

**THE TRADITION AT WILLBROOK PLANTATION  
ARCHITECTURAL REVIEW BOARD**

P O BOX 1852 – PAWLEYS ISLAND, SC 29585

**PERMIT APPLICATION FOR CONSTRUCTION / ALTERATIONS / REMOVAL PROJECTS**

Revised November 19, 2020

Application Requirements:

1. This application must be submitted and signed by the legal owner of the property.
2. **A LEGAL PLAT THAT INCLUDES THE LOCATION OF YOUR HOUSE ON YOUR LOT MUST ACCOMPANY THIS APPLICATION.** All drawings **MUST BE DRAWN TO SCALE**, indicating specific locations and specifications for all work to be performed.
3. Please include **ALL** samples of materials, finishes and colors where appropriate (i.e. brick, siding, shingles, trim, shutters, awning, fencing, pergola, arbor, concrete and paint colors).
4. No work shall begin without ARB approval, ARB and Georgetown County building permits, when required.
5. Applications for tree removal must clearly show the tree location on a legal plat. The location, size and species of the replacement tree(s) (if applicable) must be indicated.
6. Include a \$25.00 check (refundable upon completion of project) made payable to **THE TRADITION POA** with this application.
7. Please refer to the ARB Fee & Deposit Schedule (on reverse side of this form) to determine necessary fees and deposits required with this application.
8. All POA fees and fines must be current to complete this application.
9. **YOUR APPLICATION WILL NOT BE PROCESSED OR CONSIDERED UNLESS YOU HAVE SATISFIED ALL OF THESE APPLICATION REQUIREMENTS.**
10. **IF THE APPLICATION DETAILS AND SPECIFICATIONS ARE NOT PROPERLY SUBMITTED, A DELAY AND RE-SUBMITTAL MAY BE REQUIRED.**
11. **PLEASE NOTE:** You are asked as part of this application to state that you are and will remain in compliance with the ARB Guidelines and The Tradition Covenants which govern the appearance and condition of the homes and yards in The Tradition.

**PLEASE COMPLETE THE FOLLOWING:**

- **Property Owner:** \_\_\_\_\_
- **Property Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Home Phone:** \_\_\_\_\_ **Cell #1:** \_\_\_\_\_ **Cell #2:** \_\_\_\_\_
- **Fees/Deposits Attached:** \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- **Project Description/Scope of Work – If any painting is included in project, please submit the SHERWIN-WILLIAMS PAINT COLOR #, COLOR NAME & COLOR CHIP. Any paint brand may be used.**

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**OWNERS COMPLIANCE STATEMENT:** This is to verify that the appearance and condition of my home and yard are ad will remain in compliance with the ARB Guidelines and The Tradition Covenants and that I have read the back of this application.

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Date Received by the ARB:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**ARB Vote: #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_ **#5** \_\_\_\_\_

## Architectural Review Board Fee & Deposit Schedule

	<u>Refundable Application Fee</u>	<u>Non- Refundable Review Fee</u>	<u>Impact Deposit *</u>	<u>Landscape Deposit*</u>
1. Single Family Custom Dwelling <sup>+</sup>	\$25.00	\$250.00	\$500.00	\$1,500.00
2. Additions (under roof) <sup>+</sup>	\$25.00	N/C	250.00	500.00
3. Pools <sup>+</sup>	\$25.00	N/C	250.00	250.00
4. Masonry/Concrete Patios, Walks <sup>+</sup> (over 100sq.ft)	\$25.00	N/C	250.00	250.00
5. Enclosed Covered Areas <sup>+</sup>	\$25.00	N/C	N/C	N/C
6. Privacy Screens, other small projects <sup>+</sup>	\$25.00	N/C	N/C	N/C
7. Roof Shingle Replacement	\$25.00	N/C	N/C	N/C
8. Landscaping, Tree removals, etc <sup>+</sup>	\$25.00	N/C	N/C	N/C

**+ Include Site Survey and Legal Plat to Scale with Application**

\* Impact and Landscape Deposits: Portions of the Deposits may be refunded after completion of the project, Final Inspection, and Certificate of Occupancy is obtained from Georgetown County. These Deposits cover any damages to The Tradition common areas from contractors, vendors, etc. during 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 axles, track-driven equipment, front-end loaders, backhoes, concrete trucks, dumpsters, etc.

~ Make checks payable to "The Tradition POA" ~

Make three (3) checks; #1 for refund upon completion; #2 for non-refundable Review Fee; #3 for both Deposits.  
No plans will be accepted for review by the ARB until receipt of all Application Fees and Deposits

### ARB PERMIT MUST BE DISPLAYED IN FRONT WINDOW DURING ENTIRE PROJECT

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*"The purpose of the ARB is to preserve the original natural design concept at The Tradition at Willbrook Plantation, and to enhance and protect the property values. Approval or disapproval of an Application for modification or alteration to any residence or lot is at the sole discretion of the ARB, and may be based upon any grounds, including purely aesthetic considerations, which the ARB may deem appropriate. Decisions of the ARB may be appealed in writing to The Tradition Property Owners Association Board of Directors, whose decision shall be final and binding."*

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The ARB will make every effort to assist owners and their architects and contractors in order to avoid construction problems by sharing experiences with designs, materials, colors, etc. Property owners are accountable for the actions of contractor (s) in observing all covenants and maintaining a neat, clean construction site, avoiding damage to trees and property, cooperating with The Tradition's managers, ARB, and security, not disturbing neighbors, and observing other acceptable construction phase conditions. Property owners are urged to refer to The Tradition at Willbrook Plantation Covenants & Restrictions, and the Architectural Review Board Guides.

Consult the ARB if you have questions. We are at your service.

Property owners are urged to make sure they are protected by Builder's Risk Insurance, and to obtain a Certificate of Insurance from contractor(s) and sub-contractor(s) as proof of Public Liability and Workmen's Compensation Insurance. The Certificate should bear the name of owner as Certificate Holder. It is prudent to call the insurance company whose telephone number appears on the certificate to confirm that the policy is currently in force.

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No work shall begin without ARB approval; the ARB and Georgetown County issued building permits. Substantial fines and/or penalties will be imposed on the property owner, if work begins before the owner and/or contractor receives all required permits and approvals. Notify ARB upon completion of work for Final Inspection, Signoff and refunds. Submit Application in Duplicate with all Documents, Samples & Drawings. etc.