

# WATERBRIDGE

## Architectural Review Committee Design and Construction Guidelines & Review Procedures and Applications



Carolina Forest  
Myrtle Beach  
Horry County, South Carolina  
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## I. DESIGN THEORY AND PRACTICE:

The architectural style of the Waterbridge community is “Coastal Cottage” a relaxed and comfortable style reminiscent of traditional coastal homes, summer cottages and bungalows. “Coastal Cottage” homes are characterized by a simple, but well articulated and thoughtfully composed architectural vocabulary that promotes a comfortable lifestyle and the enjoyment of the natural coastal environment. Historical references should be drawn from Architectural styles such as Shingle Style, Cottage Style, Anglo Caribbean, and Dutch Colonial Revival, particularly as these styles have been traditionally adapted in the seaside communities along the Atlantic Coast. A graphic depiction and several examples of the “Coastal Cottage” style can be found in the “Waterbridge Pattern Book of Architectural Details.”

In the “Coastal Cottage” style, homes consist of relatively simple forms on raised foundations with well proportioned massing and fenestration. Designs should respond to the coastal climate by including elements such as broad porches, deep overhangs and shutters that provide shade and take advantage of cooling coastal breezes. Windows and doors are composed in symmetrical or balanced, orderly arrangement. Architectural emphasis is placed on creating prominent and inviting front entries, typically under the protection of porch roof. Windows are generally aligned vertically with windows, dormers or other elements above. Other characteristics of the style include: pronounced trim work at the windows, doors, rakes, fascia, soffits, and cornice; decorative brackets; exposed rafter tails; robust porch columns and rails; and gable and shed dormers.

The Waterbridge design theory suggests that each home plays an integral part in creating that desired character of the community and as such should be carefully considered in terms of its relationship to its lot, to adjacent homes, and to the greater good of the neighborhood. Each proposed design should complement the architecture of the community and be additive to the streetscape through its faithful representation of the "Coastal Cottage" style, respectful scaling and siting, and the use of enduring high quality materials. For this reason, all designs, whether "custom" or "stock" designs, designs purchased from plan houses, magazines, or internet sites must be approved by the ARC. Exact duplication of the design of an existing home in the community is not permitted. The ARC will determine the permissible extent of any similarities between homes.

**All home submittals, whether for buildings or amenities including landscape designs shall include a full set of construction documents and be site adapted to the specific site. The site adaptation drawing must be drawn and sealed by an Architect, Landscape Architect, Civil Engineer or Surveyor licensed to practice in the State of South Carolina. In accordance with South Carolina State Law, structures for all homes shall be designed and sealed by a licensed Structural Engineer, whose sealed drawings shall be included in the Final Drawing submittal.**

**Designer & Contractor Qualifications:** All dwellings within the Waterbridge community must be designed by either an architect possessing a South Carolina license or licensed professional home designer who can evidence that they have a business licensed in their name with Horry County. All structures of every kind, where the owner is not the builder in accordance with South Carolina State Law, shall be constructed by a licensed South Carolina builder. Bonding and insurance requirements shall apply to all builders, including owner builders, in accordance with Article XI. Landscape submittals may be designed by, but not limited to a Landscape Architect or Landscape Designer. **All designers and contractors shall acknowledge that they have read and understand these Guidelines.** Evidence of license shall be provided on Submittal Form Two for designer and, if not owner constructed, for builders. See Submittal Form Four for Featured Designer application.

**NOTE:** The person directing work on site, if not the owner who is serving as the builder, must be the licensed residential contractor, and not merely an employee or subcontractor to the license holder. The person(s) directing the work of the prime subcontractors must be licensed and not merely an employee or subcontractor of the license holder.

## II. PURPOSE OF GUIDELINES:

The “Waterbridge Declaration of Covenants and Restrictions” (hereinafter referred to as CCRs) provides for the application of the same planning and design concepts used in development of the infrastructure to the development of the homesites and dwellings, by establishing Architectural Standards and by creating the Architectural Review Committee (hereafter referred to as the ARC). The purpose of the Architectural Standards is to help preserve the natural setting and beauty of the community, establish and preserve a harmonious and aesthetically pleasing design for the development, and protect and promote the value of the development, homesites, dwellings, and all associated improvements.

The “Waterbridge Design and Construction Guidelines” and its companion document “The Waterbridge Pattern Book of Architectural Details” (hereinafter collectively referred to as “Guidelines”) establish the design parameters and encourage creative and complementary designs that embody the high quality established by the developer of Waterbridge. The Guidelines are incorporated into the CCRs, by specific reference and are a part thereof.

The ARC is the legal entity that administers the Guidelines. The Guidelines are continually subject to review and amendment by the ARC to address planning and design issues arising subsequent to the creation of this document, to improve the architectural review process, and to otherwise adapt to the changing needs of an evolving community.

### **III. ARCHITECTURE REVIEW COMMITTEE (ARC):**

#### **MEMBERSHIP:**

As referenced in the Declaration of Covenants, the ARC shall consist of up to five, but not less than three (3), members appointed by, or contracted by the Board of Directors of the Waterbridge Home Owners Association. A registered Architectural Firm duly licensed in the State of South Carolina may serve under contract to the HOA as the full ARC. The ARC may retain other consulting architects, landscape architects, planners, engineers, inspectors, attorneys, and/or others to assist and advise in the performance of its functions. The cost for retaining consultants as noted above will be assigned by the ARC to the responsible party.

#### **AUTHORITY:**

No improvements of any size or nature whatsoever shall be constructed, altered, added or maintained upon any part of the development, except as provided for in the Declaration of Covenants, Conditions, and Restrictions without the official written approval from the ARC. Official pre-approval is provided for certain items identified in Article VI.

### **IV. THE APPLICATION PROCESS AND REVIEW SCHEDULE:**

#### **MAKING SUBMITTALS:**

The ARC has implemented an electronic submittal system that is accessible on-line and is resident on the Cloud. All submittals except for the payment of fees can be made on-line or by e-mail. Following receipt of your application, the Association Manager will enter the name of the registrant into the system (the person the owner designates as their contact for the project) and instructions along with a pass code for access to the system will be sent to the registrant. All forms are included herein.

Drawings are reviewed three times: at the Schematic, Design Development and Construction Drawing phases. The ARC will review your schematic drawings ahead of your paying review fees or deposits in order to assist you in knowing if the design is generally in line with the coastal cottage theme. See Form One attached herein for use in making the Schematic Review Submittal. Also note that a detailed site plan is required. This is to prevent a situation (which sometimes occurs) where a plan does not fit the site. All submittal materials for each review shall be PDFs with photos in a digital format such as GIF.

After receipt of ARC comments on your Schematic Design, you may proceed with submittal of Form Two which will register you for the Design Development Review. With Form Two, you must submit all fees required for the work. Also note that a detailed site plan is required for this review.

After receipt of ARC comments on your Design Development submittal, you should submit a full set of "detailed" Construction Drawings. At this time the registrant should also submit completed Submittal Form Three, which outlines the materials of construction and other required information and upload that along with plans and elevations of the proposed improvements as PDFs.

The review process for each submittal will commence upon receipt. Your electronic submittal will be automatically distributed to members of the ARC. There is no formal meeting of the committee for the review. Generally, comments will be returned to the registrant within one week for Schematics and two weeks for subsequent reviews. However, for your planning purposes, up to 45 days is permitted for each submittal or re-submittal by the Waterbridge Covenants. The ARC does not anticipate any review requiring this much time. As such, you may contact Janette Tedder administrator for the ARC at [jtedder@charettearchitects.com](mailto:jtedder@charettearchitects.com) after 14 days of your submittal to obtain the status of your review if you have not received comments by that time.

### **V. DOCUMENTATION TO ACCOMPANY THE SUBMITTALS:**

#### **ARCHITECTURAL DRAWINGS AND SPECIFICATIONS:**

Plans and Specifications must be prepared by a Licensed Architect or Licensed Designer as described in Article I. See Submittal Six for Designer Application.

#### **SCHEMATIC SUBMITTAL:**

For the Schematic Submittal, the following drawings are required:

1. A site plan as denoted in the Schematic Site Plan Checklist Below.

2. Floor Plans showing finished heated and unheated square footage
3. Elevations of all sides of the home.
4. A plan view of the roof showing slope.

**DESIGN DEVELOPMENT SUBMITTAL:**

1. Submit floor plans at minimum 1/4" = 1'-0" scale.
2. Prepare elevations of every portion of every exterior wall element showing roof ridges and peak. Denote materials.
3. Provide a full 'Architectural' wall section from the foundation to the roof. Show the section through a window and include all flashing, air and vapor barriers, insulation, finished exterior materials and finished wall surfaces and trim on the exterior of the home.
4. Denote percentage of different roofing and wall types. (Reference page 11, Roof Design Item 1. Also reference Page 9 wall material for required percentages.)
5. In addition, label any second floor's height, and the highest roof ridge or peak's height above adjacent grade at its highest point above grade.
6. Compute and place on the floor plan the total enclosed heated area in square feet, stated by floor.
7. Submit a site plan as noted in the site plan checklist description below.

**CONSTRUCTION DOCUMENT SUBMITTAL:**

1. Submit floor plans at minimum 1/4" = 1'-0" scale.
2. Show a full 'Architectural' wall section from the foundation to the roof. Show the section through a window and include all flashing, air and vapor barriers, insulation, finished exterior materials and finished wall surfaces and trim on the exterior of the home.
3. Show details of any condition that varies from the conditions on the standard wall section, and include also:
  - a) a section fully through the front porch to the front wall showing the front door, roofing, deck and steps to grade;
  - b) a section through rear or side porch to the wall showing the rear door, roofing, deck and steps to grade.
4. Show schedules as follows:
  - a) A window schedule showing all sizes and identifying the manufacturer and model of each proposed style.
6. Submit specifications as noted below in "Specifications – Construction Documents Submittal Only".
7. Submit a completed Form Three.
8. Submit a site plan as noted in the site plan checklist description below.

**SPECIFICATIONS - CONSTRUCTION DOCUMENTS SUBMITTAL ONLY**

For each material proposed for use on the home, at the time of the Construction Document review, provide specifications for the actual materials proposed for use on the home: Include the product name, manufacturer, type of finish, grade, etc. Do not submit actual samples. Actual samples of exterior materials only shall be placed on the required sample board. For the Construction Document Submittal, digital representations may be inserted into an MSWORD document, for example, and converted to a PDF for upload to the review site. Show all of the following:

1. Exterior wall finish materials. (lapped fiber cement board, cement fiber shakes, stucco, stone – natural or cultured)
2. Trim materials
3. Porch ceiling and soffit materials
4. Roofing (all material types)
5. Decks and Porch deck and rails
6. Driveways and other miscellaneous surfaces
7. Site structures, Service Court, Privacy Walls, and Fences
8. Porch columns and railings
9. Garage door(s)
10. Chimney(s)
11. Exterior lighting fixtures
12. Pavers for drive and patios.

**SCHEMATIC SITE PLAN CHECKLIST: (SUBMIT WITH YOUR SCHEMATIC DESIGN SUBMITTAL)**

Prepare a Site Survey in plan view, to scale 1:20 or 1/8" = 1'-0" minimum, showing:

1. Lot number and lot street address.
2. Boundary/property lines and list total Square Footage of Site.
3. Setbacks and Easements.
4. Outline of the proposed home on the site.
5. Adjacent amenity features, roads lakes, sidewalks, etc. (where applicable).
6. Public utilities for electric, telephone, and cable television, etc.

7. Location and species of hardwood trees that are 4" in caliper or larger.
8. Polar orientation (North arrow).
9. Name, address, and phone number of company/person preparing survey.
10. The seal and signature of the licensed State of South Carolina person preparing the drawing.
11. Name of legal owners.
12. Issue date of survey document.

**FINISHED SITE PLAN(S) – CHECKLIST: (SUBMIT WITH DESIGN DEVELOPMENT AND CONSTRUCTION DRAWING SUBMITTALS - NOTE THE ADDITIONAL INFORMATION REQUIRED ON THIS PLAN OVER SCHEMATIC)**

Prepare an Architectural Site Plan, in plan view, to scale 1:20 minimum or 1/8" = 1'-0", showing:

1. Lot number and lot street address.
2. Boundary/property lines.
3. Setbacks.
4. Adjacent amenity features, roads lakes, sidewalks, etc. (where applicable).
5. Easements within the boundary indicated.
6. Public utilities for electric, telephone, and cable television, etc.
7. As an option, existing contours shown as dashed lines at 1-foot contour intervals indicating elevations relevant to mean sea level. On the same plan, also show proposed finished contours indicated with solid lines. Note the planned finished floor elevation on the first floor plan. If no site contours are provided, it is up to the owner and contractor to ensure that the finished first floor elevation shall be no less than 24 inches to any grade elevation on the exterior of the home. No change in existing grade will be permitted in order to achieve this distance.
8. Location and species of hardwood trees that are 4" in caliper or larger existing & proposed to be removed.
9. Polar orientation (North arrow).
10. Location of all proposed improvements to the property of any nature, including the main residence, driveways, walks, patios, fireplaces, landscape walls, mailbox and outbuildings. (Note: No building or structure may extend across setbacks, except for eaves and for HVAC equipment approved in conjunction with a residential structure)
11. Name, address, and phone number of company/person preparing base survey.
12. Provide the seal and signature of a licensed Architect, licensed Landscape Architect, licensed Engineer or licensed Surveyor who prepared the finished site document.
13. Name of legal owners.
14. Issue date of the finished site document.
15. Red marked on a separate site plan presented at the Site Staking Review, show the location of construction related structures such as silt fence, toilet, dumpster, temporary construction entrance, construction fencing.

**LANDSCAPE PLAN – CONSTRUCTION DOCUMENT SUBMITTAL:**

Along with the Construction Drawing submittal, provide a detailed landscape drawing. Prepare this drawing to scale on a copy or overlay of the Construction Document Site Plan showing the location, bounds and sizes for all plant materials, mulches, planting beds, non-living ground covers, other miscellaneous landscape materials and irrigation. Refer to the Pattern Book of Architectural Details for additional landscape guidelines.

1. This plan is required with the Construction Drawing submittal, but may be submitted no later than the request for a dry-in review.
2. Any submittal past the Construction Drawing submittal will required the payment of an additional drawing review fee.
3. A plan of an operable irrigation system or approved rain water collection system must be included with the landscape plan. Approval of a water collection system design will be done on a case by case basis.
4. Landscape selection and arrangement should reflect a high degree of planning. Large numbers of a single variety of a cultivar is not permitted. Plants should be varied in size and color.
5. Each lot with a back yard adjoining another yard, neither of which is on a preserve, shall provide half or better of the plants needed to fully screen the view to the other home using evergreen shrubs or trees.
6. Grass sod shall be placed on ALL exposed disturbed areas on the lot.
7. At least 25 evergreen foundation shrubs shall be placed in key locations around the home on all sides. Plants shall be in a minimum of 3-gallon containers. More may be required if there are not sufficient plants to fully surround the base of the home on 36" centers.
8. Layered planting beds are required in the front and along visible sides. More extensive planting will be required on corner lots. Simply ringing the home with plants with no consideration for design and aesthetics will not be approved.
9. Three medium-growing hardwood shade trees (two in phase three) shall be planted on each lot of at least 2.5" caliper (8-10' overall height); two placed in front yard. Healthy hardwood trees that remain may be credited. A full sized palm tree may

replace one of the required hardwoods.

10. HVAC equipment should be screened with taller evergreen shrubs or trees that will fully conceal the equipment within a two year period. Minimum initial planting height should match equipment height.

11. An irrigation system with automatic timer shall be installed and be fully operational.

12. Large areas of mulch without shrub plantings will not be allowed. However, mulch in beds is suggested to retain moisture and limit weeds as well as provide a neat, well-kept appearance.

13. Outside play or sports equipment is to be screened from neighbors and street, and is to be constructed, painted or stained in colors that blend with nature. No primary colors are permitted above six feet in height.

14. Planting of fruit and vegetable plants and trees in and around the landscape and in areas of the yard are encouraged and may be substituted for required evergreen shrubs and hardwood trees on a case by case basis.

15. Pine Straw is not permitted due to its potential for sustaining a fire.

16. Landscaping as approved by the ARC shall be installed prior to occupancy of the home. Occupancy prior to completion of landscaping shall require the written approval of the ARC, shall be for good cause only, and shall be no earlier than thirty days prior to completion of landscaping.

17. No work shall be started on the landscape work until the plan is approved by the Waterbridge ARC.

## **VI. ARC APPROVALS AND NOTICES OF ACTION:**

The ARC will review each project on an individual basis. Following a detailed review, the ARC will take one of three actions and issue to the applicant its conclusions with the follow determination:

### **APPROVED:**

All facets of the proposed project appear to comply with the Waterbridge Guidelines, and the applicant may proceed to the next level of design review or, if following the Final Review, may proceed to preparing the required documentation for construction that will be used for construction contract purposes. Final construction documents are not required by the ARC to be further submitted for review unless they contain exterior details not presented on the Final Review documents that were approved.

### **APPROVED WITH CONDITIONS:**

The project may qualify for acceptance provided certain cited features of the design, called “Conditions” are specifically modified as required by the ARC. “Conditions” require the submittal of the change to the ARC. Where the ARC has made a “Suggestion”, but has not made a “Condition”, the applicant is free to rework the design without following the ARC’s specific suggestion. If the suggestion is acted upon by the applicant and a change is made, this change must be submitted to the ARC for approval. Upon receiving an ARC approval with Conditions, the applicant may proceed to next level of the design process.

### **NOT APPROVED:**

The project does not comply with Waterbridge ARC Design Guidelines. Generally a non-approval results from incomplete site information, poor overall design quality, inappropriate materials or incompatible design elements, inappropriate design concept, or architectural style.

Submittals will be reviewed up to three times. If not fully approved after three submittals, additional review fees must be paid to the Home Owners Association. Reference Article XII for fee schedule.

### **ITEMS NOT REQUIRING ARC APPROVAL:**

ARC approval is not required for the following items for a home **that has previously been given final construction approval** by the ARC and has obtained a Certificate of Occupancy from Horry County:

1. Children's play equipment or a 50 SF or less play house or utility shed which is less than eight feet at the peak of the roof, if it does not extend across side yard or rear yard setbacks, is screened from neighboring property with shrubs and trees and finished in natural colors as opposed to primary colors. Metal structures are not permitted except metal roofs are permitted when finished in dark natural colors. Exterior of playhouse or utility shed should be lapped siding with trim similar to that required on homes in the community.
2. Fencing may be installed in a rear yard, not forward of the front face of the home where it is wrought iron rail or black aluminum simulating wrought iron not exceeding 4 feet in height. Consult Restrictive Covenants Article III (4).
3. Garden walls or masonry fencing composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing, or facing a common area and is less than four feet tall does not require ARC approval, providing it is installed according to manufacturer's recommendations with masonry or stone top cap and water proofing to prevent efflorescence. All front street facing and common area facing retaining walls or walls over two feet high, or walls set within the side yard setback lines require submittal to the ARC.

4. Landscape elements may be changed providing they conform to the Landscape Guidelines of the community at the time the change is made. Consult Restrictive Covenants Article III (4).
5. Satellite dishes may not be placed in front yards or on roofs or in side or rear yard setbacks and are required to be fully screened with evergreen trees or shrubs.
6. The addition of a patio or masonry fire place to the rear of the home which is at grade level and does not extend across side yard or rear yard setbacks. Masonry must match the masonry of the home and the fireplace may not be more than eight feet wide nor eight feet high.
7. Screening of Porches which are in existence, providing screens are black or dark bronze.
8. CAUTION - Any work requiring movement across a curb with equipment larger than a 2000 series John Deere tractor or truck larger than 3/4 ton must be submitted for review.

## VII. DESIGN CRITERIA & REQUIREMENTS:

The overall architectural character of Waterbridge is defined by the simple massing of forms, the detailing of the building facades and balance between all of the elements on the home and on the site. FLOOR PLANS AND ELEVATIONS SHOULD BE COORDINATED SO THAT LONG BLANK WINDOWLESS OR FEATURELESS WALLS DO NOT OCCUR ON ANY ELEVATION. Combined with proper siting of the building and appropriate landscaping as described in these guidelines, the development of a pedestrian, human scale will be successfully achieved throughout the community.

It is expected that common construction elements be of superior quality design and materials. (Architectural trends are strongly discouraged.) The ARC encourages the use of brick, tabby stucco, clapboard siding, and well defined fascia, eaves, and cornices. No dwelling shall be designed such that the entire design is totally covered by one exterior material. As a general rule, no more than 75% of the exterior façade can contain a single material or color. (Fiber cement siding that is a lapped siding style and shakes will be considered two materials. This includes roofing materials. Manufactured housing is not permitted. Pre-finished sections of the home may be delivered and erected on site when provided by an ARC approved manufacturer using ARC approved material specifications and when installed by a licensed contractor.

Various combinations of exterior materials such as wood-type siding, classical or wood square columns, metal and asphalt roofs should be considered in any proposed design. The design of long facades shall be delineated by openings and changes in material and texture. Decorative shingles, fretwork, decorative railings, all may play as a center of interest within a specific facade.

**The Waterbridge design theory suggests that each building is part of the total neighborhood and not an individual creation or architectural entity arbitrarily placed on the site or in the neighborhood. Each proposed design should compliment and embrace the neighborhood properties and evolve through consistency of scale, quality of material, and exterior color.**

A requirement on all design is that it be architecturally compatible with existing construction when built. Meeting common design criteria is necessary to meet that objective. Home Design shall be subject to the following requirements:

**COMBINING HOMESITES** – A single conventional home is permitted to be placed on two conventional homesites that have been legally combined, subject to conditions that may vary from location to location such as easements, setbacks, etc. The design of the dwelling shall be consistent with the scale of the whole community and not detract or disrupt the rhythm and consistency of the desired streetscape.

**HOMESITES NEAR CAROLINA FOREST BLVD.** Home designs on lots with rear or side exposure to Carolina Forest Blvd. (Lots 1-23 and 356-363 and 385) shall provide a high level of aesthetics on those elevations.

**FLOOD INSURANCE** - Homesite owners buying a home or planning to build a home should contact their private insurance carrier and the Horry County Codes Administration Office for a full explanation of requirements

<b>SETBACKS:*</b>	<b>Location:</b>	<b>Setback requirement:</b>
	Front/Street	20'-0" from Property Line
	Side	10'-0" from Property Line
	Side (at side street)	15'-0" from Property Line
	Rear*	15'-0" from Property Line

\* On lots that back up to lakes, rear setback shall be 30'-0" minimum in order to open rear yard spaces and protect view corridors to those open spaces from neighboring properties. Note also that alignment of homes to create a streetscape or to create additional open space on the rear or side of a home, or to protect view corridors for neighboring properties may be adjusted by the ARC on an individual basis.

**SQUARE FOOTAGE (SF):** All residences, except as stated herein, shall have a minimum of 2,400 SF of enclosed heated living area (as measured to the inside face of finished wall materials). This measurement excludes porches, decks, garages or other unheated spaces. Residences constructed on lots 820 through 847 and lots 852 through 904 shall have a minimum of 1,800 SF of enclosed heated area with 1,200 SF minimum first level, or approved variance.

**MAXIMUM HEIGHT:** The maximum height of any residence is thirty-five (35') above finished grade. This height shall be measured from the predominant average finished grade immediately adjacent to the foundation walls, to the highest point on the roof, or to the mean height of the roof as defined by the local authority having jurisdiction. Story height shall not exceed three (3).

**SWIMMING POOLS:** - Outdoor in-ground swimming pools may be approved in accordance with Covenant Amendment dated June 30, 2010 Article II Section 32.

**FINISHED FLOOR (FF):** FF is the top of the structural flooring material surface (ie; concrete slab or plywood subfloor, etc). This surface shall not be less than 24" above the finished adjacent grade on any side of the home, or below the FEMA regulated minimum height above mean sea level whichever is greater. **Slab on grade construction is not permitted for heated occupied spaces except rear spaces may be slab on grade for a park under design, defined as where the main floor is above the garage and the garage is street facing. No doors or windows are permitted on the front ground floor elevation of a park under design.**

**CEILING HEIGHT:** Ceiling heights shall be at least nine feet (9') on the main level and eight feet (8') on upper levels. Single story homes shall have a minimum of ten foot (10') ceilings throughout, except for storage, closets and half baths.

**FOUNDATIONS:** All homes shall be on a raised foundation with foundation details that are appropriate to "Coastal Cottage" style. Foundation materials shall be brick, stone, engineered stone with pre-approval, turned cobble, or three (3) coat Portland cement stucco. Synthetic stucco systems, (EIFS) are not allowed.

#### **EXTERIOR MATERIALS & COLORS:**

- **Materials** Material selection should be consistent with the "Coastal Cottage" aesthetic. The use and application of materials shall be consistent on all sides of the home. Use natural materials such as wood, stucco, brick, select stone and copper for their blending quality with the surrounding environment. Although manufactured facsimiles of natural materials are generally not approved, certain manufactured composition products (cultured stone) may be permitted after the review of samples by the ARC. Ensure roofing materials are compatible with overall finish materials. No one style of finish material may exceed 75% of the total wall area above the foundation on any elevation. Variance of this requirement may be accepted based on architectural style of the home. The objective of this guideline is to provide interesting and varied materials and colors throughout the community. **Siding:** Approved exterior siding materials include:
  - a) Decay resistant wood or fiber-cement products in traditional horizontal or vertical siding patterns such as beveled, ship lap, tongue and groove, board and batten, or in shingle or shake configuration.
  - b) Conventional three coat Portland Cement stucco.
  - c) Not permitted are synthetic stucco (EIFS), vinyl or aluminum siding.
- **Trim:** Trim work should be traditional, bold and expressive. Window/door trim should be particularly well detailed with distinct profiles for head, jamb and sill and should be consistent at all windows. Fascia, soffit and cornice trim should also be pronounced and well detailed. Approved exterior trim materials include:
  - a) Decay resistant wood, fiber cement board or Portland cement stucco.
  - b) Certain high quality composite wood fiber/phenolic resin products may be approved by the ARC on a case by case basis.
  - c) Soffits and fascia may be Vinyl or vinyl coated aluminum or aluminum, 27 gauge or heavier. Workmanship shall not result in "oil canning" or irregular surfaces. Details of corners and returns must be shown on sample board and approved prior to use.
  - d) Synthetic stucco (EIFS) and Masonite type products are not approved.
- **Colors:** The dominant stain or paint color for any project should be, or directly complement, the natural colors found within the community.
  - a) Highlight colors should complement the dominant color, while the front door may be a different color.
  - b) The palette shown in the Pattern Book represents suggested colors to be used within the Waterbridge community. All exterior colors must be submitted and approved by the ARC prior to applying paint/stain to an approved residential design. The colors shall be placed on the sample board and must be approved prior to use.
  - c) This palette serves as a guideline by which any paint manufacturer can successfully match a desired exterior paint color. The paint products selected must have low or no chalk.
- **Finished gutters and downspouts** equal to surface to which attached, with approval, may be colored in such a way as to

act as a design element in a trim color scheme consistent with that of the building.

- **Window Treatments Drapes, shutters, blinds, (Venetian or other type), etc.** shall be lined or finished with the same white or very light neutral color across all facades. No foil or other reflective material shall be used for sunscreens, blinds, shades or other purpose.
- **Window/wall-mounted air-conditioning units** are not permitted.
- **Garage Doors** shall be designed to complement the style and detail of the majority of the dwelling. Generic door styles are not preferred. Lites (windows) within the garage door are permitted and encouraged especially on dwellings where the garage faces the street.

**CHIMNEYS:** Chimney cladding shall be brick, stone or conventional three coat Portland cement stucco to match the foundation of the house and shall be provided with a decorative cap. Synthetic stucco (EIFS) and wood or simulated wood siding materials are not permitted for use as chimney cladding.

**WINDOWS AND DOORS:** Windows and doors should be seen as openings in an otherwise continuous surface and are highly important visual elements on a home. As such, the ARC will carefully review window and door selections for their aesthetic value. The following criteria should be considered when designing the homes exterior elements.

1. Windows and doors in the primary mass of the home should appear as proportionally small openings in an otherwise continuous wall surface.
2. Windows and doors should be composed in symmetrical or balanced and orderly arrangements.
3. The front entry door should be prominent and inviting. The main front entry door shall have a high level of detail and trim and casing around the doorway.
4. All entry doors should relate in design to other fenestration patterns on the home.
5. Two story entrances are not permitted.
6. Windows should be aligned vertically with windows, dormers or other elements above, or be balanced in their composition. False windows with closed shutters to create balance in an elevation are permitted.
7. Windows should be rectangular in shape with vertical proportions approximating 2:1.
8. Upper level windows should be somewhat smaller than windows below.
9. Windows may be ganged together in pairs or should have a minimum spacing equal to the window width.
10. Ganged windows shall be separated by a mullion. Mullied window sets from manufacturers are permitted.
11. Windows and doors may be provided with rectangular transoms.
12. Windows should be multi-pane with grills arranged in traditional configurations. Authentic muntins or Simulated Divided Lites (SDL) are encouraged on the upper half of each window placed in the front of the home and on sides facing streets, as a minimum. In this case the lower half may be undivided glass. SDLs shall have grilles that are permanently attached to the exterior glass and grilles adhered to the interior glass. Light brown or silver shadow bars placed between the two panes of insulating glass are encouraged. Grills Between the Glass (GBG) styles may be used as well. All grill patterns should be consistent fully around the home, except that rear facing windows are permitted to have no grills. Grills shall be 7/8" wide minimum.
13. Windows shall be aluminum or wood exterior clad with aluminum or vinyl or full fiberglass (Ultrex) or composition (Fibrex). Full vinyl windows (primarily sash) are not approved except as follows: Vinyl windows provided by the following manufacturers (only) in the style listed (only) are approved: These are Simonton - Master Pro finish; Jeld-Wen - Select Vinyl; Ply Gem - Pro Series (MW) Classic; Windsor - Legend or Legend HBR series, Pella 350 series, Viwinco-S- Series. Any window designed to meet the minimum requirements of ASTM E1996/E1886 impact test are approved as provided by any manufacturer.
14. Single Hung windows are approved.
15. There may also be other requirements for construction and fit and finish of the windows.
16. Window screens shall be dark bronze or charcoal and shall be the full size of the window when used. Screens covering one sash are not permitted. Frames may match window trim color.
17. Window arrangements should be simple in keeping with the Coastal style. "Feature" windows will not be approved. Feature windows include, but are not limited to isolated use of window shapes, especially oversized windows that do not relate to the overall window fenestration or building composition. Accent windows with historic precedence may be approved on a case by case basis.
18. Window glass should be clear glass or gray tinted. Physical sample approval is required for gray glass colors. Decorative art glass windows may be approved on a case by case basis.
19. Windows shall be trimmed/banded on the front and at the rear elevations. The ARC must approve exterior security treatments for doors and windows; however, no "burglar bars", steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
20. No black out of windows is permitted. No signs shall be placed in windows.

21. Curtain fabric or other interior window treatment exposed to the exterior shall be neutral in color as viewed from the exterior.
22. No hurricane shutters are permitted. Where impact resistant requirements exist, windows meeting ASTM E1996/E1886 and/or Miami-Dade TAS201,202,203 are required if ply-wood cover is not provided as permitted by the Building Code.
23. Glass block is not permitted on front elevations.

**EXTERIOR WINDOW SHUTTERS:** When window shutters are used they shall be provided on all windows of an elevation. Shutters shall be sized to match the window opening size and must be installed with authentic hardware whether operable or not.

**ROOF DESIGN:**

1. A variety of roof shapes consistent with “Coastal Cottage” (gable, hip, shed roof profiles) will be considered appropriate at Waterbridge. Roof shapes within a home or between a home and ancillary structures on the property should be complementary to one another. - Standing seam metal or asphalt shingles rated Type “A” 240# per square or better. Three tab shingles are not permitted. No single roof or wall material should exceed 75% of the total roof, except where the full roof is standing seam metal. Variance of this requirement may be accepted based on architectural style of the home. The objective of this guideline is to provide interesting and varied materials and colors throughout the community. All shingles should be an architectural style having depth and variations in color.
2. The pitch of the dominant roof will vary by style. Homes shall have a roof pitch not less than 6:12 and not exceeding 12:12, except that when a shed or porch roof is used, the roof may not be less than 3:12. Gabled and hipped dormer roof pitches should complement the main roof pitch.
3. Metal roofing materials must be used on all roofs less than 6:12 and all dormer roofs no matter what the pitch.
4. Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and may vary as dictated by architectural design.
5. ARC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing, other than copper, must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.
6. Vents, exhausts and other roof penetrations shall be painted to blend with the color of the roof and may not be located on front facing roof surfaces.
7. Provide gutters or other water capture or diversion devices, and drainage structures as required. All devices and structures are subject to final approval of the ARC. Water collection devices must be concealed from street view with walls constructed of materials similar to the main structure.
8. Roof drainage piping shall not discharge water at a property line.
9. Dry wells shall be used for all roof discharge not collected in containers and shall be placed no closer to adjacent properties than one half the setback width.
10. Solar Collectors shall be integral with the design of the roof and not placed at a different angle than the roof.

**OUTDOOR ROOMS, PORCHES AND DECKS:** The “Coastal Cottage” style places emphasis on climatically sensitive architecture and the importance and value of the outdoors as a place of recreation and leisure. Home designs must include spaces designed to enhance outdoor living.

ARC approval is required for the construction of covered porches, ground level patios, other enclosures and decks. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Location of these elements are generally prohibited on the roadway side, but may be considered if complementary to the Architecture of the home. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Furthermore:

1. Front porches should either frame doorways or extend to a logical point on the main front façade of the home and must be a minimum of seven feet deep and as sized for furniture and activities.
2. Porch columns, regardless of location, shall be at least ten inches square or in diameter, except for upper level columns which may be eight inches.
3. Railings shall be square or round section balusters with simple horizontal members. Porch railings shall be fabricated from milled decay resistant lumber or from ARC approved synthetic materials.
4. Decks may have brick, stucco or stone foundations.
5. Brick, stucco or stone piers may be approved for rear elevations only. Wood is not permitted.
6. Heavy duty lattice panels with horizontal rails should be placed between piers.

7. Screen porches should have screen material placed on the inside of the columns and pickets.
8. Screens shall be either dark bronze or charcoal.
9. Decking materials shall be pressure treated southern yellow pine (SYP) or other decay resistant exterior wood such as redwood, cedar or cypress. Certain synthetic decking materials may be used but only with specific approval of the ARC.

#### **GARAGES/DETACHED STRUCTURES:**

1. A minimum two car garage is required for every home site. It may be attached to the building structure or attached by a breezeway. A fully detached garage may be permitted on a case by case basis. A carport may be included if the garage minimums are otherwise met. Carports cannot substitute for required garage space and must be integral to the design of the home. **Note that home plans in the Waterbridge Pattern Book contain examples that do not meet these requirements with respect to Carport or Garage requirements and should be considered for their other attributes.**
2. Occupied space over garages is permitted, but the design is subject to ARC review and Restrictive Covenants.

**DRIVEWAY:** All driveway materials must be submitted for approval by the ARC. The driveway shall be constructed of brick, stamped concrete, concrete with a trowel, broom or tabby finish, pavers made of cast concrete or pavers made from natural materials. Asphalt and gravel driveways are prohibited. Driveways shall be constructed and maintained in accordance with the requirements of the authorities having jurisdiction. A concrete culvert must be placed where a driveway crosses a drainage swale.

**SKYLIGHTS AND SOLAR COLLECTORS:** Skylights must be a color matching the roof color. Skylights on front elevations shall be especially considerate of their location on the roof in order to not create an imbalance. Solar collectors may be used when complementary to the roof design and slope.

**UTILITIES (POWER, CATV, PHONE, ETC.) AND METER LOCATIONS:** Shall be noted on the drawing submittal. They shall be located in a service enclosure matching the materials of the dwelling. Locate to the rear and with the HVAC as much as possible.

#### **ANTENNAS & SATELLITE DISHES:**

1. **Antennas** (short wave radio or other) are not allowed where visible from the exterior portion of the site.
2. **Television antennas & satellite** reception devices are to be concealed or screened such that they are not noticeably visible from off of the subject property. Roof installation of such devices is not preferred. If roof installation is required for successful signal reception, ARC approval must be acquired prior to installation.

#### **SECURITY ALARM DETECTION SYSTEMS:**

1. **Audible Alarms** are permitted on the exterior of a home only for fire. Alarm shall be concealed from view.
2. **Flashing Light(s)** are permitted on the exterior of a home only as an emergency signaling device.

**EXTERIOR LIGHTING:** Exterior lighting fixtures should be selected to complement the traditional architecture of the community. Simple metal and coach type lanterns that are bracket mounted, chain hung or post mounted are acceptable. Lights are required to be full cut off type that do not direct light upwards. Manufacturer's cut sheets are to be provided to the ARC prior to installation. No light may be directed toward a neighbor's property, or provide illumination of their property without their written permission.

**ELECTRIC FENCES:** Above ground electric fences are prohibited.

**AIR-CONDITIONER COMPRESSOR(S):** Shall be located out of view of neighbors and street. The units should be screened from view and excessive noise. Window mounted or through the wall air conditioners are prohibited.

**REFLECTORS:** Often used to mark ends of driveways are prohibited.

**FENCES, GATES, AND RELATED SCREEN WALLS:** All fence plan designs, colors, materials and locations must be submitted and approved by the ARC prior to construction. The use of visually permeable fencing (e.g. wrought iron) is encouraged, and is required where fencing is planned for homesites adjoining lakes, amenities and public open spaces. Fencing that is low, unobtrusive and designed with respect to the architecture may be acceptable when used to define and frame the front entrance to the home and connect major and minor architectural masses. Fencing material should be limited to masonry, wrought iron, aluminum simulating wrought iron and wood pickets or railing. High quality vinyl fencing may be used for privacy fences where privacy fences are permitted on a case by case basis. They shall be no further forward on a home than 1/3 the distance back from the front face of the home. Vinyl fencing shall meet 75 MPH wind load, have 5 x 5 posts no greater than 8' o.c., with routed rails and posts, and heavyweight pickets, and a steel reinforced bottom rail. This type of fencing should be three (3) to five (5) feet

above the finished grade, except that an additional one (1) foot of open lattice may be on top of the solid fenced area. Fencing at service yards should be designed to screen the service yard from view. Solid masonry, approved vinyl or wood board on board not to exceed four (4) feet in height may be used in service yards. The fencing material and detailing shall be selected to complement the principal details of the house.

**FLAGS AND EMBLEMS:** One official flag of the United States of America and one official flag of the State of South Carolina, each no larger than 4' x 6' and attached to the main residence by poles no longer than 6 feet are permitted. No other flag or emblem is permitted to be attached to the home or placed in the yard without ARC approval in advance. No yard mounted flag poles are permitted. For additional information, reference the Covenants, Article II, Section 30.

**MAILBOXES:** A standard mailbox is required for all homes. The mailbox may be ordered through Carolina Mailboxes ([www.carolinamailboxes.com](http://www.carolinamailboxes.com) 1-877-845-0850. Style is Imperial Mailbox 310r-6. Numbers shall be 3" high and placed on the mailbox banner. Letters are not permitted. Numbers on homes shall be 4" Helvetica in black or bronze. Locate per county code.

**UNPAVED PATHS OR TRAILS:** If so desired, one may connect to an adjacent community walking trail or path. Acceptable materials are shredded natural wood bark, or similar natural material, loose oyster shell, or pea gravel may be used.

**SIGNS:** No sign or poster of any kind is permitted anywhere within the Development including realty, for sale by owner, owner name, house name, and homesite number. Signs are not permitted in windows. Exempted from this requirement is the Waterbridge buyer identification sign, the approved temporary construction/homesite identification sign permitted for display by Builders, (contact the Waterbridge Association Manager for sign specifications: Attn: John Addison, CAMS 1612 Military Cutoff Rd, Ste 108, Wilmington, NC 28403, 910-538-3786. [jaddison@camsmt.com](mailto:jaddison@camsmt.com)), the permanent home street identification marking, and the permanent mailbox markings. A metal sign on a metal post is required at the Wetlands stating "Protected Natural Preserve." (See Article VIII for specifications) No other site or contractor identification sign is permitted. The above-mentioned signs and specifications for the same have been adopted by the ARC. Permission for the temporary construction/homesite identification sign does not extend to subcontractors, remodeling or landscape work. All contractor signs must be removed within 60 days of the home receiving its C.O. or as directed by the ARC.

**MISCELLANEOUS SITE STRUCTURES** - Firewood storage bins, etc. as specified for decks, and treated for ground contact where applicable are permitted. Alternate materials will be reviewed on a site-specific basis.

**TRASH CAN STORAGE** - Store out of view from anywhere off the property and within enclosed service yard on site. Trash containers shall be placed on the property at certain locations. Trash shall be packaged in standard trash bags of material and strength sufficient to contain trash and garbage therein without ripping or tearing, and placed in containers. Animal strewn trash or garbage shall be picked up immediately and placed inside secure bags and containers. Trash pick-up service is the responsibility of the property owner to coordinate.

## **VIII. THE NATURAL ENVIRONMENT:**

**INTRODUCTION:** A requirement on all design is that it blends with Waterbridge's natural environment. To achieve this objective, the various components that comprise this environment and their various ramifications on the design must be considered.

**CLIMATE** - The weather in Horry County is considered to be mostly moderate with typical seasonal variations from the low 30's F to the mid 90's F. Temperature extremes however range from 12 degrees F to 105 degrees F. The average annual rainfall for Horry County is approximately 49 inches per year. The average early morning relative humidity is 87%. Microclimatic factors include generally high air moisture content underneath the tree canopy, variable breezes along shore properties, stilled breezes within mature wooded areas and an east/west solar orientation. Design recommendations based on the overall weather and microclimatic consideration include the use of wide overhangs, other architectural solar devices and existing tree cover to screen out the heat of the sun; the use of heat pumps, solar devices and/or setback thermostats for energy efficiency in heating and cooling; polyvinyl chloride (PVC), or copper for water line, to prevent bursting pipes during freezing weather; the use of ceiling fans to promote air movement in hot humid weather; and, the placement of deck structures to the side and rear of a house to catch evening breezes.

**PHYSIOGRAPHY** - Most of the South Carolina coastal "Lowcountry" is relatively flat and low in grade elevation above Mean Sea Level (MSL). The soil is generally sandy or loamy sand.

**BASE INFORMATION** - The first step in successful site design is collection of all pertinent base information, a tree and topographical survey. The requirements for these survey drawings, and all items to be placed on the drawing, are given within the description of the Final Review.

**SITE PLAN ORGANIZATION & TESTING** - Compose the site elements in a manner such that the completed design blends into the surrounding neighborhood, as well the natural environment. Setbacks imposed on a property are site specific subject to the minimums and maximums given in the tables under Single Family Home Design. Respect that which has already been built in site positioning, elevations, setbacks and style. A project should not unreasonably impinge on another lot's primary view.

**GRADING & DRAINAGE** - Plan the site drainage so as to minimize disturbance to existing trees, keeping in mind that a tree trunk (with the exception of palmettos) cannot have dirt piled against it in excess of 1 inch, and that a tree's most important feeder roots grow around the outer circumference of its canopy or drip line. Cutting, filling on, running over with construction vehicles and equipment, or building over this delicate area will potentially harm a tree such that it will die. Cutting through this zone, and especially next to a tree trunk for underground utility services will also harm a tree.

Maintaining ground level plants in addition to the basic tree cover of each homesite preserves the general character of Waterbridge and minimizes the amount of supplemental landscaping required to soften the impact of structures placed on the homesite. The need for irrigation is also minimized.

Design grading and drainage to ensure no storm water or gutter and roof water outfall runoff is directed toward an adjacent homesite. Construct retaining walls or tree well around specimen trees to preserve root systems. Please refer to the Covenants, Article II, Section 30.

**TREE PROTECTION** - No tree shall be removed, or effectively removed through damage, with a trunk diameter of 6" or greater, measured at a height of four feet above grade, without prior approval of the ARC. Protect all remaining trees, through the clearing and construction phases of a proposed project, with barriers erected at least five (5) feet from the trunk of the tree. Do not encroach with materials or equipment within this protected area. Do not clean equipment, nor store or dispose of materials such as paints, solvents and oils within the perimeter of the limb coverage ("dripline") of any remaining tree. Do not fasten attachments of any kind to a tree. Trace back damaged tissue of minor wounds per normal horticultural practices.

**TREE REMOVAL - PRE CONSTRUCTION** - Approval to remove trees as part of a site and/or house construction project is obtained with the approval for construction, and is the primary reason for the field review of the proposed project's layout and staking by the ARC's Administrator. All trees in the way of approved construction, such as magnolias, red maple, American holly, hickory, pecan, palmettos, live oak, and pines shall be noted and brought to the attention of the ARC Administrator.

**TREE REMOVAL - POST CONSTRUCTION.** Protective regulations for existing trees in Waterbridge are to preserve the natural environment by ensuring their utilization as landscape elements. Homeowners must promptly cut and remove dead or diseased trees, as well as dead and diseased shrubs, bushes, and other vegetation, once plants are confirmed as dead by the ARC or by a licensed arborist, with report submitted to the ARC.

**EMERGENCY TREE REMOVAL** - In case of an emergency situation in which damaged and destroyed trees must be expeditiously removed in the interest of public safety, the ARC may notify all or certain Homeowners that the requirements of this section are suspended for a reasonable period of time determined by the Board, and that temporary guidelines exist as identified therewith.

**BLATANT TREE PROTECTION VIOLATION** - To mitigate for unapproved and/or deliberate damage or destruction of trees over 8 inches in diameter, Property Owner shall cause like species live trees to be added to the property, per tree lost, as follows:

<b>Original Size:</b>	<b>Quantity of Replacements:</b>	<b>Min. size of replacements:</b>
Over 6" caliper	4 to 6	4" to 5" caliper
Under 6" caliper	1 to 3	3" to 4" caliper

NOTE 1: Add two 4" - 5" caliper or three 3" - 4" caliper replacements for each additional 3" increment.

NOTE 2: Trees are to be planted in accordance with standard nursery practices and be watered as required to sustain life.

NOTE 3: Species substitutions shall be approved in advance by the ARC.

**Refer to the governing document, the Covenants, Article II, Section 29 for guidance on all tree removal.**

**LANDSCAPING** -Landscaping is defined as adding any plant materials (trees, shrubs and ground cover), mulches or lawn; as rearranging an existing landscape; transplanting any plant materials. The degree and type of landscape treatment is wholly site and project specific. All landscaping shall be completed within forty-five (45) days of date of the Horry County Bldg Dept. Certificate of Occupancy (CO). Please refer to the Pattern Book of Architectural Details NOTE: IF YOU DO NOT REQUEST A FINAL REVIEW WITHIN 45 DAYS OF OBTAINING A CERTIFICATE OF OCCUPANCY, YOU ARE IN JEOPARDY OF LOSING YOUR COMPLIANCE SECURITY DEPOSIT.

**LANDSCAPE REVISIONS** - A revision to the prior approved Landscape Plan is required to add or transplant trees and shrubs or modify the existing plan. The revision may be completed by the property owner without the use of a registered landscape designer, but must be approved by the ARC in advance.

**HOMESITES** - Due to their proximity to one another and the street, their prominence in the streetscape and their impact on the overall impression imparted, homesites are to be landscaped within the boundaries of the subject site. Specific attention should be made to existing adjacent dwellings and the landscaping thereon such that a harmony and continuity is achieved. Homesites covered with mature vegetation should use existing natural ground level vegetation to save on supplemental landscaping. The Property Owner should block off areas to be saved, and exert strong control over Contractors to ensure the entire homesite is not overly scarred by construction.

**INDIGENOUS PLANTS** - Use of indigenous plants will generally insure landscaping will blend naturally with the site. Use of native regional plants will minimize the need for irrigation. Use of plants seen growing in Waterbridge that have proven complete climatic tolerance may eliminate the need for maintenance and irrigation as well. Many plants specially chosen for their ornamental quality, leaf appearance or color may not grow well in Waterbridge due to saltwater air. An irrigation system is required.

**SUSCEPTIBILITY TO DEER** - Plants attractive to native deer as food should be avoided unless planted close to the house. Plants typically eaten by deer in the South Carolina coastal area are listed as follows:

<b>Botanical Name</b>	<b>Common Name</b>
Fatsia japonica	Fatsia
Hedera canariensis	Algerian Ivy
Hemerocallis species	Day Lily
Pittosporum tobira	Pittosporum
Pittosporum tobira wheeleri	Dwarf Pittosporum
Raphiolepis indica	Indian Hawthorne
Raphiolepis indica rosea	Dwarf Indian Hawthorne

**INSTALLATION** - Planting design is the responsibility of the Property Owner. Retain natural vegetative buffers and transplant worthy existing plants when feasible. Avoid plants that form tight round balls, globes, or “cherry drops”. Avoid exotic/desert or alpine landscapes. Avoid use of such non-living ground covers as synthetic turf, etc.

**IRRIGATION:** An irrigation system controlled by an automatic timer is required for the best possible maintenance of lawn and landscaped areas, thereby ensuring a healthy, park-like appearance through the neighborhood. An irrigation plan must be submitted with the landscape plan. The irrigation system must be made fully operational at the time of final inspection.

**PRESERVES – WETLANDS:** The idea behind the preserve or wetland area is to protect an indigenous natural environment with native plants and trees, allowing it to develop as would a natural forest. It is a preserve for plants and wildlife. As such it is to be protected. **While local ordinances may allow cutting and clearing of the preserve, the Waterbridge Guidelines do not permit any disturbance in the area without exception.** A permanent marking sign shall be placed at the rear of each yard indicating this requirement. Signs shall be placed on metal post three feet high, visible from the yard. The sign shall be brown metal sign anchored with lag or through bolts. White 3” Helvetica upper case letters shall state: “PROTECTED NATURAL AREA”. Reference Article II Section 33 on page 12 of the CCRs for other information.

## **IX. OTHER ACTIONS, DEFINITIONS, & PROCEDURES:**

**FIELD LAYOUT/PROJECT STAKE-OUT** - Following acceptance of a proposed project by the ARC, the layout of the project must be reviewed in the field by the ARC. This field review is required to obtain a letter of approval prior to construction commencing.

For the field review, stake all property corners, and stake all property lines at their midpoint. Stake and connect all corner stakes of the exterior walls of a proposed structure with string. Identify the location of the front door and identify the location of any major site elements. Use stakes, flags or marking paint and outline the driveway and deck edges. Identify all trees to be removed with ribbon or tape. (Note: The standard marking for trees to be removed, recognized by most area contractors, is yellow.)

Red marked on a finished site plan, show the location planned for toilets, dumpsters, construction and silt fencing and temporary gravel drive. Each site should have a temporary driveway 20 feet wide by 10 feet long, minimum. The driveway shall be covered in 5 inch deep 3-4” coarse aggregate stone. The stone is intended to keep mud from the street and allow on site construction parking. At the edge of the road, the contractor shall install continuous silt fencing, whether required in that location or not, in order to

prevent parking on the ground in front of the yard, which would create a mud path to the street.

INSTALL THE SAMPLE BOARD AS REQUIRED HEREIN. FAILURE TO DO SO AT THIS TIME WILL RESULT IN AN ADDITIONAL FIELD VISIT AT THE OWNER'S EXPENSE.

**PROTECTIVE SILT FENCING:**

In addition to any silt fence installed for the purpose of controlling silt, install a silt fence fully along the front of the site and the edge of the street, fully along the front of the lots beside your lot, and fully across the front of the lot immediately across the street, obtaining neighboring property owner's permission where applicable. This measure is solely intended to protect neighboring properties from construction damage and to prevent mud being tracked on roads from the construction process.

**FIELD REVIEW** - Upon completion of field layout and staking of the proposed project, notify the ARC. The committee will then review the site for compliance with the approved plans.

**ISSUANCE OF WRITTEN CONSENT TO CONSTRUCT** - When compliance has been ascertained, the ARC will notify the registrant in writing that they are permitted to proceed with construction. NOTE: REVIEWS ARE ALSO REQUIRED AT DRY-IN AND UPON COMPLETION OF THE HOME. See Submittal Forms.

**CHANGES AFTER FINAL APPROVAL REQUIRING ARC REVIEW** - Changes to the approved plans that will affect the appearance of the approved project must be submitted to the ARC for review under the Supplemental Final Review Process. Construction need not be held up unless the change(s) affect current work. If there is a question as to whether a construction change should be reviewed, contact the ARC Administrator for a determination.

**PROJECT FILE** - To avoid possible complications, provide a summary list and description in letter form of all changes made to the approved design before or during construction to the ARC Administrator.

**VARIANCES & APPEALS** – Overall procedures for design or any other type of variance can be found in Article 9, Section 6 of the Declaration of Covenants. Variances to design criteria contained in these guidelines may be granted only in the following instances:

- It is shown that the intent of the Architectural Standards is better met by allowing the requested deviation from standard.
- It is shown that the variance will help achieve a better design for the overall community than could otherwise be achieved.

Appeals on any decision of the ARC should first be presented to the ARC in a written request for reconsideration along with the reasons for reconsideration. The next level for appeal is to Waterbridge Home Owners Association Board of Directors (HOABOD).

**X. CONSTRUCTION PHASE:**

**HOME BUILDER QUALIFICATIONS AND REQUIREMENTS**

**Purpose:** Builders are a crucial element in the integrity of the subdivision, and, therefore, fall within the scope of regulation by the ARC. Builders shall confirm with the ARC that they are properly licensed and meet the minimum insurance requirements listed herein prior to calling for the site staking inspection. Any and all additional qualification of a builder is the sole responsibility of the property owner. Evidence of insurance shall be provided with Submittal Form One.

With regard to all activities conducted under these Guidelines, Builder, or owner building their own home, shall carry public liability insurance in a solvent insurance company licensed to do business in the State of South Carolina, or satisfactory to the Waterbridge Home Owners Association Board of Directors. The limits of public liability (including products and completed operations liability) shall not be less than \$2,000,000.00 per occurrence, combined single limit for bodily injury and property damage subject to an annual aggregate of \$2,000,000.00 applicable to products and completed operations liability. Builder will cause the Waterbridge Home Owners Association, its Board of Directors and its agents as additional insured on such liability insurance and name the Waterbridge HOA as the Certificate Holder.

During the term of these Guidelines, Builder shall keep all homes fully insured during construction against loss of damage by "all risk" perils, including but not limited fire, vandalism, malicious mischief, casualty and all other available extended coverage insurance in a sum not less than 100% of the full replacement value of the insured property. Said policies are to be written by companies licensed to do business in the State of South Carolina. All proceeds from any loss shall be used by Builder to replace or restore the damaged home to its original condition.

In the event that a home is destroyed or damaged in whole or in part, and in the event there are insurance proceeds in excess of the costs needed and used to restore the inventory home to its original condition, then such excess shall become the sole property of the Builder. And deficiency in monies needed to restore a home to its original condition shall be paid by Owner or Builder.

Note: Damage to infrastructure elements shall be covered by the insurance proceeds or the Owner ahead of repairing the home.

During the term of this Agreement, Builder shall secure and maintain in effect and at its expense insurance of the following kinds and limits to cover Builder's employees and all locations of Builder's operations in connection with work on Builder's projects:

1. Workmen's Compensation with Statutory limits of liability, and
2. Employer's Liability with a limit of availability of at least \$2,000,000.00 per accident.

Builder in compliance with its obligations herein, shall, at the time Submittal Form One is submitted, deliver to the Waterbridge HOA Association Manager, copies of all policies required pursuant to these Guidelines, together with evidence of payment thereof, including an endorsement which states that such insurance may not be changed, altered or cancelled, except upon thirty days prior written notice to the Waterbridge Home Owners Association Board of Directors.

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## BEFORE CONSTRUCTION

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The following are requirements prior to commencing work in the Waterbridge Community:

1. **Posting of Permits:** Put the Waterbridge ARC Construction Permit and the Horry County Building Permit on the back side of the Sample Board (see # 11), unless directed to place it facing forward, in which case the permit may be attached to a separate 4 x 4 post parallel to the inside post of the sample board. Weatherproof both permits and maintain for the duration of the project.
2. **Place emergency phone numbers** and names of at least two construction personnel within waterproofed covers on the back of the sample board.
3. **Enforcing Construction Requirements:** Homeowners are responsible for enforcement of all regulations contained herein. Advise all contractors of these requirements. It is recommended that a copy of these Construction Requirements be given to them. Construction personnel in violation of these requirements will be denied access to the Development.
4. **Commencement and the Term of Construction:** The Property Owner or Contractor as its Agent shall notify the ARC in advance, of the proposed construction start date. Ensure letters from adjacent property owners has been submitted to the ARC if their property is to be used for staging.
5. **Term of Construction:** Complete within 12 months after issuance of approval of the staking plan. A three month extension may be granted for extenuating circumstances, if requested in writing one month prior to the originally approved completion date.
6. **Commencement of Construction:** Commence within 6 weeks of date of ARC's approval of the staking plan.
7. **Term of Landscape Installation:** Complete within 45 days of issuance of Certificate of Occupancy
8. **Compliance with Approved Plans and Specifications:** Representatives or agents of the ARC have the right, but not the obligation, to enter upon and review any construction underway, during reasonable hours, to determine whether the plans and specifications being followed were "Approved" and if "Approved" are being complied with.
9. **Temporary power** – shall be located so as not to take away from the neighborhood aesthetic and shall be visually concealed when possible. This item shall be located on the architectural site plan submitted for Final ARC Review.
10. **Portable toilet facilities** - shall be located so as not to take away from the neighborhood aesthetic and shall be visually concealed behind white lattice, with access door turned away from the street. This item shall be located on the architectural site plan submitted for Final ARC Review.
11. **Sample Board:** The lot Owner shall install, prior to the Preconstruction On-Site Review, and maintain up through the final inspection a sample board demonstrating the approved material palette for all exterior wall, roof and trim materials and colors. The board shall be set 12" home side of the right-of way line near the construction driveway, facing the street and be constructed of a single piece of plywood mounted vertically on 4x4 posts. The board shall be at least 32" wide and of adequate height to devote 16" vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials which shall be installed at a 12:12 pitch with a 12" overhang distance for installation of the fascia and soffit materials. If the home has multiple wall materials, larger materials such as stone should be installed at the bottom. The sample board shall have the lot number prominently displayed with numbers similar to "House Numbers". The numbers shall be attached at the center of the fascia in contrasting color.

If all plans and specifications were not followed, or other than "Approved" plans and specifications were followed, the Applicant shall submit an explanation to the ARC explaining the circumstances of noncompliance with the Waterbridge ARC Design Guidelines. Following the submittal, the ARC shall determine whether the intent of the Waterbridge ARC Planning Design Guidelines was violated or not. If the ARC determines that they were violated, the differences will be ordered corrected.

**Changes proposed during construction must receive ARC approval prior to implementation.** Also, should the removal of additional trees be deemed necessary, a field review and approval by the ARC is required. Submit a revised document (plans, material samples or other submittal) to the ARC for this review.

**DURING CONSTRUCTION-** Conform to the following requirements during construction:

**GENERAL CONDITIONS:**

1. **Noise Control:** Do not start equipment or pound outside of normal working hours. Construction access is permissible Monday thru Friday, 7 AM to 6 PM and Saturday from 8 AM to 5 PM. No residential construction is permitted on a Sunday or Holiday observed by the State of South Carolina, except in the event of an emergency requiring police, fire department, emergency medical or municipal service assistance or intervention. Shut off construction equipment not in use.
2. **Motor-driven equipment** must be equipped with proper mufflers and audible and visual back up warning systems.
3. **Music** cannot be heard off the property.
4. **Dust Control:** Ensure construction operations do not generate noticeable increases in dust from the project site. Spray operations with water to minimize same.
5. **Erosion Control:** Take precautions to virtually eliminate potential for erosion, and maintain effort throughout duration of project.
6. **Straw bales** placed where sediment is evidenced leaving the site. Clean all streets, pipes, storm drains, common property and private property of sediment originating from site.
7. **Fires** of any type are not permitted, including those in 55 gallon drums to keep construction personnel warm. Construction personnel allowing fires will be removed from the site and permanently barred from access to the Development.
8. **Flammable Materials:** Keep quantities at an absolute minimum and insure such materials are properly handled and stored.
9. **Structure Fires:** Structures that have been burned shall be totally secured from a safety standpoint within 2 working days from date of the fire. Completely remove same as soon as legally permitted.

**PROTECTION OF PROPERTY:**

1. **Resident Safety:** Protect curiosity seekers and yourself against potential lawsuits by covering over openings, and providing barricades, lights, signs, posts, fences, enclosures, etc. to warn of dangerous conditions, while the project is unattended. No children below the age of 16 are permitted on any construction site for any reason, even if owner's family.
2. **Adjacent Property:** Protect private property from damage of any kind. Construction personnel are responsible for damage caused by construction equipment, vandalized use of construction equipment, and employees.
3. **Damage to Common Property:** Damage to curbs, streets, bicycle/cart paths and other common property will be repaired to a condition equal to that before the damage, and charged to the property owner.
4. **Vegetation Protection:** Only trees marked for removal shall be removed. Protect remaining vegetation in the surrounding area of the site.

**CONSTRUCTION PERSONNEL CONDUCT:**

**Ingress and Egress:** Arrive during working hours only. Construction access is permissible Monday thru Friday, 7 AM to 6 PM and Saturday from 8 AM to 5 PM. No residential construction is permitted Sunday or on Holidays observed by the State of South Carolina, except in the event of an emergency requiring police, fire department, emergency medical or municipal service assistance or intervention. Access is permitted to the specific construction site only. Riding about the Development is not permitted. Construction personnel will be denied access to the Development on non working days or outside of typical working hours.

1. **Common area bicycle/cart paths** are closed to all vehicles regardless of site access problems.
2. **Construction Personnel** are not permitted to bring pets into Waterbridge.
3. **Speed Limits:** Construction personnel are to adhere to posted speed limits. Violators will not be permitted access to the Development. The South Carolina Highway Patrol and the Horry County Sheriff's Department have the right to enforce traffic laws in Waterbridge.
4. **Parking:** Park construction vehicles and vehicles of construction personnel within the limits of the property when possible. Insure ground level vegetation is not destroyed.
5. **Storage of Materials:** Keep stored materials within the project's property lines in a neatly stacked, clean and organized fashion.
6. **Derelict Equipment:** Immediately remove broken down, derelict or non-functioning equipment from the site and Development.
7. **Temporary Structures, Offices, & Sheds:** Require prior approval of the ARC. When approved, shall not exceed 8 feet by 20 feet (or a manufactured standard pod size) and should be removed when no longer needed, or when ARC approval has expired. If used they are required to be locked, vandal-proof, of neat appearance, painted in earth tones and screened from sight of adjacent residence.

## CONSTRUCTION DEBRIS:

1. **Commercial Dumpster:** (Or other suitable dumping containers and procedures). One per job site is required. Dump as often as necessary to keep the job site reasonably clean daily. Indicate on the final architectural site plan the location of the dumpster. The dumpster must be covered.
2. **Job-Site:** Untidy job sites create negative impressions on visitors and property owners. As a result, trash thrown about the site or in open piles is strictly prohibited. Remove crates, cartons, trash, and other flammable waste from work areas at the end of each working day.
3. **Roads:** Take care that debris is not allowed to fall out and litter the streets and roads.
4. **Concrete:** Concrete trucks shall clean their chutes so that water and concrete debris is totally within the confines of the project's property lines or is totally outside the Development and nowhere along the roads leading to the Development.
5. **Toilets:** Provide one portable toilet for use by construction personnel per job site. Locate at least 25 feet from nearest street, path, and common pool and face the door away from the street. Indicate on the final architectural site plan the location the portable toilet. Provide wood lattice painted white on the rear and sides of the portable toilet structure to shield it from the community.
6. **Temporary Services:** The property owner is responsible for arranging for his own utility service connections. Indicate on the final architectural site plan the location of this service.

## HURRICANE PROCEDURES:

Upon notification of the establishment of a "Hurricane Watch" condition for Horry County by the National Weather Service, the contractor shall stack all lumber and other building materials, tie them together and stake them down, or move them inside. All scrap and other loose material not tied down shall be cleaned up and removed from Waterbridge. All openings in buildings under construction shall be boarded up or closed in a substantial manner. All porches or open covered area not completed shall be braced and strengthened. This storm preparedness may be inspected by ASCI personnel to insure compliance. Any deficiencies noted shall be corrected immediately.

Upon notification of the establishment of a "Hurricane Warning" condition by the National Weather Service, the contractor shall complete the above work and move all of his major equipment out of Waterbridge. He shall then remove all personnel from Waterbridge until the "all-clear" is given by the National Weather Service.

**EASEMENTS** - Only landscaping is allowed to be planted inside the community easements. As a general rule, no landscaping is allowed to encroach inside an easement more than five (5) feet except for right of way of the road. Regardless, the ARC has the final ruling regarding any encroachment into easements. No other improvements to the site are allowed within any easement.

**UTILITY EASEMENT** – Landscaping, fencing or other hardscape construction placed within an easement by a Property Owner and disrupted by a legitimate user of the easement shall be repaired or replaced by the owner at their expense.

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## END OF CONSTRUCTION:

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**FINAL FIELD REVIEW** - Property Owner, or Contractor as his Agent, shall notify the ARC in advance of the date when construction will be completed. An ARC representative will conduct a final field review of the project to verify that all plans and specifications and only "Approved" plans and specifications were followed. The construction of the residence must be completed and landscaping installed before the final field review. Additionally, all building and landscape debris from the site and surrounding area and the job site, temporary toilet, and temporary power pole must be removed. Any damage or traces of use of adjacent properties must be seeded, fertilized and straw placed to ensure it remains stable.

Final disposition of escrowed bond/deposit fees will be determined following the Final Field Review.

NOTE: IF THE OWNER DOES NOT REQUEST A FINAL REVIEW WITHIN 45 DAYS OF OBTAINING A CERTIFICATE OF OCCUPANCY (CO), THE COMPLIANCE SECURITY DEPOSIT MAY BE FORFEITED.

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## XI. FEES AND DEPOSITS

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### APPLICATION FEES: (SUBMIT WITH THE DESIGN DEVELOPMENT APPLICATION)

New Project Design Fee:	\$1,000.00 *
Renovations:	\$325.00 for renovations requiring a building permit. \$150.00 for changes not requiring a building permit.

\*This fee includes the three reviews identified in these Guidelines. See below for additional ARC reviews, if required.

### COMPLIANCE FEES & DEPOSITS: (SUBMIT WITH THE DESIGN DEVELOPMENT APPLICATION)

Additional plan review, in office:	\$150.00 per review (If total of all plan reviews exceed three submittals for the same plan. This also applies to later submittals of the Landscape plan)
Additional on-site review:	\$175.00 per visit. (This fee is in addition to plan review fee)
Road Bond:	\$2,500.00 (\$500.00 non-refundable) For new or remodel work.
Compliance Deposit:	\$2,500.00 (\$1,500.00 for remodeling projects requiring a building permit)

**General Notes:**

1. All fees are the responsibility of the owner, although fee payment will be accepted from any source.
2. The Compliance Deposit (aka Performance Bond) assures that the subject site is maintained in compliance with the Covenants & ARC Guidelines. This deposit is refundable when the Final Inspection is completed and approved by the ARC administrator to the paying source. However, \$500.00 of the \$2,500.00 road deposit is non-refundable to the paying source for community road maintenance.

**ARC REVIEWS** - All projects are subject to review by the ARC administrator. These reviews are required to ensure that the improvements are being constructed in accordance with design drawings as approved by the ARC and to ensure that the building site is being maintained by the building contractor as defined by the Covenants and ARC guidelines. All review fees are non-refundable. As stated above three (3) field reviews (foundation, dry-in, & final) are included in the Application fee. In certain instances more reviews may be required. A non-refundable \$150.00 fee is charged for each additional office review and \$175.00 fee is charged for each additional site review by the ARC Administrator when work is found to be non-compliant and an additional site visit is required. Payment of this fee is the responsibility of the Owner and charges may be deducted from the Compliance Deposit.

**XII: LANDSCAPE APPROVED PLANT LIST**

**PLANT LIST**

This list was developed to serve as a guide to material most suited for environmental and aesthetic success. This list is not exclusive; that is, other plant varieties may be included in your landscape plan for review/approval. It is recommended that plans be developed by a professional and care be taken for appropriate selections and placement.

Consult the site: <http://www.outsidepride.com/resources/states/southcarolina.html> for grassing options.

Please use the following codes:

C=Coastal / LC= Low Country / D=Deciduous / E=Evergreen / F=Flowering / S=Seasonal Interest  
H= Habitat / N=Native

<i>common name</i>	<i>botanical name</i>	<i>codes</i>
<b>TREES</b>		
American Beech / Carolina Beech	Fagus grandifolia	C/LC/D/H/N
American Elm	Ulmus americana	C/LC/D/H/N
Bald Cypress	Taxodium distichum	LC/D/H/N
Black Walnut	Juglans nigra	C/LC/D/H/N
Carolina Hornbeam	Carpinus caroliniana	C/LC/D/S/H/N
Dawn Redwood	Metasequoia glyptost.	C/LC/D/S
Deodora Cedar	Cedrus deodara	C/E
Ginkgo	Ginkgo Biloba	C/D/S
Green Ash	Fraxinus pennsylvanica	C/LC/D/F/S/H/N
Honeylocust	Gleditsia triacanthos	C/LC/D/F/S
Live Oak	Quercus virginiana	C/LC/E/H/N
Magnolia Grandiflora	Magnolia gandiflora	C/LC/E/F/H
Overcup Oak	Quercus lyrata	C/LC/D
Pin Oak	Quercus palustris	LC/N/D
Red Maple	Acer Rubrum (var)	C/LC/D/S/H
River Birch	Betula Nigra	LC/D/H/N
Sawtooth Oak	Quercus acustissima	C/LC/D/S/H
Shumard Oak	Quercus shumardii	C/LC/D/S
Silver Maple	Acer Sacharinum	C/LC/D/S/H/N
Swamp Tupelo	Nyssa biflora	C/LC/D/H/N

Swamp Chestnut Oak	Quercus michauxii	LC/D/H/N
Sycamore	Platanus Occidentalis	C/LC/D/S/N
White Oak	Quercus Alba	C/LC/D/N
White Pine	Pinus strobus	LC/E/N
Weeping Willow	Salix babylonica	C/LC/D/S
Zelkovia	Zelkovia	C/LC/D/S

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### SMALL TREES

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Carolina Silverbell	Halesia carolina	C/LC/D/F/H/N
Chaste Tree	Vitex	C/LC/D/F/H
Chinese Fringe Tree	Chionanthus retusus	C/LC/D/F/S
Crape Myrtle (varieties)	Lagostromia Indica	C/LC/D/F
Dwarfed winged Sumac	Rhus copallium	LC/D/F/S/H/N
Eastern Redbud	Cercis canadensis	C/LC/F/H/N
Flowering Dogwood	Cornus florida	C/LC/D/F/S/H/N
Korean Dogwood	Kousa Dogwood	C/LC/D/F/S/H
Holly (varieties)	Ilex (multi-varieties)	C/LC/(variety)
Japanese Maple	Acer palmatum	C/S
Paperbark Maple	Acer griseum	C/LC/D/S/H
Parrotia	Parrotia persica	C/LC/E/F/S
Paw Paw Tree	Asimina Triloba	LC/D/F/S/H/N
Persimmon	Diospyros virginiana	C/LC/D/F/S/H/N
Possumhaw	Viburnum nudum	LC/F/S/H/N
Purple Plum	Prunus cerasifera	C/LC / D/F/S/H
Serviceberry	Amelanchier arborea	C/LC/D/S/H/N
Silky Dogwood	Cornus amomum	LC/D/F/S/H/N
Snowbell	Styrax	C/LC/D/F
Sweetbay Magnolia	Magnolia virginiana	C/LC/E/F/S
Tag Alder	Alnus serrulata	LC/D/F/S/H/N
Tea Olive	Osmanthus fragrans	LC/C/E/F/H
Wild Plum	Prunus americana	C/LC//D/F/H/N

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### SCREEN PLANTS

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Arborvitae	Thuja (varieties)	C/E
Atlantc White Cedar	Chamaecyparis Thyoides	LC/E/N
Carolina Cherry Laurel	Prunus carolinianna	C/LC/E/F
Cryptomeria	Cryptomeria japonica	C/LC/E
Eastern Red Cedar	Juniperus virginiana	LC/E/H/N
Holly (varieties)	Ilex (multi-varieties)	C/LC/E(varieties)
Juniper (varieties)	Juniperus(multi-varieties)	C/LC/E(varieties)
Ligustrum (varieties)	Ligustrum (varieties)	C/LC/E/F
Magnolia 'Little Gem'	Magnolia 'Little Gem'	C/LCE/F
Myrtle Dahoon	Ilex myrtifolia	LC/N/E/C/H
Wax Myrtle	Myrica cerifera	C/LC/E/HN
White Pine	Pinus strobus	C/LC/E/H/N

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### LARGE SHRUBS

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Anise	Illicium anisatum	C/LC/E/F
Arborvitae (varieties)	Thuja (varieties)	C/E
Arrowood	Viburnum dentatum	LC/N/D/F/C/H
Barberry (varieties)	Berberris (varieties)	C/LC/D/S
Beauty Berry	Callicarpa americana	C/LC/D/F/S/H
Butterfly Bush	Buddleia davidii	C/LC/D/F/H
Button Bush	Cephalanthus occidentalis	C/LC/D/F/S/H/N
Camellia (japanese)	Camellia japonica	C/LC/E/F/H
Camellia (sasanqua)	Camellia sasanqua	C/LC/E/F/H
Elderberry	Sambucus candensis	LC/D/F/S/H/N

Fatsia	Fatsia japonica	C/LC/E/F/H
Fig	Ficus carica	C/LC/D/F/H
Forsythia (varieties)	Forsythia (varieties)	C/LC/D/F
Fragrant Tea Olive	Osmanthus fragrans	C/LC/E/F
Holly	Ilex (multi-varieties)	C/LC/E (varieties)
Juniper (varieties)	Juniperus (multi-varieties)	C/LC/E(varieties)
Lespedeza	Lespedeza bicolor	LC/N/F/S/H
Ligustrum	Ligustrum (varieties)	C/LC/E
Lilac	Syringa meyeri	C/LC/D/F
Lorapetelum	Lorapetelum chin	C/LC/E/F/S
Magnolia 'Little Gem'	Magnolia 'Little Gem'	C/LC/E/F
Osmanthus	Osmanthus fortunnei	C/LC/E
Pittosporum	Pittosprum tibra	C/LC/E/F
Podocarpus	Podocarpus macrophyllus	C/LC/E/S
Possumhaw	Viburnum nudum	LC/D/F/S/H/N
Pyracantha	Pyracantha	C/LC/F/S/H
Rose (varieties)	Rosa (varieties)	C/LC/E/F/C
Rose of Sharon	Hibiscus syriacus	C/LC/D/F
Swamp Redbay	Persea palustris	LC/E/S/H/N
Tea Olive	Osmanthus fragrans	LC/C/E/F/H
Viburnum (varieties)	Viburnum (multi-varieties)	C/LC/E/D/F/H
Wax Myrtle	Myrica cerifera	C/LC/D/H/N
Witch Hazel	Hamamelis virginiana	C/LC/D/F/S/H/N
Yellow Buckeye	Aesculus sylvatica	C/LC/D/F/S/H/N

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#### SMALL SHRUBS

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Aucuba	Aucuba japonica (var)	C/LC/E/S
Azalea (varieties)	Azalea (varieties)	C/LC/E/F/S
Boxwood (varieties)	Buxus (varieties_	C/E
Banana Shrub	Michelia figo	C/LC/E/F
Blue Spirea	Caryopteris xclandonensis	C/LC/F/H
Carolina Allspice	Calycanthus floridus	C/LC/D/F/H/N
Carolina Sea Lavender	Limonium carolinianum	C/LC/D/F/H/N
Cast Iron Plant	Aspidistra elatior	C/LC/E
Compacta Holly	Ilex Compacta	C/E
Boxwood (varieties)	Buxus (varieties_	C/LC/E
Deutzia	Deutzia gracilis	C/LC/D/F/H
Euonymous (varieites)	Euonymous	C/LC/E/D/S
Fetterbush	Lyonia lucida	LC/D/F/H/N
Fothergill	Fothergilla gardenii	C/LC/D/F/H/N
Gardenia (varieties)	Gardenia (varieities)	C/LC/E/F
Hydrangea	Hydrangea (varieties)	C/LC/D/F
Holly (varieties)	Ilex (multi-varieties)	C/LC/E
Indian Hawthorne	Raphiolesis Indica	LC/E/F/H
Juniper (varieties)	Juniperus (multi-varieties)	C/LC/E
Japanese Barberry	Berberis thunbergii	C/LC/E/S
Nandina (varieties)	Nandina (varieties)	C/LC/E/F/S/H
Podocarpus	Podocarpus nana	C/LC/E/S
Rose Mallow	Hibiscus mosceutos	C/LC/D/F/H/N
Scarlet Rose Mallow	Hibiscus coccineus	C/LC/D/F/HN
Sea Ox-Eye	Borreichia Arborescens	C/LC/E/F/S/H/N
Spirea	Spirea (varieties)	C/LC/D/F/H
Summersweet	Clethra alnifolia	C/LC/D/F/H/N
Swamp Azalea	Rhododendron viscosum	C/LC/D/F/H/N
Swamp Rose	Rosa palustris	C/LC/D/F/H/N
Sweet Bay Magnolia	Magnolia virginiana	C/LC/F/H/N
Rose (varieties)	Rosa(varieties)	C/LC/E/F

Virginia Sweetspire	Itea virginica	C/LC/D/F/C/H/N
Yaupon Holly	Ilex Vomitoria Yuapon	C/LC/E/N
Wigelia	Wigelia	C/LC/E/F
Wintergreen Barberry	Berberis julianae	C/LC/E
Winter Daphne	Daphne odora	C/E/F

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## PERENNIALS

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Allium	Allium (varieties)	C/LC/D/F
Anemone	Anemone	C/LC/D/F
Aguilegia	Aguilegia	C/LC/D/F
Artemisia	Artemisia	C/LC/D/F
Aster	Aster (varieties)	C/LC/D/F
Astilbe	Astilbe	C/LC/D/F
Bee Balm	Monarda fistulosa	C/LC/D/F/H/N
Bergenia	Bergenia	C/LC/D/F
Black-eyed Susan	Rudbeckia hirta	LC/N/D/F/H
Blanket Flower	Gaillardia pulchella	C/LCN/D/F/H
Boneset	Eupatorium perfoliatum	LC/N/D/F/H
Carolina Marsh Rose	Abatia kennedyana	C/LC/N/D/F/H
Clamatis	Clamatis	C/LC/D/F
Catnip	Nepeta	C/LC/D/F/S
Coreopsis	Coreopsis	C/LC/D/F/H
Daffodils	Narcissus	C/LC/D/F
Daylily	Hemerocallis varieties	C/LC/D/F
Delphinium	Delphinium (varieties)	C/LC/D/F
Dianthus	Dianthus	C/LC/D/F
Digitalis	Digitalis	C/LC/D/F
Echinacea	Echinacea	C/LC/D/F
Eryngium	Eryngium	C/LC/D/F
Gaura	Gaura	C/LC/D/F
Gayfeather	Liatrix spicata	C/LC/D/F
Herb (varieties)	Herbaceous (verieties)	C/LC/E/D/F/H
Hibiscus	Hibiscus	C/LC/D/F
Hosta Lilly	Hosta varieties	C/LC/D/F
Heuchera	Heuchera (varieties)	C/LC/D/F
Iris (varieties)	Iris (varieties)	C/LC/D/F/H/N
Lavender	Lavendula varieties	C/LC/E/F
Ligularia	Ligularia	C/LC/D/F
Phlox	Phlox varieties	C/LC/E/F
Purple Coneflower	Echinacea purpurea	LC/N/D/F/H
Rogersia	Rogersia	C/LC/D/S
Russian Sage	Perovskia	C/LC/D/F
Salvia	Salvia (purple varieties)	C/LC/D/F
Scabiosa	Scabiosa	C/LC/D/F
Sea Shore Mallow	Kosteletzkya virginica	C/LC/D/F/H/N
Sea Side Goldenrod	Solidago sempervirens	LC/D/F/H/N
Sedum (varieties)	Sedum (varieties)	C/LC/D/F/S
Southern Lady Fern	Athyrium filix-femina	C/LC/D/S
Split-Beard Bluestem	Andropogon ternarius	C/LC/D/F/S/H/N
Verbena	Verbena	C/LC/E/F
Veronica	Veronica	C/LC/D/F
Yarrow	Achillea (varieties)	C/LC/D/F
Wild Ageratum	Eupatorium coelestinum	C/LC/D/F/S/H/N

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**ORNAMENTAL GRASSES**

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Blue Oat Grass	Helictorichon sempervirens	C/LC/D/F/S
Broomsedge	Andropogon virginus	C/LC/D/S/H/N
Corkscrew Rush	Juncus effusus 'spirallis'	C/LC/D/S/N
Fountain Grass	Pennisetum	C/LC/D/C
Horsetail	Equisetum hyemale	C/LC/D/N
River Oats	Chasmanthium latifolium	C/LC/D/S/H/N
Maiden Grass	Miscanthus (varieties)	C/LC/D/F/S
Muhly Grass	Sporobolus capillarisi	C/LC/D/F/S

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**GROUNDCOVERS**

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Ajuga	Ajuga (varities)	C/LC/E/F
Cotoneaster	Cotoneaster dammeri	C/LC/E/F/H
English Ivy	Hedra helix (varieties)	C/LC/E
Juniper(s)	Juniper (varieties)	C/LC/E
Periwinkle	Vinca (minor)	C/LC/E/F/H
Groundcover Rose	Rosea varieties	C/E/F/S
Verbena	Verbena	C/LC/E/F

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**VINES**

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Clematis	Clematis varieties	C/LC/D/F/S
Golden Trumpet Vine	Allamanda cathartica 'Hendersonii'	C/LC/E/F/S C/E/F/S
Climbing Roses	Rosea varieties	



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**WATERBRIDGE ARCHITECTURAL REVIEW  
SUBMITTAL FORM ONE - SCHEMATIC REVIEW REQUEST  
SUBMIT THIS FORM, (ONE PAGE) ONLY, TO:**

**By Either Regular Mail to: WATERBRIDGE HOMEOWNERS ASSOCIATION, INC.  
Attn: John Addison, CAMS 1612 Military Cutoff Rd, Ste 108, Wilmington, NC 28403, 910-538-3786.  
jaddison@camsmt.com**

*(YOU WILL BE NOTIFIED BY E-MAIL AS TO HOW TO MAKE FUTURE SUBMITTALS)*

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - S (Association Manager – Place Suffix –S on registration for this submittal.)  
Lot Street Address \_\_\_\_\_  
Lot Owner: \_\_\_\_\_  
Registrant Name\* (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Registrant Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ (w/area code)

**ALSO, CONFIRM THE FOLLOWING:**

I. Initials \_\_\_\_\_ Homeowner's fees have been paid to HOA through current year (include if not previously paid\*\*).

\* All correspondence with the ARC will be conducted through the person named here.

\*\* Make check out to the Waterbridge HOA and send by regular mail with this application form.

**OWNER ACKNOWLEDGES THAT THEY HAVE READ AND AGREE TO CONFORM TO THE  
COMMUNITY ARC GUIDELINES EDITION DATED ON THE BOTTOM OF THIS PAGE.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner Only

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Property Owner if jointly owned



**WATERBRIDGE ARCHITECTURAL REVIEW  
SUBMITTAL FORM TWO - DESIGN DEVELOPMENT REVIEW REQUEST  
SUBMIT THIS FORM, ONE PAGE, AND YOUR APPLICATION FEES ONLY, TO:**

**WATERBRIDGE HOMEOWNERS ASSOCIATION, INC.**  
**Attn: John Addison, CAMS 1612 Military Cutoff Rd, Ste 108, Wilmington, NC 28403, 910-538-3786.**  
**jaddison@camsmgt.com**

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ Lot Street Address \_\_\_\_\_  
Lot Owner: \_\_\_\_\_  
Registrant Name\* (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Registrant Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ (w/area code)

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

- I. Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year (include if not previously paid).
- II. Initials \_\_\_\_\_ Main dwelling Architectural Review fee: \$1,000.00.
- III. Initials \_\_\_\_\_ Modification to Existing Home, where building permit is required, \$325.00 fee attached.
- IV. Initials \_\_\_\_\_ Compliance Security Deposit for dwelling construction: \$2,500.00. (\$1500 for remodel)
- V. Initials \_\_\_\_\_ Road Bond for any new home or construction \$2,500.00\*\* (same for remodel)
- VI. Initials \_\_\_\_\_ Additional Plan Review In Office, \$150.00 fee is attached.
- VII. Initials \_\_\_\_\_ Additional On-Site Review, \$175.00 fee is attached.

\* All correspondence will be conducted through the person named here.

\*\* \$500.00 will be retained by the association as an impact fee for new home construction only.

OWNER(S) ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINE EDITION DATED ON THE BOTTOM OF THIS PAGE.

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

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

**THE FOLLOWING IS TO BE COMPLETED BY THE HOA ASSOCIATION MANAGER ONLY**

\$ \_\_\_\_\_ TOTAL ARC Review Fees: Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Paid By: \_\_\_\_\_

WBHOA Fees Current?  YES  NO

All Insurance Endorsements Attached?  YES  NO

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_



**SUBMITTAL FORM THREE**  
**MATERIALS OF CONSTRUCTION (TWO PAGES)**

**THIS FORM IS REQUIRED AT THE TIME OF THE  
CONSTRUCTION DOCUMENT REVIEW**

YOU WILL RECEIVE INSTRUCTIONS BY E-MAIL AS TO HOW TO SUBMIT THIS FORM. ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE \_\_\_\_\_

LOT #: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

**OWNER:** \_\_\_\_\_ CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

REGISTRANT NAME: \_\_\_\_\_ CURRENT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE (S) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

SOUTH CAROLINA ARCHITECT LICENSE NUMBER: \_\_\_\_\_ OR HORRY COUNTY LICENSE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

HEATED SQ. FT: \*1 1<sup>ST</sup> FLOOR \_\_\_\_\_ (SEE FOOTNOTE BELOW) 2<sup>ND</sup> FLOOR \_\_\_\_\_

OTHER: \_\_\_\_\_ SUBTOTAL \_\_\_\_\_ (Heated) SUBTOTAL \_\_\_\_\_ (Unheated under roof)

TOTAL SQ. FT. (ADD SUBTOTALS): \_\_\_\_\_ (Under Roof) DECK \_\_\_\_\_ SF

EXTERIOR MATERIALS: STATE MANUFACTURER, COLOR AND STYLE FOR EACH  
(provide a digital photograph of proposed material taken in normal daylight)

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR \_\_\_\_\_ STYLE: \_\_\_\_\_

WINDOW \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

1 The HEATED SQUARE FOOTAGE shall be measured to the inside face of the interior finish materials of the perimeter walls.

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 SHUTTERS (non-vinyl) \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE: \_\_\_\_\_

FIREPLACE? YES NO CHIMNEY MATERIAL: \_\_\_\_\_  
 UNVENTED GAS OR ALCOHOL FIRE PLACES AND EXPOSED METAL STACKS ARE NOT PERMITTED.

**CONFIRM THAT YOU ARE ALSO SUBMITTING THE FOLLOWING:**

- Initials: \_\_\_\_\_ **DESCRIPTION OF HOME AND AMENITIES:**  
 A complete set of plans and elevations, wall sections and details along with a full set of specifications for exterior finishes. Each drawing lists the lot number.
- Initials: \_\_\_\_\_ **A SITE PLAN:**  
 A Site Plan is provided as described under Article V of the ARC Guidelines.
- Initials: \_\_\_\_\_ **PRODUCT LITERATURE:**  
 Materials brochures photocopied and sent digitally, for each material.
- Initials: \_\_\_\_\_ **PHOTOS:**  
 a) Digital photos of the site, labeled as to location and orientation of the view.  
 b) Detailed photos of the full length of the street and curb especially showing any pre-construction damage.
- Initials: \_\_\_\_\_ **LANDSCAPE PLAN:**  
 A Landscape Plan submitted with a legend identifying all landscape elements, pools, patios and fences.
- Initials: \_\_\_\_\_ **VISUALLY PERMEABLE FENCES:**  
 Fences proposed herein comply with being visually permeable where required by these guidelines.

**EDITION DATE OF GUIDELINES USED FOR THIS SUBMITTAL IS AS NOTED IN THE FOOTNOTE TO THIS PAGE.**  
**THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.**

**I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the WATERBRIDGE HOMEOWNERS ASSOCIATION prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 45 days, or if not approved, with re-submittals for non approvals within an additional 45 days from my re-submittal, are at my sole expense.**

**OWNER(S) ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINE EDITION NOTED BELOW AND THAT THEY WILL ENSURE ALL SUB-CONTRACTORS ARE FAMILIAR WITH THE REQUIREMENTS FOR CONSTRUCTION IN WATERBRIDGE AND THAT WORK BY PRIME SUBCONTRACTORS WILL BE SUPERVISED BY LICENSE HOLDER. OWNER(S) UNDERSTAND THAT NO CHANGES TO THE APPROVED PLANS MAY BE MADE WITHOUT ARC APPROVAL IN WRITING.**

_____	_____
Lot Owner Signature	Date
_____	_____
Lot Owner Signature	Date



**SUBMITTAL FORM FOUR  
CONTRACTOR INFORMATION**

**THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST  
AND IS TO BE SIGNED BY THE OWNER AND THE GENERAL CONTRACTOR**

**GENERAL CONTRACTOR (LEGAL NAME):** \_\_\_\_\_  
**SOUTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**HVAC CONTRACTOR:** \_\_\_\_\_  
**SOUTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
**SOUTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_  
**SOUTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**LANDSCAPE CONTRACTOR:** \_\_\_\_\_  
**SOUTH CAROLINA LICENSE NUMBER:** \_\_\_\_\_ **LICENSE TYPE:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONES(S):** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_  
**NAME OF ON SITE SUPERVISOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ATTACH THE FOLLOWING TO THIS FORM:**

**Initials:** \_\_\_\_\_ **SITE MANAGEMENT DURING CONSTRUCTION:**

- a) A Drainage and Erosion Control Plan and including stone driveway.
- b) Show portable toilet, dumpster, and spoil locations.

**Initials:** \_\_\_\_\_ **CONFIRMATION OF INSURANCE:**

Attached are the insurance endorsements required by the Guidelines. Only one endorsement is needed when all primary subcontractors work for the General Contractor. For owners constructing the home without a general contractor, or who are working with a General Contractor but have separate prime contractors, insurance endorsements are required for all contractors separately and for an owner acting as the General Contractor.

**THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.**





***SUBMITTAL FORM FIVE***

***REQUEST FOR ON-SITE REVIEWS: LOT # \_\_\_\_\_***

*UPLOAD THIS FORM IN SAME MANNER AS SUBMITTAL THREE EACH TIME A REVIEW IS REQUESTED*

**1. PRE-CONSTRUCTION ON-SITE REVIEW:**

**A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE “WATERBRIDGE ARCHITECTURAL GUIDELINES”).**

**INCLUDE SUBMITTAL FORM FOUR AND INSURANCE ENDORSEMENTS ALONG WITH THIS FORM**

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD; SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE *PRIOR* TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW. NOTE: FAILURE TO INSTALL SAMPLE BOARD PRIOR TO THE FIRST ON-SITE REVIEW WILL AUTOMATICALLY REQUIRE AN ADDITIONAL SITE REVIEW AT AN ADDITIONAL EXPENSE TO THE PROPERTY OWNER. (SEE ARTICLE XII.)

THE CONTRACTOR SHOULD BRING TO THE REVIEW A PLAN SHOWING THE CONSTRUCTION RELATED ITEMS SUCH AS SILT FENCE, TOILET, DUMPSTER, TEMPORARY CONSTRUCTION ENTRANCE AND CONSTRUCTION FENCING. THIS CAN BE RED MARKED ON THE CONSTRUCTION SITE PLAN.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**3. FINAL REVIEW:**

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY BOND MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date



**SUBMITTAL FORM SIX**

**WATERBRIDGE FEATURED DESIGNER APPLICATION**

COMPANY NAME: \_\_\_\_\_ TEL: \_\_\_\_\_  
PRIMARY CONTACT \_\_\_\_\_ TEL: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ WEBSITE \_\_\_\_\_  
HORRY COUNTY BUSINESS LICENSE NUMBER: \_\_\_\_\_

PROVIDE INFORMATION FOR TWO OF YOUR SINGLE FAMILY RESIDENTIAL HOMES. SUBMIT DESIGN AND CONSTRUCTION DOCUMENTS IN PDF FORMAT FOR THESE TWO THAT DEMONSTRATE YOUR EXPERTISE.

HOME NUMBER ONE: MUST BE COASTAL COTTAGE STYLED HOME

1. Client Name: \_\_\_\_\_
2. Telephone: \_\_\_\_\_
3. Physical Address of home: \_\_\_\_\_  
\_\_\_\_\_
4. Total Heated Space: \_\_\_\_\_ Year Completed: \_\_\_\_\_
5. Attached are digital photos of completed home: YES \_\_\_ NO \_\_\_
6. Attached are PDFs of full document set: YES \_\_\_ NO \_\_\_
7. Total value of the home: \_\_\_\_\_
8. We provided on site construction services: YES \_\_\_ NO \_\_\_

HOME NUMBER TWO: MUST BE COASTAL COTTAGE STYLED HOME

9. Client Name: \_\_\_\_\_
10. Telephone: \_\_\_\_\_
11. Physical Address of home: \_\_\_\_\_  
\_\_\_\_\_
12. Total Heated Space: \_\_\_\_\_ Year Completed: \_\_\_\_\_
13. Attached are digital photos of completed home: YES \_\_\_ NO \_\_\_
14. Attached are PDFs of full document set: YES \_\_\_ NO \_\_\_
15. Total value of the home: \_\_\_\_\_
16. We provided on site construction services: YES \_\_\_ NO \_\_\_

I agree that the information submitted in response to my desire to be listed as a Featured Designer in Waterbridge may be posted on the ARC Consultant Website as well as the Waterbridge Community Website and in any publication promoting the Waterbridge community. I also agree that submitting this material does not guarantee that I will be listed as a Featured Builder on any website or publication.

**SIGNATURE OF PERSON MAKING SUBMITTAL AND WHO HAS OWNERSHIP OF THE SUBMITTED DOCUMENTS:**

\_\_\_\_\_  
DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_ TITLE: \_\_\_\_\_



ARCHITECTURAL REVIEW  
SUBMITTAL FORM SEVEN (one page)  
LOT INSPECTION AT SITE STAKING

(Note: All parties required to be on site at inspection)

1. Lot Number: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Homeowner: \_\_\_\_\_
4. Builder: \_\_\_\_\_

Site and Home Staked? \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash: \_\_\_\_\_

Sample Board: Materials on board? If No, explain: \_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other: \_\_\_\_\_

Electrical and Water Service to the site: \_\_\_\_\_

Existing Tree Protection: \_\_\_\_\_

Building Permit Posted: (Name Contractor) \_\_\_\_\_

NOTES: **Builder / Homeowner** are responsible for maintaining site: Builder/**Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained **WBARC** will have roadways cleaned and bill will be sent to the **homeowner**.

**Building materials delivered to the site:** If building materials delivered to the site spill onto roadway it is the responsibility of delivery company/ builder/**homeowner** to clear materials from roadway. If not cleared from roadway after notification by community management, **WBARC** will have roadway clean and bill the **homeowner**.

**Requirements for neighboring sites:** **Homeowner**/Builder must have written approval to place the following on adjoining properties: Dumpster, building materials, construction equipment, vehicle parking and landscaping materials. Damage to neighboring property will be responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.

Signatures: (note: representative required on site at time of review)

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

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

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

Photos on file? YES NO



**WATERBRIDGE**  
**ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM EIGHT (one page)**  
**LOT INSPECTION AT DRY-IN**

1. Lot Number: \_\_\_\_\_ Inspection Date: \_\_\_\_\_
2. Street Address: \_\_\_\_\_
3. Homeowner: \_\_\_\_\_
4. Builder: \_\_\_\_\_

Curbing: Any damage due to new construction: \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

\_\_\_\_\_

\_\_\_\_\_

Sample Board: Materials on home same as board? If No, explain: \_\_\_\_\_

\_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building materials stored: If on neighboring property is permission authorized? If No, explain:

\_\_\_\_\_

\_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain:

\_\_\_\_\_

\_\_\_\_\_

Landscape Elements as approved: If no, or plan not yet submitted, explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures: (note: representative required on site at time of review)

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

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

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

Photos on file? YES NO



ARCHITECTURAL REVIEW
SUBMITTAL FORM NINE (one page)
LOT INSPECTION AT FINAL REVIEW

- 1. Lot Number: Inspection Date:
2. Street Address:
3. Homeowner:
4. Builder:

Curbing: Any damage due to new construction:

Water Meter: Condition of cover and piping:

Type of protection:

Sewer System: Condition of cover and piping:

Type of protection:

Silt Fence Condition: Road Side

Interior property lines

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on home same as board? If No, explain:

General Condition of Roadway: Needs cleaning and/or other:

Building materials stored: If on neighboring property is permission authorized? If No, explain:

Exterior Home Massing and Details as approved: If no, explain:

Landscape Elements as approved: If no, or plan not yet submitted, explain:

Repair of neighboring property where used during the construction process?

Signatures: (note: representative required on site at time of review)

Homeowner: Date:

Builder: Date:

Is Security Deposit Authorized for release? Explain YES or NO:

Is there any outstanding claim with the contractor's insurance company with respect to community property pending resolution? If yes, explain:

WBARC: Date:

Photos on file? YES NO