

THE TRADITION AT WILLBROOK PLANTATION
ARCHITECTURE REVIEW BOARD

39 Monarch Court Pawleys Island, SC 29585

PERMIT APPLICATION FOR CONSTRUCTION/ALTERATION/REMOVAL PROJECTS

Revised May 15, 2023

Application Requirements:

1. This application must be submitted and signed only 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, shutter, 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) must be indicated.
6. Include \$25.00 check with this application, payable to **THE TRADITION POA**; (check will be refunded upon notification of completion of the project)
7. Please refer to the ARB Fee & Deposit Schedule (on the reverse side of this form) to determine if there are other necessary fees and deposits required for 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 THE APPLICATION REQUIREMENTS.**
10. **FAILURE TO PROPERLY SUBMIT DETAILS AND SPECIFICATIONS MAY RESULT IN DELAY AND/OR RE-SUBMITTAL OF APPLICATION.**
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: _____ **Mobile:** _____

Fee/Deposits Attached: \$ _____ \$ _____ \$ _____ \$ _____

Project Description/Scope: (for painting/siding projects, please reference the approved color options on the ARB section of the homeowners website and include color name, number and color chip).

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 Tradition Covenants and that I have read the back of this application.

OWNER'S SIGNATURE: _____ **DATE:** _____

**for internal use only **

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 +	\$25.00	\$250.00	\$500.00	\$1,500.00
2. Additions (under roof) +	\$25.00	N/C	250.00	500.00
3. Pools +	\$25.00	N/C	250.00	250.00
4. Masonry/Concrete Patios, Walks + (over 100sq.ft)	\$25.00	N/C	250.00	250.00
5. Enclosed Covered Areas+	\$25.00	N/C	N/C	N/C
6. Privacy Screens, other small projects +	\$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 +	\$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

"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."

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.

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.