



OLDE TABBY PARK COMMUNITY ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE  
BUILDING & DESIGN REQUIREMENTS

Adopted June 17, 2020

To contact the Olde Tabby Park Community Association, please visit:  
<https://oldetabbypark.org/contact-us/>

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# 1. PURPOSE AND PHILOSOPHY OF GUIDELINES

## A. INTRODUCTION

### OLDE TABBY PARK COMMUNITY ASSOCIATION

The Olde Tabby Park Community Association (OTPCA) Architectural Review Committee (OTPCA ARC, or “Committee” herein) would like to welcome you and congratulate you on your decision to become part of the Olde Tabby Park (OTP) Community.

The OTPCA ARC was established in accordance with our Governing Documents; therein you will note that the OTP Board is responsible for acting to preserve the natural beauty of the Community, as a pleasant and desirable environment. With this objective in mind, the OTPCA ARC has developed these Building and Design Requirements to assist the prospective resident and builder in the planning stages of a new home – or the exterior alteration of an existing house.

**Please note** that these Guidelines are applicable to both prospective new home owners in OTP, as well as those who already own property. For example, if you are considering removal of trees (of certain types and sizes) from your property, you need comply with pertinent provisions.

When you plan to build your new home in OTP, or modify the exterior of an existing house, the members of the OTPCA ARC are here to assist you, your builder and landscaper from the planning stages through the end of construction. These Guidelines were created and provided to guide and assist your building or modification processes.

The OTPCA ARC members strongly recommend that you and your builder become familiar with the contents of the Building & Design Requirements as the OTPCA ARC procedures are fully explained herein. The members are aware that you are anxious to begin building, and it is the goal of the OTPCA ARC to make every effort to expedite the review process. The Committee will meet as required and will promptly respond to all inquiries and submittals. The OTPCA ARC recommends you utilize the three-stage submittal process that has been developed to benefit you and your builder. The three stages are:

**Concept:**

A critical sketch plan review, which affords early feedback on the proposed design before a significant amount of time and money is invested.

**Preliminary:**

Based on input from the Concept plan review, these refined drawings will give you and the OTPCA ARC a definite look at what your home will look like.

**Final:**

The submittal of the working drawings to include colors, finishes and landscape plans.

If you have any questions while familiarizing yourself with the Building and Design Requirements, or at any other time, please do not hesitate to contact the OTPCA ARC and a member will respond as soon as possible.

## *B. OTPCA ARC – PURPOSE AND OBJECTIVES*

### **1. STRUCTURE**

The OTPCA ARC serves at the behest of the OTPCA Board. Members of the OTPCA ARC are appointed by the OTPCA Board.

A quorum of the OTPCA ARC will include the Chairperson of the OTPCA ARC, and six (6) additional members. Meetings of the OTPCA ARC will be held as required at the discretion of the Chairperson with at least ten (10) days' notice.

### **2. PURPOSE**

In order to preserve the natural beauty of OTP and its setting, to maintain OTP as a pleasant and desirable environment, to establish and preserve a harmonious design for the community, and to protect and promote the value of property, no building, fence, or sign, or other structure shall be erected, placed or altered until the proposed plans, specifications, exterior color or finish, plot plan (showing the proposed location of each building or structure drives, and parking areas), landscape plan and construction schedule shall have been approved in writing as hereinafter provided.

The OTPCA ARC has been established in accordance with the Governing Documents for the Olde Tabby Park Community, which are posted on the OTP website at <https://oldetabbypark.org/governingdocuments/>.

### **3. OBJECTIVES**

Architectural and design review shall be directed toward attaining the following objectives for OTP:

1. Preventing excessive or unsightly grading, erosion, and siltation of lot, marsh, neighboring properties ditches or any other areas. Preventing indiscriminate earth moving or clearing of property, removal of trees and vegetation which could cause disruption of natural water courses or scar natural landform.
2. Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot and with surrounding residential lots and structures do not unnecessarily block scenic views from existing structures or tend to dominate any general development or natural landscape.
3. Ensuring that the architectural design of structures and the materials and colors are visually harmonious with OTP's overall appearance with surrounding development, with natural

landform and native vegetation and with development plans officially approved by the OTPCA ARC.

## 2. OTPCA ARC: AUTHORITY AND REVIEW PROCESS

### A. *Architectural Review Committee*

The Governing Documents for OTP, which comprehensively address the composition and authority of the OTPCA ARC, are posted to the OTP website at [https://oldetabbypark.org/governing-documents/..](https://oldetabbypark.org/governing-documents/)

OTPCA ARC approval and the issuance of a Building Permit are only the first step in obtaining the necessary agency approvals for construction of a home. Complete sets of construction documents displaying the stamp of approval of the Committee must be submitted to Beaufort County to obtain a county building permit. Neither the OTPCA nor the OTPCA ARC assumes any liability for structural design or damage to adjacent properties during construction.

These guidelines are intended to assist property owners during the design, construction, or improvement of their residence while protecting the property values of all owners. It is the intent of the Committee that the individual property owners and their architect be given the greatest degree of flexibility possible while being committed to maintaining the quality of the neighborhood. As specified in the Governing Documents, these guidelines may be amended from time to time.

### B. *Review Process*

This process has been established to provide a systematic and uniform review of proposed construction. No site clearing, material deliveries, or construction may begin without first obtaining a Building Permit and stakeout approval.

The procedures of the Beaufort Country Building Department must also be followed. Obviously, submittal of drawings for review must occur early enough so as not to delay the construction schedule. The appropriate Architectural Review Committee application form (Appendix C) must be completed in full and accompany the submittal.

Along with the OTPCAARC application, permit fee and cash bond, if applicable, the following items are required for final review.

- a. Site Plan: A site plan shall be presented at a minimum 1/8" = 1' - 0" scale depicting site data which must include the following:
  - Property Line description
  - Designation of directional north
  - Location of house on lot
  - Location of all decks and porches
  - Drive and walks must include at least two (2) off street parking spaces.
  - Setback dimension on all four sides of house.
  - Topographic information showing existing and proposed grade contours
  - Proposed drainage plan

- Size, species and location of existing trees to be removed
  - All existing easements and rights-of-way
  - Location of screened HVAC and propane tank.
  - Percent of lot covered by building footprint.
- b. Landscape Plan: A landscape plan at a minimum 1/8" = 1' - 0" scale showing the location of the house, driveway, and walk with proposed landscaping concepts is required. The plan shall indicate all planting including proposed trees.

Trees – A fine not to exceed one thousand dollars (\$1,000.00) may be imposed by the Committee for each tree removed without written permission from the OTPCA ARC.

“No trees measuring two (2) inches or more in diameter at a point two (2) feet above ground level may be removed without the written approval of the Committee, unless located within ten (10) feet of the main dwelling or accessory building or within ten (10) feet of the approved site for such building. The Committee reserves to itself, its successors and assigns, the right and privilege to classify and designate any lot or lots as ecologically sensitive; and, in the discretion of the Committee, to regulate or prohibit the removal of any trees of any size and description located on any lot or lots so designed and classified.”

- c. Architectural Plans – A complete set of architectural and construction plans (complete with an Architect Seal) at a scale of 1/4" = 1'-0" shall be submitted and must contain the following information:
- Footing and foundation plan
  - Floor plan(s)
  - Building sections
  - Electrical plan
  - Elevation of all views
  - Details of construction
  - Total square feet of enclosed area on each floor
- d. Construction Specifications – A full set of specifications must be submitted defining the quality and type of exterior materials not identified on plans.
- e. Exterior Colors – Proposed colors of all exterior material including siding, trim, brick, roofing, stucco and lattice must be submitted on actual samples of materials.
- f. Construction Schedule – An estimated schedule of construction indicating the dates of commencement and completion must be submitted (maximum of twelve (12) months, including landscaping, for a house and nine (9) months for all other construction).
- g. For the protection of property value of all property owners and for some degree of assurance of quality construction by responsible and professional workers, a builder or general contractor will be required for approval of any house construction. The builder or general contractor must

be licensed to do business in the state of South Carolina. The name and license number must be provided with the application.

The above information must be submitted in duplicate including all forms and plans. One set of plans will be returned with approval noted for application to Beaufort County for a building permit. The other set of plans will be placed in an OTPCA permanent file. All required documents, fees, and cash bond must be submitted before any action is taken by the Committee.

The Committee will review these plans and a written reply will be sent to the applicant. The Committee will either grant initial approval with conditions, or state reasons for the disapproval of the project. If any plans are changed after approval the plans must be resubmitted, and received by the Committee with new approval issued before proceeding. Concept or final approval is valid for six (6) months from approval date. The construction period from start of construction to Certificate of Compliance may not exceed twelve (12) months for a house and nine (9) months for other construction.

#### *C. Stake-out Approval*

After final approval and prior to beginning and clearing or construction on any lot, the owner or builder must schedule a stakeout approval. A Committee Representative will review the stake-out of the construction including house location, driveway location, proposed tree removal, final grades, job sign and permit, job toilet, dumpster and date of construction start. Field adjustment may be required at time of stakeout approval.

#### *D. Certificate of Compliance*

A Certificate of Compliance is required at the completion of construction. In order to be in compliance, the following items must be completed and/or adhered to:

- a. The structure must be completed (including walks and drives) according to the approval of the Committee.
- b. Exterior colors shall conform to those approved by the Committee.
- c. Construction debris must be removed from the site.
- d. HVAC unit and propane tank must be screened from view.
- e. Temporary facilities (power pole, portable toilet, etc.) and contractor sign must be removed from the site.
- f. An approved mailbox must be installed (if applicable).
- g. Landscaping must be completed as approved.

- h. House number must be on house and visible from road.
- i. Road and roadsides must be repaired to pre-construction conditions.

If at the end of twelve (12) months the construction is not completed and in compliance, the Committee may take legal action to insure compliance.

#### *E. House Improvement Review*

As stated in the Governing Documents, any exterior changes, alterations, or additions must be approved by the Committee, unless said changes are deemed normal exterior upkeep such as painting, roofing, deck staining, shrubs, trees and shutters as long as the replacement or repainting is done with “like” materials and colors. The following are required for review:

- a. A completed application form indicating that is it an application for improvements along with permit fee and cash bond if applicable.
- b. Site plan showing existing structures, setbacks, property lines, and the proposed improvements, as well as any other pertinent information.
- c. Architectural plans at 1/4" = 1' -0" sufficient to adequately explain the proposed addition or alteration.
- d. Exterior colors of all exposed exterior materials. Samples will be required in order to assure that any new addition will match the existing structure.
- e. The following must be brought into compliance when doing significant alteration, additions, etc.
  - Skirting
  - Mailbox
  - Screened HVAC unit and propane tank
  - Finish on exposed wood and concrete block
  - Driveway border
  - Landscape
  - Number on house
  - Emergency access and egress
  - Garage doors

As with new construction, two sets of drawings must be submitted. After reviewing the project, The Committee may request additional information or alterations to the proposed plan before granting final approval. A Building Permit is required to be displayed at site.

A Certificate of Compliance is required at the completion of construction.



### 3. DESIGN GUIDELINES

The goal of these guidelines is to produce a balanced environment by matching and blending human needs with, rather than imposing them on, the natural environment. While there is a strong desire to encourage freedom of individual expression in the development of the land and building, it must be tempered by those “protections” which are mutually advantageous to all property owners in OTP.

#### A. *The Building Site*

The design process should begin by considering the constraints, and opportunities of the site. The following should be taken into account during the design process:

- Existing Topography
- Existing Vegetation
- Views
- Sun orientation
- Prevailing wind
- Drainage
- Driveways and parking
- Utilities and easements
- Setbacks
- Adjacent structures
- Proposed landscaping & maintenance
- Neighborhood environment

(Neighborhood, for purpose of the OTPCA ARC guidelines, will mean within the same numbered subdivision where the lot is located).

#### 1. Setbacks

Specific setback lines are established by guidelines. Houses should be located so that maximum view and breeze will be available to each house. The structures should be sited with regard to the ecological constraints and topography of each individual lot. The Committee may require the roofed portion of the house to line up with roofed portions of adjacent houses in certain instances. The Committee reserves the right to control absolutely and solely the precise location of any house or dwelling. As mentioned previously, a stakeout approval is required prior to any clearing or construction on a site, thus allowing for field adjustments if needed.

#### 2. Easements

The Governing Documents reserve a ten (10) foot utility easement at the rear, front and one side of each lot. Construction is normally not allowed in these easements. No construction including overhangs, HVAC units, fences, etc. is allowed in view easements.

#### B. *Architectural Design*

It is necessary during the design process to consider: mass; roof form; window and door articulation; material, finishes and colors in addition to site constraints. As OTP grows, the relationship of each residence to its neighbor will become increasingly important and should play an integral role in the design process. In addition to the general design principles, the following are required:

### 1. Size of Structure

All dwellings must meet community minimum and maximum size standards, subject to final approval by the Committee.

No building may exceed thirty six (36) feet in height from average existing grade and final grade to the peak of the roof.

Footprint of buildings should not exceed forty (40) percent coverage of the area of the lot. Maximum two story building height.

### 2. Skirting and Garage Doors

A sixty (60) percent solid continuous skirting is required around open foundations, except under porches and decks (i.e. lattice with no more than forty (40) percent total open area between boards). Garage doors and gates are required at openings.

### 3. Exterior Finishes

All exterior wood, except for deck flooring and step treads, must have a solid paint or stain finish. All exterior exposed concrete block must have stucco or brick finish.

### 4. HVAC and Propane Tank Enclosures

Exterior HVAC/propane units must be screened from view with a minimum sixty (60) percent solid continuous screening (i.e. lattice with no more than forty (40) percent total open area between boards).

### 5. Exterior Lighting

All exterior lighting shall be designed and installed as so not to disturb neighbors nor impair vision of traffic on nearby streets.

### 6. Driveways and Parking

Each lot shall have off-street driveway parking spaces for at least two (2) vehicles.

### 7. Landscaping

A landscaping plan shall be prepared by persons with competent knowledge of planting design, plant materials and the use of those materials. The Committee reserves the right to reject any designer it deems not competent to prepare acceptable landscape plans. The plan shall include a plant list showing the identification symbol for the particular plant, including not less than two (2) specimen trees of at

least four (4) inches in diameter, the botanical and common name of the plant, the size, plant spacing and any particular notes with regards to that particular plant. All tree sizes shall be specified by height, spread and caliper size for single trunk trees. All shrubs shall be specified by height or spread and gallon size. Specifications shall include a performance specification for irrigation, drainage notes, plant quality and any other necessary information to impart design intent. All sodded and planted areas must be irrigated with fully automatic system and pop up heads in sodded and low growing ground-covered areas. The plan shall identify and attempt to utilize existing natural flora in the design.

#### 8. Emergency Access and Egress

At least one set of medical access and egress steps required. If the only set of exterior medical egress steps has a greater than forty five (45) degree turn, then it must have a minimum six foot by six foot (6'x 6') landing area or equivalent square footage to allow for the turning of a stretcher.

#### 9. Drainage

Existing drainage shall not be changed to divert flow onto neighboring lots. Drainage will be allowed to flow to an appropriate area; such as existing drainage, ditch, lagoon, wetland, drainage, and easement and/or a retention area on the lot. Driveways shall use swale or pipe at roadway so as not to block existing drainage. Committee approved drainage system shall be installed during initial grading and prior to the start of foundation construction. After approved drainage system is installed it shall be maintained throughout construction.

### C. *Miscellaneous*

#### 1. Antennas and Satellite Dishes

The Governing Documents do not permit exterior TV or radio antennas, receivers, or senders. Therefore, since antennas and satellite dishes are prohibited within individual family lots the Architectural Review Committee does not have the authority to approve them. However, provisions of 1996 Telecommunications Law banned unreasonable restrictions to homeowner's association covenants that will prevent use of small satellite dishes. Thus, if an owner installs a satellite dish one meter or smaller, in diameter the Committee requires that it will be installed in the most inconspicuous location out of public view. If it is necessary that the dish be in a conspicuous location that is visible to the public in order to receive an acceptable quality signal, then the dish shall be screened with lattice or vegetation or painted to blend into the background on which it is mounted.

The above allowance for satellite dish installation does not apply to exterior TV or radio antennas, receivers or senders or satellite dishes over one (1) meter in size; such are dealt with in the OTP Governing Documents.

#### 2. Mailboxes

Mailboxes must be maintained consistent with the approved mailbox design. Newspaper boxes not a part of the approved mailbox design are not allowed.

### 3. House Numbers

Minimum three (3) inches tall, raised or routed, contrasting approved color, address numbers that are clearly visible from the road are required on house or garage.

### 4. Fences

Fences will be considered and must generally meet the following basic requirements. Note that the ultimate decision on fence placement lies within the authority of the ARC.

a. An official survey of the property shall be completed that clearly delineates the boundaries of the property. The proposed fence location shall take into consideration the topographical constraints, easements, etc. that may exist on the individual lots. The proposed location of the fence shall clearly be shown on the survey plot.

b. The proposed fence location shall generally not come forward from the back of the house. Property shape and adjacent property structural lay-outs will be considered so undue burden is not placed on any homeowner.

c. ARC shall adhere to all covenant easements when approving proposed fencing.

d. Decorative metal fencing is required and shall be black in color. No wood or plastic.

## 4. CONSTRUCTION GUIDELINES

All residential construction will be under observation by the Committee. Field inspections conducted by the Committee during construction will insure that the contractor and owner are adhering to these guidelines and the Governing Documents. A final inspection for a Certificate of Compliance will occur only after all construction is completed. Entering upon lot or into building under construction shall not constitute a trespass.

### A. *Required Before Construction*

Prior to beginning any clearing, grading or construction, the following must be completed:

1. Obtain final approval for construction and a Building Permit from the Architectural Review Committee.
2. Obtain an approval of site stakeout.
3. Obtain all Beaufort County and other required agency permits.
4. Erect a job site and clearly post all building permits so that they are visible from the road. Note that every construction site must have a freestanding sign identifying the contractor and displaying all building permits. The total area of the sign may not exceed twelve (12) square feet and may be placed on lot no closer than fifteen (15) feet and parallel to the edge of the street. No other signs (including subcontractors, termite, etc.) are permitted.

No signs or permits shall be attached to trees.

5. Builder must provide insurance certificate(s) demonstrating proof of General Liability. In addition, Workers Compensation certificates are required for any contractor or subcontractors utilizing five (5) or more workers on the job site.
6. Builder must work with the Committee to create a suitable parking plan for all on-site construction vehicles to ensure clear passage of all roadways in OTP. Parking plan must be clearly communicated to all sub-contractors during the building process.

### B. *Required During Construction*

1. Each construction site is required to have a job toilet placed on lot at least twenty five (25) feet from edge of the street in an inconspicuous location with the door facing away from the street.
2. Each contractor is responsible for maintaining a clean and orderly job site as well as for any materials, trash, or debris falling from vehicles *en route* to or from the construction site. All construction materials must be stored in a neat and orderly manner and must be kept totally within the property lines and at least twenty five (25) feet from the edge of street. Likewise, all debris and trash must be placed in a job site dumpster to be emptied when level with top. No open burning on construction site.
3. One temporary storage structure or trailer, no larger than ten by ten by eight (10 x 10 x 8) feet high, may be used as office or to store materials. Storage structures or trailers may not be used as living quarters on single-family residential job sites.

4. Temporary utilities shall be installed in a neat manner. Temporary power poles must be installed plum and not utilized for the placement of signs.
5. During construction, trees, and natural areas must be protected (by barricades if necessary).
6. Construction workers including all sub-contractors shall confine the parking of their vehicles to the construction site. Vehicles shall be parked only on future driveway or parking area to avoid damage to existing vegetation.
7. Any damaged road or roadside must be repaired to pre-construction conditions.
8. Owners and contractors are responsible for seeing that their construction workers, subcontractors, and suppliers obey all traffic and security regulations of Cat Island.
9. The normal hours allowed for construction are 7:30 a.m. to 7 p.m., Monday through Friday. If it is necessary for construction workers, subcontractors or suppliers to be on the site before or after hours or on Saturday or Sunday all contractors must arrange for a special pass. There will be no workers, subcontractors, or suppliers allowed on the property on holidays. Passes will only be considered for extreme circumstances and will not be given out on a regular schedule.
10. No outside noise allowed on Construction sites before or after normal working hours, or on Saturday, Sunday or Holidays.
11. No loud or offensive language or excessive noise is allowed on the construction site. Radios or similar devices are permitted only if they cannot be heard beyond the construction site property lines.
12. Drainage system shall be established during initial grading and prior to the start of foundation construction. Drainage system shall be maintained throughout construction.
13. Because Cat Island is a private community, contractors and their employees, subcontractors, or suppliers shall not have the use of any of the private facilities including the Tennis and Golf Clubs, restaurants, swimming pools, fishing areas or any other areas designated for exclusive use of property owners or their guests.

## 5. APPENDIX - FORMS

### A. SUBMITTAL INSTRUCTIONS, FEES AND FINES

#### Submittal:

Documents and other items stated herein must be received by the OTPCA ARC Chairperson by 5:00 PM the Tuesday prior to the meeting. If not received by 5:00 PM, it may be deferred to the next meeting of the OTPCA ARC.

#### Fees:

\$500: New house.

\$300: Addition, alteration, garage or etc. costing \$25,000 and up.

\$200: Addition, alteration, garage or etc. costing \$5,000 to \$24,999

\$100: Addition, alteration, garage or etc. costing under \$5,000

\$100: Demolition without construction

No Fee: Re-roofing, repainting, shutters (including hurricane shutters), awnings, decorative artwork, or maintenance repairs (Permit required). Two hundred dollars (\$200): fee for after the-fact color changes or decorative artwork.

The above fees are doubled for an after-the-fact application (started construction prior to approval).

The above fees in no way void, limit, or replace the OTPCA ARC's right to further enforce aspects of property owner's behavior or performance as defined in our Governing Documents, or to impose additional fees.

Bond: A five thousand dollars (\$5,000) cash bond is required with an application for a new house final review. A four thousand dollars (\$4,000) cash bond is required with an application for any addition, alteration, garage, etc. with an estimated cost of twenty five thousand dollars (\$25,000) and up. A three thousand dollar (\$3,000) cash bond is required if estimated cost is five thousand dollars (\$5,000) to up to not exceeding twenty five thousand dollars (\$25,000). For estimated costs of less than five thousand dollars (\$5,000), a five hundred dollar (\$500) cash bond is required. Cash bond will be returned at the completion of construction, including landscaping when applicable, minus any fines deducted.

Fines:

1. Clearing or starting construction without stake out approval; three thousand dollars (\$3,000).
2. Removing tree without permission; one thousand dollars (\$1,000) per tree.
3. Making change to construction that alters exterior appearance without obtaining Committee approval; one thousand dollars (\$1,000) for each change.
4. No job toilet; twenty five dollars (\$25) each day.
5. No job sign, improper installed sign, or improper sign; twenty five dollars (\$25) each day.
6. No job site dumpster; twenty five dollars (\$25) each day.
7. Not having a clean or orderly job site; twenty five dollars (\$25) each day.
8. Not having OTPCA ARC permit posted properly; twenty five dollars (\$25) each day.
9. Not protecting trees or natural areas; twenty five dollars (\$25) each day.
10. Construction workers vehicles parked off construction site; twenty five dollars (\$25) each day.
11. Excessive noise on job site; twenty five dollars (\$25) each day.
12. Contractors, their workers or suppliers using private facilities designated for exclusive use of property owners; one hundred dollars (\$100) each day.
13. Outside noise from job site before or after hours or on Saturdays, Sundays, or holidays; one hundred dollars (\$100) each day.
14. Not completing construction, including landscaping where applicable, within twelve (12) months of start of construction for a house and within nine (9) months of start of construction for other construction; twenty five dollars (\$25) each day.
15. Not repairing damaged roads or roadside to pre-construction conditions within two weeks of notification by the OTPCA ARC; fifty dollars (\$50) each day.

16. Failure to install and/or maintain drainage system throughout construction; fifty dollars (\$50) each day.

The above fines in no way void, limit or replace the OTPCA Board's right to further enforce the provisions in the Governing Documents or these guidelines or to impose additional fines. If fines exceed the amount of the cash bond the additional fines must be paid prior to a certificate of compliance being issued.



*B. OTPCA ARC CERTIFICATE OF COMPLIANCE*

Approved	Not Approved	
<input type="checkbox"/>	<input type="checkbox"/>	Completed in compliance with approval.
<input type="checkbox"/>	<input type="checkbox"/>	Construction debris removed.
<input type="checkbox"/>	<input type="checkbox"/>	Temporary facilities and signs removed.
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping & drainage system completed.
<input type="checkbox"/>	<input type="checkbox"/>	Exterior colors as approved.
<input type="checkbox"/>	<input type="checkbox"/>	Approved mailbox installed
<input type="checkbox"/>	<input type="checkbox"/>	HVAC/Propane unit screened from view.
<input type="checkbox"/>	<input type="checkbox"/>	House number on house
<input type="checkbox"/>	<input type="checkbox"/>	Road and roadsides repaired

When the above items are completed and ready for final inspection, return this form with the following information completed. A member of the Architectural Review Committee will issue the Certificate of Compliance after an on-site inspection. No request for Certificate of Compliance will be taken by telephone. The Certificate of Compliance must be requested prior to twelve (12) months after the start of construction of a house and nine (9) months on other construction. All items must be approved prior to deadline.

Date Permit Issued: \_\_\_\_\_

Lot: \_\_\_\_\_  
LOT #
TYPE OF CONSTRUCTION

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

NAME \_\_\_\_\_

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

OLD TABBY PARK ADDRESS \_\_\_\_\_

CITY STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

The structure(s) on the above noted lot has (have) been found to be in compliance with the Governing Documents, guidelines, and approvals except as noted above.

Signed: \_\_\_\_\_ Chairperson, OTPCA ARC

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

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_

C.

*BUILDING PERMIT APPLICATION*

**Type of construction applied for:** \_\_\_\_\_

**Owner:**

Name: \_\_\_\_\_ Lot #/Street \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

**Builder:**

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

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

**Architect:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

Estimated Construction Dates: \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_ Square footage: \_\_\_\_\_

Setbacks: front, \_\_\_\_\_ rear, \_\_\_\_\_ right, \_\_\_\_\_ left, \_\_\_\_\_

Heated 1<sup>st</sup> Floor \_\_\_\_\_

Heated 2<sup>nd</sup> Floor \_\_\_\_\_ Porches \_\_\_\_\_

Decks \_\_\_\_\_ Garage \_\_\_\_\_

Height from Grade to Roof Peak \_\_\_\_\_

**Exterior Treatment:**

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

Skirting Material \_\_\_\_\_ Color \_\_\_\_\_

Wall Material \_\_\_\_\_ Color \_\_\_\_\_

Trim Material \_\_\_\_\_ Color \_\_\_\_\_

Door Type \_\_\_\_\_ Color \_\_\_\_\_ Rail

Material \_\_\_\_\_ Color \_\_\_\_\_

Roofing Material \_\_\_\_\_ Color \_\_\_\_\_

Soffit & Fascia Material \_\_\_\_\_ Color \_\_\_\_\_

Shutter Material \_\_\_\_\_ Color \_\_\_\_\_ Mailbox

Color \_\_\_\_\_

**Check List to Submit Application:**

Two Complete Sets of Plans

Two Sets of Site Plan

Two Sets of Landscape Plans

Two Sets of Specification

Permit Fee  \$ \_\_\_\_\_ Cash Bond  \$ \_\_\_\_\_

Separate checks for permit fee and cash bond are due and made payable to Olde Tabby Park Community Association, Inc., referencing your property and the OTPCA ARC, along with your application.

Please send these items to the Olde Tabby Park Community Association, to the mailing address shown on the Contact Us page of our website (<https://oldetabbypark.org/contact-us/>) .

I, the undersigned, have read the OTPCA ARC guidelines and agree to comply with all of its requirements and standards and to pay any fines levied against cash bond for non-compliance.

Owner's Name – Printed (Required)

\_\_\_\_\_

Owner's Signature (Required)

\_\_\_\_\_

Date Submitted \_\_\_\_\_

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

- Application Completed in Full and Signed by Owner (Required)
- Permit Fee
- Cash Bond (If Required)
- Colors On Samples of Material
- Site Plan (2 each) with Architect Seal
- Property Line Description
- Directional North
- Location of House on Lot
- Location of Decks and Porches
- Location of Drives and Walks
- Setback Dimensions
- Existing and Proposed Grade Contours
- Drainage Plan
- Trees to be removed
- Easements and Rights-of-Way
- Septic Tank and Drain Field Location
- HVAC Unit/ propane tank Location
- Percent of Lot Coverage by Building Footprint
- Landscape Plan (2 each)
- Proposed Planting
- Irrigation Specifications
- Architectural Plans (2 each)
- Footing and Foundation Plan
- Floor Plan(s)
- Building Sections
- Electrical Plan
- All Elevations
- Special Details
- Total Square Feet on each Floor
- Total Height from Existing Grade to Peak of Roof
- Construction Specifications (2 each)
- Exterior Materials
- Driveway Material
- Walkway Material

E.

*STAKE OUT APPROVAL*

ITEM	Approved	Not approved	Approved with Changes	Changes		
Structure layout						
Driveway layout						
Tree removal						
Final grade						
Elevations						
Job sign and permits						
Job toilet						
Dumpster						
Parking						

The Owner or Builder must be present to meet with ARC member for stakeout approval. Stakeout of structure location, driveway location, proposed tree removal and final grade elevation must be discussed and approved.

Date of Construction Start: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Owner:

Name: \_\_\_\_\_ Lot #/Street \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

The stakeout approval was found to be acceptable except as noted above.

Signed by: \_\_\_\_\_ (OTPCA  
ARC Chairperson)

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

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F.

*PROJECT CHANGE ORDER*

To: OTPCA ARC Date: \_\_\_\_\_

Project Change Request No. \_\_\_\_\_

Brief description of change(s) from ARC approved plans. (Attach revised or marked up plans for proposed change)

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**Owner:**

Name: \_\_\_\_\_ Lot #/Street \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

**Builder:**

Name: \_\_\_\_\_ SC License# \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

**Architect:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_

G.

*CHANGE OR MODIFICATION TO EXISTING RESIDENCE*

To: OTPCA ARC Date: \_\_\_\_\_

Project Change Request No. \_\_\_\_\_

Brief description of change(s) from OTPCA ARC approved plans. (Attach revised or marked up plans for proposed change)

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**Owner:**

Name: \_\_\_\_\_ Lot #/Street \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

**Builder:**

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

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

**Architect:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_



H.

FENCE REQUEST

Owner:

Name: \_\_\_\_\_ Lot #/Street \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

Required to be submitted with this request:

- 1. Current survey completed after March 1, 2021
- 2. Outline of requested fence location including gates  
\*\*Must be a gate on the golf course side\*\*
- 3. Justification if altering the layout of the fence.

- 
- 4. Approval from adjacent neighbor if the fence will be used by both parties .
  - 5. Provide a picture sample of the fence being approved.

Signed by: \_\_\_\_\_

(Owner or Rep)

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

ARC Member approval

Has the following been completed:

- 1. Current survey completed after March 1, 2021 (YES) (NO)
  - 2. Outline of requested fence location including gates (YES) (NO)  
\*\*Must be a gate on the golf course side\*\*
  - 3. Justification if altering the layout of the fence. (YES) (NO)
  - 4. Approval from adjacent neighbor if the fence will be used by both parties . (YES) (NO)
  - 5. Provided a picture sample of the fence being approved. (YES) (NO)
- \*\*Approved (YES) (NO)

Signed by: \_\_\_\_\_

(ARC Board Member)

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