

# BERESFORD CREEK LANDING

**DESIGN GUIDELINES**  
**Revised March, 2007**

# TABLE OF CONTENTS

## I. PREFACE

- A. Purpose of Design Guidelines p.3
- B. Architectural Review Board p.3

## II. THE DESIGN GUIDELINES

- A. Building Design Guidelines p.4
- B. Site Design Guidelines p.9

## III. THE REVIEW PROCESS

- A. Site Analysis p. 12
- B. Conceptual Design Review p. 13
- C. Preliminary Design Review p. 13
- D. Final Design Review p. 14
- E. Landscape Design Review p. 15
- F. Stake-Out Inspection p. 15
- G. Construction Application p. 15
- H. Changes During Construction p. 15
- I. Final Inspection p. 16

## IV. CONSTRUCTION PHASE

- A. General Regulations p.16
- B. Before Construction p.17
- C. During Construction p.18
- D. After Construction p.19

## V. APPENDICES

- A. Required Construction Documents p.20
- B. Required Forms p.22
  - Form One – Application for Design Review p.23
  - Materials and Colors Form p.25
  - Form Two –Stake-out Confirmation p.27
  - Form Three– Construction Application p.28
  - Form Four – Request for Final Inspection p.31
  - Form Five – Construction or Design Change Application p.32
- C. Schedule of Fees and Fines p.33
- D. Sign Requirements p.34

## **I. PREFACE**

### **A. PURPOSE OF DESIGN GUIDELINES**

The objectives of these Design Guidelines are to create a comprehensive set of standards which will allow for the orderly and cohesive development of Beresford Creek Landing (BCL). These Guidelines are to be used by a property owner, builder or developer as a tool to build a community that is consistent with the stated goals. These Guidelines will help insure the community will mature into one which provides for a higher quality of living as well as one in which property values are protected.

The Guidelines establish criteria for architectural design, site improvements, and landscaping. They establish the process for review of proposed construction and modification of existing structures. The intent is to allow the owner maximum flexibility in expressing individual taste within the framework of community standards.

### **B. ARCHITECTURAL REVIEW BOARD**

The Architectural Review Board (ARB) has been established to administer the Design Guidelines. The Board of Architectural Review is charged to ensure compliance with the design and review processes described below, and to ensure that all construction is completed according to the approved plans.

The ARB and The Beresford Creek Home Owners Association, Inc. is not responsible for any misrepresentations or conflicts with governmental or municipal regulations. Consult the Code of Ordinances of the city of Charleston for any and all other requirements relating to zoning issues. Review the Declaration of Covenants, Conditions, and Restrictions. All information contained herein is subject to change without notice and should be verified prior to application.

No action taken by the HOA or the ARB, or any of its members, employees or agents, shall entitle any person to rely thereon with respect to conformity with the laws, regulations, codes or ordinances, or with respect to the physical or other condition of any building, structure, or other portion of the property. Neither BCL, its Board of Directors, the ARB, nor any member, employee, or agent thereof shall be liable to anyone submitting plans to them for approval or to any owner of any other person, for damage, injury or defect (whether structural or otherwise) associated with plans considered by the ARB. Every person or other entity submitting plans to the ARB agrees by submission of such plans, to defend, indemnify, and hold harmless the Association, the Board of Directors and the Architectural Review Board (or any member, employee, or agent thereof) from any action, proceeding, suit, damage, injury, or claim arising out of, or in connection with, such submission.

## **II. BUILDING AND SITE GUIDELINES**

### **A. Building Design Guidelines**

Creative and sensitive architectural solutions are encouraged to complement each site, to express the design concept of individual property owners and to contribute to the community as a whole. Excessively similar homes along the same street or in the vicinity are strongly discouraged. The property owner and architect must thoughtfully consider the integration of each site and house design. The sum of the site and house will help to shape the image and character of the neighborhood.

The predominant style selected for the Beresford Creek Landing neighborhood is Traditional Lowcountry. This style exhibits certain characteristics and features that respond to building shape, function and site. The richness, simplicity and rationality of this style serves as the major source for the design of Beresford Creek residences.

#### **1. Setbacks**

Front: Refer to plat drawing for site specific setback requirements.  
(25 feet)

Side: Refer to plat drawing for site specific setback requirements (9 feet and 9 feet). Typical side yard setback measured to the overhang. 2 foot side yard setback for driveways.

Rear: Refer to plat drawing for site specific setback requirements. (25 feet)

#### **2. Vertical Massing**

Maximum Building Ht: 35 feet and 2 1/2 stories from existing grade. Vertical massing shall be carefully resolved, again looking to historical reference.

Minimum Required Finished Floor Elevation: Finished floor elevation must meet code. On high elevation lots, a minimum of 30 Inches of exposed foundation is required.

#### **3. Setting**

Integration of grounds, drives, parking and gardens is essential. House, courtyards, and porches should create a unified design solution.

#### **4. Detailing**

Detailing of structures at Beresford Creek must give proper consideration to the architectural style being used, the construction technology available, and the environment of the Charleston area. The environmental considerations would include the hot summer sun, heavy seasonal rains, high humidity and salt content on the air, prevailing seasonal breezes, cold winter winds off open areas, soil characteristics and the occasional tropical storm or hurricane. Exterior trim, columns, shutters, railings, and other architectural details can add interest, scale and dimension to a home and are encouraged provided they are compatible with the architectural style of the home.

#### **5. Building Size Requirements**

Minimum heated square footage is calculated as the total of all interior areas within the roof line of the building, exclusive of open porches, terraces and similar areas.

Max. Bldg. Coverage: 35% under roof.

Open decks are not considered in the lot coverage, but they must meet all setback requirements. All OCRM requirements must also be met.

Minimum Sq. Footage: 2800 minimum square feet on all lots with dock corridor approvals. Minimum square feet 2400 heated for all other lots. The ARB reserves the right to approve less square footage for residences with large areas of covered porches.

Massing should be scaled to the site, again recognizing the surroundings.

#### **6. Exterior Elevations**

Materials used and construction techniques employed shall be primarily those that are typical to the Charleston area. Low maintenance materials are encouraged. Roof colors and textures and exterior wall materials should be compatible with the setting and reflective of Lowcountry traditions. The ARB shall determine the appropriateness of exterior materials and colors for all construction. Brick, Cementitious Stucco, Cedar Shakes, Horizontal Wood Siding/Cement board are approved materials. Aluminum siding, vinyl siding, plywood, concrete block, split face block, tin, white brick, and metal are prohibited.

## **7. Windows**

Long blank facades without fenestration should be avoided. Wood, Painted or Stained Aluminum-Clad Wood Windows and Vinyl windows are acceptable. Removable grilles are prohibited. Other materials may be considered by the ARB on a case-by-case basis. Different types or styles of windows in the same façade are strongly discouraged. Glazing shall be clear or gray tinted only – reflective glass is prohibited.

Shutters should be traditional in design and material and keeping with the architectural style of the home.

## **8. Exterior Colors**

A color sample must be submitted for approval at final review. This sample must be painted on at least one linear foot of the siding material. Variety in color schemes on the same street is encouraged.

## **9. Roof, Gutters and Downspouts**

Pitched roofs and generous overhangs are recommended. Roof material may be cedar shakes, dimensional architectural grade asphalt shingles (25 year or better), slate, standing seam metal or 5V crimp heavy metal. A minimum roof pitch of 6/12 is required (lower slopes are allowed over porches). Roof colors that are compatible with the elevations and surroundings should be used. Mansard roofs are prohibited. Shed roofs are to be used only as a dormer.

Roof vents and accessories should be located on the part of the roof unseen from the right-of-way, and must be painted to match the roof color.

Gutters shall match the fascia trim color or they shall be copper. Downspouts shall match the exterior wall trim or be copper. Flue pipes shall be cased in a chimney enclosure that matches exterior materials.

Skylight and solar panels should not be visible from the street. Skylights shall be low profile and similar in color to the roof. Dome skylights are not permitted.

Galvanized flues on chimneys shall not be exposed and shall be covered with decorative cap or screening.

## **10. Balconies**

Balconies, cantilevered or supported with columns are encouraged on high-profile houses to promote outdoor living, to capitalize on views and vistas, and to assist in scale and massing. The size and location of balconies shall be dependent upon lot setbacks established by the Code of Ordinances of the City of Charleston.

## **11. Porches**

The use of porches is preferred and will be reviewed on a case- by- case basis. The size and location of porches shall be dependent upon lot setbacks established by the Code of Ordinances of the City of Charleston. Deep porches that allow living space are encouraged – minimum depth of the front porch shall be 8 feet. Wood columns for screened porches shall be a minimum size of 6” x 6”. Base and capital detailing is encouraged.

## **12. Patios, Terraces and Decks**

Outdoor, uncovered living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the house. Railings should be consistent with the architectural character of the house. Patio and terrace surfacing materials should be concrete, stone or pavers.

## **13. Entry**

The primary front entrance should be located at the front of the house and emphasized with a sense of prominence that distinguishes it from the other elevations. The entry should have prominent single or double doors and detailing that is consistent with the house style. Patterned Lead glass is discouraged. Multi-story entry features are prohibited.

## **14. Lighting**

Lighting sources shall not be directly seen. Illumination of surfaces such as walls, walks and decks is permissible. Porch lighting, for example, may include wall washers and recessed fixtures that illuminate the entry surface, but the source of lighting should not be in view.

Motion activated spotlights are appropriate when used for security and safety. Spotlights or floodlights shall only be allowed in the rear yard and not spill light onto adjacent properties. Motion activated lights should provide only the minimum amount of time required to enter a home safely before turning off – 5 minutes maximum.

Wall mounted accent lighting located adjacent to the front door is encouraged. Cut sheet of all exterior lighting fixtures shall be submitted at final review.

## **15. Garage**

The garage shall not be a prominent design feature in the design of the home. Garages are prohibited to be front loading/street facing. Garage doors shall be consistent with the architectural style of the home. Maximum width of a garage door shall be 12 feet. One garage door for more than one parking bay is prohibited.

## **16. Additional Special Requirements**

- The open storage of boats, trailers, campers, RVs, and other vehicular-type equipment is prohibited in Beresford Creek.
- All buildings must be built on site. No exterior structure of any kind or any artificial vegetation shall be constructed, erected or placed on the outside portion of a residence, whether the portion is improved or unimproved, except in strict compliance with the Covenants, Conditions, and Restrictions.
- No sculpture, fountains or similar items shall be constructed placed or maintained on any lot without the prior written approval of the ARB.
- Size and placement of all Satellite dishes must be approved by the ARB.
- TV antennas must be placed in the attic and are not permitted on the roof.
- No above ground fuel tanks will be permitted.
- Basketball hoops and portable play equipment shall not be allowed in the front yard setback.
- Outdoor play equipment shall be placed so not to obstruct views of adjacent property and must be properly screened with appropriate landscape material.
- Individual free standing flagpoles are prohibited. A flag pole mounted to the porch façade is preferred. Proper flag etiquette should be observed at all times.
- Accessory buildings are allowed (e.g. detached garage, storage shed, workshop, etc.) and are subject to ARB approval

## **B. Site Design Guidelines**

### **1. Clearing and Grading**

Site grading of a specific lot shall be kept to a minimum and alterations to existing drainage systems shall be avoided. Any necessary grading shall maintain a natural appearance.

### **2. Utilities**

All utility services at Beresford Creek shall be placed underground. Transformers, junction boxes, HVAC and electric meters exterior water heaters, exterior central vacuum systems should be screened with approved screening materials or plantings as needed. Painting utilities to match exterior foundation walls also required if needed. Exterior television and radio antennas are not permitted. Satellite dishes, solar collectors or other utility structures must be permitted by the ARB on an individual basis and in all permitted cases must be screened from view.

### **3. Driveway**

Driveway materials may consist of concrete, stamped concrete, tinted concrete in earth tone colors, exposed aggregate concrete, oyster shell concrete, or brick pavers. Poured concrete drives should have a minimum thickness of 4 inches. The use of welded wire mesh is recommended. Asphalt drives are not permitted. Driveways may not be painted with a colored topping.

### **4. Sidewalks**

Sidewalks are required from the front door of the house to the driveway with a minimum width of 3 feet. Materials may be the same as identified for terraces and patios. Concrete walkways are to be constructed of 3000 psi with a light broom finish. Control joints are to be spaced at intervals of five feet maximum and expansion joints at intervals of 30 feet maximum.

## **5. Fences**

The maximum height for any fence is 4 feet. The finished side of fences must always face out from the lot. Only back yard perimeter fencing is permitted. Fencing should not block desirable views and vistas or negatively impact adjacent lots. Wood, wrought iron, or anodized aluminum are allowable materials. Split rail, chain link or welded wire fencing are not allowed. Color of fences must be approved by the ARB. Landscaping around fences that are visible from the street is required. Fences should be compatible with the architectural style of the house and should be used primarily for screening and defining outdoor space. Fencing and landscape materials are required to screen HVAC equipment and trash receptacles. Approved materials are wooden louvers. Materials other than the wooden louvers must be approved by the ARB. Pet pens, dog runs, etc. must be screened from adjacent rights-of way and lots.

## **6. Mailboxes**

All neighborhood mailboxes will be uniform as determined by the Property Owners Association. Mailbox specifications are attached.

## **7. Pools**

The ARB will review all pool designs on an individual basis. Pool and equipment enclosures must relate architecturally to the house and other structures in its placement, materials and detailing. No above ground pools or inflatable covers will be allowed. Pools must be screened from the street with fences and landscape.

## **8. Site Lighting**

All proposed site lighting should be detailed on the Landscape Plans. Exterior lighting including security lighting will not be permitted when it would create a nuisance to the adjoining property owner. Colored lights are prohibited. Low voltage and 120 volt systems are permitted. Any and all changes or additions to site lighting after home is occupied must be submitted to the ARB prior to installation.

## **9. Construction Signs**

Signage is limited to temporary builder's signs. These signs will be a standardized design to harmonize with the community. The size and format of the sign is to be provided by the ARB. All signage must be approved by the ARB. The ARB reserves the right to remove any signs, which are not in compliance with the sign specification.

**For Sale Signs:** All signs must conform to the standard of the BCL signage. See picture on page 35.

## **10. Irrigation**

Irrigation systems are required for maintaining lawn and landscaped areas, and promoting a healthy, green appearance throughout the neighborhood. Irrigation systems should be zoned according to available water pressure. Irrigation heads should be designed to direct water away from houses, walls, fences, sidewalks, driveways and public/private roads.

## **11. Drainage**

Run-off water from one property shall not create adverse conditions on adjacent property. Storm water should be directed to natural areas within the property lines or existing wetland areas.

## **12. Plantings**

Landscape design should be compatible with the architecture and utilize plant material that is hardy in this area. Bedlines should use strong forms with either straight lines, bold sweeping curves or a combination thereof. Bedlines should avoid acute angles at intersections with structures or paving that would create maintenance problems. Foundation planting areas should be in scale with the height and massing of the structure.

Plant material may be used to solve functional considerations such as erosion control or screening and aesthetically such as framing views and providing color and texture.

Trees in lawn areas shall have mulch rings of 5'-0" diameter, minimum. All lots shall have one canopy tree (minimum) in the front yard. All shrub and groundcover areas shall have a minimum of 2" of mulch. Mulch may be pinestraw or shredded hardwood. Rubber mulch and rocks are prohibited unless approved by the ARB on an individual basis. All lawn areas shall be sodded, and hydroseeding must be approved by the ARB.

Plantings should sufficiently screen all utility areas, break up the foundation of the building, buffer driveways and parking areas adjacent to property lines, and provide cover for areas disturbed during construction. Plants for screening should be appropriate and of sufficient size and spacing to ensure an adequate buffer. Foundation

planting should be able to screen any foundation under house or decks. Foundation planting should also be in scale with the height and massing of the structure. Foundation plantings should include evergreens. Minimum size for foundation plantings is (7) seven gallons or larger depending on the height and massing of the structure. Utility areas for gardening should be screened or incorporated into garden areas so as not to be unsightly. Artificial vegetation is prohibited.

**After Occupancy:** Changes may be made to landscape to replace dead plantings and to add plantings up to \$1500 amount. Any changes and additions over \$1500 must be approved by the ARB.

### III. THE REVIEW PROCESS

To meet the development objectives of Beresford Creek, the owners and designers must follow a comprehensive design process. Only designs completed by a registered architect or designer will be reviewed by the Architectural Review Board (ARB). The ARB uses the guidelines to review all exterior elements of the project including landscaping and lighting, that affect the appearance of the residence and its site. The review process is not necessary for any interior alterations of a residence. Minor changes may be reviewed by the ARB Chairman.

All plans for new residential construction, additions, alterations and renovations to existing houses and lots must be reviewed by the Beresford Creek Architectural Review board (ARB). The review process for new construction involves a Site review/Design Orientation, a Conceptual Design Review, a Preliminary Design Review and a Final Review. All steps of the process are mandatory. It is important that each submission have the required fee, forms and drawings. Required forms for each submittal can be found in Section V. The ARB reserves the right to refuse any applicant's review based on incomplete information and may ask for additional information. Two copies of all submission documents must be delivered to the property management company by 5 pm on the Wednesday prior to the meeting. All submissions must be made in hard copy. Electronic files, emails or faxes will not be reviewed.

All design review fees are established by the BCL BOD and are subject to change. A current fee schedule can be obtained by contacting the property management company.

The ARB may authorize variances from compliance to these guidelines with circumstances such as topography, natural obstructions or architectural merit. All variances must be in writing. Any variance given to one property does not automatically grant a variance to another property with similar circumstance.

The ARB meets twice monthly. Please contact the management company for the specific dates. Applicants will receive written notification of the ARB's decision within 15 days from receipt of application. If approved, the applicant will receive notification of the approval by letter from the property management company. If the plans are not approved, the applicant will be notified as to the reason for denial or conditions. Applicants are invited to contact the ARB Chairman to discuss plan changes necessary to gain ARB approval. ARB approval is valid for 12 months from the date of applicant notification. At any submittal, if the applicants refuses to make the required modifications, the submittal shall be considered not approved.

### **Appeals**

Decisions made by the ARB may be appealed. Appeals must be made in writing, signed by the owner, giving a full explanation, including any support drawings. The appeal will first be submitted to the ARB. If the owner is not satisfied with the ARB's decision, the appeal must then be submitted to the President of the BOD within 30 days of the ARB decision. The appeal will be considered at the next BOD meeting. The owner will be notified of the BOD decision within 7 days of the BOD meeting.

## **A. SITE ANALYSIS**

A site analysis is required for each lot. This must include parts of surrounding areas and take into full account the potential impact of the building site form key vantage points, including neighboring lots. Elements of the site analysis are to be incorporated into the site plan, and should include the following:

- Identification and description of views and vistas.
- Descriptions of special or unusual features on or adjacent to the site, e.g. trees, marches, ponds, boardwalks, creeks, etc.
- To assist with the site analysis, it is recommended that a thorough survey of land form (topography) and vegetation be prepared. The survey should provide sufficient detail to allow careful attention to all environmental issues.
- Refer to appendix A - Required Construction Documents for other required site analysis requirements.

## **B. CONCEPTUAL DESIGN REVIEW**

The Conceptual Review is a review of the initial architectural concept. The ARB requires the owner or builder to attend this meeting. This submission shall include at the minimum, the front and rear elevation, a site plan or "to scale" drawing showing the placement of house, driveway, and garages. However, the applicant is encouraged to provide as much information as possible to describe the architectural character. One copy of all drawings

must be provided along with a completed Form One (Application for Design Review).

### **C. PRELIMINARY DESIGN REVIEW**

The **Preliminary Design Review** is useful in providing information and correcting problems before unnecessary time and effort are spent on final design plans.

Two sets of preliminary documents, a completed Form One (APPLICATION FOR DESIGN REVIEW) and a Review Fee must be submitted.

The **preliminary design** review is **mandatory** and shall contain the following:

- A copy of Appendix A-Required Construction Documents completed with as much information as is available at the time.
- A site plan which shows the building outline and edges of adjacent buildings, driveways, decks, terraces, walks, topographic information, easements and setbacks on the lot.
- A preliminary exterior wall section which shows the basic method of construction including floor to floor height, exterior details such as the construction of the wall at the ground level, window sills, window heads, soffits, and fascias. If a gutter is to be used it should be shown.
- Elevations of all sides noting all exteriors generically (e.g. wood roof shingles, brick, etc.).
- A review fee. (See attached Schedule of Fees)

If the design is approved without exceptions, the applicant may proceed to the Final Design Review. If there are comments, the applicant may proceed, provided that applicant adhere to the ARB's recommended modifications.

### **D. Final Design Review**

After receiving the ARB's approval of the preliminary submittal, the drawings shall be revised to address the ARB's comments.

Required construction documents are listed in Appendix A. Two sets of final documents, a completed Form One (APPLICATION FOR DESIGN REVIEW) and the Materials and Colors Form must be submitted with this application along with any material samples.

A refundable construction deposit in the amount of \$5,000.00 made payable to Beresford Creek Home Owners Association by the general contractor is required with the Final Design Review Submittal. This deposit is placed in a non-interest bearing account, and refunded, without interest, within fourteen business days of final inspection and approval of construction by the ARB, as

well as the submittal of the certificate of occupancy. All or part of this deposit may be retained, per the estimation of the ARB representative, to rectify non-compliance issues.

The ARB will either approve the design without exception, not approve, or approve with conditions. If the design is approved with out exception, the applicant may proceed with the construction. If the ARB approves the design with conditions, the applicant must modify the documents and resubmit. The owner is responsible for keeping copies of all checks, application forms, and any correspondence.

#### **E. Landscape Design Review**

Landscape plans shall be prepared by a Landscape Architect licensed to practice in the State of South Carolina or other qualified designers.

The Landscape Plan submittal may be made at any time in the approval process including after the building's Final Plan submittal. However, the landscape plan must be approved prior to construction commencing.

The Planting Plan shall show masses and individual plants as appropriate with each grouping labeled with both quantity and type. Plant type may utilize codes that are referenced in the Plant Schedule.

The Plant Schedule shall identify codes, common and botanical names of plants (including cultivars), quantities, spacing, and size (container size for shrubs and height and/or caliper size for trees).

Lighting Plans shall show placement of fixtures, trenching locations and must include cut-sheets for fixtures and appropriate details.

Two sets of plans are required for this submittal.

#### **F. Stakeout Confirmation**

The house corner stakeout by a surveyor is required before construction. The purpose is to ensure compliance with the approved plans, as well as to evaluate impact on adjacent lots, common areas, tree preservation, wetlands, drainage. Any existing trees to be removed shall be ribboned individually or in groups. The Contractor must submit a completed Form Two to the Property Management Company.

### **G. Construction Application**

After the stakeout has been approved, the contractor must submit a completed Form Three (CONSTRUCTION APPLICATION). The applicant will be notified of approval status within 5 working days of receipt. The contractor must receive approval before construction commences.

### **H. Changes During Construction**

If changes to an approved plan become necessary during construction, Form Five (CONSTRUCTION OR DESIGN CHANGE APPLICATION) should be submitted to the ARB. The review process for these requests will be the same as that for new construction. However, minor changes to an approved plan may be approved by the ARB chairperson in lieu of a full ARB review. The committee chairperson will determine if the change warrants full ARB attention, if the change is not deemed of a minor nature. The applicant will be notified within three working days of meeting with the ARB chairperson as to approval, disapproval or deferral. Multiple changes during construction, which require Architect review, will result in a fine.

### **I. Final Inspection**

To confirm plan compliance, a final inspection will be conducted by the two ARB committee members following completion of all construction and landscaping. Submit a complete Form Four (REQUEST FOR FINAL INSPECTION/DEPOSIT REFUND). The ARB will make the inspection within 14 days.

Landscaping must be completed within 60 days of certificate of occupancy issuance.

## **IV. THE CONSTRUCTION PHASE**

In order to maintain attractive surroundings and to promote a safe environment for residents and guests, the following guidelines have been developed for Beresford Creek to control construction activities performed by contractors, subcontractors, home owners, or others during the construction phase.

## **A. General Regulations**

### **1. Time Limit of the Construction Phase**

All construction on particular property must be completed within an 18 month period, commencing when construction begins. Approved landscaping construction must be completed within 60 days of issuance of a certificate of occupancy.

### **2. Builder Requirements**

All homes must be built by a licensed builder. All builders must be licensed by the State of South Carolina. A South Carolina Residential Builders License is the minimum licensing requirement.

### **3. State and Local code compliance**

All construction must comply with Federal, State, City and local laws, codes and ordinances.

### **4. Construction Entrance**

A gravel construction entrance shall be provided and maintained in each lot during the entire construction period.

### **5. Signage**

The general contractor may post the standard identification sign and permit sign on lots during the construction phase.

### **6. Working Hours**

Working hours for all construction activities performed by contractors, subcontractors, home owners, or others, shall be restricted to the following hours:

Monday through Friday	7:00 a.m. to 7:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday	No Work Allowed

National Holidays                      No Work Allowed

National holidays include New Years Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day.

All workers must be off the site by 7 pm.

## **7.     Conduct of Workers**

The conduct of workers is the ultimate responsibility of the general contractor. Loud vehicles, radios, etc. or any other machine that is not directly related to construction activities and can disturb residents, will not be tolerated. All workers, including subcontractors and vendors, must observe the posted speed limits. Proper attire must be worn (shirt, pants, shorts and shoes). Crews are prohibited from using the BCL amenities.

### **B.     Before construction**

#### **1.     Pre-Construction Approval**

The ARB must be notified of site clearing activity. Lot clearing may commence prior to construction. No construction activities may begin until the Architectural Review Board (ARB) has approved all plans, a signed Form Two (CONSTRUCTION APPLICATION) has been approved, and the Pre-Construction Site Checklist and Construction Agreement has been signed and submitted to the property management company.

#### **2.     Permits, Fees and Fines**

Contractors are responsible for obtaining required building permits and paying associated fees prior to commencing construction.

The design and review guidelines contained herein have been developed to encourage good design, thus to preserve community resources and to enhance property values. To maintain these goals, any construction that takes place without ARB approval will not be tolerated. If necessary, a stop work order will be issued to the general contractor and other legal remedies will be pursued.

General inspections will be conducted during the entire construction process. Violation of the ARB standards will result in a fine. Repeat offenses will double the initial fine amount. See attached Schedule of fees and fines (Attachment A).

### **3. Temporary Facilities**

Each building site is required to provide at least one toilet for the use of workers. It must be located at least 10 feet from any street, in an inconspicuous location. The door must face away from the street and any existing residences. A commercial dumpster is required for each job site and setback within a reasonable distance from any street. Temporary power poles must be installed plumb and shall not be used for posting signage. Water must be available on site at start of construction. Silt fences and other erosion control devices should be installed before initial grading. Construction office and storage trailers or buildings must be approved by the ARB.

## **C. During Construction**

### **1. Site Maintenance**

The general contractor must ensure that the job site is maintained in a neat and clean condition at all times. All materials and construction equipment must be stored within the lot boundaries. Adjacent lots or common space may not be used for parking, material storage or staging. Vehicles parked on the right-of-way during construction activities shall not obstruct traffic flow. Washing of vehicles, including concrete trucks shall occur on site, not in the street. Excess concrete must not be dumped on adjacent lots, common areas or right-of-ways. Dumpsters must be emptied when full.

### **2. Sedimentation and Erosion Control**

Streets shall be kept clear of mud, silt, and construction debris from construction traffic. Sedimentation and erosion control devices shall be continuously maintained throughout the construction, to ensure its proper function.

### **3. Damage**

Inadvertent damage due to adjacent property or sidewalks must be repaired at the cost to the contractor.

All trees designated as saved trees are to be properly protected and must not be damaged. Any trees that die as a result of negligence during construction will result in a \$500 fine per tree as well as mandatory replacement with trees of similar specification as the tree(s) removed or damaged.

#### **4. Dues**

Home Owner Association dues must remain current through out the entire construction process. All outstanding fees, dues, or assessments must be paid prior to the application process. If these are not paid a stop work order will be issued.

### **D. After Construction**

#### **1. Clean-up**

Upon substantial completion of construction activities, all debris shall be removed form the site and surrounding areas, and properly disposed.

#### **2. Temporary Facilities**

All temporary facilities shall be removed after substantial construction completion. The builder identification signs shall be removed within 30 days of certificate of occupancy issuance.

**IV. APPENDICES**  
**APPENDIX A: REQUIRED CONSTRUCTION DOCUMENT**

One set of plans should be submitted on 24" X 36" maximum sheet size, with this checklist bound to the upper left hand side of the first sheet. Plans must be in hard copy form, electronic files or faxes will not be reviewed. The name, **lot number**, address and phone number of the owner and the architect/designer of the project must appear clearly on each of the drawings submitted.

**SITE PLAN AT A SCALE OF 1" = 10' 0" SHOWING:**

- \_\_\_ Drainage and grading plan with new contours indicated
- \_\_\_ Property lines, setback lines, wetland limits and easements with dimensions shown and compass orientation.
- \_\_\_ Existing topography, elevations of lot corner and contour lines in increments of one or two feet, unique or extreme site features, water edges, and directions of prominent views.
- \_\_\_ A landscape survey showing location of significant existing plantings.
- \_\_\_ All streets adjacent to lot with street names
- \_\_\_ Any existing utility structures on lot or in adjacent right of ways
- \_\_\_ Any areas to be graded with drainage indicated by arrows that show flow directions
- \_\_\_ Outline of exterior house walls, decks, driveways and walks on adjacent lots that are within 10 feet of any property line
- \_\_\_ Outline of house foundation walls, decks, terraces, steps, stoops and roof overhang
- \_\_\_ Finish floor elevation of first floor and garage slab
- \_\_\_ Drives and walks with dimensions and materials indicated
- \_\_\_ Proposed garden walls, retaining walls, fences, screens, etc. with dimensions and materials indicated
- \_\_\_ Pools and/or spas
- \_\_\_ Location and description of any other accessory use (playground equipment, dog runs, gazebos, etc.)
- \_\_\_ Percent of lot covered by impervious material

**FOUNDATION PLAN AT A SCALE OF 1/4" = 1'0" SHOWING:**

- \_\_\_ Walls, footings, piers, beams and floor joists (include foundations for deck, retaining walls, exterior stairs, etc.)
- \_\_\_ Access openings and foundation vents

**FLOOR PLANS AT A SCALE OF 1/4" = 1' 0" SHOWING:**

- \_\_\_ All interior spaces drawn to scale with all rooms dimensioned and named
- \_\_\_ All window and door openings
- \_\_\_ Roof overhangs (dashed line)
- \_\_\_ Materials indicated for decks, terraces, steps, stoops and porches
- \_\_\_ Finish floors and garage slab elevations
- \_\_\_ All dimensions necessary for construction

**BUILDING ELEVATIONS AT SCALE OF 1/4" = 1' 0" OR GREATER SHOWING:**

- \_\_\_ Front, rear, right, and left elevation with compass orientation indicated
- \_\_\_ Terraces, walls, decks, vents (roof and foundation), screens for trash and HVAC compressors
- \_\_\_ Any hidden elevation not shown in other drawings
- \_\_\_ Finish floor elevation on each drawing with proposed finish grade line against elevation
- \_\_\_ Elevations shall indicate materials and finishes, fascia, trim and handrail details, window and door types, and trim, terraces, decks, walls, vents (roof and foundation), screens for trash, air conditioning equipment and utilities
- \_\_\_ Materials and finishes for all surfaces

**LANDSCAPE PLANS AT A SCALE OF 1"=10' or 1/8"= 1'-0" SHOWING:**

- \_\_\_ Outline of all structures and site elements shown on the Site Plan
- \_\_\_ Outline of proposed tree and shrub locations showing circular symbols indicating mature spreads, lawn areas, ground cover and seasonal color areas with quantities and names indicated
- \_\_\_ Plant list showing quantity, common name, root (B&B or container), tree caliper and height, shrub container size, ground cover container size and spacing, turf (sod and plug)
- \_\_\_ Natural or mulched areas and any hardscaped elements (arbors, trellis, fences, walls, stepping stones, etc.)
- \_\_\_ Locations of any proposed landscape lighting indicating fixture type, bulb type and bulb wattage
- \_\_\_ Indicate hardscape materials and dimensions
- \_\_\_ Indicate species of existing vegetation to remain.

## **APPENDIX B: Required Forms**

- Form One**            **Application for Design Review**  
This form is to be used for Conceptual, Preliminary, and Final Reviews. When applying for a Final Review, the Materials and Color Form must also be submitted.
- Form Two**            **Request for Stake-Out Inspection**
- Form Three**        **Construction Application**  
This form includes the Pre-Construction Checklist and the Construction Agreement.
- Form Four**         **Request for Final Inspection/Deposit Refund**
- Form Five**         **Application for Design Change**

**FORM ONE**  
**APPLICATION FOR DESIGN REVIEW**

The property management company must receive applications by 5:00 p.m. on the Wednesday prior to the next scheduled ARB meeting.

One set of all design documents, a copy of this form, and a copy of Appendix A - Required Construction Documents must be submitted for review.

Date Submitted: \_\_\_\_\_ Lot Number \_\_\_\_\_

Conceptual Design Review \_\_\_\_\_  
Preliminary Design Review \_\_\_\_\_  
Final Design Review \_\_\_\_\_  
Landscaping/Irrigation Plan Review \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

SC License #: \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Landscape Architect/Designer:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Residence Square Footage/Height**

Heated Living Area \_\_\_\_\_ Decks \_\_\_\_\_

Covered Porches \_\_\_\_\_ Impervious Coverage \_\_\_\_\_

Total SF Under Roof \_\_\_\_\_ Building Height \_\_\_\_\_

**APPLICATION CHECKLIST**

**Conceptual Review Checklist**

_____ Site Plan	1" = 1'0"
_____ Front Elevation	1/4"=1'0"
_____ Rear Elevation	1/4" = 1'0"

**Preliminary Review Checklist**

_____ Site Plan	1" = 1'0"
_____ Floor Plans	1/4"=1'0"
_____ Exterior Wall Section	1" = 1'0"
_____ Building Elevations	1/4" =10'0"
_____ Review Fee	\$1,250

**Final Review Checklist**

_____ All drawings listed in Appendix A-Required Construction Documents	
_____ Landscape Plan	1" =10'0"
_____ Material and Color Form	
_____ Material Samples (if necessary)	
_____ Construction Bond	\$5,000

Landscape plan may be submitted after Final Review, but prior to construction commencing.

---

**For Use by Architectural Review Board**

**Design Approval ( )**

**Date:** \_\_\_\_\_

**Comments:**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Architectural Review Board Representative**

**MATERIALS AND COLOR FORM  
(Submitted with Final Review Application)**

**Exterior Materials**

Foundation Finish \_\_\_\_\_

Color- Include Sample \_\_\_\_\_

Exterior Walls/Siding \_\_\_\_\_

Color – Include Sample \_\_\_\_\_

**Windows (submit cut sheet)**

Type \_\_\_\_\_

Manufacturer/ No \_\_\_\_\_

Color- Include Sample/Picture \_\_\_\_\_

**Exterior Doors (submit cut sheet)**

Materials \_\_\_\_\_

Mfg./No. Color- Include Sample/Picture \_\_\_\_\_

**Garage Doors (submit cut sheet)**

Materials \_\_\_\_\_

Mfg./No. Color- Include Sample/Picture \_\_\_\_\_

**Roofing**

Materials \_\_\_\_\_

Manufacturer/No \_\_\_\_\_

Color- Include Sample/Picture \_\_\_\_\_

**Exterior Trim**

Materials \_\_\_\_\_

Manufacturer/No \_\_\_\_\_

Color- Include Sample \_\_\_\_\_

**Shutters**

Material \_\_\_\_\_

Color \_\_\_\_\_

**Decks/Railings**

Materials \_\_\_\_\_

Color \_\_\_\_\_

**Terrace**

Materials \_\_\_\_\_

Color \_\_\_\_\_

**Patios**

Materials \_\_\_\_\_

Color \_\_\_\_\_

**Fence and Screens**

Materials \_\_\_\_\_

Color \_\_\_\_\_

**Front Entry Stairs**

Materials \_\_\_\_\_

Color \_\_\_\_\_

**Driveway/Sidewalks**

Material/finish \_\_\_\_\_

**Exterior Lighting Fixtures (submit cut sheet)**

Manufacturer \_\_\_\_\_

Material/finish \_\_\_\_\_

**FORM TWO**  
**Stake-Out Confirmation**

The property management company must receive applications by 5:00 p.m. on the Wednesday prior to the next scheduled ARB meeting.

Lot Number: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Builder:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

SC License #: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor and Surveyor's signatures verify that the residence has been staked according to the plans submitted to the ARB.

\_\_\_\_\_  
**Surveyor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

---

**For Use by Architectural Review Board**

**Comments:**

**Signed:** \_\_\_\_\_  
**Architectural Review Board Representative**

**Date:** \_\_\_\_\_

**FORM THREE  
CONSTRUCTION APPLICATION**

The property management company must receive applications by 5:00 p.m. on the Wednesday prior to the next scheduled ARB meeting.

Date Prepared: \_\_\_\_\_ Date Received: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor: (Name, Address, Telephone and License Number):  
\_\_\_\_\_  
\_\_\_\_\_

**Construction Deposit**

Amount	\$5000.00
Received By	_____
Date	_____
Check #	_____

A major change to construction already in place will require an additional \$500 bond made payable to the Beresford Creek Home Owners Association prior to the commencement of the construction change.

**Additional Construction Bond**

Amount	\$500.00
Received By	_____
Date	_____
Check #	_____

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Architectural Review Board Representative**

**FORM THREE**  
**Construction Application (continued)**  
**Pre-Construction Checklist**

Before any construction work can begin, the following checklist must be complete, signed by the ARB Chairman and submitted to the Property Management Company

- \_\_\_ Landscape Plan has been approved.
- \_\_\_ Identify one 30' wide or less construction entrance at the location of the proposed driveway approved by the ARB
- \_\_\_ Silt fence the entire perimeter of the homesite, except at the proposed construction entrance and within the OCRM critical line or any designated wetland area. If the homesite borders an existing side sidewalk, the silt fence must be installed on the inside edge furthest from the road. If no sidewalk exists, then the silt fence must be installed on the outside edge of the road curbing. All silt fence must be installed by creating a 3" to 4" deep trench 3" to 4" wide with stake facing the road with the bottom 3" to 4" inches of the fabric placed in trench and back filled.
- \_\_\_ Install construction entrance by removing top 6" of existing material within proposed entrance area. Provide ample area beyond the edge of right away for construction activity and delivery of materials. Install 6" of aggregate no smaller than 1' in diameter or, #57 stone, or to City of Charleston Ordinance, if larger. Aggregate must be graded and compacted as best as possible. If a side walk exist, remove 6" of material between curbing and sidewalk and replace with aggregate and maintain an even transition between sidewalk and aggregate.
- \_\_\_ Have delivered one portable sanitary device per job site to remain on job site until a Certificate of occupancy has been granted.
- \_\_\_ Have delivered a construction debris container. This container must be available for storage, and disposal of all discarded debris. Empty when full so that debris does not overflow or is stored on job site area.
- \_\_\_ Locate all sewer clean outs, water taps, electrical equipment or any other utility and existing trees or wooded areas.
- \_\_\_ Install protective barriers and appropriate markings to prevent possible damage.
- \_\_\_ Construction sign conforms to the BCL Guidelines

Please note that the maintenance of silt fencing, construction entrance, protective barriers and the overall cleanliness of each site is the responsibility of the contractor and property owner. The ARB will provide written notice of any observed deficiencies, and provide a short time period before taking action which will be billed to the contractor/owner plus a fine.

\_\_\_\_\_ Date \_\_\_\_\_  
ARB Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Contractor

\_\_\_\_\_  
Lot Number

**FORM THREE**  
**Construction Application (continued)**  
**Construction Agreement**

I, \_\_\_\_\_ as property owner and I, \_\_\_\_\_ as contractor of the above described construction project, acknowledge and agree 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 and understand that Covenants and Restrictions applicable to the property, all ARB Guidelines and will follow and obey said Covenants, Restrictions, and Guidelines.
2. We are responsible for completing the project as described by the drawings and specifications approved by the Board.
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 and subcontractors performing services on this project at all times while they are engaged by us.
5. The ARB's review and approval are limited only to aesthetic considerations. Approval by the ARB does not relieve the owner, contractor or designer of responsibility for compliance with all codes.
6. The Construction Bond will be held in a non-interest bearing account.
7. Any monies paid out by BCL for any corrections not approved by the ARB will be deducted from the Construction Bond.
8. All HOA dues are paid and will remain current.

This application and Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, (year) by:

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Lot Number

**FORM FOUR**  
**REQUEST FOR FINAL INSPECTION/DEPOSIT REFUND**

The property management company must receive applications by 5:00 p.m. on the Wednesday prior to the next scheduled ARB meeting. E-mail to [tdevries@cmgcharleston.com](mailto:tdevries@cmgcharleston.com) or mail to CMG 349 Folly Road, Ste. 2B Charleston, SC 29412.

Date Received: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

I certify that construction has been completed and that all work done conforms to state, county and local codes, and meets Beresford Creek Landing Guidelines.

Signed: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

The quantity and size of all plant material installed is accordance to the approved landscape plan.

Signed: \_\_\_\_\_  
Landscape Architect

Date: \_\_\_\_\_

---

**For Use by Architectural Review Board**

**Deposit Returned ( )      Amount: \_\_\_\_\_**

**Deposit Withheld ( )      Amount: \_\_\_\_\_**

**Comments: \_\_\_\_\_**

\_\_\_\_\_

**Signed: \_\_\_\_\_      Date: \_\_\_\_\_**  
**Architectural Review Board Representative**

**FORM FIVE  
CONSTRUCTION OR DESIGN CHANGE APPLICATION**

The property management company must receive applications by 5:00 p.m. on the Wednesday prior to the next scheduled ARB meeting.

Date Received: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Proposed Change: (Attach Sketch if Necessary)

---

---

---

---

Reason for Change:

---

---

---

---

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

---

**For use by Architectural Review Board**

**Requested Change Approved ( )**

**Date:** \_\_\_\_\_

**Comments:**

---

---

---

**Approved:** \_\_\_\_\_  
**Architectural Review Board Chairman**

**Date:** \_\_\_\_\_

**SCHEDULE OF FEES AND FINES**  
**January 25, 2007**

Effective this date, the BCL Board of Directors has approved the following fines for non-compliance. A copy of this schedule shall be posted at all job sites. The Owner and the General Contractor are responsible for ensuring compliance by any and all workers and sub-contractors.

**Review/Construction Fees**

Preliminary Review                    \$1,250  
Construction Deposit                    \$5,000

**Construction Violation Fines**

Violation	Fine Amount	Days to Comply
Littered site	\$200	7
Cleaning Paint brushes/dumping refuse	\$200	0
No required construction entrance	\$1000	7
Construction equipment/material on adjacent property	\$250	7
No temporary sanitary facility	\$150	7
No dumpster	\$250	7
No silt fence	\$250	7
Non-conforming signs	\$200	7
Damage to natural areas or protected trees	\$500	0
Burning without a permit	\$200	0
Unauthorized plan change (minor)	\$500	0
Unauthorized plan change (major)	\$5,000	0
Unauthorized finishes (paint, roof, stain, etc.)	Up to \$5,000	0
Violating work hours	\$500	0
Unnecessary Noise	\$500	0

**Enforcement Procedure**

**First Violation:**

Written notice shall be given to the owner(s) in non-compliance. If the violation is not corrected within the applicable time period, the fine will be levied.

**Second and Subsequent Violation:**

Written notice shall be given of the violation, a fine levied at 2 times the applicable rate above with the fine doubling for each day of continued violation.

If you have any questions regarding these Construction Compliance Rules and Regulations, please contact the Property Management Company.

## For Sale Sign Specifications

24 inches long 32 inches wide

The top section is 8 inches

middle is 12 inches

bottom 4 inches

Typeface as shown

