

15. Application for Major Renovations/Additions

Submit to:

Architectural Standards Committee, Wexford HOA
Village at Wexford – 1000 William Hilton Parkway, Suite J18, Hilton Head Island, SC 29928
Mailing Address: PO Box 4100, Hilton Head Island, SC 29938
Tel: 843-686-8820. Fax: 843-686-8819 Email: ASC@wexfordhiltonhead.com

Submission Date: / /

Applicant Information:

Property Owner: (Print) _____ Telephone:

Wexford Address: _____ Lot Number:

Mailing Address if Different: _____

Email Address: _____

The undersigned Property Owner (or Owner's representative) requests ASC approval to renovate the residential structure at the above legal address.

- ☐ Application Fee – must accompany application. \$2000/\$4000
- ☐ Owner/Contractor Escrow Deposit - due before permit is issued. \$1,500/\$5,000
- ☐ Dumpster Road Impact Fee - depends on the length of the job. \$1,000/\$2,000
- ☐ Current As-Built Survey.
- ☐ Color photos showing all four sides of existing residence and front and rear of adjacent homes. See the attached requirement check list. Must accompany the application.

Contractor Information:

Contractor: _____ Tel: Fax:

Contractor Address: _____

Project Manager: _____ Tel:

Email Address: _____

Once the renovation plan has been approved, the ASC Administrator will schedule a meeting with the contractor, if necessary, depending on the scope of work.

Once the project is complete, pictures must be submitted. The ASC will complete a final inspection and if the project is completed as approved the escrow deposit will be refunded.

Property Owner's Signature / /

Approval: ASC Administrator's Signature / /

Required information for house renovation:

1. All house renovation plans must be signed off by a SC registered licensed architect.
Provide 1 paper copy and 1 electronic copy.
2. Provide a current tree, topographic and boundary survey of existing property.
3. Provide site plan with floor plan overlaid and identify setback, including spot elevations 15 ft. into adjoining property.
4. Updated Elevations of all sides; Elevation drawing at $\frac{1}{4}'' = 1'$
5. Floor plans at $\frac{1}{4}'' = 1'$, with dimensions.
6. Must show ratio on plan for Hardscape vs Softscape calculation – using Wexford criteria.
 - Hardscape cannot exceed 50% of the square footage of the lot (Exception Garden Homes & WOG)
7. Landscaping Plan – provide 1 paper copy and 1 electronic copy.
 - Plants must cover 50%+ of foundation at planting.
 - Include plant list with common and botanical name, height and spread at installation.
8. Pool Plans – If applicable, including cross section elevation and fencing.
9. 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.
10. Complete a selection sheet and job specification sheet.
Include:
 - Body and Trim
 - Shingle
 - All Doors
 - Windows & trim
 - Shutter
 - Brick or Stone
 - Pool Decking, Waterline Tile and Interior Plaster

Required Cut Sheets:

- Front, Garage, and Other Exterior Doors
- Windows
- Exterior Lighting – (45 watt maximum per fixture)
- Railings
- Exterior Fans
- Decorative Corbels
- Water Features