



ASC - APPLICATION FOR DESIGN REVIEW FOR NEW CONSTRUCTION

APPLICATION FEES: Conceptual Submission \$3,000 ~ Preliminary Submission \$5,000

SUBMISSION DATE: _____ SUBMISSION TYPE: CONCEPTUAL ☐ PRELIMINARY ☐ FINAL ☐

PROPERTY:

STREET ADDRESS _____ LOT NUMBER: _____

PROPERTY OWNER: _____

MAILING ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

ARCHITECT/DESIGNER: _____ **Project Manager** _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

BUILDER: _____ **Project Manager** _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

LANDSCAPE DESIGNER _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

Property Owner's Statement: I understand that the Conceptual Review and Preliminary Review fees are non-refundable.

I have read the ASC Covenants, Policies and Procedures, including revisions, and agree to abide by them.

Property Owner Signature _____ Date _____

Architect Statement - I am an Architect registered to practice in the State of South Carolina. I have participated in the design of the home described in the drawings and other documents submitted to the Wexford ASC. I have read the Covenants, Guidelines and Procedures and hereby state that, to the best of my knowledge, the design is in accordance with these policies.

SC Architect Signature: _____ Date _____

SC Architect - Printed Name _____

SC Architect License # _____

REQUIREMENTS FOR APPROVAL: INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

Tree & Topo: Use 1/8 inch equals 1 foot indicating all tree species and tree sizes. **(Plan sheets may be no larger than 24" x 36"- provide one (1) printed copies and one digital .pdf).** Plan must show grading elevations 15 feet into adjoining properties on all sides to insure a proper drainage plan.

ENGINEERED DRAINAGE PLAN: Provide a preliminary drainage Plan for site with proposed grade elevations at Preliminary Review. Engineered Drainage plan must be included with the Final submission. Prior to Final Inspection, the homeowner and/or builder must obtain an affidavit of compliance certifying that the Site grading/drainage conforms and functions according to the approved Engineered drainage plan.

LANDSCAPE IRRIGATION: In order to preserve the structural integrity and control erosion at the Harbour Bulkhead, an irrigation plan showing location of heads should be indicated on the Landscape Plan.

SETBACKS – HOUSE: Setbacks are measured from nearest vertical construction over 18 inches (measured from the highest natural grade) in height and include garage, service yard, decks, planters, landings, and stairs. Minimum setbacks vary depending where the new build/renovation is located. (See the Wexford Guidelines)

OCRM 20' BUFFER: This buffer must be considered for any construction that borders waterways in Wexford.

HEIGHT RESTRICTION: Wexford HOA has a 50 foot AMSL height restriction. A height survey, certified by a registered surveyor, is required for any structure with a second floor of living space. The survey must be furnished to the ASC office before the installation of the finished roofing material.

FLOOR PLAN: Show all levels, fully dimensioned, using ¼ inch equals 1 foot.

ELEVATIONS: Show front, rear, right and left sides using ¼ inch equals 1 foot. Label existing grades. Label finished floor elevations, and overall height from AMSL to highest roof line. Graphically depict and label all added material selections for trim, siding, railings, windows, doors, chimney, chimney cap, and foundation and entry steps.

BUILDING SECTIONS AND DETAILS: Detailed drawings of typical wall section from bottom of footings through roof and typical sections and/or details of cornices, window, decks and railings, screening devices and other features such as dormers, pediments, columns, sections through unusual framing and construction.

EXTERIOR MATERIALS & COLORS:

ASC WRITTEN APPROVAL IS REQUIRED AT FINAL REVIEW. The Color Approval may occur after the installation and review of the on-site colors and materials board.

Show manufacturer or brand name and number in the description column. Furnish cut sheets for all applicable items. A color board using white hard board 8" x 11" is required. "Chips" of all key materials and colors are to be adhered to the board and clearly labeled. See attached Selection Sheet fill in form.

SPEAKERS: "No exterior speaker, horn, whistle, bell or other sound devise, except devices intended for use and used exclusively (and with reasonable regard for neighbors) for safety or security purposes, shall be located, used or placed upon any part of the Property." See Article 10, Section 10.19 of the Wexford HOA Covenants.

LANDSCAPE PLAN: Use 1/8 inch equals 1 foot. Show types, heights, sizes, and spreads of existing trees and plants. Show types, heights, gallon size, and spreads of plants to be installed. Foundation plants are to be full size and provide a minimum of 50% foundation height coverage at installation. Depending on the height of the foundation, plant size requirement will vary. Show plant schedule on plan. Show a north arrow and flow of surface water using drainage arrows. Show detail of any site construction not on architectural plans (stepping stones, benches,) Furnish cut sheets for all landscape lighting coded to their location on the plan. Sod must be installed in yard in the 10' easement area. This sod must be tied into the front yard landscaping and extend entire width and length of lot at easement areas.

COMPLIANCE DEPOSIT: When final ASC approval has been granted, refundable Compliance Deposits must be received in the ASC Office at or before the pre-construction meeting. Refer to the Wexford Fee Schedule for amounts.

TREE PRESERVATION: Tree preservation is required in Wexford HOA. Specimen trees should be saved whenever possible. Any remaining trees on the construction site must be protected against damage using an orange mesh attached to minimum 2 x 4 framing supports/barricades; They shall be placed as close as possible to the tree's drip line, or a minimum of 5 feet from the any face of the trunk. Under no circumstance should building materials, equipment, parked vehicles or vehicular traffic come into contact with trees/ barricades on the site. Designate an area well away from trees for storage of building materials. Root compaction is to be avoided within the drip line of trees. Caution should be exercised when making grade changes around trees. Clearing with large machinery near trees should be avoided. Any intended clearing must be approved by the ASC Administrator or designee. If, in the judgment of the ASC, a tree is damaged or destroyed due to carelessness or avoidable activities on the part of the owner or contractors, the ASC will require suitable replacement. A portion of the compliance deposit may also be retained as a penalty.

CONSTRUCTION PARKING: Construction vehicles must be parked on the property and off the street whenever possible. Spaces for at least four construction vehicles must be provided on the site. Roadways in Wexford HOA may not be obstructed by construction traffic. If a contractor wishes to park on an unimproved lot, permission, in writing, must be on file in the ASC office. This agreement is between homeowners and Wexford Plantation HOA has no liability in this matter.

PORTABLE TOILET: The portable toilet must be within a screened enclosure.; keep clean and odor free; remove promptly at completion of construction.

TRASH RECEPTACLE: Place a trash receptacle on lot (minimum setback from street is 15 ft.); empty regularly; remove promptly at completion of construction. The dumpster must be within a screened enclosure and covered by a neutral colored tarp (tarp must be tied down) at the end of each work day. Full containers over a weekend or holiday are not permitted. *NOTE: The ASC has the right to contract for cleanup, at property owner expense, should the contractor fail to maintain a neat and orderly work site.*

BUILDER'S SIGN: Place a builder's sign on the property; one sign per site on street side; single faced only with sign face parallel to roadway; setback from street is 10 feet. Specifications will be given at the pre-construction meeting.

BUILDING PERMITS: Post all permits on the approved building sign including the Town of HHI Building Permit. Construction may not begin until the Wexford ASC Clearing Permit is posted on the site. A penalty will be imposed if construction has commenced before the appropriate signed Wexford ASC permit is posted on the site.

FINAL INSPECTION AND WEXFORD FINAL BUILDING APPROVAL – For Final inspection, digital pictures of all sides of the home, AS Built Survey and Elevation Certificate must be submitted to the ASC office prior to the inspection. "Verification of compliance" letters from the Drainage Engineer, Landscape provider and, if applicable, Pool Company are also required before inspection.

To avoid delays in notification of ASC decisions, this form must be completed in its entirety. Do not leave any blanks. If a blank does not pertain to your project, place an "n/a" in the space. This document must be submitted in its original form with original signatures, accompanied by the requirements as stated above. All requirements, completed forms and fees for conceptual review, preliminary review and final review must be received in the ASC office no later than 3:00 pm the Wednesday prior to the scheduled meeting. Scheduled ASC meeting dates are on the 2nd and 4th Tuesday of each month.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

Applicants must thoroughly read and comply with all requirements of the Wexford Home Owners Association and the Architectural Standards Covenants, Procedures and Guidelines. By signing, the parties acknowledge that they have read, understand and accept the provisions of these policies.

SIGNATURE OF OWNER

SIGNATURE OF ARCHITECT/DESIGNER

SIGNATURE OF BUILDER

SIGNATURE OF LANDSCAPER

Wexford

Plan Submission Procedures & Check List

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.

DENOTE PAGE NUMBERS OF REQUIRED ITEMS IN THE LEFT HAND COLUMN.

ANY CHANGES OR MODIFICATIONS TO PLANS MUST BE DETAILED ON THE ASC CHANGE ORDER FORM AND HIGHLIGHTED ON THE PLANS.

Revised submittals of home design plans and/or related material resubmitted in response to ASC comments must include a letter from the architect or landscape designer describing the design modifications and must be responsive to the concerns expressed by the ASC.

CONCEPTUAL PLAN REQUIREMENTS:

Elevations of the proposed improvement will 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.

1. Provide a current tree and topo survey of lot.
2. Provide site plan with floor plan overlay and identify setbacks, include spot elevations 15 ft into adjoining properties.
3. Elevations of at least the front and rear of the proposed home with proposed height (Max ht. = 50'-0" AMSL)
4. Floors plans of all levels (proposed)
5. Hardscape/Softscape Calculation – Hardscape should not exceed 50% (pervious pavers and pools are considered Hardscape)
6. Provide Roof Plan with roof pitches; NOTE: Wexford minimum pitch of 7:12, Max pitch is 9:12; (See Section 3.15 of Guidelines)

Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

PRELIMINARY PLAN REQUIREMENTS:

1. Provide a current tree, topographic and boundary survey of existing property.
2. 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 must be clearly identified (if applicable, OCRM setback.)
3. Updated Elevations of all sides; Elevation drawing at 1/4" = 1' (provide one (1) paper copies and one digital .pdf)
4. Floor plans at 1/4" = 1', with dimensions (provide one (1) paper copies and one digital .pdf)
5. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
6. Indicate enough of adjacent structures to show relationship to submission.
7. If applicable, a pool plan and pool fencing must be submitted showing a cross section elevation of the highest points
8. Must show ratio on plan for Hardscape vs Softscape calculation – using Wexford criteria.
9. Hardscape cannot exceed 50% of the square footage of the lot (exceptions: Garden Homes and Townhomes)
10. Provide a preliminary drainage Plan for site with proposed grade elevations
11. Provide **one** sets of plans with original signature and seal of architect on each page as well as a digital pdf set.
The Wexford ASC requires the services of a registered SC Architect.

Roof Plan: (provide two paper copies and one digital .pdf)

1. Outline plan below to indicate overhangs.
2. Show peaks, valleys, crickets and sheds
3. Draw dormers, chimneys, vents and other features.
4. Indicate slope direction and pitch (minimum of 7:12 and maximum of 9:12)
5. Indicate gutters and downspout locations as applicable

Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

FINAL PLAN REQUIREMENTS:

Provide **one(1)** sets of plans with original signature and stamp of architect and designer on each page. The ASC requires the services of a registered architect be used for plan preparation. A pdf set of plans is required as well.

Site Plan: Scale of 1/8" = 1' (provide one (1) paper copies and one digital .pdf)

1. 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 (if applicable, OCRM setback)
2. Indicate enough of adjacent structures to show relationship to submission.
3. Include a mobilization plan - Show location of contractor's ID sign, dumpster, outdoor toilet and construction parking.
4. Provide foundation plans if other than slab on grade.
5. Show size and location of all service yards, locate pool equipment (if applicable), LP gas tanks (if applicable), HVAC equipment and provide service yard details to include screening materials.
6. Indicate service yards relationship to lot for water, electricity, cable and telephone.
7. Indicate location and type of any yard lights. If shown on landscape plan so indicate on site plan
8. Indicate all planting areas and beds on all sides of the house.

Grading Plan: Scale of 1/8" = 1' (provide one (1) paper copies and one digital .pdf)

1. Provide tree and topographic survey showing location and species of trees four inches or larger in diameter at a height of four feet above ground indicate the grading and drainage. Include spot elevations 15' into adjoining properties to ensure proper drainage.
2. Fill plan (indicating runoff and tree preservation method)
3. Indicate the location and identification of special features. (e.g., drainage ditches, lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.).
4. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/ texture).
5. Indicate culvert(s) location, size and flow direction.
6. Plans for waterfront construction are to indicate location of temporary debris control fence.
7. Plans show ratio for pervious vs. impervious as well as % of hardscape
8. **An engineered drainage plan is required for all submissions.**

Landscape Plans & Elevations: Scale of 1/8" = 1' (provide one (1) paper copies and one digital .pdf)

1. Show plants at installed size. Plants must cover 50%+ of the foundation.
2. Provide exterior elevations with foundation planting drawn to scale at time of installation.
3. Include a plant list with common and botanical names, height and spread at installation.
4. Engineered drainage plan must comply with site plan. Irrigation plan for the OCRM is required, if applicable.
5. Coordinate with and relate to adjoining landscape.
6. Show all landscape lights and submit a cut sheet.

Floor Plan: Scale at 1/4" = 1' (provide one (1) paper copies and one digital .pdf)

1. Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. Plans should be complete and ready for construction.
2. Provide enclosed heated/air-conditioned square footage (stated by floor).
3. Doors & windows keyed to schedule
4. Fully Dimensioned plans

Elevation Drawings: Scale 1/4" = 1' (provide one (1) paper copies and one digital .pdf)

1. Indicate floor-to-floor heights on each elevation.
2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the maximum finished roof height for homes will not exceed thirty five feet (35') above the finished surface of the first floor or more than fifty (50) feet above Mean Sea Level.
4. Note all materials.
5. Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
6. Indicate location of satellite dishes, antennae or similar
7. Indicate location of all exterior light fixtures

Detail Drawings: Keyed to plans and elevations (provide one (1) paper copies and one digital .pdf)

A color rendering of the front and rear of the home is required for Final Submission.

1. Typical wall sections showing all eave rake and base conditions. (Required)
2. Patio wall section, if appropriate.
3. Show column-base and capital (incl. relationship to beam above)
4. Show railings (including supporting newel posts and rail terminations)
5. Steps and step material. Bullnose required (exception - manmade brick such as Old Savannah Gray)
6. Screen porch
7. Typical window details
8. Window schedule (incl. material, glazing, impact or shutter protected.)
9. Louvre and/or lattice (incl. relationship to attached walls, base, etc.). Hydrostatic vents must be drawn on the plan.
10. Dormer – rake, eave, base.
11. Trim projections not clearly described elsewhere.
12. Pool plan must include a cross section elevation of the highest points. Pool finishes and decking must be submitted and approved.
13. Pool fencing must adhere to all Fencing Guidelines.
14. Color Board: Completely identify exterior colors, materials and pattern/ textures. (Samples required). A color board is required.

“Chips” of all key materials and colors are to be adhered to the board and clearly labeled.

A mock-up board must be displayed later at the job site for the ASC to make its final color evaluation.

Note pattern and texture of driveways and walkways. Samples of brick, pool waterline tile, pool interior and pool decking and any other hardscape material are required. Larger samples of colors, roofing, etc. may be requested by the ASC.

A completed “selection sheet” is required.

Electrical Plan: (provide one (1) paper copies and one digital .pdf)

1. Provide an electrical schedule and legend
2. Provide electrical panel and meter locations
3. Exterior lighting source may be on site plan or landscape plan
4. Catalog cuts of exterior lighting (cuts should provide as a minimum a photo, style, finish and lamp wattage including model number and cross referenced to electrical plans and schedules.) Note wattage requirements in Guideline 3.19

Required Cut Sheets: (provide one paper copy and one digital .pdf)

- | | | |
|---------------------|-----------------------|--|
| 1. Front Door | 5. Chimney Pot | 9. Pool Tile, Interior, Decking, Fencing |
| 2. Garage Doors | 6. Skylights | 10. Water Features if any |
| 3. Exterior Lights | 7. Railings | 11. Statues |
| 4. Landscape Lights | 8. Decorative Corbels | 12. Exterior fan (w/o lights) |
| | | 13. Pavers, tiles, decking |

Additional Requirements:

Wexford on the Green:

1. Motor Court Walls
2. Privacy Walls
3. Zero Lot Line

Garden Homes:

1. Motor Court Walls
2. Privacy Walls

Wexford Commons:

1. Motor Court Walls
2. Privacy Walls

NOTE: The setback lines for Wexford on the Green, Garden Homes and Wexford Commons vary from lot to lot and different setbacks are required for different elements. Show all setbacks affecting the submission of one of these homes.