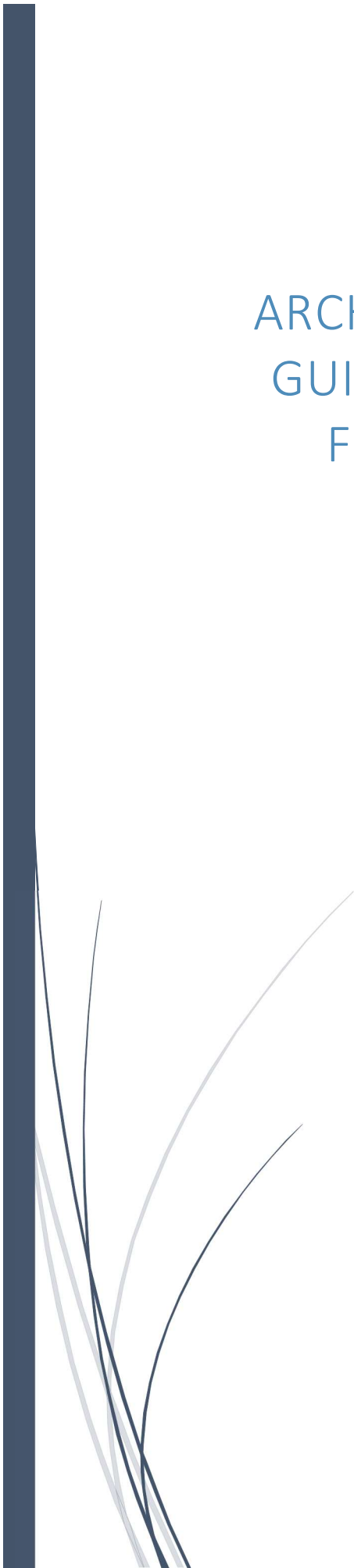
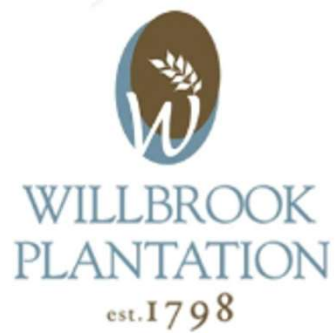


# ARCHITECTURAL REVIEW BOARD GUIDELINES AND PROCEDURES FOR NEW CONSTRUCTION

UPDATED SEPTEMBER 10, 2025



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All Checklists and Forms, also available on [www.willbrookplantationsc.com](http://www.willbrookplantationsc.com) – New Construction Packet

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## 1. OVERVIEW

### 1.1 FORWARD

Welcome to Willbrook Plantation. This guide has been prepared to help property owners, their residential design consultants and builders create and present for review plans that are appropriate to the Willbrook community.

The Willbrook community honors the Plantation’s history as the site of three colonial rice plantations by featuring generously sized homesites frequently interspersed with open spaces. Designs strongly reflect the traditional and stately architectural forms and details of Colonial times in the Lowcountry that complement the community plan.

It is the intent of the Architectural Review process to provide property owners with the assurance that Willbrook Plantation will reflect continuity and enduring quality through the homes and amenities of their community. To this end, the Architectural Review Board (ARB) offers a free conceptual review to any homeowner early in the decision-making process. Ultimate approval of any plan, elevation, particular form, material, detail, color, and/or similar design aspect does not constitute a precedent.

### 1.2 INTRODUCTION

The New Construction guidelines for the Architectural Review Board (ARB) complement the main ARB Guidelines specifically with the additional considerations pertinent to Lot owners planning to build a property. **Please review the main Guidelines in tandem with this document for your planned new construction.**

## 2. SUBMITTING A NEW CONSTRUCTION REQUEST TO THE ARB

For new construction, review this entire document and Complete Exhibit NC-D and ALL sub-Exhibits for the New Construction Packet.

No requests will be reviewed until the associated fees and deposits have been received by Waccamaw Management. Missing items will delay your request and could result in possible denial. Please refer to the Fee and Deposit Schedule delineated in Exhibit NC-A.

Once you have all of these items ready, for new builds, submit your application, fees and deposits in person to Waccamaw Management 41 Maintenance Road, Pawleys Island SC 29585.

All of the forms referenced in these Guidelines are included under Exhibits. Forms, guidelines, fees, processes and procedures may also be accessed on the Willbrook Plantation website at [www.willbrookplantationSC.com](http://www.willbrookplantationSC.com) under the ARB section or by calling the ARB Administrator in Waccamaw Management at (843) 237-9551. Office Hours are: Monday – Thursday 9:00 am – 5:00 pm; Friday 9:00am – 2:00pm.

## 3. NEW CONSTRUCTION ARB SUBMISSION REVIEW SCHEDULE

Applications for New Builds are reviewed on the second Wednesday of each month. New Build applications will require a site visit walk through that will be scheduled at the Lot Owners convenience. You will be notified of all decisions via the email address provided on your application(s).

## 4. BUILDING ADDITIONS

Owners desiring to increase the square footage of an existing property must comply with the ARB Guidelines pertaining to New Construction. All requirements set forth within the ARB Guidelines pertaining to New Construction Planning and Architectural Features which govern the site location, grading and excavating, structures, roofs, landscaping, and aesthetics shall apply to additions to the same extent as they do to New Construction.

## 5. NEW CONSTRUCTION

### 5.1 LOWCOUNTRY CLIMATE SITE IMPACT

The climate has always been influenced by Willbrook's southern latitude, proximity to the ocean and low land elevation, producing a sub-tropical environment. Summers are long, hot and humid. Winters are relatively mild. All of these elements have influenced or dictated the design of houses for centuries. Cross ventilation and high ceilings functioned as relief from summer heat. Wide overhangs offered shade and kept rainwater away from windows and foundations. Raised floor plans provided protection from rising waters. Shutters secured windows during hurricanes. All were practical responses to the same natural elements which today's Willbrook owners need to consider in developing a comprehensive site, architectural and landscape plan.

### 5.2 REVIEW ARB GUIDELINES

Review the ARB Guidelines and the CCR's of Willbrook Plantation Community Association, Inc. Pay particular attention to the specifications identified under Section 6, Construction & Architectural Criteria.

### 5.3 RETAIN PROFESSIONAL DESIGN CONSULTANTS

Retain a design professional to inspect your homesite, prepare a site design, design the property and other improvements, and prepare the design documents for submission to the ARB. It is strongly recommended that to protect your investment, the professionals who are retained (including but not limited to architects, surveyors, engineers, and landscapers) are licensed in SC. Your design professional requires experience in designing structures with a traditional Colonial Revival character as well as experience with meeting all Georgetown County building codes and ordinances.

The design consultant needs to provide a formal reproducible landscape plan at a scale of 1"=20'.

### 5.4 SITE SURVEY

Site Plans begin with a complete survey prepared by a professional surveyor. This is important to preserving the unique aspects of your homesite. The survey needs to be supplemented by a visual inspection noting views, sun angles, unique features, tree canopy spreads and similar site-specific information. The details of existing surrounding homes, including height, setbacks, drive locations, size and front elevation, must be factored in at the beginning of the design process.

***All designs that are not visually harmonious with existing homesites will be rejected by the ARB.***

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#### 5.4.1 SITE SURVEY REQUIREMENTS

A survey must include these details as amended by Georgetown County from time to time:

- All existing roads, utilities and other lot improvements
- Property height, size and elevation
- Driveway location
- Property lines with dimensions and bearings
- Locations and species of all trees over 4" in caliper measured 4 feet above the ground and any significant tree canopy (limbs which extend out more than 10 feet from the trunk)
- Any other significant site features
- North arrow, minimum scale shall be 1"=20'
- All setbacks, easements and rights of way
- Any unusual grade changes
- Title with name of legal owners and name, address, phone and license number of surveyor
- Notation of total under roof square footage (minimum 2,200 sq ft)

#### 5.5 SITE STAKEOUT PLAN

Prior to the Pre-Clearing approval, Lot lines in front, on the sides, and in the rear must be marked with wooden stakes. Lot lines on the sides and rear must be strung. The Building Footprint must be marked with wooden stakes, with string running from stake to stake. The driveway and any patios, as well as pool areas, must be marked separately with stakes and string. The Lot Owner must identify trees outside of the Building Footprint that the Lot Owner intends to keep with survey/engineer tape. ARB representatives and the Lot Owner's representative will meet at the Lot and the ARB will determine which trees may be removed and those that must remain. Trees for which removal has been requested, but for which approval by the ARB is still pending, must be remarked with pink tape. An ARB representative and the Lot Owner's representative will count the number of trees that must remain on the Lot and mark those trees on the survey. The ARB representative and the Owner's representative will both sign the tree survey agreeing to the number and location of all trees that must remain. All necessary approvals and permits must be sought from Georgetown County in compliance with Georgetown County Requirements for Right-of-way and Adjacent Property Owner Permission as appropriate following ARB approvals.

#### 5.6 SITE PLANNING ARCHITECTURAL CONSIDERATIONS

Each Lot may contain only one detached single-family private property and attached, side-loaded entry to private garage unless the ARB, in its sole and absolute discretion, approves, in writing, a front-loaded garage; with the exception that Lots under .22 acre are permitted front loaded garages in their design without prior ARB approval. The address of a corner lot is determined by the location of the front door for setback purposes.

Appropriate design solutions begin with a thoughtful analysis of the location and surroundings of the proposed homesite and adjacent properties. The analysis requires a comprehensive survey of the property lines, topography, vegetation, existing improvements, and the location of utility lines at the street. The location and design of each property should be tailored to the specific features and limitations of each Lot. All construction should be sited to minimize disruption to the existing natural setting and drainage and should complement line of sight views from neighboring properties.

It is essential that significant attention is paid to the style, color and materials of the surrounding homes, in order to be complementary, yet maintain individuality. Each Lot has limitations and opportunities to build a unique property. The community is comprised of a collection of Colonial Revival styles, and each Lot Owner needs to present a thoughtful interpretation of these classic styles that can be accommodated within their Lot location.

Examples of the Colonial Revival design theme include gracious, traditional home styles with personalities that include English Country, Williamsburg, French Country, Carolina Lowcountry and Louisiana Cottages. Other styles, such as modified New England Saltbox, may be appropriate on selected homesites with the careful addition of traditional details, materials and colors. Significant attention should be paid to the style, color and materials of the surrounding homes, in order to be complementary, yet maintain individuality.

All design decisions, from driveways to rooflines and chimney caps, need to complement Willbrook’s park-like streets and open spaces. Some basic details that require attention include roof overhangs and trim, entrances and steps, windows and window trims, chimneys, ventilation, and the combination and finish of materials. Main entrances require careful planning and are considered as a collective system of entry walkway, steps, protection from the elements, tasteful, low-level lighting, and street views that move from the off-street parking area to the front door. The manner in which entry details, such as sidelights, transoms, fan lights, pediments, recesses, panels, grills, storm doors, thresholds, etc., complement the overall aesthetic are all critical considerations.

Windows are also important basic elements. Heights, grids and trim must be appropriately scaled and consistent throughout, along with drip cap and the sill construction. For brick homes, the bond or pattern and details provide the means for achieving a traditional feeling. Soldier courses, ledges, lintels, keys and quoins are traditional details. Similar details can be achieved in stucco homes. The placement and utilization of expansion joints in stucco homes can make a statement. Chimneys, because of their height and usual mass, also require thought in creating a traditional exterior. Many traditional chimneys demonstrated the chimney builder’s skill and artistry. Size, shape, trim and caps are important in today’s design and construction.

Balconies can be used in connection with full-length French doors to increase natural light in upper floor spaces. How dormers, dormer windows and balustrades are detailed, again provide an opportunity for the homeowner to express traditional styling and personality.

Each of these elements requires careful thought and consideration, as well as assurance of compliance with the ARB guidelines, before a plan is submitted, while always referencing the overall gracious, traditional community style.

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#### 5.6.1 SETBACKS

Setbacks are determined from the roof drip line of structures, which must be clearly delineated on the Site Plan. The minimum setbacks for front, side and rear in Willbrook Plantation are:

Front	25’
Side	15’
Side Corner	22.5’ from side street
Side adjacent to lake / wetland	25’

Rear adjacent to golf course	50'
Rear adjacent to lake / wetland	25'
Rear adjacent to another lot	40'

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#### 5.6.2 PROPERTY SIZE

Minimum square footage of a property is 2,200 sq ft.

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#### 5.6.3 SITE PLAN REQUIREMENTS

No clearing, grading, excavation, filling or tree removal is permitted without prior written ARB approval, and Georgetown County approval as required. Other items that must be depicted on the site plan include driveways, walks, decks, patios, pools, HVAC equipment, irrigation pumps, propane tanks (along with their screening solution, or a service yard or screening plants), and any other alterations proposed.

Engineering Site Plan at a scale of 1" = 20' to include:

- North arrow.
- Property lines with dimensions and bearings.
- All setbacks, easements and rights of way marked.
- Arrows indicating intended drainage directions.
- Location of all significant trees and trees to be removed must be noted.
- Footprint of property to be indicated as foundation plan with entry area and stairs shown – roof overhangs and deck lines shown as dotted lines.
- Building accurately located from the property lines.
- Driveway(s), walkways and patios and hardscapes shown.
- Utility connections (water, sewer, electricity, cable)
- Exterior mechanical service areas shown and the intended screening noted.

Failure to clearly provide the foregoing information in the correct scale will result in a delay of the review process.

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#### 5.6.4 DRAINAGE / GRADING PLAN

The drainage / grading plan must be prepared by a qualified drainage professional (civil engineer, architect, licensed surveyor, or landscape architect) and meet all county, state and Federal guidelines. No Lot Owner should cause excess water runoff to affect a neighboring Lot. Existing grade topography showing flow direction, new spot elevations, and points of outfall must be included in the Drainage/Grading Plan. The plan must be dimensioned to scale of one inch to twenty feet (1"=20').

The site drainage / grading plan must be based on the Lot's location, its terrain, soil conditions, vegetation, drainage, proposed cuts and fills, proximity to wetlands and any other conditions specific to the Lot.

***The creation of fill to artificially elevate buildings is generally prohibited outside of meeting FEMA compliance requirements. Please refer to the Flood Insurance Rate Map (FIRM) for your lot.***

## 5.7 ELEVATED RESIDENCES

Most Colonial Revival homes were constructed above a crawl space. This requires thought about foundation vent detailing, steps to entry doors and water table lines. These offer another opportunity to reinforce the traditional design effect with careful detailing.

Minimum first floor elevation is 24" (an additional 6" higher than Georgetown County code requirements) above ground level and forces the consideration of landings, stoops, porches and steps. Current building codes require protective railings, which are another opportunity to reinforce traditional design.

The property may not exceed the currently adopted Georgetown County building height restriction of thirty-five (35') feet to the mean roof ridge height (which is measured from the midpoint between top of the roof and the overhang). At the sole discretion of the ARB, a height certification may be required.

***If the total Site Plan is incompatible with the community, the ARB is vested with the sole discretion to disapprove the Site Plan. All consideration of elevation will also incorporate properties on surrounding Lots and line of sight and may be disapproved solely based on the particular location of the Lot.***

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### 5.7.1 FINISH FLOOR ELEVATION

The finish floor is considered to be either the top of the first-floor or, in the case of a framed floor system, the top of the first-floor sub-flooring. The minimum first floor elevation of any habitable area shall comply with the required Base Flood Elevation (BFE) as defined and determined by FEMA and Georgetown County.

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### 5.7.2 MAXIMUM HEIGHT

Current Georgetown County guidelines limit maximum height to thirty-five (35') feet above existing grade or Base Flood Elevation as measured to the mean roof ridge height. This is measured from the midpoint between the top of the roof and the overhang. Those properties located in a flood zone should consult with Georgetown County and Federal officials for further guidance on building requirements. The ARB will require the height and width of the proposed property to be in proportion. Property owners attempting to achieve elevated plans for view purposes are prohibited from any design resembling a non-traditional beach residence on raised piers with or without breakaway walls.

***Of particular note, current and future Willbrook residents are advised that proposed plans with extreme elevations in relation to homesite size and location in this mature neighborhood will be disapproved.***

## 5.8 REQUIRED ARCHITECTURAL FEATURES SUMMARY

A balanced, historic emphasis must be placed on building details, including a unique variety of façade treatments, massing, and proportions. Symmetry is encouraged to provide a simple and elegant arrival elevation.

Detailing should be consistent with the order on all elevation drawings and buildings. No more than three different exterior materials (brick, stone, stucco, wood, or cement fiberboard) may be placed on the main body of buildings. Exterior material colors should reflect the Colonial Revival period utilizing only the **muted tones from the Sherwin Williams Colors of Historic Charleston paint colors series** and be complemented by the property style, design, and location, the surrounding homesites, and the Landscape

Plan. The Property should blend aesthetically with the natural site features and existing terrain of the Lot and neighboring Lots.

To allow each property to maintain its individuality while honoring the Colonial Revival architecture of Willbrook Plantation, **all new construction needs to have ALL of the “Required Architectural Features” noted in 5.8.1 and AT LEAST 11 out of the following 19 “Additional Architectural Features” noted in 5.8.2 integrated into the design.**

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#### 5.8.1 REQUIRED ARCHITECTURAL FEATURES

All of the following architectural features are required:

- **Main roof:** Roof pitch minimum of eight: twelve (8:12) with a maximum of twelve: twelve (12:12). Either hip or gable with no flat roofs or main roofs with a slope less than eight: twelve (8:12).
- **Dormer roof:** Same as Main roof requirements
- **Roof material:** Architectural or fiberglass shingles, wood shingles or shake. Metal roofs are permitted only on secondary roofs with approval from the ARB
- **Siding material:** Concrete (Hardie) board, brick, stucco, wood shingles or clapboard, tabby or bead
- **Windows:** Are required to have mullion inserts on front and side elevations as a minimum
- **All visible exterior window trim:** Flat white, cream or black
- **Window types:** Single, double hung, bay, bow or casement
- **Ridge venting:** Continuous ridge venting is required on all new homes or additions

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#### 5.8.2 ADDITIONAL ARCHITECTURAL ELEMENTS

Additional architectural elements to be considered in the design utilized for new properties, additions or renovations. **For New Construction, the design must utilize a minimum of 11 elements of the 19.** All parameters for each selected element must comply with the requirements detailed in Section 6, **Construction and Architectural Criteria**, and Section 7, **Landscape Design**:

1. Foundation vents are required only on properties with crawl spaces. If foundation vents are utilized, they must be trimmed out and louvered
2. Shutters. If operable, shutter dogs will be required
3. Chimney. When chimneys are utilized, a chimney cap is required and a detailed drawing provided
4. Water table trim board or brick water table
5. Post, doorway, and garage lights in traditional shapes
6. Door architrave
7. Entry door panel, French or half-lights. If a single front door is proposed, sidelights are required
8. Fan lights and transom lights
9. Pilaster or columns
10. Trim, returns and rakes
11. Quoins, soldier course, windows/ door/ arch keystone
12. Full, half or kick dormer
13. Multiple gables
14. Multiple ridge lines
15. Brick walkways
16. Driveway edging pattern and traditional material

17. Terraces and patios
18. Mullions and trim for all windows
19. Dog ear returns on roof ends

## 5.9 BUILDING PLAN REQUIREMENTS

Submitted building plans need to include:

- Elevations
- Floor plans
- Engineering blueprints
- Foundation plan
- All decks and porches shown with railings
- All exterior detailing shown
- NO mirror image or reversed plans will be accepted

## 5.10 LANDSCAPE PLANNING

The landscape of a site includes all plantings, driveways, fences, walls, patios, decks, berming, pools and lighting design. The existing trees and character of the homesite are the starting point for the landscape plan. A landscape design needs to be prepared by a landscape professional who is knowledgeable about the plant types indigenous to this area and who has experience in local residential landscape design. All parameters identified in ARB Guidelines Section 6, **Construction and Architectural Criteria**, and Section 7, **Landscape Design**, need to be reviewed and applied appropriately.

Please also refer to ARB Guidelines Exhibit C.1. Georgetown Counties **Tree Protection Ordinance** for further guidance and consideration. Under no circumstances should a tree be cut or removed from any Lot without the necessary permits and approvals from Georgetown County in addition to ARB approval.

A formal reproducible landscape plan at a scale of 1" = 20', preferably prepared by a landscape professional who is knowledgeable about the plant types indigenous to this area and who has experience in local residential landscape design, needs to be submitted with house plans.

Landscape design should complement the natural elements and vegetation within Willbrook Plantation. Various hardwoods, flowering trees, and oak and pine trees are plentiful within the community, and the ARB intends to maintain this landscape integrity when reviewing and approving landscape designs. Landscape design should always complement and account for the architecture and location of the property and garage. When reviewing a specific Landscape Plan, the ARB considers the relationship of the buildings to the site, and to the location of the buildings on adjacent Lots. The ARB also considers primary views, prevailing breeze, solar orientation, ponds, as well as other amenities.

## 5.11 CONCEPTUAL "SKETCH" REVIEW

To optimize the review process, the ARB recommends that Lot Owners submit a conceptual sketch plan of the proposed property design and site plan. Lot Owners are encouraged to submit pictures as examples. The intent of this review stage is to receive guidance from the ARB before the expense of detailed plans is incurred by the Lot Owner. No fees are necessary to request a conceptual review. Attach the ARB Conceptual Review Application (Exhibit NC-D.2) to the submission.

## 5.12 APPLICATION FOR CONSTRUCTION REVIEW PROCESS

Submit plans by the Friday immediately preceding the scheduled ARB Monthly meeting (held on the second Wednesday of the month) to Waccamaw Management at ARB Willbrook Plantation, 41 Maintenance Road, Pawleys Island, SC 29585 **along with the following:**

- Two scalable copies of the Site Plan, Landscape Plan, Build Plan
- Samples of all exterior colors and materials:
  - Sample of actual siding material with paint or stain applied.
  - Sample of trim color.
  - Entry door cut sheets and colors.
  - Identification of windows including manufacturer, literature or cut sheet.
  - Sample of roofing material.
- Completed Exhibit NC-D.4, New Construction Application
- Check for all fees and deposits according to the prevailing ARB fee schedule, Exhibit NC-A.

Once approved, please ensure Waccamaw Management receives a signed Construction Rules for all **Exhibit NC-D.7** from all vendors working on the construction project.

## 5.13 NEW CONSTRUCTION SIGN

An ARB-approved construction site sign must be installed on the Lot during the construction process. No other signs or advertising are permitted. This sign must be ordered and purchased from Waccamaw Management Exhibit NC-D.6. The grading and building permits must be attached to a post on the Lot in such a manner as to protect the permits from the elements. Under no circumstances, may the permits or other signage be attached to trees.

## 5.14 CONSTRUCTION HOURS

Construction hours for all construction and landscaping work are as follows:

- Monday through Friday: 7:00 am. to 6:00 pm.
- Saturday: 8:00 am. to 5:00 pm.
- Sunday / Public Holidays: NO WORK

## 5.15 NEW CONSTRUCTION INSPECTIONS

Throughout the process of construction, the ARB and Waccamaw Management will complete the following inspections:

- **Site Clearing** - A reviewing of protective fencing around remaining trees over 10" DBH, trees to be removed marked, site stakes clearly visible, staking plan laid out indicating house location on the Lot.
- **Mid Construction** - When property is vertical and under roof the Mid Construction Survey must be requested by the Lot owner. This will Cross check materials being used, site plan accuracy to

build, ongoing protection of landscaping, all General Contractor construction requirements are being met.

- **Final Construction** - Ensure approved plan matches final build and landscaping will be completed within approved timelines. Assess damages (if any) incurred through the construction process.

## 7 EXHIBITS

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EXHIBIT NC-B Enforcement Fine Schedule .....	Page 13
EXHIBIT NC-C SUGGESTED DEER RESISTANT TREES, SHRUBS, GROUND COVER & VINES.....	Page 14
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EXHIBIT NC-A FEES AND DEPOSITS SCHEDULE



**No plans will be accepted for review by the ARB until receipt of the application fee(s) and the completed applications for Construction / Modification or Removal Projects.**

Please make Community Impact Fee and Construction Deposit checks payable to: THE WILLBROOK PLANTATION COMMUNITY ASSOCIATION.

For ARB Administrative Fees, please make checks payable to: WACCAMAW MANAGEMENT.

TYPE OF REVIEW	Admin Fee	Community Impact Fee	Construction Deposit *	Landscape Deposit *
	Payable Waccamaw Mgt.	Payable Willbrook Plantation	Payable Willbrook Plantation	Payable Willbrook Plantation
<b>Unimproved Lots</b>				
Single Family New Build +	\$1,200	\$2,000	\$8,000	\$5,000
Construction Sign +	\$250 **			
Concept Site Plan Review +	\$0			
<b>Improved Lots (existing homes)</b>				
<b>Major Change or Modification</b>				
Building Addition (Increase in Sq. Ft Under Roof) +	\$200	\$200	\$2,500	
Driveway / Patio / Masonry ( <u>Over</u> 250sq ft.) +	\$200	\$200	\$1,000	
Major Landscaping, including ponds (excluding trimming and maintenance) +	\$100	\$100		
Outdoor Shower	\$100	\$100		
Solar Panels	\$200	\$100		\$500
Swimming Pool +	\$200	\$200	\$2,500	\$2,000
<b>Minor Change or Modification</b>				
Add Shutters / Awnings / Canopies	\$-			
Driveway / Patio / Masonry ( <u>Under</u> 250sq ft.) +	\$-			
Exterior Lighting	\$-			
Fence / Wall / HVAC Screen additions or modifications	\$-			
Flagpole	\$-			
Gazebo	\$-			
Gutter and Downspout Addition / Replacement	\$-			
Outdoor Lighting	\$-			
Play Equipment	\$-			
Propane Tank Replacement	\$-			
Re-inspection caused by Owner or Builder – Stakeouts and trash compliance inspections and will be billed to the owner	\$100	\$100		
Replace or Change doors / Windows / Garage Doors	\$-			
Re-stain / Paint House / Doors / Shutters	\$-			
Roof Shingle Replacement	\$-			
Tree / Planting Removal	\$-			

\* **Impact and Landscape Deposits:** Portions of the deposits may be refunded after completion of the project, final inspection and Certificate of Occupancy is obtained by Georgetown County (If appropriate). These deposits cover any damages or heavy use of Willbrook Plantation common areas from contractors, vendors, etc. during construction. Deposits are also the property owners guarantee of compliance with the rules and regulations for all stages and elements of construction. Deposit refund amounts may vary according to the scope of the project, i.e., utilization of heavy equipment, including but not limited to, trucks with more than two axels, track-driven equipment, front-end loaders, backhoes, concrete trucks, dumpsters, etc. **Please pay Deposits with a separate check made payable to WILLBROOK PLANTATION.**

\*\* Subject to change based on Waccamaw Management Sign Pricing

+ Site Survey and Legal Plat to Scale required with Application to review request.

If an Owner commences any work or causes any work to commence that is deemed to be in violation of the Covenants, Rules and Regulations and Guidelines Bylaws then the Owner shall be subject to a fine See Exhibit NC-B Enforcement Fine Schedule, plus the cost required for any corrective action.

All work approved by the ARB shall require the Owner to obtain all applicable government permits and provide a copy of these permits to the ARB for their records. If an Owner undertakes work that has been approved by the ARB without obtaining and submitting to the ARB for file, the appropriate government permit, the Owner shall be subject to \$100 fine in addition to any government fines and the costs of any corrective action deemed appropriate by Georgetown County and Willbrook Plantation.

Should the actual review costs exceed fees, owner will be billed additional costs additional charges may apply.

EXHIBIT NC-B ENFORCEMENT FINE SCHEDULE



Fines are due upon Notice. Late payments are subject to interest. **Fines do not include the homeowners' costs for resolving the issue.**

Deposits held in escrow are not refunded until all fines are paid in full.

Infraction	Fine
Non-confirming Building Site Sign (after warning)	\$100/Day
Severe Damage to a Protected Tree ( <i>health/viability of tree is severely threatened</i> ) Assessment Plus cost of replacement if necessary.	\$500/Tree
Unauthorized Tree Removal (fee & replacement) In addition to any fines levied by Georgetown County and cost of replacement if deemed necessary	
Canopy Tree	Up to \$5,000/Tree
Non-Canopy Tree	Up to \$1,000/Tree
Unauthorized Change in Approved Plans ( <i>Placement of property, Height, Roof material, Windows, or other changes as determined by the ARB and stipulated in The Guidelines or Rules and Regulations</i> )	Up to \$5,000
Vehicles Parked on Adjacent Property (After Prior Warning)	\$100/Day
Unauthorized Burning on Lot	\$500/Per Occurrence
Unauthorized Major Change	\$2,500/Per Change + \$250 per week until resolved *
Unauthorized Minor Change	\$250/Per week until resolved *
Poorly Maintained Improved Property ( <i>Property with existing structures per first 90 days, then monthly thereafter</i> ):	
Exterior of Building	\$500
Lawn, landscaping and natural areas	\$500
Damage to roadways and community property not repaired after 10 days	Up to \$500/Day
Unapproved removal of vegetation, brush or trees from Willbrook Common property, Founders Club property or outside of Lot lines	\$ Unlimited dependent on offence
Dumping of yard debris on common land	\$500 per offence
Unapproved extension in construction timeline	\$200/week*
Other contractor/construction miscellaneous violations after prior warning: ( <i>Example: Temporary sanitary facilities unscreened, littered construction site, dumpster or materials on right of way, materials on adjacent property, overflowing dumpster, failure to use gravel at curb cut, etc.</i> )	\$100/Day or Occurrence
Other Violations of Guidelines and Procedures After Warning	\$250/week*

\* Weekly fines are charged for violations incurred Saturday to Friday a full week will be charged each Saturday.





D.1 NEW CONSTRUCTION APPLICATION CHECKLIST

Please have printed copies and attach ALL items listed below and submit with to your application.

D.1.1 COMPLETED FORMS AND ATTACHMENTS

- New Construction Application Form
- Tree Removal Request Form New Construction
- Landscape Plan
- List Plant materials, number and sizing list
- Construction Site Signage Form
- Construction Rules for General Contractors (Must be on file prior to commencement of construction)

D.1.2 TWO SETS OF PLANS – INCLUDING

Scaled Survey / Site Plan with:

- |  |  |
|--|--|
| <input type="checkbox"/> Setbacks                | <input type="checkbox"/> Tree Survey (showing footprint of property) |
| <input type="checkbox"/> Elevations on all sides | <input type="checkbox"/> Architectural Drawings                      |
| <input type="checkbox"/> House Roof pitch        | <input type="checkbox"/> Driveway plan                               |
| <input type="checkbox"/> Aerial plan             | <input type="checkbox"/> Service Yard location                       |
| <input type="checkbox"/> Scaled Grading Plan     | <input type="checkbox"/> Patio wall heights                          |
| <input type="checkbox"/> Scaled Draining Plan    | <input type="checkbox"/> Deck plan                                   |

D.1.3 CUT SHEETS

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Exterior wall material          | <input type="checkbox"/> Chimneys |
| <input type="checkbox"/> Roofing                         | <input type="checkbox"/> Windows  |
| <input type="checkbox"/> Exterior and Landscape Lighting | <input type="checkbox"/> Doors    |
| <input type="checkbox"/> Trim, gutters and downspout     | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Cupolas                         |                                   |

D.1.4 PAYMENTS AND DEPOSITS

Checks payable to WACCAMAW MANAGEMENT:

- Admin Fee
- Construction Sign Fee

Checks payable to WILLBROOK PLANTATION:

- Community Impact Fee
- Construction Deposit
- Landscape Deposit

Refer to Exhibit NC-A Fees and Deposit Schedule

For Internal Use by Waccamaw Management ARB

Date received: / /

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



**Lot Number:** \_\_\_\_\_ **FEMA Flood Zone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Lot Owner Name:** \_\_\_\_\_

**Telephone (Day):** \_\_\_\_\_ **(Evening/Weekend)** \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_

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

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

**Email:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Attachments to be submitted with form:**

- Preliminary site plan Scale 1":20'
- Sketches
- Photographs
- Color samples
- Any other information and specifications regarding your proposed Lot development.

**For Internal Use by Waccamaw Management ARB**

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

**Date received:** / / **Approved:**  **Denied:**  **Conditional Approval:**  **Date:** / /

**Conditions:** \_\_\_\_\_



Requesting Applicant:

Property Owner(s):

Address:

Phone#:

Type of Tree Requesting Removal:	In House Footprint	10' Proximity to Footprint	Tree Health
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trees requested for removal marked on submitted Site Plan

Proposed Contractor / Arborist:

\_\_\_\_\_

Business Address:

Business Phone#:

Business Address:

\_\_\_\_\_

Georgetown County Permit Acquired:

Georgetown County Permit Attached:

**For Internal Use by Waccamaw Management ARB**

ARB Site Visit Conducted by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Georgetown Permits Received and on File: Yes

Date of ARB Approval Letter for Removal: \_\_\_\_ / \_\_\_\_ and / or Mitigation: \_\_\_\_ / \_\_\_\_

D.4 NEW CONSTRUCTION APPLICATION – ARCHITECTURAL QUESTIONNAIRE



To be completed by all architects submitting documents for approval at Preliminary **AND** Final stages

Lot #: \_\_\_\_\_ FEMA Flood Zone \_\_\_\_\_ Street: \_\_\_\_\_  
 Owners Name: \_\_\_\_\_  
 Architect's / Builder's Name \_\_\_\_\_  
 Firm: \_\_\_\_\_ S.C. Reg./License #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Preliminary  Final

1. Has the architect visited the site? Yes  No

2. If Yes, date of last visit / /

3. Has the architect read the Declaration of Covenants and Restrictions of Willbrook Plantation Community Associations, Inc, and Architectural Review Board Guidelines and designed the proposed house accordingly? Yes  No

4. Are any variances from the Architectural Review Board Guidelines being requested under this application? Yes  No

5. If yes, please describe and give reason:

6. Has the house been designed according to the standard residential building code especially in regards to wind resistant construction? Yes  No

7. Has the architect attempted to minimize the removal or damage of existing trees and vegetation? Yes  No

8. Is building elevated to a minimum of 18" inches above surrounding grade? Yes  No

9. First floor elevation (FFE) minimum 3' feet above finished grade? Yes  No

10. Height of building (midpoint of highest roof) \_\_\_\_\_ ft

11. Does the building block the principal views from existing dwellings on adjacent properties? Yes  No

12. If Yes, describe:

13. Mean finished grade within this footprint \_\_\_\_\_ "

14. Total under roof area \_\_\_\_\_ Sq ft

15. Total Heated area \_\_\_\_\_ Sq ft

16. Total open porch / deck areas \_\_\_\_\_ Sq ft

17. Total screened porch area \_\_\_\_\_ Sq ft

18. Describe the following:

a. Siding / Wall Material:

Color

b. Trim Material:

Color:

c. Roofing Material:

Color

d. Exterior Doors:

Color

e. Windows Material:

Color

f. Exterior Lighting:

Color

g. Screening Material:

Color

h. Driveways and Paving:

i. Fences:

Color

j. Service Yard:

Color

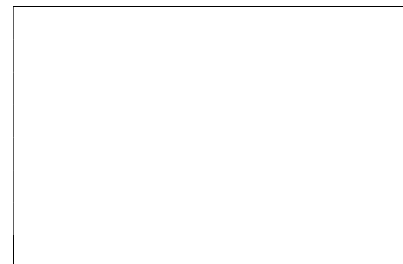
k. Other:

To the best of my knowledge, the foregoing statements are true.

\_\_\_\_\_  
Architect / Builder Signature

Date:        /        /

Architect's Seal



D.5 NEW CONSTRUCTION LANDSCAPING PLAN CHECKLIST



**Lot Number:** \_\_\_\_\_ **FEMA Flood Zone:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Lot Owner Name:** \_\_\_\_\_  
**Telephone (Day):** \_\_\_\_\_ **(Evening/Weekend)** \_\_\_\_\_  
**Landscape Architect:** \_\_\_\_\_

**ENSURE EACH ITEM IS SUBMITTED WITH YOUR LANDSCAPING PLAN:**

- Landscaping Plan 1":20'
- List of Plant material removing
- List of Plant material adding, including number and size of plantings
- List of all hardscape materials in plan with samples or cut sheets for all items
- Does the landscape screen undesirable views from dwellings on adjacent properties or properties across the street?
- Minimized the removal or damage of existing vegetation
- Have the exterior spaces and circulation been staked out on the lot (required prior to submitting this form)? (Trees to remain are to be tied with pink surveyor/engineer tape
- Have drainage requirements been addressed?  Yes  No How?:
- Are any variances from the ARB Standards being requested under this application? Yes No If yes,
- Please list each variance and provide a reason for each:
- Cut Sheets and the Color for Exterior Materials for the following:
  - Trellises, Arbors, and Gazebos: \_\_\_\_\_ Color: \_\_\_\_\_
  - Decks and Terraces: \_\_\_\_\_ Color: \_\_\_\_\_
  - Fences \_\_\_\_\_ Color: \_\_\_\_\_
  - Walls: \_\_\_\_\_ Color: \_\_\_\_\_
  - Driveways and Paving: \_\_\_\_\_ Color: \_\_\_\_\_

D.6 CONSTRUCTION SITE SIGNAGE REQUEST FORM



**WACCAMAW**  
MANAGEMENT  
An Associa® Company

Willbrook Plantation has a uniform standard construction sign for all new construction ordered through Waccamaw Management. Complete and submit to [ARB@willbrookplantationSC.com](mailto:ARB@willbrookplantationSC.com)

The construction sign location must be a minimum of 10' behind the front Lot line.

**NO additional signage** that is visible from the street, adjacent lots or golf course is permitted and will be removed. No signs may be nailed or otherwise attached to trees.

**Location Lot #**

**Street**

---

**Owner:**

---

**Designer:**

---

**Landscape Designer:**

---

**Builder:**

---

The total cost is **\$250.00**. Please make check payable to Waccamaw Management

Sign will be installed within five (5) working days

**For Internal Use by Waccamaw Management ARB**

<b>Payment Received:</b>	<input type="checkbox"/>	<b>Date:</b>	_____
<b>Sign Ordered:</b>	<input type="checkbox"/>	<b>Date:</b>	_____
<b>Sign Delivered Onsite:</b>	<input type="checkbox"/>	<b>Date:</b>	_____

---

D.7 CONSTRUCTION RULES FOR GENERAL CONTRACTORS / CONTRACTORS AND OWNERS



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@waccamawmanagement.com](mailto:ARB@waccamawmanagement.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**

**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**

**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:            /    /

D.8 MID CONSTRUCTION REVIEW REQUEST



Date of Onsite Construction Review: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ARB Member(s) Present: \_\_\_\_\_

Accordance with Approved Plans: \_\_\_\_\_

Feature	Yes / No / Notes	
Tree Removal as per Tree Survey	Y <input type="checkbox"/>	N <input type="checkbox"/>
Damage to any Trees	Y <input type="checkbox"/>	N <input type="checkbox"/>
Erosion Control	Y <input type="checkbox"/>	N <input type="checkbox"/>
Damage to Curb or Street	Y <input type="checkbox"/>	N <input type="checkbox"/>
Elevations	Y <input type="checkbox"/>	N <input type="checkbox"/>
Front Porch	Y <input type="checkbox"/>	N <input type="checkbox"/>
Rear Porch - Column Sizing	Y <input type="checkbox"/>	N <input type="checkbox"/>
Garage Door	Y <input type="checkbox"/>	N <input type="checkbox"/>
Enclosed Eaves	Y <input type="checkbox"/>	N <input type="checkbox"/>
Sizing Elevations	Y <input type="checkbox"/>	N <input type="checkbox"/>
Topper Cupola Sizing	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Mandatory FEATURES same as plans</b>		
Roof / Material / Pitch / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
Siding / Material / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
Windows / Style / Grills / Trim / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
Window Shutters / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
Visible Exterior Window Trim / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
Ridge Venting	Y <input type="checkbox"/>	N <input type="checkbox"/>
<b>Selected Architectural Elements – Check selected Features</b>		
<input type="checkbox"/> Foundation Vents	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Shutters (if operable) Shutter Dogs	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Chimney with Cap / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Water Table Trim Board or Brick	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Door Architrave	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Front Door Sidelights or Panels / Color	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Fan and Transom Lights	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Pilasters or Columns	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Connie Trim, Return and Rakes	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Quoins, Soldier Course, Window / Door Arch Keystones	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Full, Half kick Dormers	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Multiple Gables	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Multiple Ridge Lines	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Brick Walkways	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Driveway Edging Pattern	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Terraces and Patios	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Windows Mullions, Grills and Trim	Y <input type="checkbox"/>	N <input type="checkbox"/>
<input type="checkbox"/> Dog Ear Returns on Roof Ends	Y <input type="checkbox"/>	N <input type="checkbox"/>



**CRITERIA FOR NEW MAILBOX INSTALLATION:**

- Driveway should be installed prior to mailbox installation.
- Area for installation should be cleared of debris.
- Any Installation Instructions should be noted when ordering (e.g. “Please put mailbox to left side of driveway facing home”).
- Landscaping should be completed or near completion.
- Installation date should be near closing date of home to prevent damage or destruction to mailbox.
- Placement of mailbox – desired installation location should be clearly marked. Mailbox placement must be 20” from road edge. Installation depth will be approx. 24” deep.
- All irrigation should be marked prior to mailbox installation. If irrigation is not marked and damage results during installation – owner will be billed for repairs.

**ORDERING MAILBOX**

Mailboxes are ordered through Sign Studios, 204 Elk Hunt Ct, Murrells Inlet, SC 29576

(843)-651-3560

Be prepared with the following information:

- Name
- Contact information
- Installation address including Lot #
- Installation instructions

D.10 FINAL CONSTRUCTION REVIEW APPLICATION



Please complete Contact information below and attach a copy of submitted Exhibit C with this application.

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

**Home Owner:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

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

All Elevations	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Height of building (midpoint of highest roof)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
First floor elevation (FFE) min 3 feet above finished grade	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Siding / Wall Material:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trim Material:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roofing Material:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exterior Doors:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Windows Design and Material:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Shutters / expanded windows treatments:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exterior Lighting:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accent Lighting:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Service Yard / Screening (HVAC etc):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driveways and Paving:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fences:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Color:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Landscaping:	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Setback Compliance all sides:	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Irrigation System:	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Landscaping	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Curb and Street:	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Issues Identified Mid Construction	Resolved	Outstanding
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Properly Moved from Site		
Construction Sign: <input type="checkbox"/>	Porta John: <input type="checkbox"/>	Dumpster: <input type="checkbox"/>
Building Materials: <input type="checkbox"/>	Debris: <input type="checkbox"/>	Temp Service: <input type="checkbox"/>
Silt Fence <input type="checkbox"/>	Stakes: <input type="checkbox"/>	Street Cleaned: <input type="checkbox"/>

**For Internal Use by Waccamaw Management ARB**

**In accordance with Approved Plans:** Yes  No

**Final Review Fee Paid:** Yes  No

**Willbrook Plantation ARB Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

D.11 FINAL LANDSCAPING REVIEW POST CONSTRUCTION



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

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

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

Reviewed by: \_\_\_\_\_

**Foundation Plants on All Sides of House:**

Mulched Yes  No  Weeded Yes  No   
Evergreens Yes  No  3 Gallon Minimum Yes  No

**Side Property Lines Planted:**

Mulched Yes  No  Weeded Yes  No   
Evergreens Yes  No  3 Gallon Minimum Yes  No

**Beds Within Lawn:**

Mulched Yes  No  Weeded Yes  No   
Evergreens Yes  No  3 Gallon Minimum Yes  No

**Parking Area Screened from Neighboring Lot:**

Evergreens Yes  No  5 Gallon Minimum Yes  No

**Entrance to Side Garage Screened:**

Evergreens Yes  No  5 Gallon Minimum Yes  No

**Sod or Seeded Lawn Area:**

Healthy Yes  No  Sod to Street Yes  No

**Service Yard and Trash Storage Screened on all sides to Ground:**

Evergreens Yes  No

**Meter and Irrigation Equipment Screened:**

Evergreens Yes  No

**Drainage Swales Maintained:**

Yes  No

**For Internal Use by Waccamaw Management ARB**

Final Landscaping Review Approved Yes  No



The undersigned Applicant requests a variance from the requirements of the Guidelines

**Section(s):** \_\_\_\_\_

**Description of Property:**

**Owner(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Requirements:**

The applicant must respond to each of the following in an attached document:

1. A unique hardship described by the applicant exists requiring the improvement(s) on the property;
2. Extraordinary and exceptional conditions described by the applicant exist requiring the improvement(s) requested;
3. Why, if applicable, such hardship and conditions are peculiar to the particular piece of property; and
4. The requested relief, if granted
  - a. would not cause substantial detriment to the Willbrook Plantation community nor to owners of adjoining property,
  - b. would not impair the intent of the ARB Rules and Regulations, and
  - c. shall not constitute a precedent.

**Notices:**

The ARB Administrator will send out notices to adjoining property owners briefly describing the request. The adjoining property owners have 10 business days to respond in favor or opposed to the request.

**The Applicant affirms** that all statements made on this Application and all attachments are true and correct to the best of the Applicant’s knowledge and belief.

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

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

**For Internal Use by Waccamaw Management ARB**

Date received: / / Approved:  Denied:  Conditional Approval:  Date: / /

Conditions: \_\_\_\_\_

