

# NEW CONSTRUCTION APPLICATION



THE VILLAGES OF ST. JOHNS WOODS POA  
545 Parkwood Estates Drive  
Charleston, SC 29407

# **CONSTRUCTION COMMITMENT AND CONTRACTOR GUIDELINES**

The General Contractor is solely responsible for the compliance of these guidelines by all subcontractors, suppliers, and workers on the job site.

## **CONSTRUCTION HOURS**

7:00 am – 7:00 pm Monday – Friday

8:00 am – 5:00 pm Saturday

\*No Sundays or Holidays (including, but not limited to: Easter, July 4<sup>th</sup>, Thanksgiving, Christmas, New Years Eve and New Years Day)

## **JOB SITE**

1. Contractor will erect only sign(s) as specified by the ARB. No signs shall be nailed or otherwise fasted to trees.
2. Contractor shall keep the construction site free of trash, litter and scrap lumber. A suitable dumpster and/or other receptacles are required on site for construction debris, trash, and garbage.
3. Portable toilet facilities must be provided on each site and located do not to obtrusive.
4. No burning of construction debris is permitted.
5. No firearms, alcohol, or other contraband are allowed on THE VILLAGES OF ST. JOHN'S WOODS.
6. Construction material, equipment, and supplies must be stored in an orderly manner.
7. Parking of vehicles by construction workers must be on job site, on street, street right-of-way and NOT on adjacent property.
8. No Loud or offensive language allowed.
9. No dogs are allowed on job sites.
10. Warming fires are not permitted

## **TRAFFIC VIOLATIONS**

Speed limits are strictly enforced in THE VILLAGES OF ST. JOHN'S WOODS

## **DISPOSAL OF LITTER**

Litter disposal on roadsides is not permitted

## **LOSS OR DAMAGE**

THE VILLAGES OF ST. JOHN'S WOODS Property Owner's Association is not responsible for loss or damage on job site.

## **CONSTRUCTION TRAILER**

Placement of construction or other types of trailers on site must have prior approval by the ARB.

## **FACILITIES**

Workers may not use property owner or guest facilities

## **INSURANCE**

Contractor must carry a minimum of \$1,000,000.00 general liability coverage for each occurrence and \$3,000,000.00 aggregate. Proof of coverage for liability and workmen's compensation are required to be submitted to the ARB prior to permit issuance.

## **ACCESS**

Property lines must be clearly defined. Adjoining properties may not be used by workmen for access to the job site, storage of materials, parking, or dumpster placement of port-o-let.

Status of Home:

- Speculative  
1:1 Custom/Pre-sale

**Heated Square Feet:** \_\_\_\_\_

**Expected Sales Price:** \$ \_\_\_\_\_

**NOTE:** Plans must be accepted and approved by Architectural Review Committee and Builder before construction commences, unless otherwise approved in writing, builder assumes compliance with Architectural and ARC guidelines

Architectural Review Committee

Builder/Owner

\_\_\_\_\_  
Sign and date

\_\_\_\_\_  
Sign and date

***Checklist***

- Three (3) Bound, 11"x17" Copies
  - Site Plan
  - Floor Plan
  - Exterior Elevations
- \$1,500 Non- Refundable Review Fee
- \$7,000 Security Deposit
  - To be returned after final inspection and CO less any fees for violations

Review Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Paid by: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Check# \_\_\_\_\_ Paid by: \_\_\_\_\_

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

## **BUILDER FINE SCHEDULE**

1. No Erosion Control Device, or not maintaining sand washing into street:  
\$250 + \$50/day
2. No Trash Container – Foundation framing:  
\$250 + \$50/day
3. No Port-A-John – Foundation:  
\$100/day
4. Rubbish/Debris/Trashy Building Site:  
\$200/ 1<sup>st</sup> occurrence  
\$400/ 2<sup>nd</sup> occurrence  
\$750/ 3<sup>rd</sup> occurrence and thereafter
5. Clearing/Building/Tree Cutting w/o Permission:  
\$1000/occurrence
6. Unauthorized Landscaping, prior to submission of landscape plan:  
\$500 with 10 working days to restore then \$50/day until restored
7. Unauthorized dumping:  
\$250 + 10 working days to cleanup, then \$100/day until cleaned.
8. Damage to wetlands, buffers, common areas, neighboring property:  
\$500+repair/ 1<sup>st</sup> occurrence 10 working days to correct then \$50/day until corrected  
\$750 +repair/ 2<sup>nd</sup> offense. 10 working days to correct then \$50/day until corrected  
\$1000+repair/ 3<sup>rd</sup> and thereafter. 10 working days to correct then \$50/day until corrected
9. Working beyond authorized hours:  
\$200/ 1<sup>st</sup> occurrence  
\$500/ 2<sup>nd</sup> occurrence  
\$800/ 3<sup>rd</sup> occurrence and thereafter
10. Unauthorized burning:  
\$400/occurrence
11. Trailer parked in street overnight:  
\$500/night
12. Unauthorized plan change:  
\$1000/occurrence

**Damages**

The general contractor is held responsible for damages to roadway or other property adjacent to the site. Precautions should be taken to avoid damaging shoulders, curb, and guttering, and landscaped rights-of-ways when moving vehicles off roadways onto site. The cost for repairing damages may be an additional fee.

**Road and Sidewalk Repairs**

If damage occurs, the cost of repairs to roadways and sidewalks or other property will be an additional fee levied against the contractor. THE VILLAGES OF ST. JOHN'S WOODS Property Owner's Association will undertake necessary repairs when all construction has been completed.

**Violations**

Periodic inspections shall be made of the construction site. Violations of contractor guidelines will result in written notification to the contractor with copy to Owner. If violation is not corrected within specified time allowed, a fine will be assessed per violation and additional fees will be charged. Said fine(s) will continue to accrue daily for each violation not cured. The contractor is responsible for paying for any damages. The ARB, in its sole discretion, may set a fine schedule for the various violations, in absence of a separate fine schedule; the fine shall be \$100.00/day for each violation, unless a higher amount is required herein.

**I, \_\_\_\_\_ agree that I, my worker, my subcontractors and their workers will abide by the guidelines as set forth in the document and in the Architectural Review Board site inspection reports. It is further understood that failure to take prompt corrective action will result in possible deductions from my construction deposit and or additional charges.**

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

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

**INDIVIDUAL LOT SUBMITTAL – RESIDENTIAL DESIGN REVIEW CHECKLIST**

DATE SUBMITTED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

**BUILDER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Site Superintendent: \_\_\_\_\_

**LOT INFORMATION**

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

House Name or Number (Elevation): \_\_\_\_\_

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

Exterior Materials	Manufacturer	Style
Brick		
Stucco		
Siding		
Roof		

Soffits/Eaves/Porch Ceilings: \_\_\_\_\_

Fascia/Corner Boards: \_\_\_\_\_

Gutters/Downspouts (profile & material): \_\_\_\_\_

Chimneys (**circle one**):    Brick            Stucco            Siding

Manufacturer: \_\_\_\_\_

Other: \_\_\_\_\_

**Exterior Paint Colors (Charleston Historic Colors Only):**

Siding: \_\_\_\_\_

Windows: \_\_\_\_\_

Trim: \_\_\_\_\_

Doors: \_\_\_\_\_

Shutters: \_\_\_\_\_

Columns: \_\_\_\_\_

Railings: \_\_\_\_\_

Other: \_\_\_\_\_

**\*\*\*Please provide color samples of each choice on front of home that can be seen from the street. Paint selection can be done in 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> choices. Please indicate Main Body, stucco, and trim.**

# INDIVIDUAL LOT SUBMITTAL SCHEMATIC DESIGN AND CONSTRUCTION DOCUMENTS

## DRAWING LIST

Site Plan: 1"=20'0"  
 Building Plans: 1/8"=1"0"  
 Building Elevations: 1/8"=1'0" (must show approximate finish grade)  
 Vertical Section thru Elevation/Porch 1'0"  
 Front Elevation Details 3/4" = 1'0" (porch, eave, railing details)

Step One	Site Design	Yes	No	N/A	NS
Property has Alley					
Rear Alley	Set back ____ Feet				
Side Alley	Set back ____ Feet				
Garage set back from Alley	20' Wide Typical				
Corner lot Garage	24' wide w/ (2) 9'0" doors				
Front façade zone	Varies; (25'0" minimum)				
Porch encroachment	10' Maximum (including steps)				
Side Street setback	6' or 12' minimum (18' b/t structures)				
Front Yard setback	25' minimum				
Side Yard setback	6' minimum				
Condenser Unit Location(s)	Fencing or screening provided				
Front Driveway	No solid concrete drive. Must incorporate some porous material.				
Tree Survey	Shown				
Driveway location	Required				
Conceptual Landscape Plan	Required				
Final Landscape plan with planting plan and schedule	Required				
Sidewalk connection from house to sidewalk	Required				
Driveway screening	Shown				
Private Zone fence	Shown				
Front yard fence	Shown				

Comments:

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**CONSTRUCTION OR DESIGN CHANGE APPLICATION**

**Address of Project** \_\_\_\_\_

<b>Owner</b> _____	<b>Architect/Designer/Plan Name</b> _____
Address _____	Address _____
Zip _____	Zip _____
Phone _____ Fax _____	Phone _____ Fax _____

<b>Contractor</b> _____	<b>Landscape Architect/Designer</b> _____
Address _____	Address _____
Zip _____	Zip _____
Phone _____ Fax _____	Phone _____ Fax _____

Proposed Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARB Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Construction or Design Application made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ and \_\_\_\_\_  
Property Owner Architect/Designer

Application approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_  
ARB Representative

ARB ACTION:     Approved \_\_\_\_\_     Disapproved \_\_\_\_\_

**CONSTRUCTION APPLICATION FEE & AGREEMENT**

**Contractor Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**Construction Location**

Address \_\_\_\_\_ Owner \_\_\_\_\_  
Heated Square Footage \_\_\_\_\_  
Lot Coverage \_\_\_\_\_  
Percentage \_\_\_\_\_

**Agreement**

I, \_\_\_\_\_, as property owner, and \_\_\_\_\_, as contractor for the above described construction project acknowledge and agree that the above described fee is being held by IMC Charleston 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 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 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. Any monies paid out by the The Villages for the correction of changes not approved by the ARB, the cost of work necessary to improve the appearance of united sites, or the cost to repair any damages to the road, right-of-ways, roads, road shoulders, or utilities will be an additional cost.
6. 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 law 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, Fee and agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
By \_\_\_\_\_ and \_\_\_\_\_

Property Owner

Contractor

Application approved this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_.

# FOUNDATION FIELD REPORT

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

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

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

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

**Site Superintendent:** \_\_\_\_\_

**Note:** Review comments must be accepted and approved by Architectural Review Board and Builder before excavation and construction commences, unless otherwise approved in writing. Builder assumes compliance with Architectural and ARB guidelines. Work done without written authorization is done so at the financial risk of Builder.

Approved by: \_\_\_\_\_  
Architecture Review Board Date

Accepted by: \_\_\_\_\_  
Builder, Owner, or Superintendent Date

## STEP ONE

Element	Description of Requirement	Yes	No	NA	NS
House Plan	Correct plan on correct lot				
Setbacks	No side/rear yard encroachments				
Garage/driveway locations	Must meet established street pattern				
Garage finished floor	Must relate to house/alley/sidewalk				
Finished floor elevation	24"-48" above finished grade or sidewalk				

**Comments:**

# FRAMING FIELD REPORT

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

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

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

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

**Site Superintendent:** \_\_\_\_\_

**Note:** Review comments must be accepted and approved by Architectural Review Board and Builder before excavation and construction commences, unless otherwise approved in writing. Builder assumes compliance with Architectural and ARB guidelines. Work done without written authorization is done so at the financial risk of Builder.

Approved by: \_\_\_\_\_  
Architecture Review Board Date

Accepted by: \_\_\_\_\_  
Builder, Owner, or Superintendent Date

## STEP ONE

Element	Description of Requirement	Yes	No	NA	NS
Window Placement	Size/placement/type, Manufacture etc.				
Porch Details	Railings, columns, boxed headers etc.				
Site Conditions	Silt Fence, dumpsters in place, site cleanliness, etc.				

**Comments:**

# FINAL FIELD REPORT

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

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

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

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

**Site Superintendent:** \_\_\_\_\_

**Note:** Review comments must be accepted and approved by Architectural Review Board and Builder before excavation and construction commences, unless otherwise approved in writing. Builder assumes compliance with Architectural and ARB guidelines. Work done without written authorization is done so at the financial risk of Builder.

Approved by: \_\_\_\_\_  
Architecture Review Board Date

Accepted by: \_\_\_\_\_  
Builder, Owner, or Superintendent Date

**STEP ONE**

Element	Description of Requirement	Yes	No	NA	NS
House Plan	Correct plan on correct lot				
Setbacks	No side/rear yard encroachments				
Garage/driveway locations	Must meet established street pattern				
Garage finished floor	Must relate to house/alley/sidewalk				
Finished floor elevation	24"-48" above finished grade or sidewalk				
Landscape Plan	Quality and size plant material meets approved design. Layout of beds and type meets approved design. Fencing installed per plan and meets development standards (garbage/storage receptacles properly screened). Irrigation system installed and functioning. Sod installed per approved plan.				

**Comments:**