

EXHIBIT E CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION



Submittal requirements for additions, alterations or renovations may vary depending upon the nature and scope of the project. The ARB can permit the submittal of more or less information than outlined below as may be necessary for the review. Generally, the following will need to be submitted for review. Prior to submitting your Major or Minor change request, please review the table below for the classification of Major or Minor and the required attachments.

Modification or Enhancement	Major Change	Minor Change	Site Plan w/elevations	Landscaping Plan	Demolition Specifications	Cut Sheets	Material Samples	Color Sample	Photograph of Existing structure	Georgetown Permit Forms	Ready to Submit
Changing Footprint of Deck / Patio	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Changing Footprint of Driveway	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Chimneys (Add / Remove)	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input type="checkbox"/>				
Expanding Roof Coverage	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extension Under Roof	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Garage Addition	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoor Kitchen (Covered)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>				
Solar Panels	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Swimming Pool	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doors / Windows / Garage Door		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Driveway Replacement		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Window Replacement		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Roof Replacement		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Enclosing Existing Porch		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Fence / Knee Wall / Service Yard		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Fencing and Walls		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Flagpoles		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Gutters and Downspouts		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Hot Tub / Jacuzzi		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Landscaping / Plantings **		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Outdoor Lighting		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Painting / Staining / Coating ***		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Permanent Fire Pits		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Play Equipment		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Propane Tank Replacement / Add		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Shutters / Awnings / Gazebos		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Tree Removal / Canopy Trimming		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* Above ground propane tanks only

** Requires comprehensive Plant list cross referenced to landscape plan

*** Color selections muted tones from the Historic Colors of Charleston Sherwin Williams color palette

EXHIBIT F MAJOR CHANGE APPLICATION FORM



NO APPLICATIONS WILL BE PROCESSED OR CONSIDERED UNLESS FEES AND DEPOSITS HAVE BEEN PAID AND ALL REQUIRED ATTACHMENTS ARE INCLUDED. FAILURE TO PROPERLY SUBMIT DETAILS AND SPECIFICATIONS MAY RESULT IN DELAY AND/OR RE-SUBMITTAL OF APPLICATION. PLEASE REFER TO EXHIBIT E – CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION AND EXHIBIT A FEES AND DEPOSITS SCHEDULE

Date: _____ Admin Fees Attached: \$ _____

Community Impact Fee: \$ _____ Construction Deposit: \$ _____ Landscape Deposit: \$ _____

Property Owner(s): _____

Address: _____

Phone: _____ Email: _____

Description of Proposed Major Change: (Supported by attachments required from Exhibit H)

Reason for Change:

Name of ALL Companies Completing Proposed Work: (Landscape, builder, electrician etc.)

OWNER'S COMPLIANCE STATEMENT: This is to verify that the appearance and condition of my home and yard are and will remain in compliance with ARB Guidelines and Willbrook Plantation Covenants and Restrictions and that I have read the ARB Guidelines. **ARB PERMIT WILL BE DISPLAYED IN FRONT WINDOW DURING ENTIRE PROJECT**

Owner's Signature: _____ Date: _____

For Internal Use by Waccamaw Management ARB

Onsite Inspection Conducted by: _____ Date: ____/____/____

Date Received: ____/____/____ Approved Denied Conditional Approval Date: ____/____/____

Conditions / Comments: _____

EXHIBIT G MINOR CHANGE APPLICATION FORM



NO APPLICATIONS WILL BE PROCESSED OR CONSIDERED UNLESS FEES HAVE BEEN PAID AND ALL REQUIRED ATTACHMENTS ARE INCLUDED. FAILURE TO PROPERLY SUBMIT DETAILS AND SPECIFICATIONS MAY RESULT IN DELAY AND/OR RE-SUBMITTAL OF APPLICATION. PLEASE REFER TO EXHIBIT E – CHECKLIST FOR MAJOR & MINOR CHANGE APPLICATION.

Date: _____ Fees Attached: \$ _____

Property Owner(s): _____

Address: _____

Phone: _____ Email: _____

Description of Proposed Minor Change: (Supported by attachments required from Exhibit H)

Reason for Change: _____

Name of ALL Companies Completing Proposed Work: (Landscaper, builder, electrician etc.)

OWNER'S COMPLIANCE STATEMENT: This is to verify that the appearance and condition of my home and yard are and will remain in compliance with ARB Guidelines and Willbrook Plantation Covenants and Restrictions and that I have read the ARB Guidelines. **ARB PERMIT WILL BE DISPLAYED IN FRONT WINDOW DURING ENTIRE PROJECT.**

Owner's Signature: _____ Date: _____

For Internal Use by Waccamaw Management ARB

Onsite Inspection Conducted by: _____ Date: ____/____/____

Date Received: ____/____/____ Approved Denied Conditional Approval Date: ____/____/____

Conditions / Comments: _____



Please remember that all contractors, are guests of the Willbrook Plantation Community Association. We ask that you conduct yourself with good manners and require the same of your subcontractors and suppliers. **Please review these two pages, sign and return a copy to Waccamaw Management at ARB@willbrookplantationSC.com**

1. **All contractors, subcontractors and material suppliers must use the Willbrook Front Gate on Willbrook Blvd/Tidewater Drive to access the community. DO NOT ATTEMPT TO ENTER THE REAR OWNERS GATE.** It is possible to EXIT through the back gates.
2. All contractors, subcontractors and suppliers must obtain and display a Visitor pass from the Guard House.
3. Speed limit inside the community is **25 MPH**. Please inform all subcontractors and suppliers of this speed limit.
4. Access is allowed **only** to the properties where you are currently working. Contractors are not allowed to use any of the facilities of the community, including lakes, pools and/or wildlife areas.
5. **Do not feed or molest alligators** – maximum fine is \$200.00. If you have a nuisance alligator at your job site, please contact Waccamaw Management immediately and they will contact the Wildlife Department.
6. Construction site must be kept clear of trash at all times. **Dumpsters** are mandatory on site at all times during the construction process. Loose trash that may be scattered by wind must be contained.
7. Construction site must be cleared of construction debris and policed before the crew leaves **each day**.
8. **No burning** of trash on the property is allowed.
9. No construction site signage is permitted without approval of the ARB. One approved sign may be placed on each site. Signs must be removed when the Certificate of Occupancy for the home is issued.
10. Street rights-of-way are not to be used for storage of materials or parking.
11. All portable toilets are to be located a minimum of 35 feet from the curb line. The toilets must be screened as much as possible from the street and/or adjacent neighbors.
12. Parking must be contained to the construction site. If that is impossible, please contact the ARB office for a designated parking location.
13. No parking or driving on pedestrian or golf cart paths.
14. Walking, bike and golf cart paths must be kept clear, clean and unobstructed at all times.
15. Radio noise must be kept to a minimum.
16. **Hurricane Preparation (after a Hurricane Warning has been issued)**
 - Remove dumpsters from work site.
 - Remove portable toilets from work site.
 - Secure all materials and equipment which cannot be removed from work site.
 - Be prepared to leave when evacuation orders are given.
17. **After storm clean-up**
 - Each contractor is responsible for cleanup of his work site – including neighboring lots where trash and materials might have been blown by the wind.
 - After an evacuation, you must contact Waccamaw Management for an emergency pass to enter the property.

Construction hours are as follows:

Monday through Friday	7:00 am. to 6:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday / Public Holidays	NO WORK

Failure to abide by these rules will result in the following actions:

Working past 6:00 p.m. weekdays / 5:00 p.m. Saturday or at any point on Sunday or a Major Public Holiday

First Offense: \$100.00 fine and/or suspension from property.

Second Offense: \$250.00 fine and suspension from property. These fines will be levied against the construction deposit for each property.

If damages to posts, landscaping or grass are incurred by attempting entry through the back gate repair costs will be charged against the construction deposit.

If the management company is forced to clean up a job site or contract with another firm to have a site cleaned up, the Contractor will be charged \$500.00 for the clean-up fee.

The **Owner** of the property is ultimately responsible for the actions of his or her contractor with respect to the construction of the owner's residence. A violation of any of these rules results in the property owner being contacted immediately for their assistance in bringing the construction site into compliance.

I have read and understand the above rules for Willbrook Plantation Community Association

Signature of Property Owner	Date
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I have read and understand the above rules for Willbrook Plantation Community Association. I understand that I am responsible for the actions of my General Contractor, his subcontractors and vendors.

Signature of General Contractor	Date
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I have read and understand the above rules for Willbrook Plantation Community Association. I understand that I am responsible for my actions, all subcontractors and vendors.

For Internal Use by Waccamaw Management ARB

Date Received: / /