.

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C. Critical Line. The home is completely framed.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 20, 2002

KAYAKH RESORT ASSOCIATES, L.P.

BLUE HERON POND ROAD



BUILDABLE AREA

LIMITED BUILDABLE AREA (Limiting to 2000 SF and a Maximum of 1 1/2 Stories)

PRESERVATION ZONE

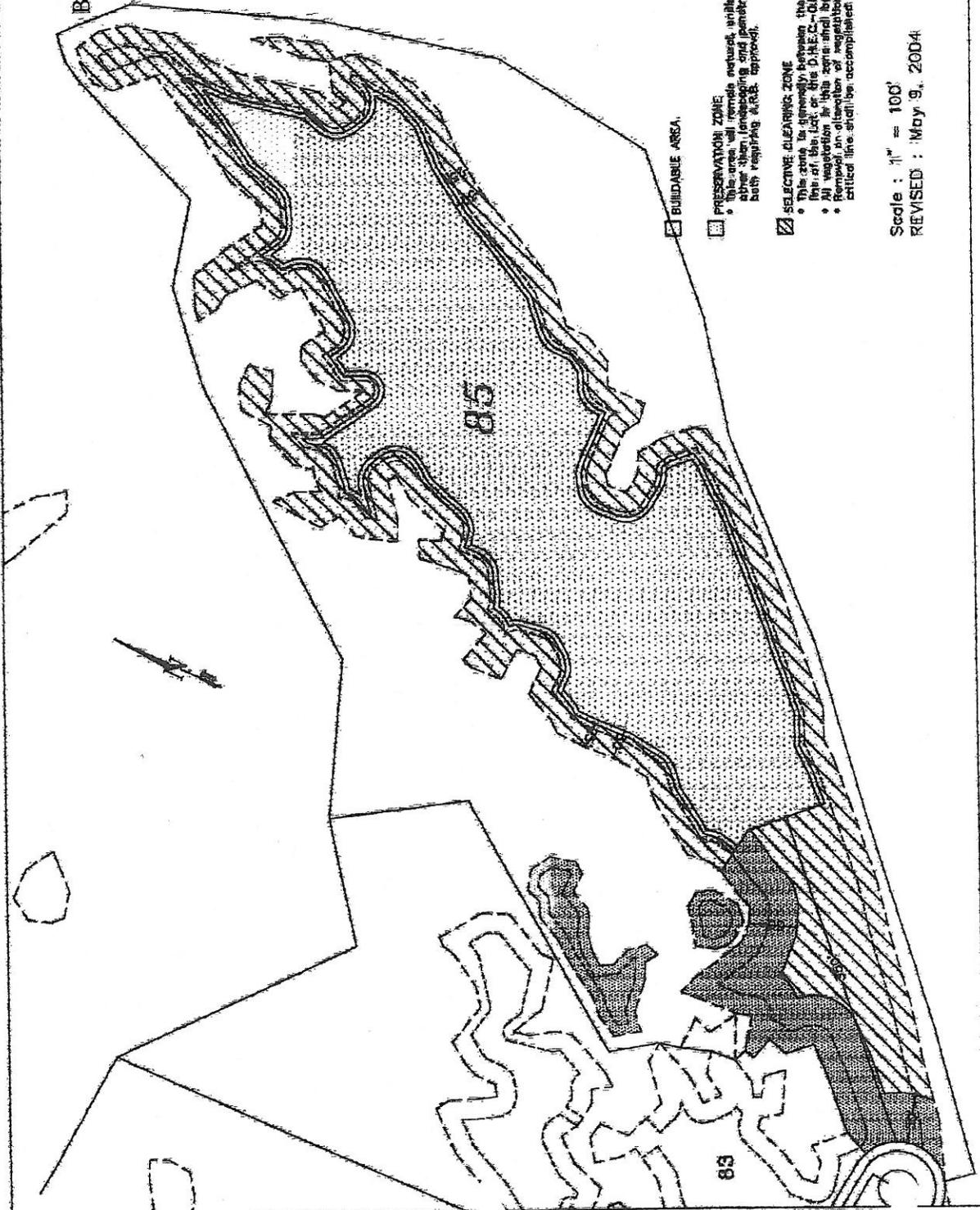
- This area will remain natural, undisturbed and free from any development including driveways and fill areas specifically approved by the A.R.B.
- Lots 79, 81, and 83 will have a 20' wide driveway access that can penetrate the Preservation Zone.

SELECTIVE CLEARING ZONE

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
REVISED : March 29, 2002

BLUE HERON POND ROAD



☐ BUILDABLE AREA.

▨ PRESERVATION ZONE

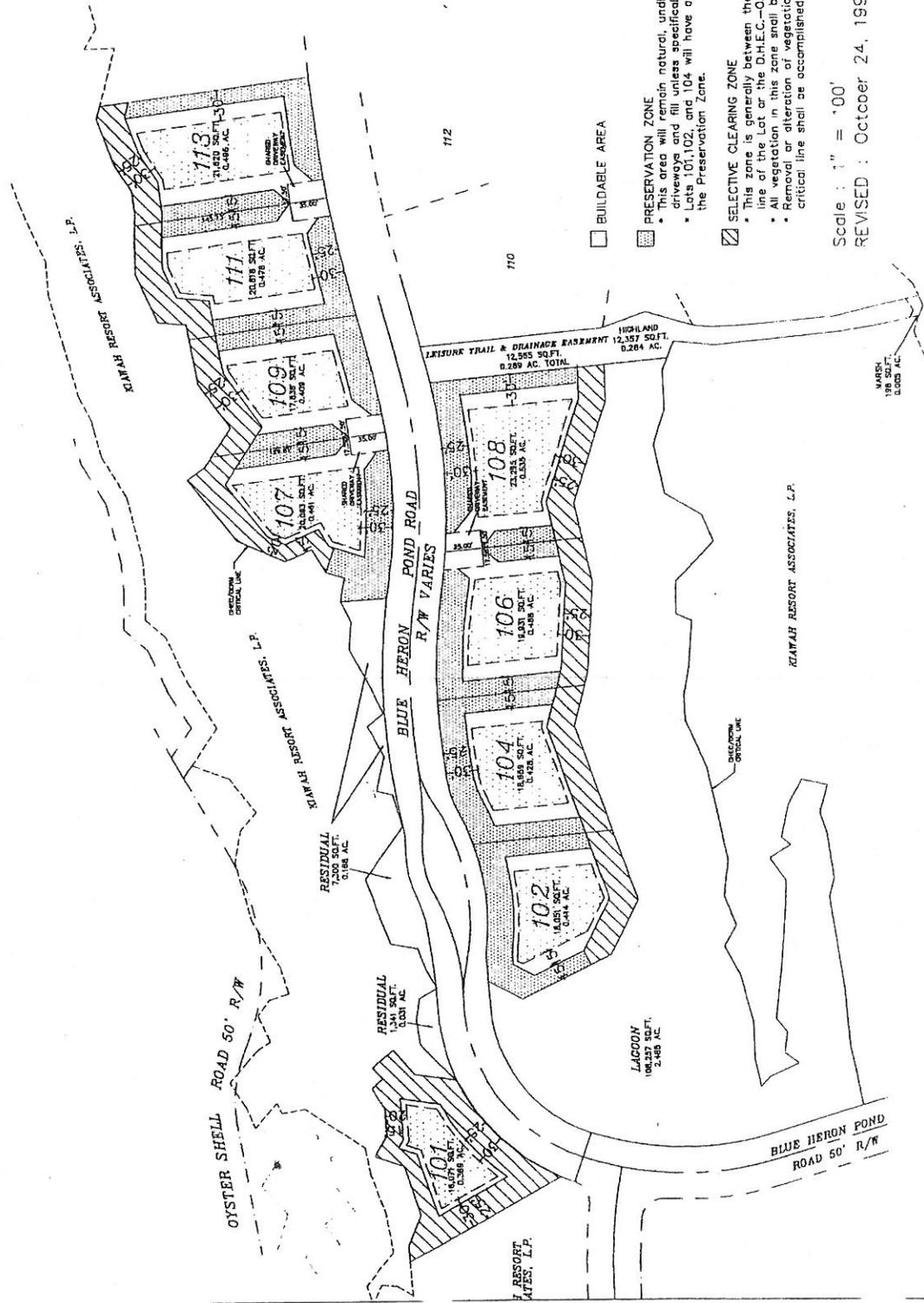
• This area will remain uncut, unharmed and free from any development other than farming and production of a 20' wide driveway, access, both requiring state approval.

▩ SELECTIVE CLEARING ZONE

• This zone is generally between the designated setback lines and either the property line or the D.H.E.C. - D.B.R.M. Critical Line.
• All vegetation in this zone shall be preserved until the home is completely framed.
• Removal or alteration of vegetation between the lines (or other structure) and the critical line shall be accomplished only after on-site A.R.S. approval.

Scale : 1" = 100'
REVISED : May 9, 2004

BLUE HERON POND ROAD



□ BUILDABLE AREA

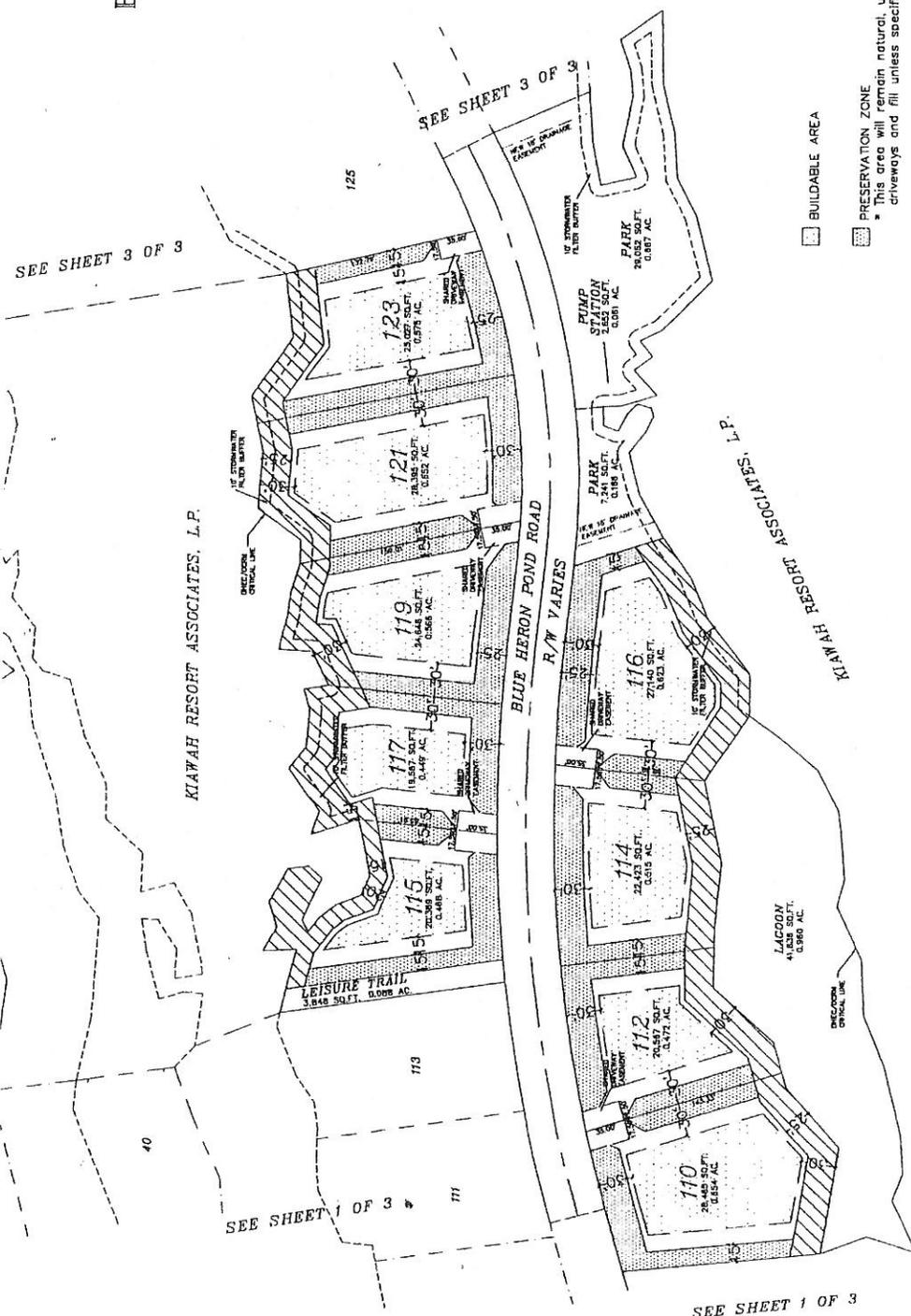
▨ PRESERVATION ZONE

▩ SELECTIVE CLEARING ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 101, 102, and 104 will have a 20' wide driveway access that can penetrate the Preservation Zone.
- This zone is generally between the designated setback lines and either the property line of the lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 400'
 REVISED : October 24, 1998

BLUE HERON POND ROAD



■ BUILDABLE AREA

▨ PRESERVATION ZONE

* This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

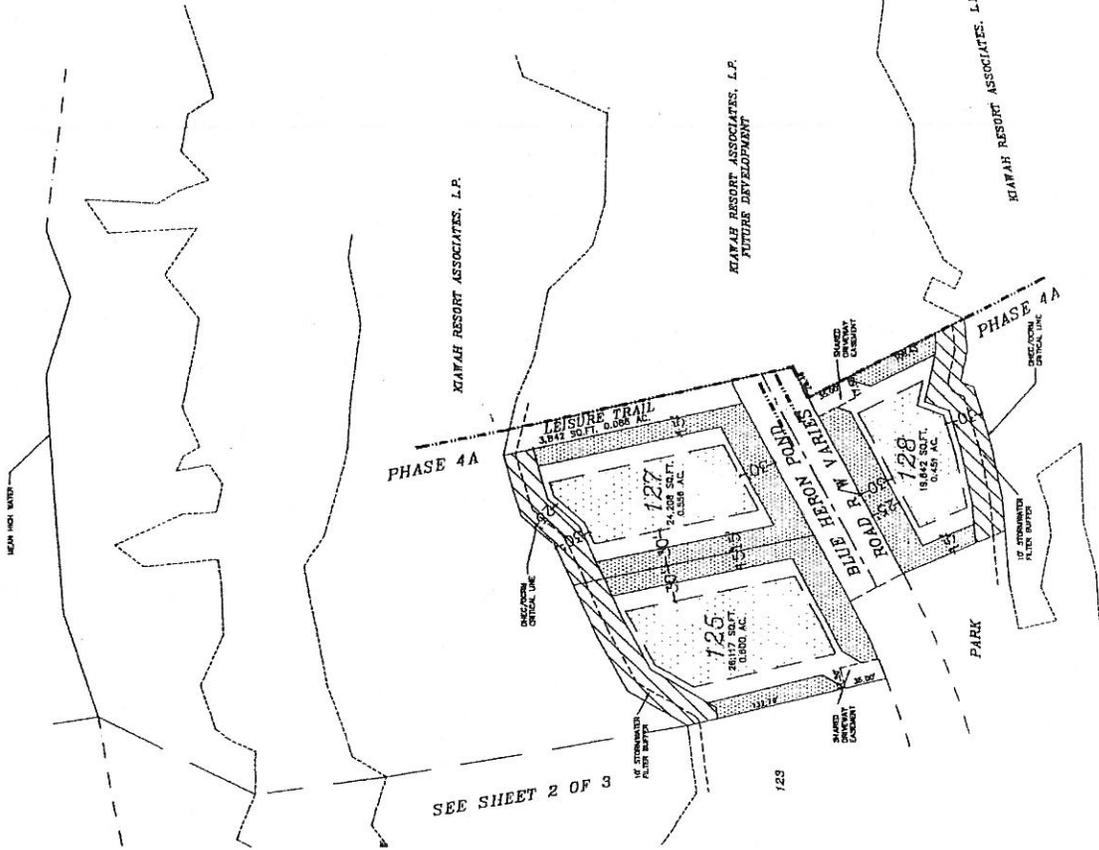
▨ SELECTIVE CLEARING ZONE

* This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
 * All vegetation in this zone shall be preserved until the home is completely framed.
 * Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'

REVISED : October 24, 1998

BLUE HERON POND ROAD



□ BUILDABLE AREA

▨ PRESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lot 127 will have a 20' wide driveway access that can penetrate the Preservation Zone.

▩ SELECTIVE CLEARING ZONE

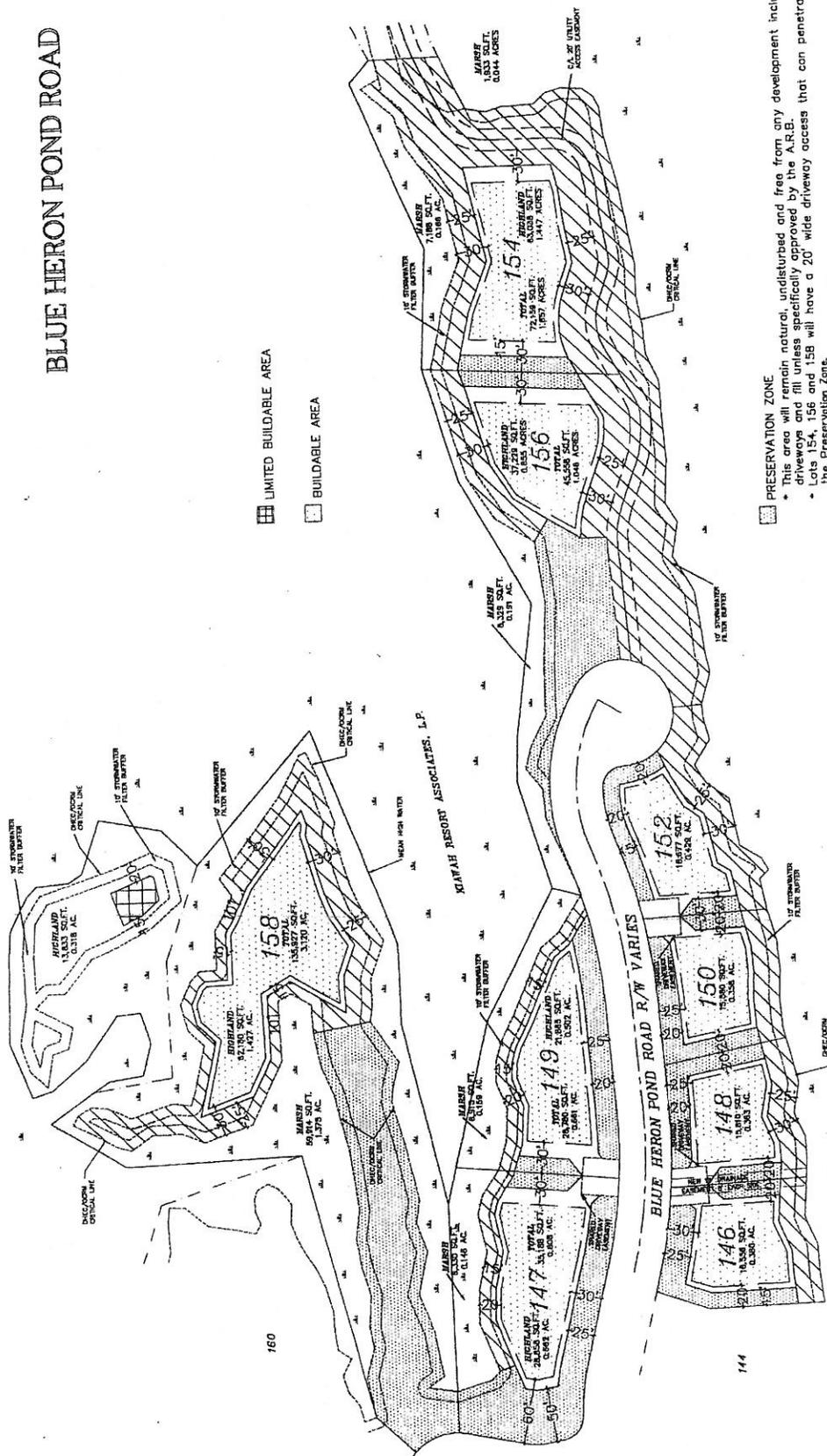
- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'

REVISED : October 24, 1998

SEE SHEET 2 OF 3

BLUE HERON POND ROAD



LIMITED BUILDABLE AREA

BUILDABLE AREA

PRESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 154, 156 and 158 will have a 20' wide driveway access that can penetrate the Preservation Zone.

SELECTIVE CLEARING ZONE

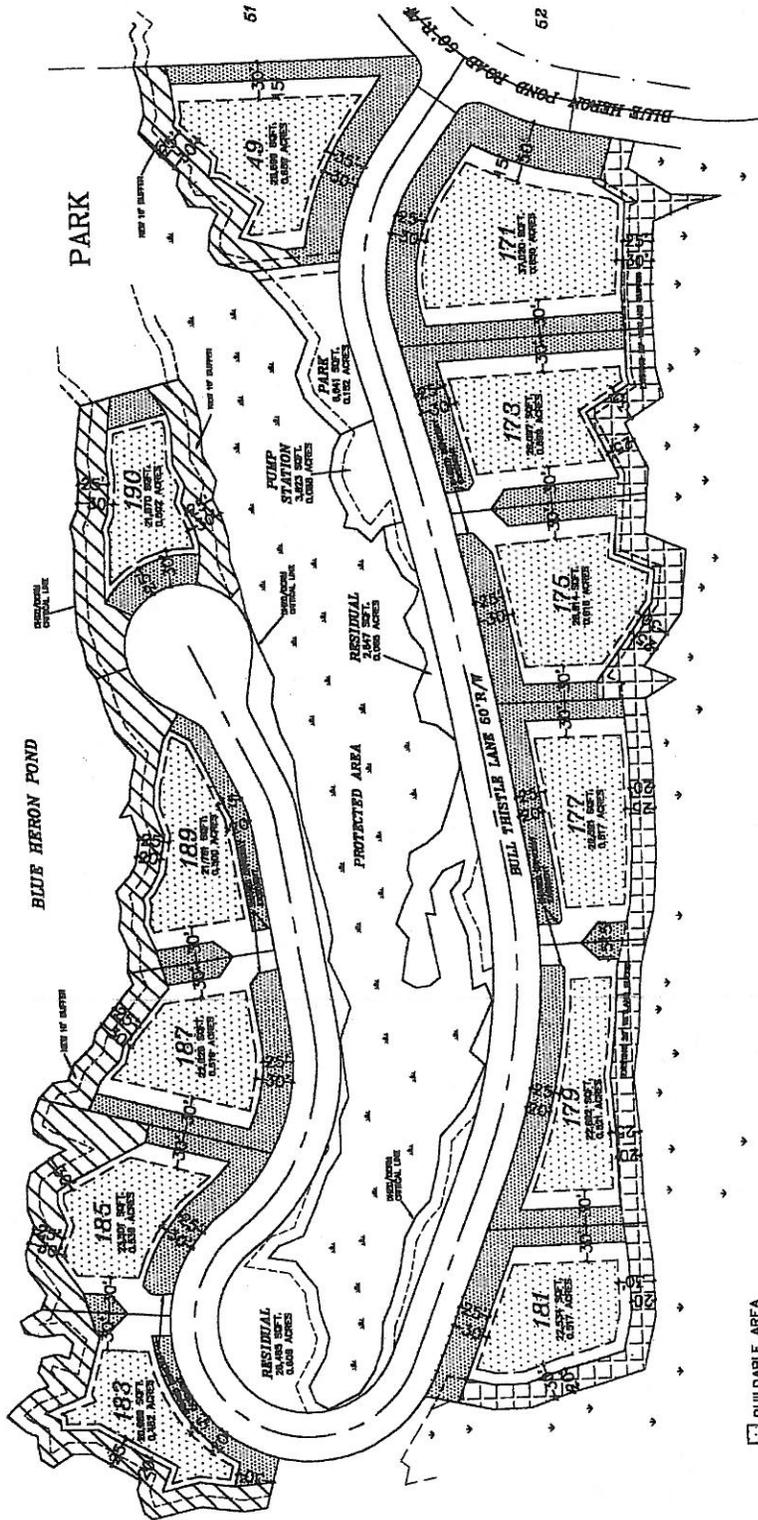
- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line. The home is completely framed.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration between the home (or other structure) and the critical line shall be accomplished only after an on-site A.R.B. approval.

Scale : 1" = 100'

REVISED : July 28, 1999

MATCO, INC.

BULL THISTLE LANE



■ BUILDABLE AREA

▨ PRESERVATION ZONE

This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
 • Lots 171, 181 and 190 will have a 20' wide driveway access that can penetrate the Preservation Zone.

▩ RESTRICTIVE CLEARING ZONE

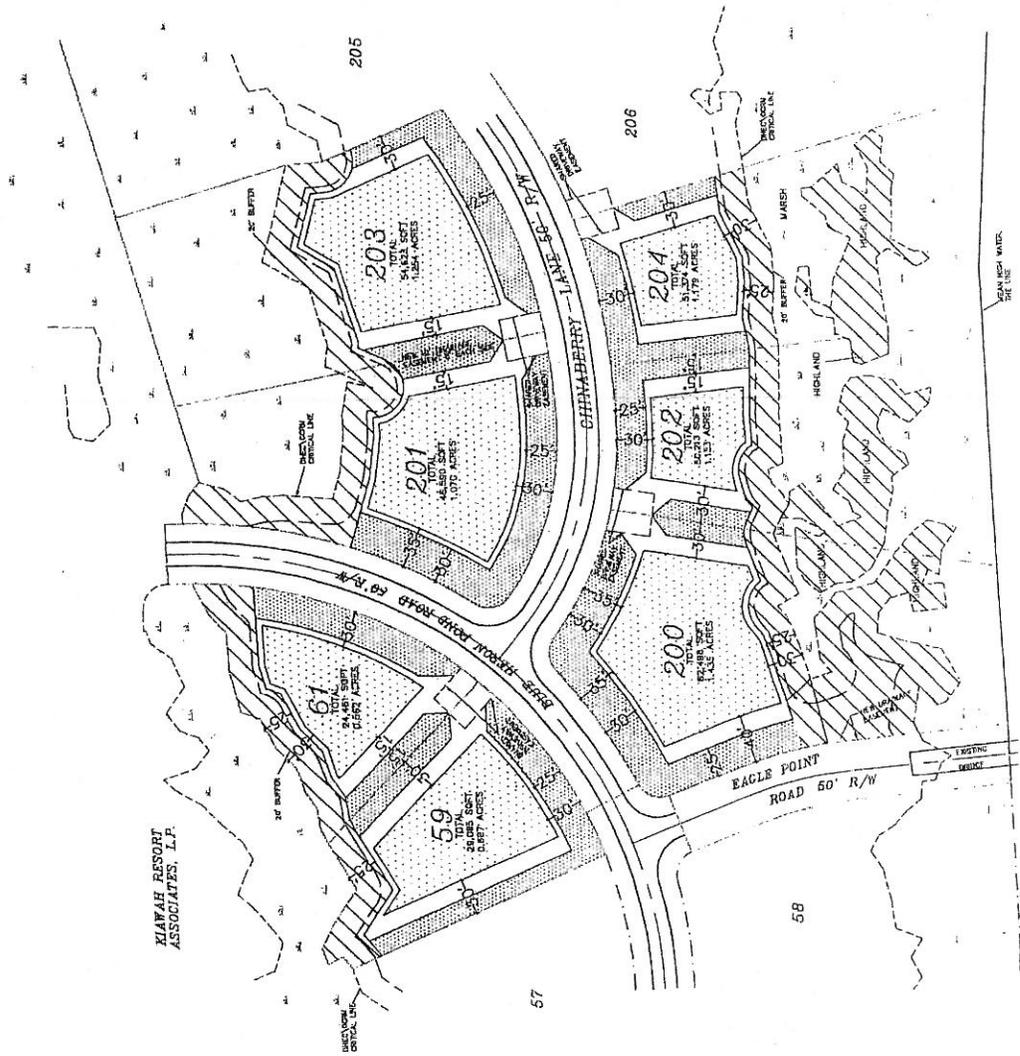
This zone is generally between the designated setback lines and either the property line of the Lot or the D.P.E.C.-O.C.R.M. Critical Line.
 • All vegetation within this zone shall be preserved until the home is completely framed.
 • Removal of vegetation between the home (or other structure) and the critical line shall be accomplished only after an on-site A.R.B. approval.

▩ RESTRICTIVE CLEARING ZONE

In addition to the notations for the Selective Clearing Zone, this designated area is subject to a Declaration of Restrictive Covenant (as declared) in the Charleston County R.M.C. Declaration.
 • Only limited pruning and cutting of understory shrubs is prohibited.
 • Reference must be made to the Declaration for specific details as to permitted and prohibited activities within the Restrictive Clearing Zone.

Scale : 1" = 100'
 REVISED : April 5, 2000

BLUE HERON POND ROAD and CHINABERRY LANE



■ BUILDABLE AREA

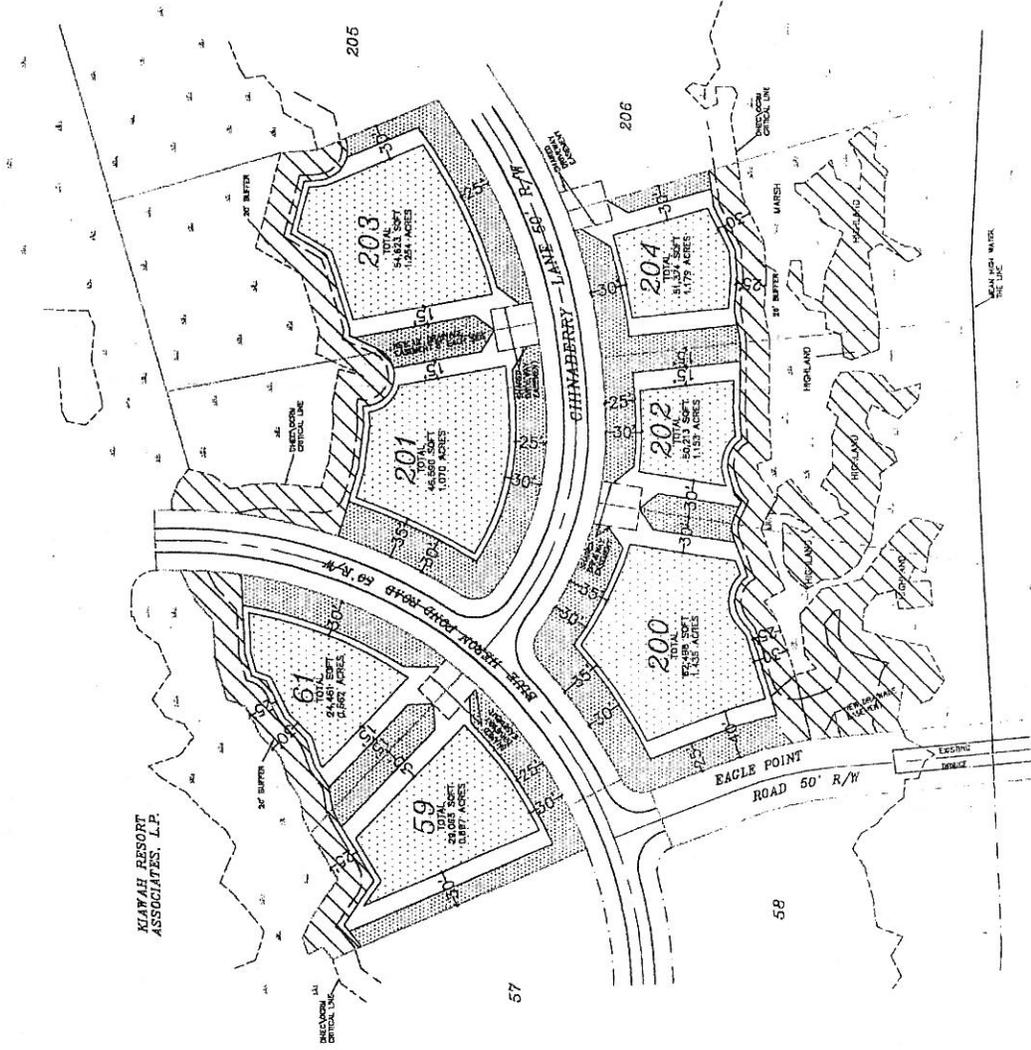
▨ PRESERVATION ZONE

This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

▩ SELECTIVE CLEARING ZONE

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line. The home is completely framed.
- All vegetation in this zone shall be preserved until the home (or other structure) and the removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

BLUE HERON POND ROAD and CHINABERRY LANE



BUILDABLE AREA

PRESERVATION ZONE
 * This area will remain natural, undisturbed, and free from any development including driveways and fill unless specifically approved by the A.R.B.

SELECTIVE CLEARING ZONE

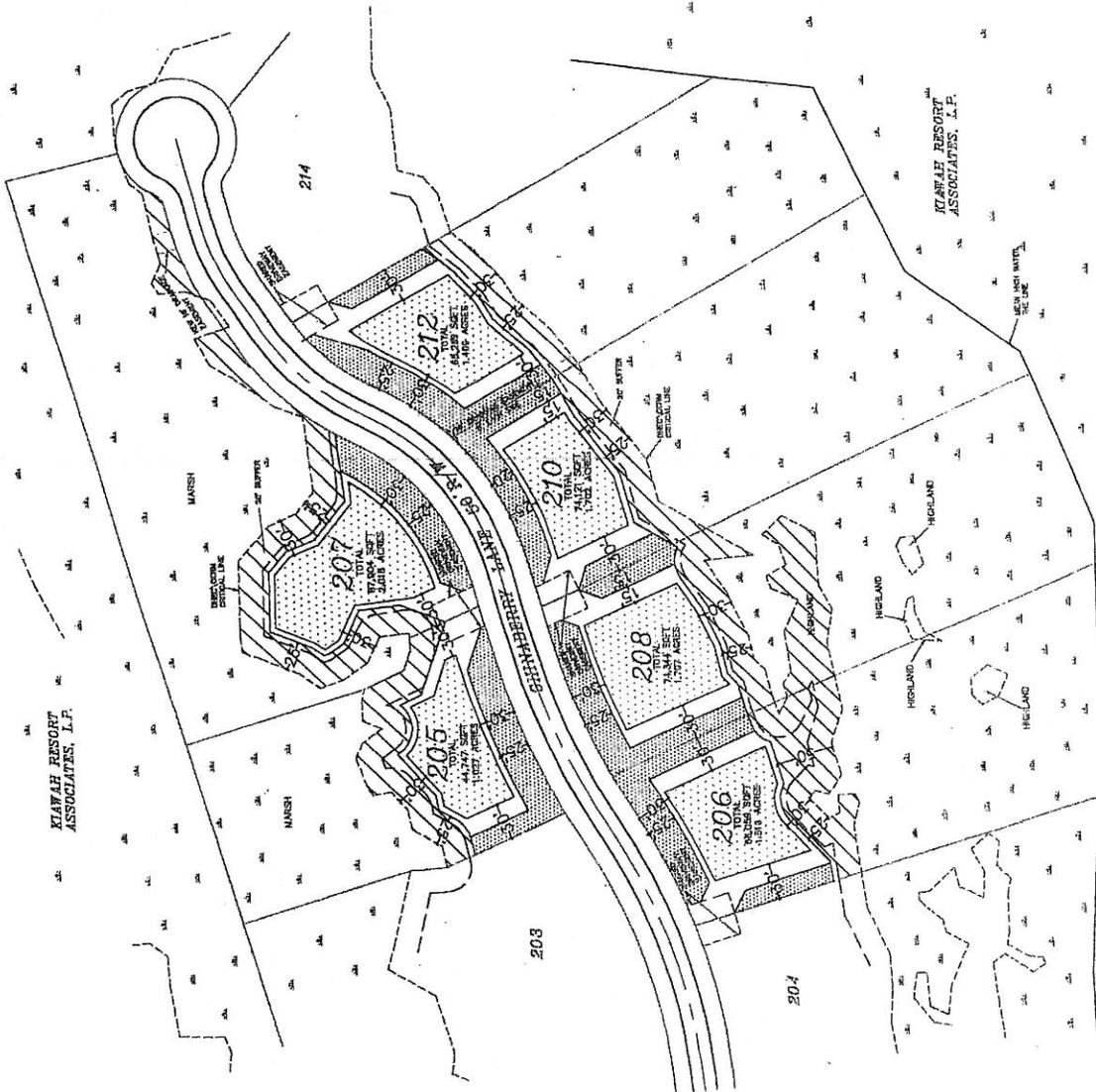
- * This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C. - O.C.R.M. Critical Line.
- * All vegetation in this zone shall be preserved until the home is completely framed.
- * Removal of any vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 1, 2001

KIAWAH RESORT
ASSOCIATES, L.P.

KIAWAH RESORT
ASSOCIATES, L.P.

CHINABERRY LANE



KIAWAH RESORT
ASSOCIATES, L.P.

KIAWAH RESORT
ASSOCIATES, L.P.



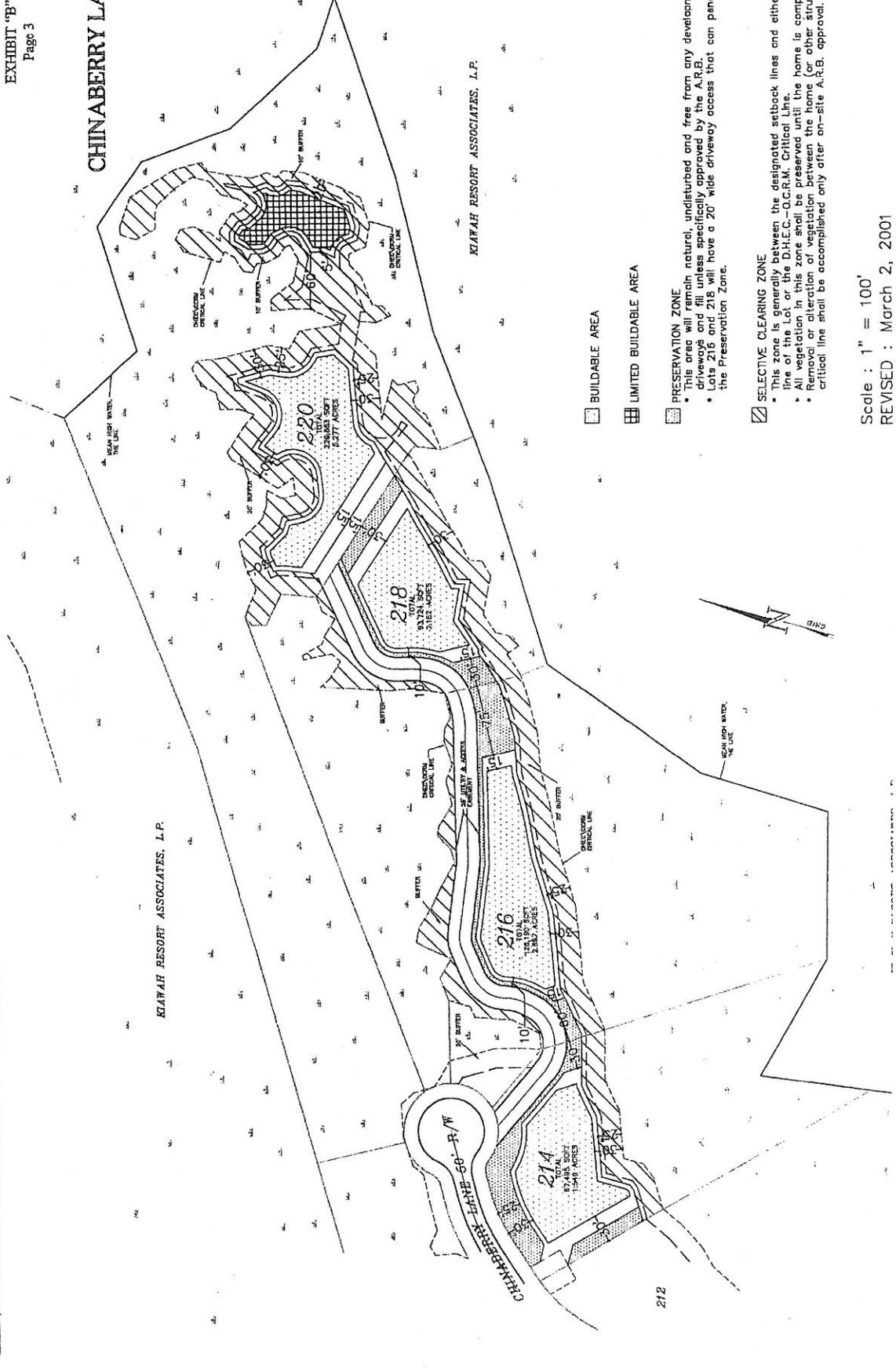
▭ BUILDABLE AREA

▨ PRESERVATION ZONE
* This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

▧ SELECTIVE CLEARING ZONE
* This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.L.C.C. - O.C.R.M. Critical Line.
* All vegetation in this zone shall be preserved until the home is completely framed.
* Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
REVISED : March 1, 2001

CHINABERRY LANE



KIWAH RESORT ASSOCIATES, L.P.

KIWAH RESORT ASSOCIATES, L.P.

■ BUILDABLE AREA

▨ LIMITED BUILDABLE AREA

▤ PRESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
- Lots 216 and 218 will have a 20' wide driveway access that can penetrate the Preservation Zone.

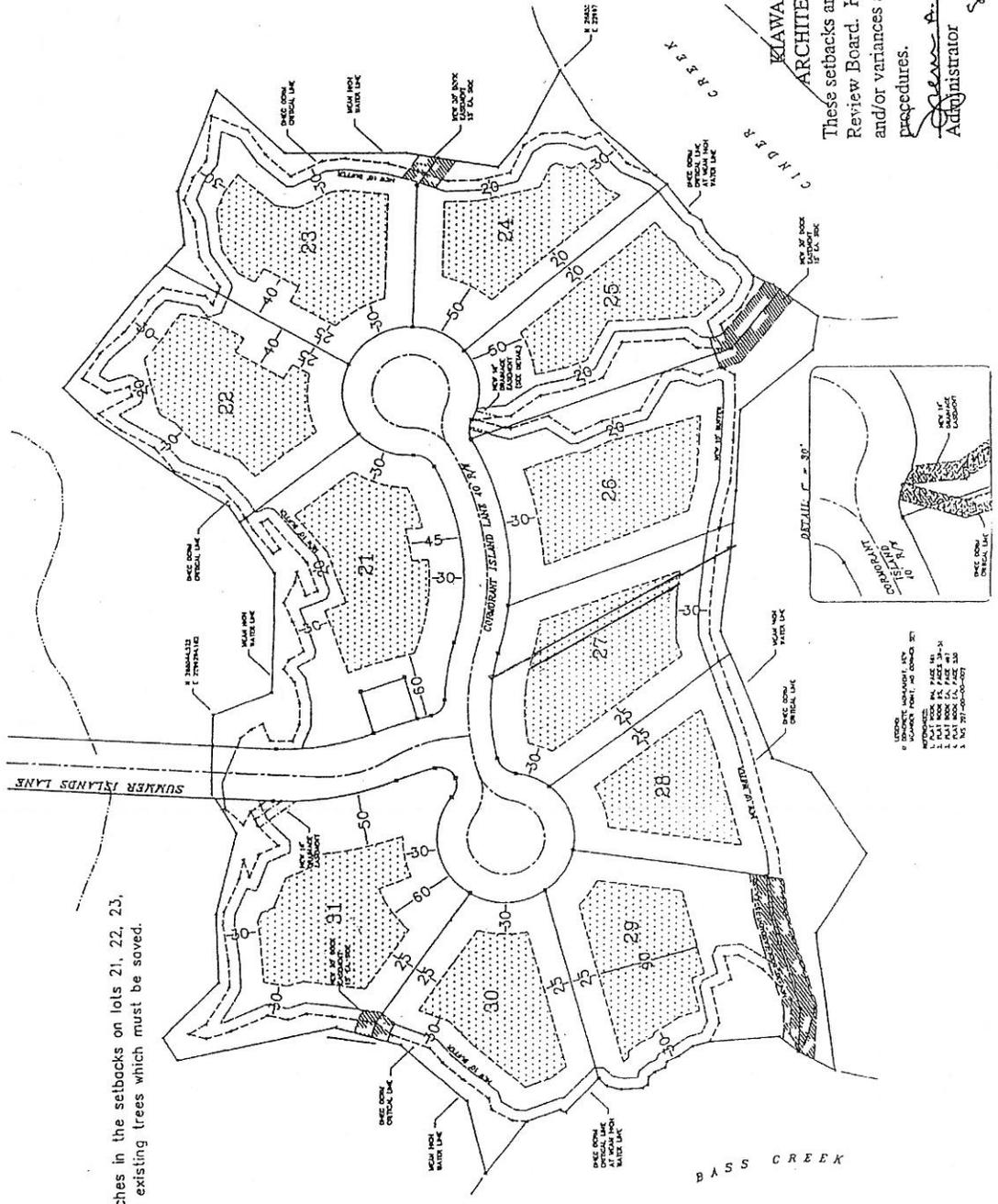
▧ SELECTIVE CLEARING ZONE

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
REVISED : March 2, 2001

CONVICTION ISLAND LANE

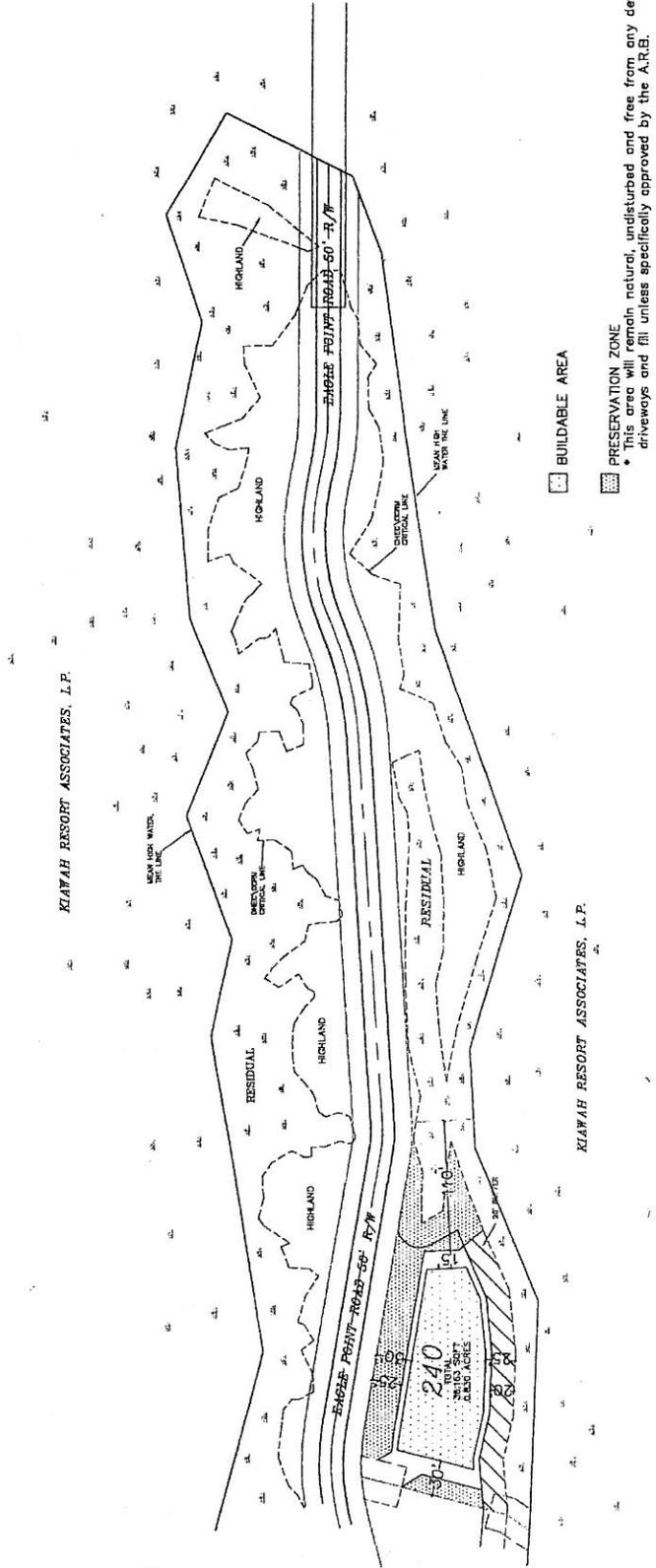
Conviiction Island Lane



Note: Irregular notches in the setbacks on lots 21, 22, 23, and 31 reflect existing trees which must be saved.

KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD
 These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.
 Administrator Gregory A. Nish Date April 30th 1997
 Scale: 1" = 100'

EAGLE POINT ROAD



☐ BUILDABLE AREA

▨ PRESERVATION ZONE

▧ SELECTIVE CLEARING ZONE

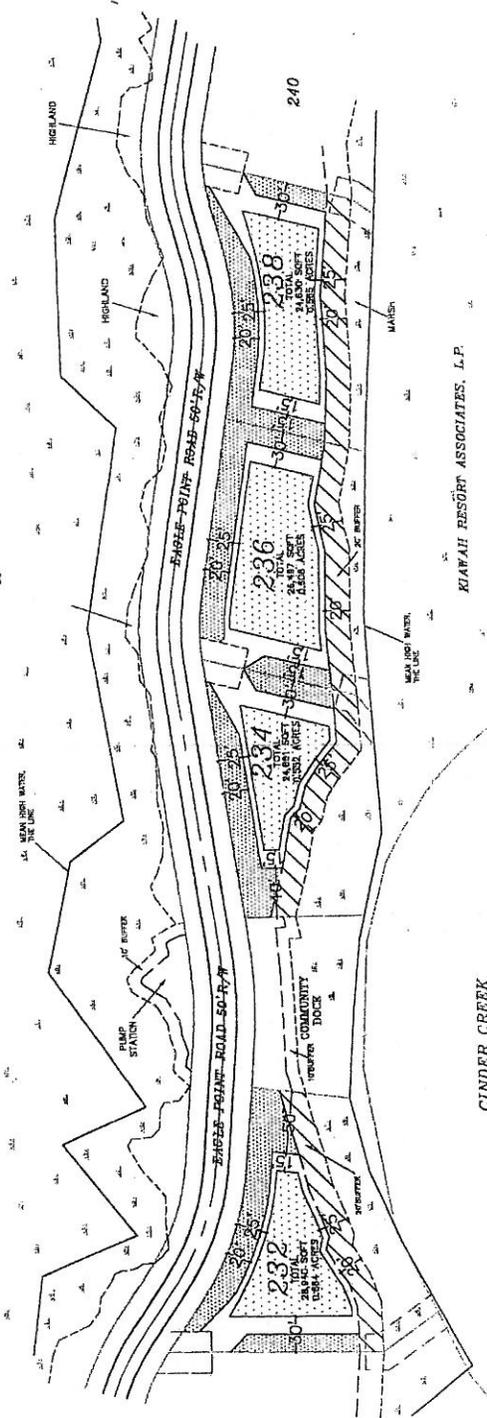
- This zone is generally between the designated setback lines and either the property line or the D.H.E. O.C.R.M. Centerline.
- All vegetation in this area shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

- This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

Scale : 1" = 100'
REVISED : March 2, 2001

EAGLE POINT ROAD

KIAWAH RESORT ASSOCIATES, L.P.



▣ BUILDABLE AREA

▨ PRESERVATION ZONE

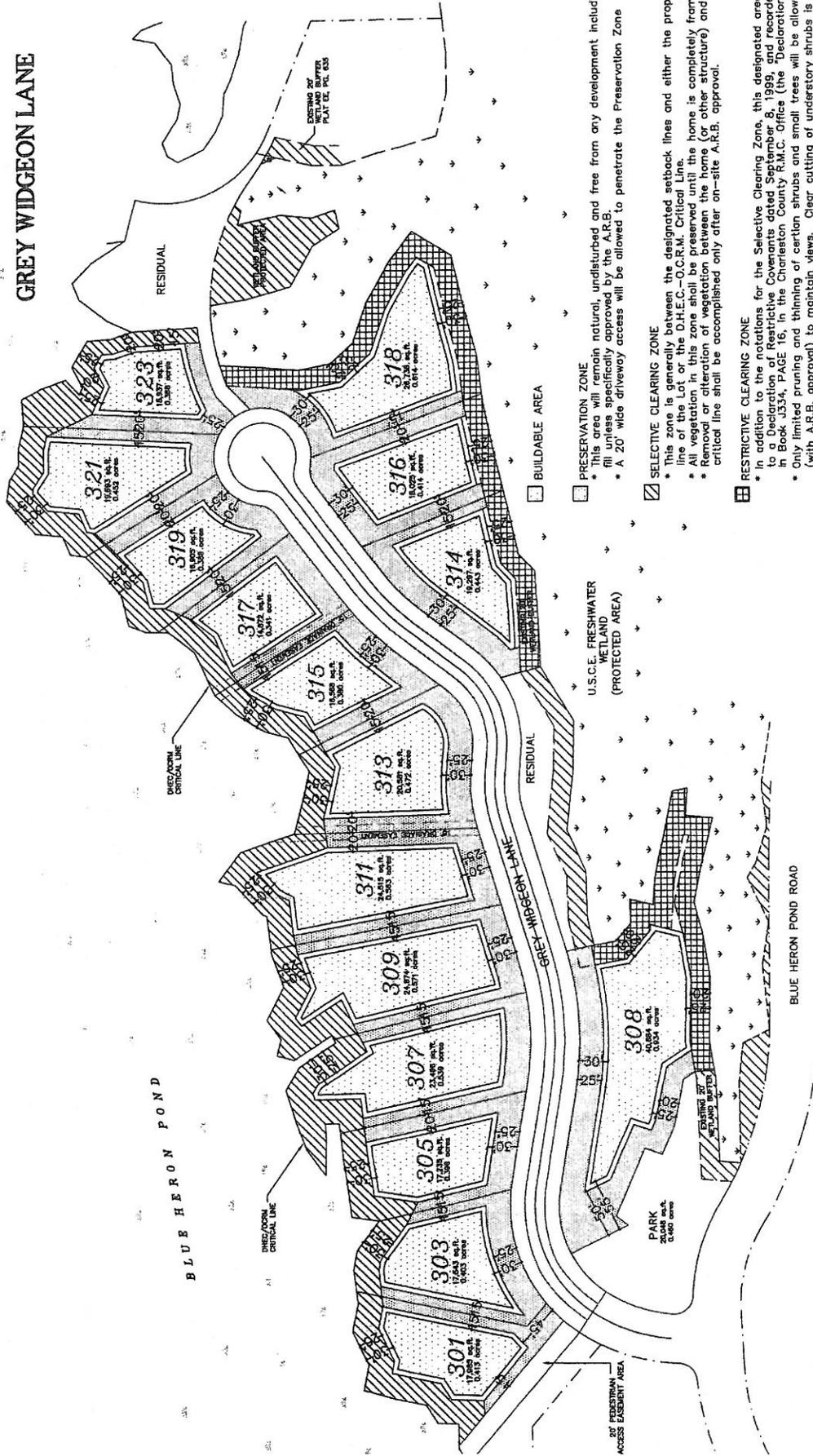
* This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.

▧ SELECTIVE CLEARING ZONE

* This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.L.C.-C.C.R.M. Critical Line.
 * All vegetation in this zone shall be preserved until the home is completely framed.
 * Removal or alteration of vegetation within the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

Scale : 1" = 100'
 REVISED : March 2, 2001

GREY WIDGEON LANE



RESERVATION ZONE

- This area will remain natural, undisturbed and free from any development including fill unless specifically approved by the A.R.B.
- A 20' wide driveway access will be allowed to penetrate the Preservation Zone

SELECTIVE CLEARING ZONE

- This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
- All vegetation in this zone shall be preserved until the home is completely framed.
- Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

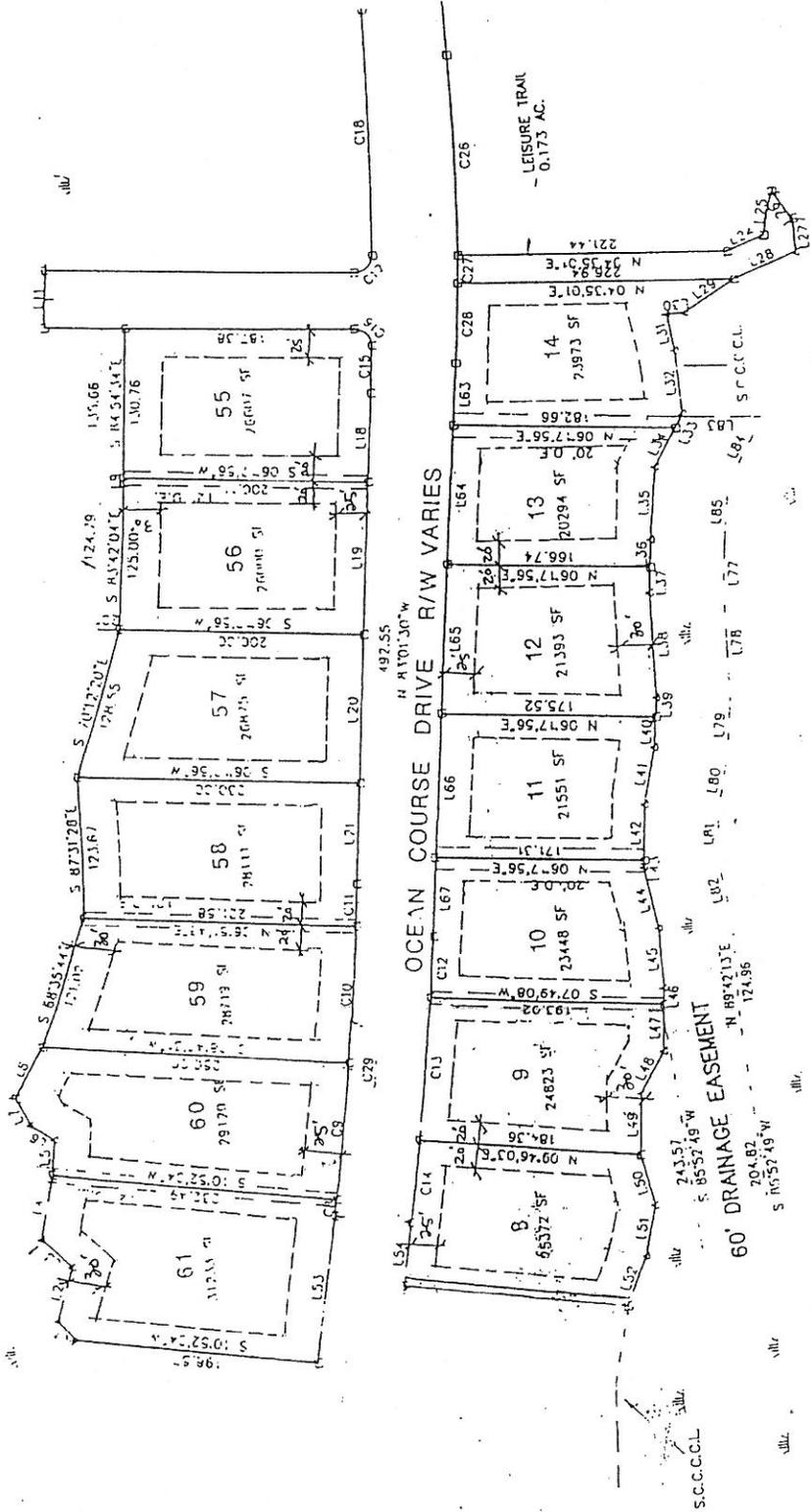
RESTRICTIVE CLEARING ZONE

- In addition to the notations for the Selective Clearing Zone, this designated area is subject to a Declaration of Restrictive Covenants dated September 8, 1999, and recorded in Book J334, PAGE 16, in the Charleston County R.M.C. Office (the "Declaration")
- Only limited pruning and thinning of certain shrubs and small trees will be allowed (with A.R.B. approval) to maintain views. Clear cutting of understory shrubs is prohibited
- Reference must be made to the Declaration for specific details as to permitted and prohibited activities with in the Restrictive Clearing Zone.

Scale : 1" = 100'

REVISED : May 23, 2005

OCEAN COURSE DR



KIAWAH RESORT ASSOCIATES
ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Administrator A. Nash Date April 20 1997

SCALE: 1" = 100'

KIAWAH RESORT ASSOCIATES

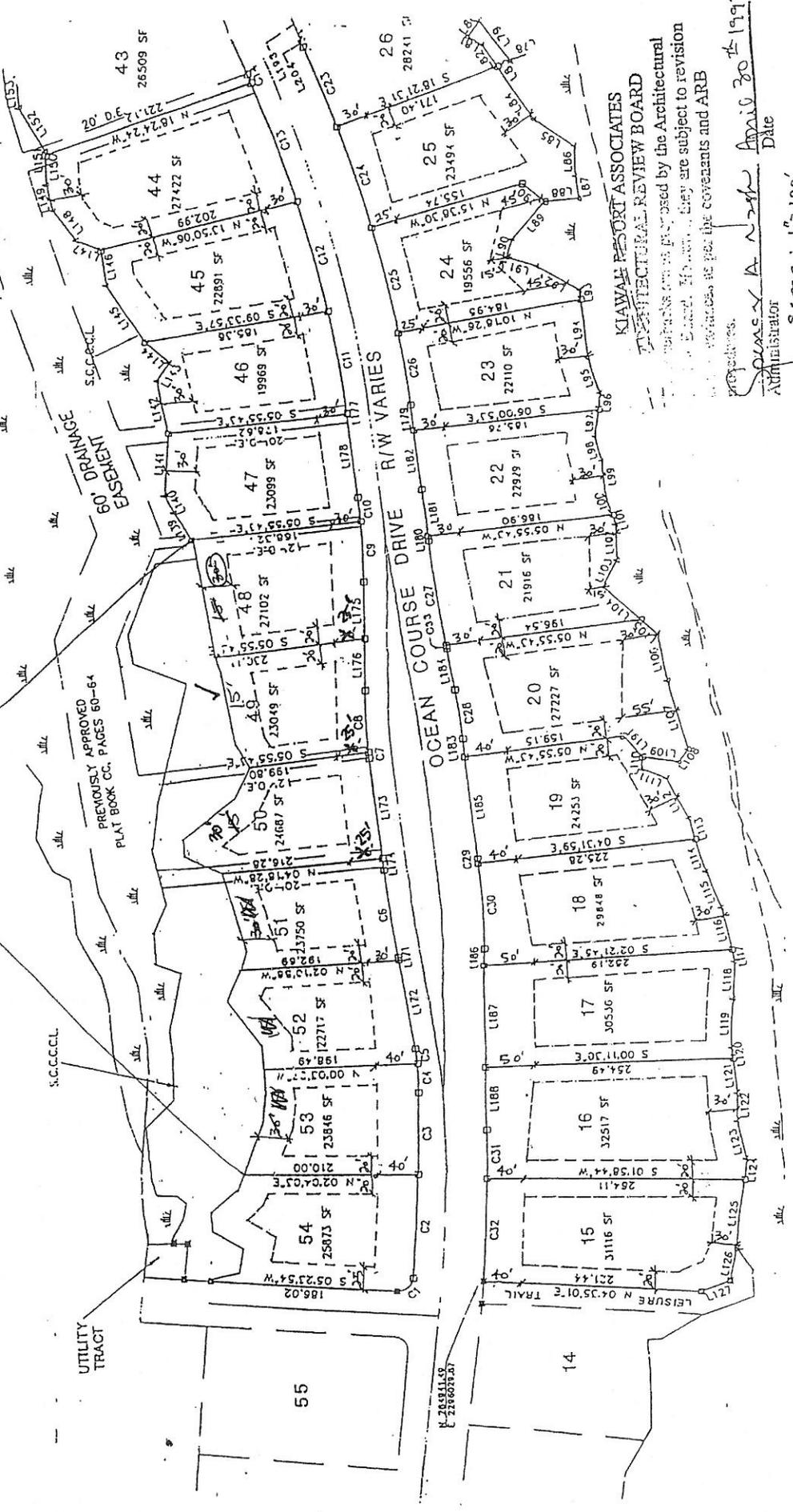
ACREAGE CHART

** 109 48 - 53 *
Red Setbacks are
15' and not 30'*

51 LOTS	31,556 AC.
RESIDUAL	9,573 AC.
TOTAL	32,039 AC.

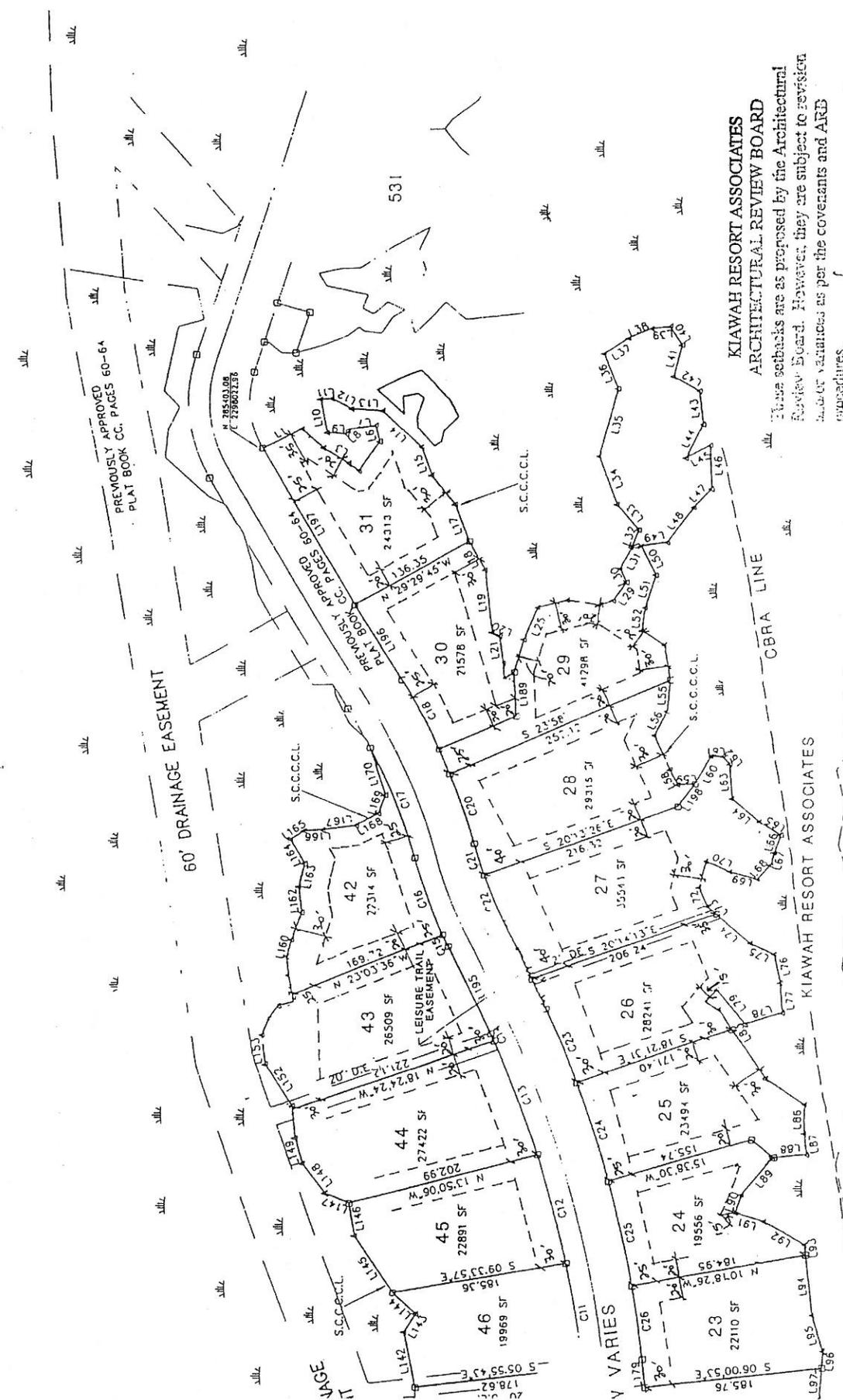
SHEET 2	17,884 AC.
SHEET 3	6,667 AC.
SHEET 4	7,488 AC.
TOTAL	32,039 AC.

KIWAH RESORT ASSOCIATES
FUTURE DEVELOPMENT



KIWAH RESORT ASSOCIATES
ARCHITECTURAL REVIEW BOARD
All plans and specifications prepared by the Architectural Review Board are subject to revision without notice as per the covenants and ARB provisions.
Date: April 30, 1997
Administrator: [Signature]
Scale: 1" = 100'

OCEAN COURSE DR



KIWAH RESORT ASSOCIATES
ARCHITECTURAL REVIEW BOARD

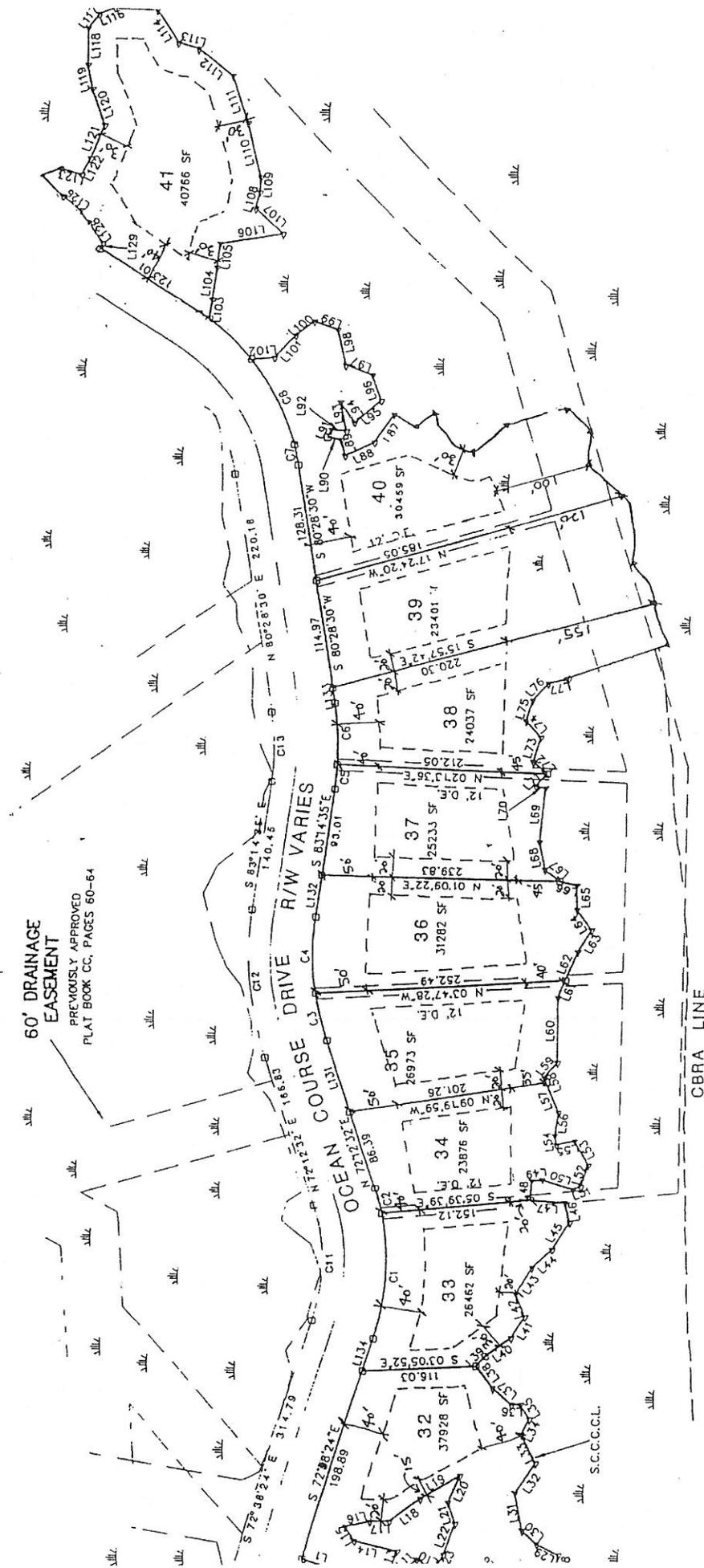
These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision should variances as per the covenants and ARE procedures.

Spencer A. Nash, Administrator
April 30th 1997, Date

Scale: 1" = 100'

OCEAN COURSE DR

60' DRAINAGE
EASEMENT
PREVIOUSLY APPROVED
PLAT BOOK CC, PAGES 60-64



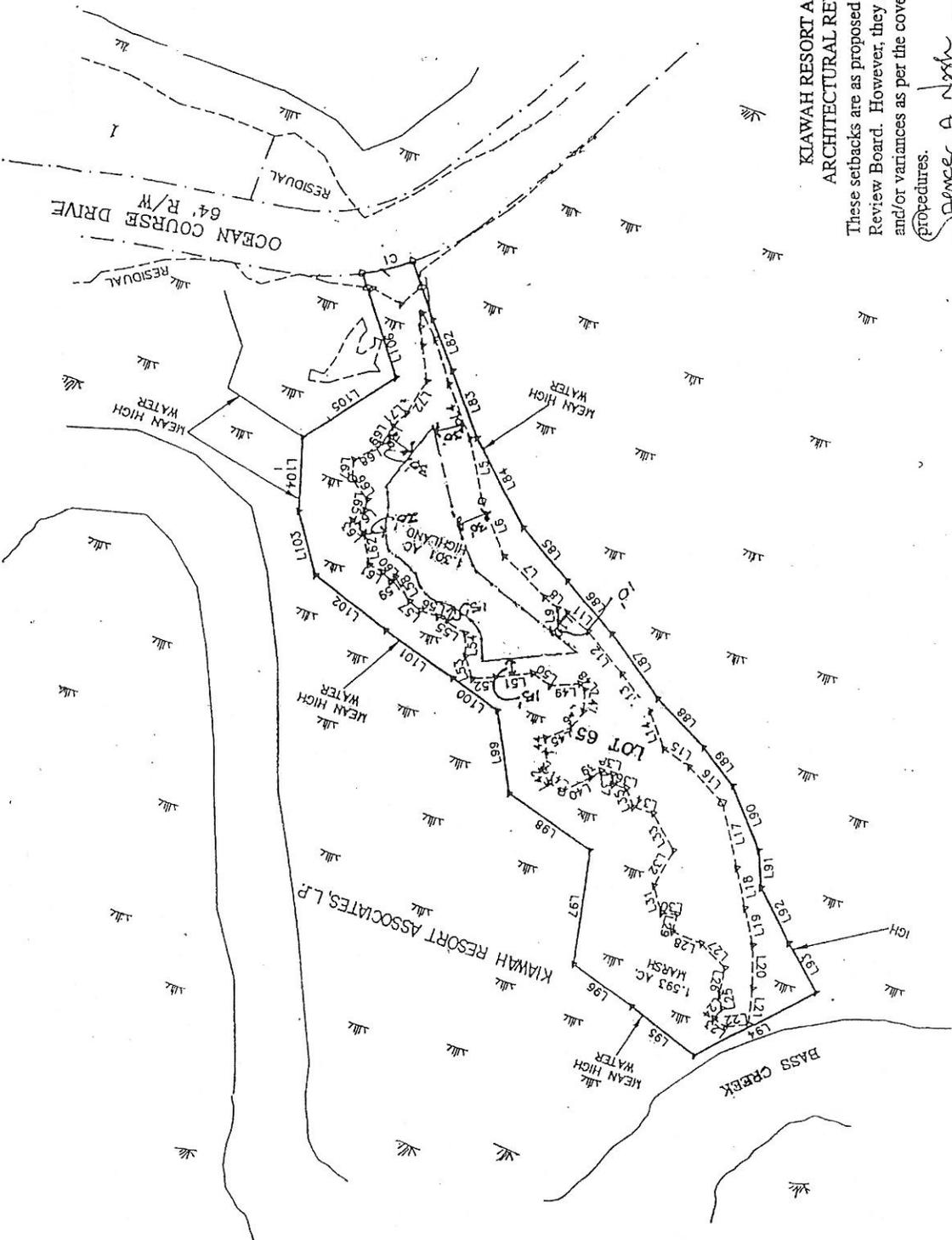
KIAWAH RESORT ASSOCIATES
ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Shirley A. Walsh Date 9.2.97
Administrator

SCALE: 1" = 100'

OCEAN COURSE DR



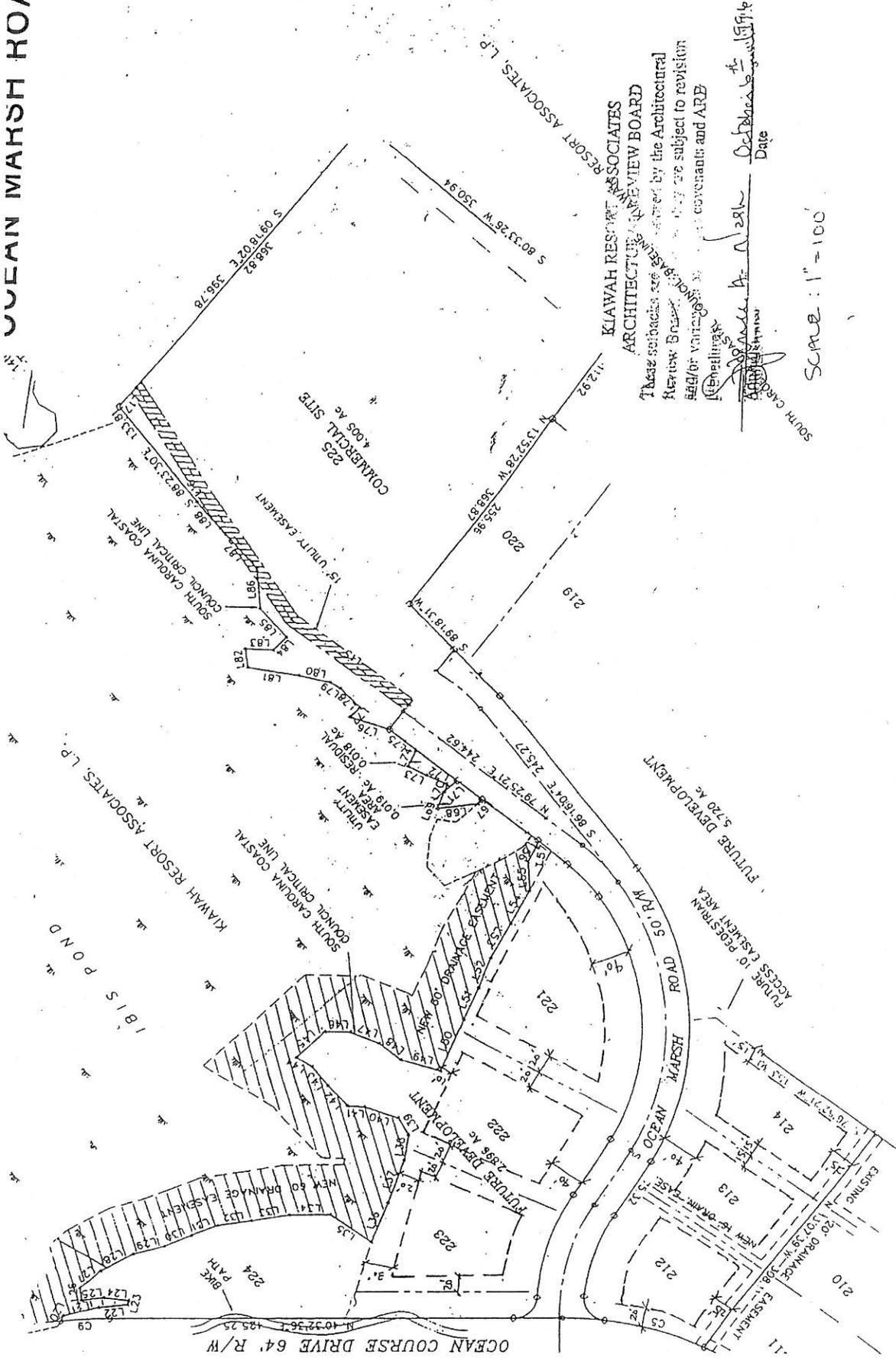
KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Dwight A. Nash *April 30, 1996*
 Administrator Date

SCALE: 1" = 100'

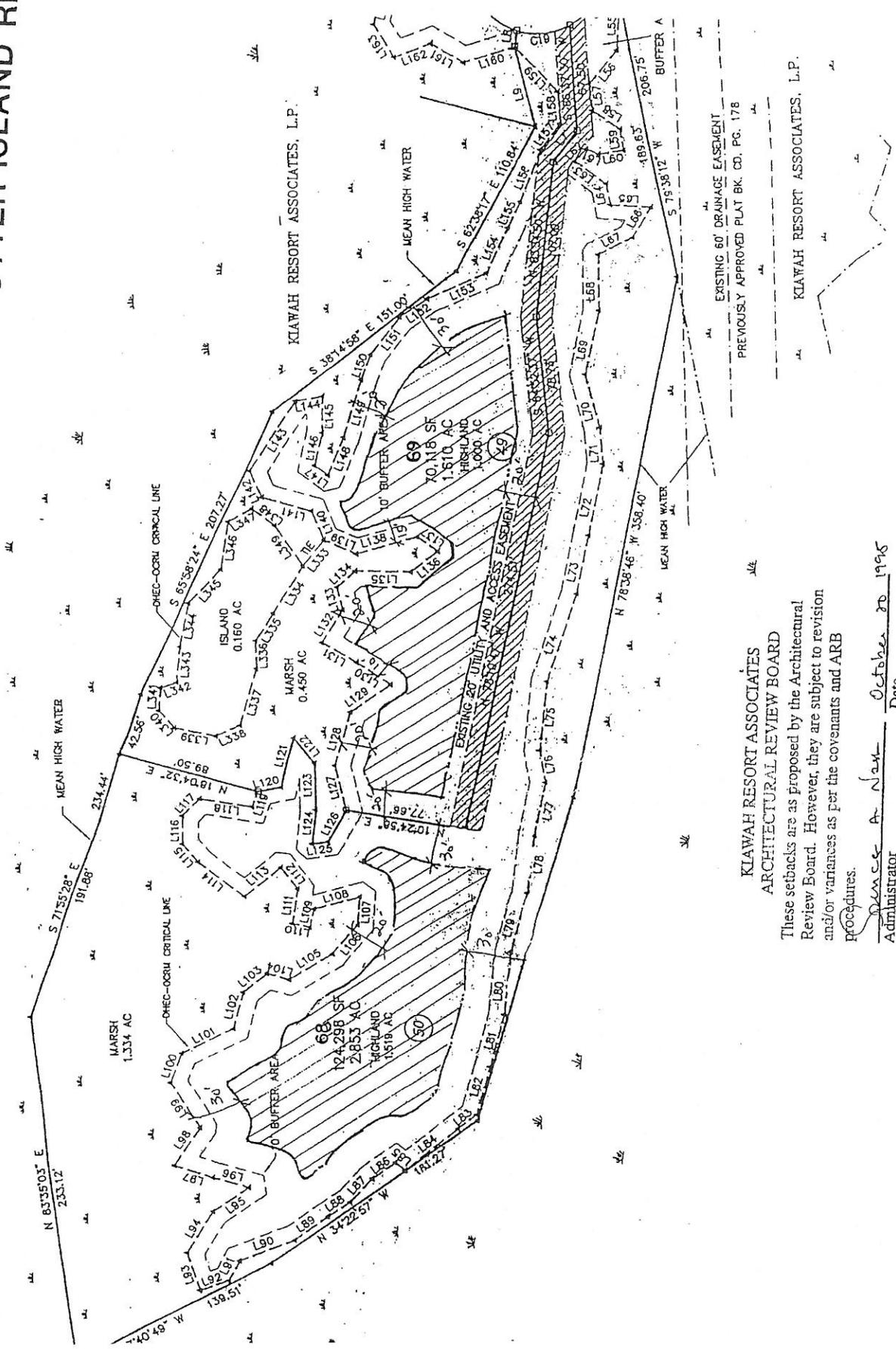
OCEAN MARSH ROAD



KIAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD
 These submissions are reviewed by the Architectural Review Board and are subject to revision based on various covenants and AED (Emailing to [redacted])
 Date: October 15, 2014

SCALE: 1" = 100'

VIKING ISLAND RD



KIAWAH RESORT ASSOCIATES, L.P.

KIAWAH RESORT ASSOCIATES ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Signature: A. Nak Date: October 20, 1995
 Administrator Date

Scale: 1" = 60'

EXISTING 60' DRAINAGE EASEMENT
 PREVIOUSLY APPROVED PLAT BK. CD. PG. 178

KIAWAH RESORT ASSOCIATES, L.P.

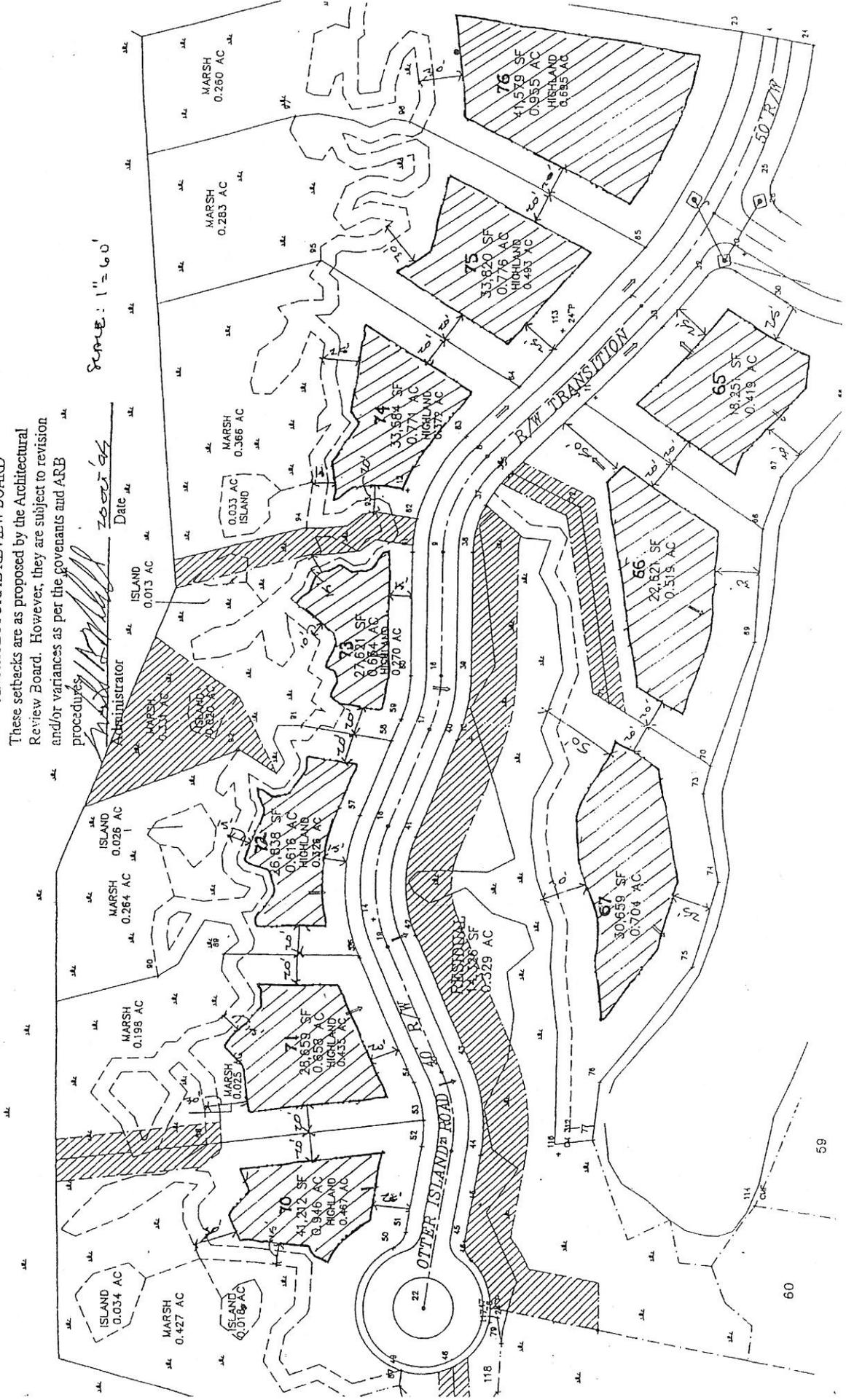
OTTER ISLAND RD

KIAWAH RESORT ASSOCIATES ARCHITECTURAL REVIEW BOARD

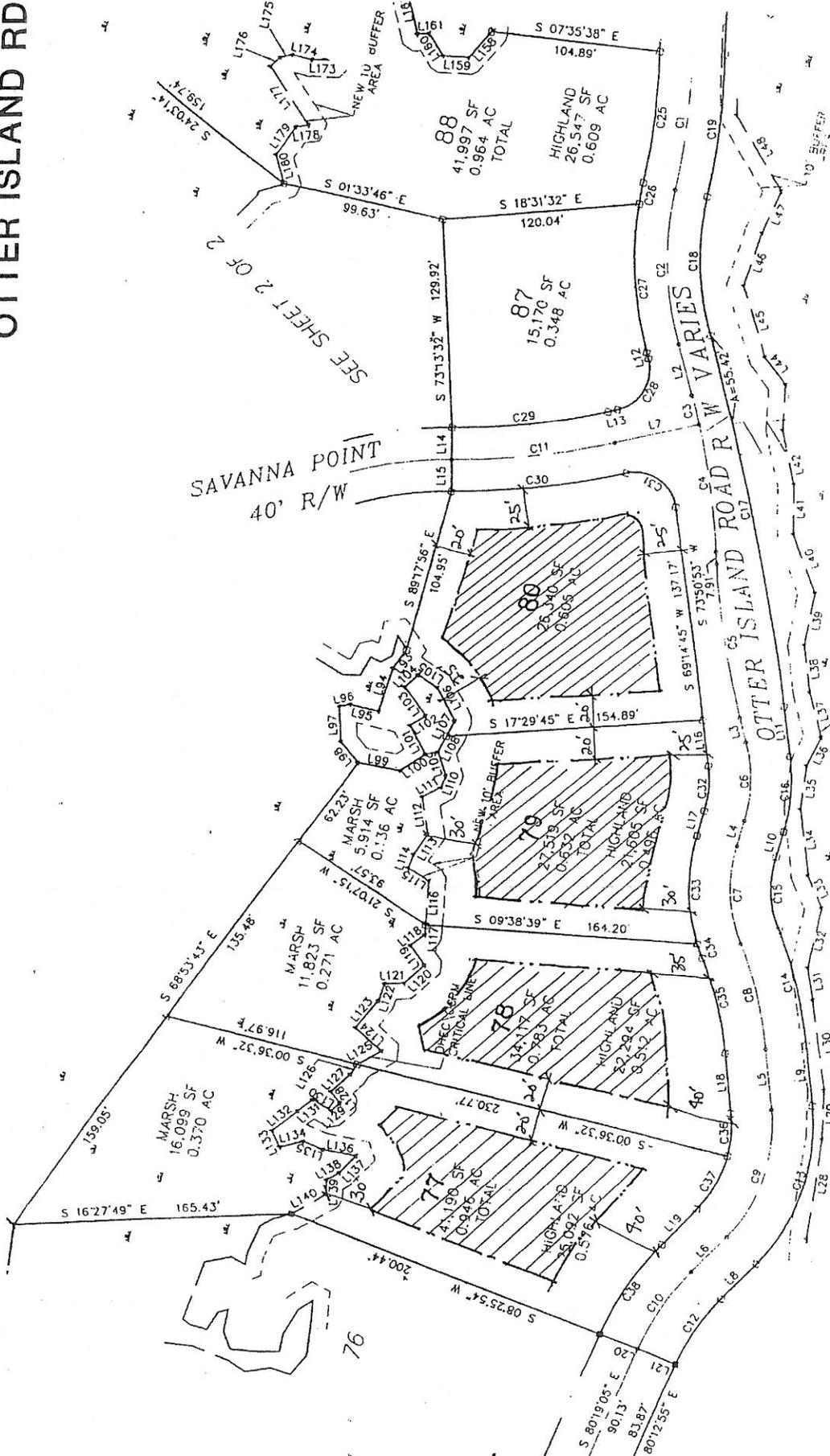
These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Administrator: *Zoe J. G.*
Date: *2/20/08*

SCALE: 1" = 60'



OTTER ISLAND RD



KLAWAH RESORT ASSOCIATES
 ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Glenn A. Nash
 Administrator

October 20, 1995
 Date

EXISTING 60' DRAINAGE EASEMENT
 PLAT BOOK CL. PAGE 60-64

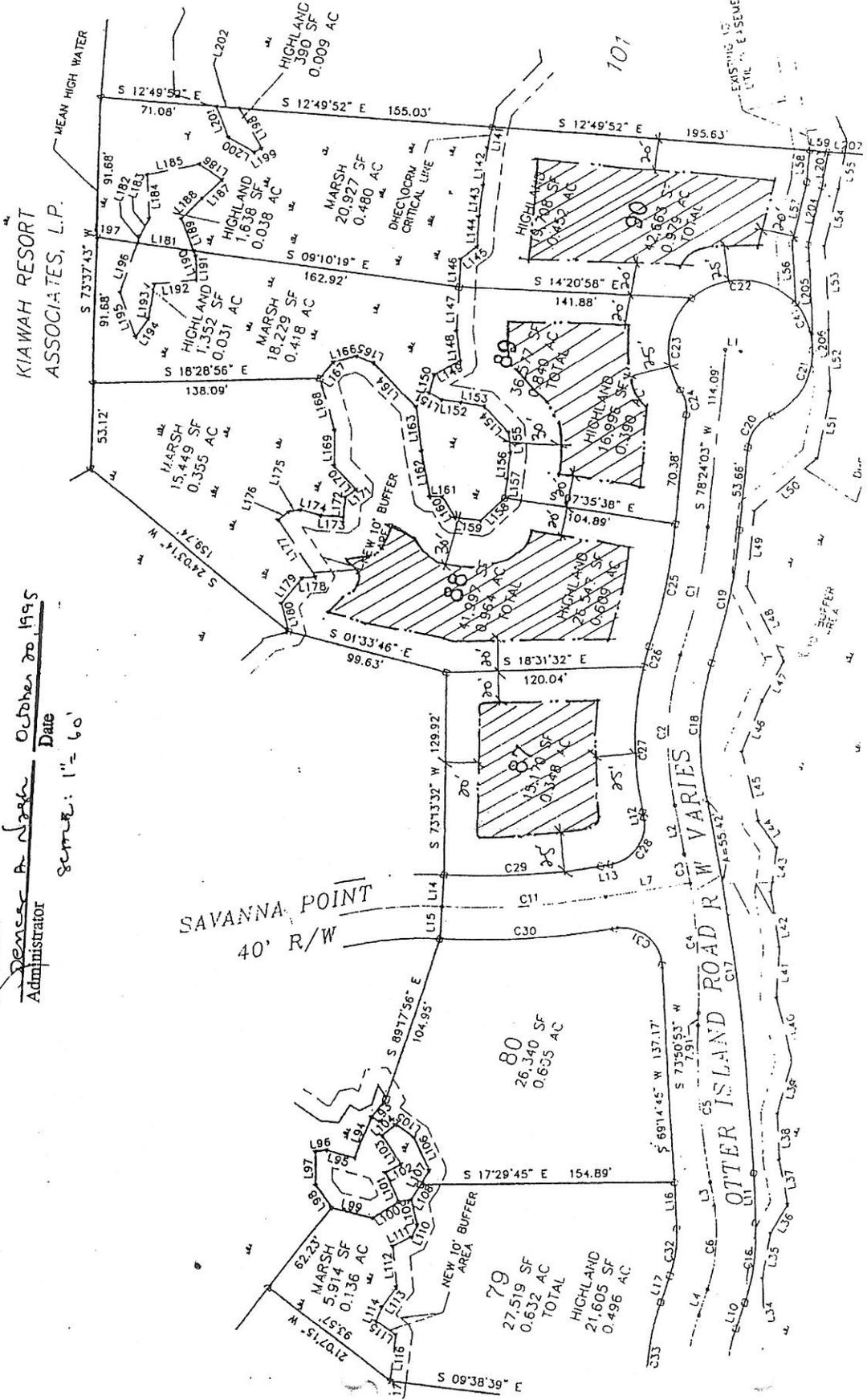
SEE SHEET 2 OF 2

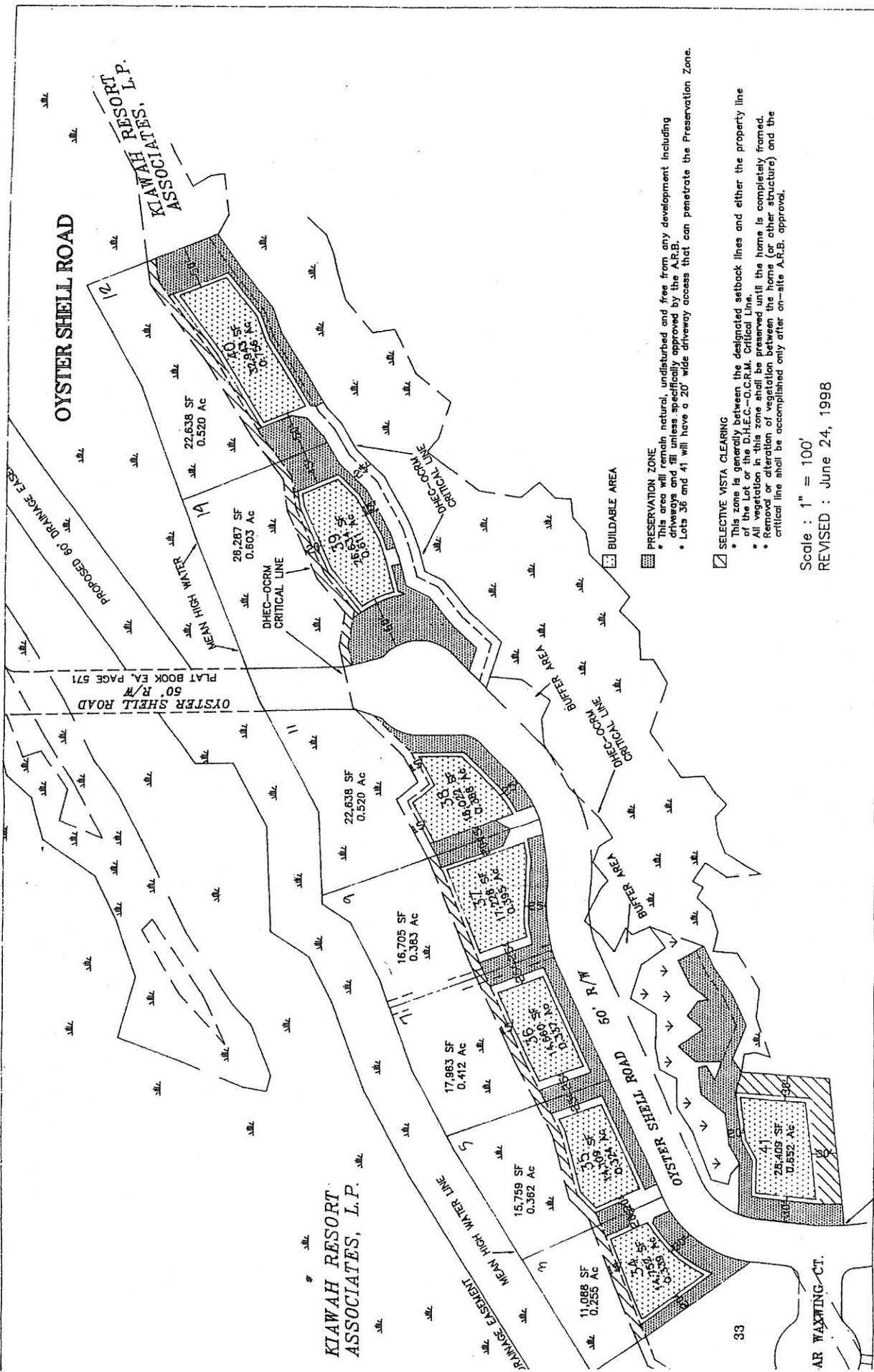
OTTER ISLAND RI

KIAWAH RESORT ASSOCIATES ARCHITECTURAL REVIEW BOARD

These setbacks are as proposed by the Architectural Review Board. However, they are subject to revision and/or variances as per the covenants and ARB procedures.

Deane A. Nook October 20, 1995
 Administrator Date
 Scale: 1" = 60'





OYSTER SHELL ROAD

KIAWAH RESORT ASSOCIATES, L.P.

OYSTER SHELL ROAD 50' R/W PLAT BOOK EA, PAGE 571

KIAWAH RESORT ASSOCIATES, L.P.

PRESERVATION ZONE
 • This area will remain natural, undisturbed and free from any development including driveways and fill unless specifically approved by the A.R.B.
 • Lots 36 and 41 will have a 20' wide driveway access that can penetrate the Preservation Zone.

SELECTIVE VISTA CLEARING
 • This zone is generally between the designated setback lines and either the property line of the Lot or the D.H.E.C.-O.C.R.M. Critical Line.
 • All vegetation in this zone shall be preserved until the home is completely framed.
 • Removal or alteration of vegetation between the home (or other structure) and the critical line shall be accomplished only after on-site A.R.B. approval.

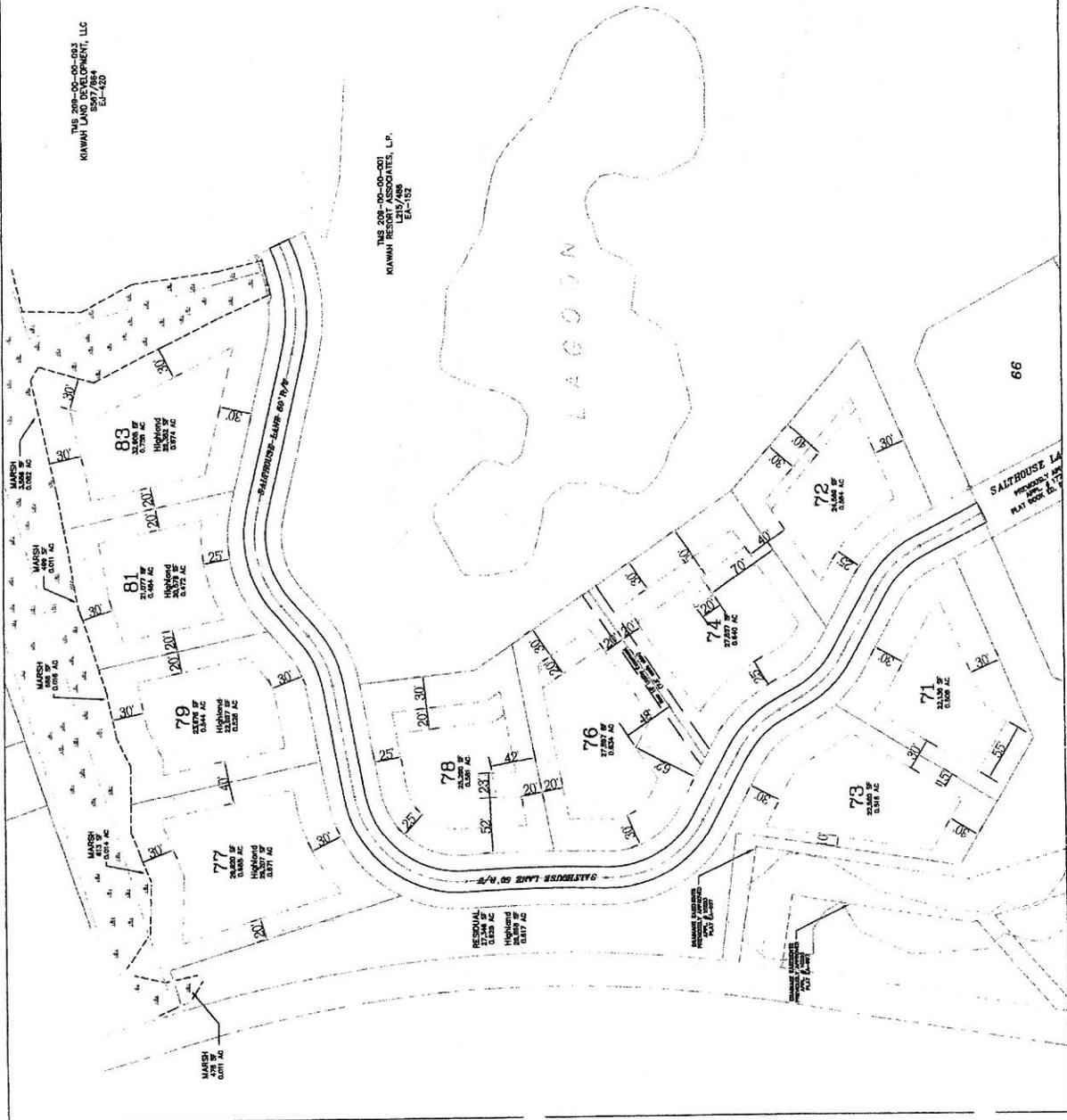
Scale : 1" = 100'
 REVISED : June 24, 1998

SALTHOUSE LANE



THIS 2006-00-00-003
KINMAN LAND DEVELOPMENT, LLC
EA-152

THE USE OF THIS PROJECT
KINMAN RESIDENT ASSOCIATES, L.P.
L215/488
EA-152



- Buildable Area
- Limited Buildable Area
- 15' Driveway Location
To Be Scaled Off Drawing

Scale : 1" = 100'
Revised: October 20, 2006

**TOWN OF KIAWAH ISLAND
ORDINANCE 2013-1**

**AN ORDINANCE TO ADD ARTICLE 12, SECTION 12A-216 (G.),
REDUCTIONS TO OCRM CRITICAL LINE SETBACKS**

WHEREAS, Article 12, of the Municipal Code contains land use regulations including setback requirements, and;

WHEREAS, Article 12, Section 12A-216 provides for, among other things, minimum setbacks from the OCRM critical line, and;

WHEREAS, because of the dynamic nature of the land upon which the OCRM critical line is drawn periodically the existing high ground footprint of certain properties upon which structures are or may be built is subject to the dynamic nature of the OCRM critical line, and;

WHEREAS, the Town believes it is in the best interest of the citizens and property owners subject to the dynamic nature of the OCRM critical line to have an opportunity to seek an administrative adjustment of the set back requirements should certain conditions exist.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED, BY THE COUNCIL OF THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL.

Section 1. Purpose.

This Ordinance is adopted to add Article 12, Section 12A-216 (G.) of the Municipal Code so as to allow for an adjustment to the OCRM critical line setback should certain conditions exist.

Section 2. Ordinance.

Article 12, Section 12A -216 (G.), Reductions to OCRM Critical Line Setbacks is added as follows:

The OCRM Critical Line Setback depth for a parcel may be reduced up to a minimum depth of fifteen (15) feet on residential zoned properties when all of the following criteria and conditions have been met:

1. As of the time the current platted parcel is submitted for development or for changes or additions to the existing development on the parcel, the parcel contains not more than 0.5 highland acres of buildable area; and

2. The Parcel has an OCRM Critical Line delineation depicted on the most recently approved and recorded subdivision plat for that parcel, which OCRM Critical Line delineation is five or more years old (expired); and
3. A new and current OCRM Critical Line delineation has been established for the parcel which has changed the linear boundary of the parcel from that depicted on the subdivision plat referred to in subsection (2) above, and fifty percent (50%) or more of the new linear boundary has, in the aggregate, moved toward the highland; and
4. Said new linear boundary of the parcel has also resulted in a decrease in the amount of buildable area contained within the parcel of 25% or more, when the amount of such buildable area as it existed on the subdivision plat referred to in subsection (2) above is compared to such buildable area as defined by said new linear boundary; and
5. The twenty-five per cent (25%) or more reduction in the buildable area of the parcel, relied upon for the above described reduction in depth of the OCRM Critical Line Setback, has been solely the result of change in the parcel's linear boundary occasioned by the change in the parcel's OCRM Critical Line delineation as described in subsections (3) and (4) above; and
6. A plan and depiction of a minimum ten (10) foot vegetated buffer, to be located within the newly established OCRM Critical Line Setback and using existing or native plant material, is submitted for approval by the Planning Director, and, following approval, such buffer is incorporated into the parcel.

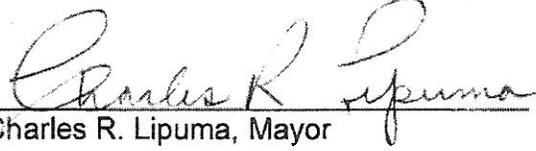
Section 3. Severability.

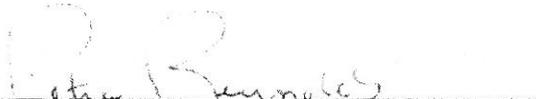
If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any persons, property or circumstances.

Section 4. Effective Date and Duration

This Ordinance shall become effective on the date of its enactment.

PASSED, APPROVED AND ADOPTED BY THE COUNCIL FOR THE TOWN
OF KIAWAH ISLAND ON THIS 5th DAY OF MARCH, 2013.


Charles R. Lipuma, Mayor


Petra Reynolds, Town Clerk

First Reading: February 5, 2013

Second Reading: March 5, 2013

Exhibit 3

Summary Listing

Tracts:

1. Mingo Point (Parcel 1)
2. Beachwalker Office Park (Parcel 9)
3. Strawmarket (Parcel 14)
4. Heron Park Grille (Parcel 19)
5. East Beach Ocean (Parcel 20)
6. Willet Island (Part of Parcel 43)
7. Tract Adjacent to Ocean Course Maintenance (Part of Parcel 43)

Subdivisions/Lots:

1. 1A, 1B Eugenia Avenue
2. Rhett's Bluff
 - Shoolbred Court 40, 100-101
 - Rhett's Bluff Road 95
 - New Settlement/River Marsh 41, 51-69, 73-75, 78-79
3. Ocean Green
 - Silver Moss Circle 1-18
4. Vanderhorst Plantation
 - Marsh Edge Lane 28
 - Sweet Grass Lane 16
 - Sanderling Court 193, 197
 - Belted Kingfisher 185
 - Horned Grebe 206
 - Yellowthroat Lane 181, 182, 208, 209, 216, 218
 - Fish Hawk Lane 221-226, 229, 230, 233, 234
 - Piping Plover Lane 586-595, 597-602
 - Whimbrel Road 566-568, 573, 575-581, 583-585
 - Bufflehead Drive 564-565
 - Goldeneye Drive 90, 91, 97
 - Marsh Cove Road 285-303
 - Snowy Egret Lane 401, 406, 408-411, 413-420, 422, 424
 - Virginia Rail Road 728-730
 - Governor's Drive 335, 193, 194
5. The Preserve
 - Terrapin Island 1-15
6. Falcon Point
 - Falcon Point Road 1-7, 11-20B, 65-67
 - Marsh Wren Court 21-26
 - Salt Cedar Lane 29, 34, 36, 38-42, 45, 48, 51-64

7. Down Island

- Governor's Drive 19
- Marsh Cottage Lane 20, 23, 24, 26, 28-30
- Osprey Cottage Lane 800-805
- Ocean Oaks 300-312, 400-413

Exhibit 13.13: Cassique Residential Standards
10.04.13

Cassique has been planned and developed to be a series of high-end residential neighborhoods within a community organized framework of golf, sports, gardens and the natural Lowcountry environment. Particular attention has been given to the creative integration of diverse home sizes and settings. The residential development standards that have governed design and development since inception have included the Charleston County R-4, Single Family Residential 4 District and the Cassique Planned Development (PD-110) District, which was approved March 2, 2005. The primary uses within both districts are single family detached with an overall density limit of 4 residential dwelling units per acre. The Cassique PD is intended to provide greater flexibility to position structures within natural settings as well as establish garden environments and streetscapes that are consistent with the vision of a country garden community. The Cassique PD was approved for portions or the whole of TMS 205-00-00-002, 006 and 077.

These standards have been integrated in Exhibits 13.3 Table of General Lot Standards with specific application to Cassique. It is the intent of the Property Owner to expand the standards of the Cassique PD to TMS 205-00-00-012 Fairway 18 Parcel, as represented in Exhibit 13.13 to create a garden neighborhood adjacent to the clubhouse grounds. Additionally, these standards will be expanded to lands within the golf course generally described as an area no greater than 10 acres within the golf course bounded by holes number 1, 7, 8 and 9.

