

6. Application for Design Review

Revised: 01/06

Submit to: Architectural Standards Committee, Wexford Plantation
Village at Wexford – C-7, Hilton Head Island, SC 29938
Tel: 843-686-8820. Fax: 843-686-8819

All plans must be received, with proper paperwork, by 3pm on the Thursday prior to the scheduled meeting.
Plans will not be accepted for review without completed application and fee paid

Submission Date:

6.1 Applicant Information:

Property Owner: _____ Telephone:

Wexford Address: _____ Lot Number:

Mailing Address if Different: _____

6.2 Design Review Fee Schedule

6.2.1 Security Deposits (refundable):

a. Construction Completion Escrow	\$2500
b. Construction Compliance Escrow	\$7500
c. Landscape Compliance Escrow	\$1500
d. Demolition Compliance Escrow	\$5000
e. Renovation Compliance Escrow	\$1500 - \$7500

6.2.2 New Construction Application Fee (non-refundable):

a. Conceptual (credited to Full Review Fee with submittal of Final Plans)	\$1,000.00
b. New Construction	\$5,000.00
c. Renovation (determined by scope of work)	\$500 - \$5000
d. Pool	\$500.00
e. Deck, Porch or Spa	\$500.00
f. House Tear Down	\$500.00

Owner's Statement: I understand the application fee of \$_____ is non-refundable and is used, in accordance with the covenants, to review plans and related data and to compensate any consulting architects, landscape architects, urban designers, inspectors, or attorneys retained in accordance with the terms stated in the covenants.

6.3 Architect's Statement:

6.3.1 Declaration:

I am an Architect registered to practice in the state of South Carolina. I have personally been involved in the design of the home described in the drawings and other documents submitted to the Wexford Architectural Standards Committee. I have read the guidelines and hereby state that, to the best of my knowledge, the design is in accordance with the guidelines except where a variance is requested (as noted in this application).

Architect Signature: _____ Date:

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Required when any Architect's Plans are submitted.

6.3.2 Architect's Seal:

SC Registered Architect's seal must be affixed to drawings. (Required for preliminary and final submissions.)

6.4 Statements of Intent to Comply

I hereby certify that all details not specifically shown on these drawings and other documents do now and will, at and through the time of construction, conform to the Wexford Architectural Guidelines issued as of this date, and I further certify that the preceding is true and correct to the best of my knowledge. I have read the Wexford Architectural Guidelines and Architectural Standards Committee Policies, including revisions, and agree to abide by them.

Property Owner Signature: _____ Date:

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Required for all Design Review Applications.

Architect Signature: _____ Date:

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Required except for Conceptual Reviews.

Builder/Contractor Signature: _____ Date:

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Required except for Conceptual Reviews.

6.5. Plan Submission

6.5.1 Administrative Requirements:

- a. NOTE: Two sets of plans must be submitted to the ASC office by **3 pm on the Thursday prior** to the scheduled ASC meeting to be reviewed at that meeting.
- b. This form must be **completed for each submission** and marked accordingly.
- c. Note: Any submission at any stage that does not include all plans, materials, applications, details and other items as required **will be rejected by the Administrator** and not be placed on the ASC agenda until all requirements have been met. It is recommended that the guidelines be read and digested prior to starting the design of a house in Wexford Plantation.
- d. Identify on which **page of your plans** are the required items are located, and insert that sheet number in the right column below.
- e. Any **changes or modifications to plans must be detailed** on the ASC change order form and highlighted on the plans.

6.5.2 Conceptual Plan Requirements:

- a. An artist's rendering or a schematic rendering of the proposed improvement MAY be submitted to see if a particular style or design is suitable. Submittals at this stage may be directed at specific design issues and if so the submission should be sufficiently complete to allow the committee to understand the issue and to make an informed decision. Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

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6.5.3 Preliminary Plan Requirements:

- a. Acquire Tree, topographic and boundary survey of existing property and provide site plan to scale, overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
- b. Draw perspective drawing of front elevation or provide a model.
- c. Elevation drawing at " = 1' (If plans an/or elevations will not fit on sheet at " scale provide an additional set of plans and elevations at 1/8" scale.
- d. Floor plans at " = 1'
- e. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
- f. Indicate enough of adjacent structures to show relationship to submission.
- g. If applicable, a pool plan must be submitted showing a cross section elevation of the highest points
- h. Must show ratio for softscape vs. hardscape on plan.
- i. Any variances required need to be identified and requested. Any variance request must be in writing, however variance request are discouraged.
- j. Must show area of the gross heated area by floor and the area of the lot

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6.5.4 Final Plan Requirements:

Provide **two** sets of plans with original signature and stamp of architect on each page. The covenants require the services of a registered architect be used for plan preparation. South Carolina law requires that any architect providing services in South Carolina be registered to provide those services in South Carolina.

6.5.4.1 Site Plan: Scale of 1/8" = 1'

- a. Site plan overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain, how they will be protected and the trees to be removed. **All setbacks shown and any encroachment clearly identified.**
- b. Indicate enough of adjacent structures to show relationship to submission.
- c. Show location of contractor's ID sign, dumpster, outdoor toilet and construction parking.
- d. Provide foundation plans.
- e. Show size and location of all service yards, locate pool equipment and provide service yard details to include screening materials. Service court and compressor screen fence. (If shown on other sheets indicate the location of the details.)
- f. Indicate service yards relationship to lot for water, electricity, cable and telephone.
- g. Indicate location and type of any yard lights. If shown on landscape plan so indicate on site plan and in adjacent blank.
- h. Indicate all planting areas, beds and site improvements on all sides of the house.
- i. Color Board: Completely identify exterior colors, materials and pattern/ textures. (Samples required). Color samples may be submitted at a small scale but should be accompanied by a large sample that allows the committee to make its evaluation. Large size samples will be returned. Note pattern and texture of driveways and walks.
- j. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/ texture).

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6.5.4.2 Grading Plan: Scale of 1/8" = 1'. Separate plan required for grading & drainage

- a. A drainage plan is required for all submissions. A civil engineer, landscape architect or architect must prepare drainage plans.
- b. Provide tree and topographic survey showing indicating the grading, fill and drainage to be done. (Cannot drain into the harbor or waterways), Grading and drainage plan will be forwarded to the plantation to assure coordination of drainage between the plantation and new construction.
- c. Indicate the location and identification of special features. (e.g., drainage ditch, existing manholes, lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.).
- d. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/ texture).
- e. If applicable, indicate the culvert(s) location, size, and flow direction. If not applicable enter N/A in adjacent blank.
- f. Plans for waterfront construction are to indicate location of temporary debris control fence.
- g. Plans show ratio for pervious vs. impervious.

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6.5.4.3 Landscape Plans & Elevations: Scale of 1/8" = 1'

- a. Show plants at installed size.
- b. Provide exterior elevations with foundation planting drawn to scale at time of installation.
- c. Include a plant list with common and botanical names, height and spread at installation.
- d. Engineered drainage plan must comply with site plan. All drainage plans will be reviewed by Wexford Plantation Infrastructure to assure they meet the master drainage plan.
- e. Coordinate with and relate to adjoining landscape.
- f. Show all landscape lights and submit a cut sheet.
- g. Note on plan % of grassed area to % natural or planted.

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6.5.4.4 Floor Plan: Scale at 1/4" = 1'. Floor plans must agree with elevation & details

- a. Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. Plans should be complete and ready for construction.
- b. Provide enclosed heated/air-conditioned square footage (stated by floor).
- c. Doors & windows keyed to schedule
- d. Fully Dimension plans
- e. If there is a fireplace it must noted on the plan as masonry or vent less appliance.

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6.5.4.5 Elevation Drawings: Scale 1/8" = 1'

- a. Indicate floor-to-floor heights on each elevation.
- b. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- c. Indicate all finished floor heights including the garage, the service yard, pool decks ,decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1st finished floor and MSL(Height limits established by covenant are 50' above sea level and 35'above the 1st finished floor, except for Wexford on the Green)
- d. Note all materials.
- e. Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
- f. If applicable show downspouts and gutters (If not applicable enter N/A in adjacent blank)

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6.5.4.6 Roof Plan:

- a. Outline plan below to indicate overhangs.
- b. Show peaks, valleys, crickets and sheds
- c. Draw dormers, chimneys, vents, skylights and other features.
- d. Indicate slope direction and pitch of all roof areas
- e. Indicate gutters and downspout locations as applicable.

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