

# Palmetto Pointe

Homeowner's Association

## Architectural Review Procedures for New Home Construction

**Issued by the Palmetto Pointe Architectural Control Authority (ACA)**

# ARCHITECTURAL REVIEW PROCESS

## NEW HOME CONSTRUCTION AND LANDSCAPING

### General Information

Written approval for the construction of a **New Home including Landscaping and Fencing** must be obtained from the Architectural Control Authority (ACA):

- Prior to the commencement of any form of site preparation, clearing or grading
- Prior to any materials being delivered to the site
- Prior to the commencement of any form of construction
- Prior to the delivery of any applicable Structure that is to be placed on a Lot

**In addition, the applicant/homeowner must be in good standing with the Association in order to submit an Architectural Review Application.**

Please note that approval for Secondary Structures (such as sheds, playground equipment, fences, etc.) or for modification of an existing structure (including, but not limited to a home or landscaping) must be applied for and written approval must be obtained from the ACA.

The application process and the applicable fee structure for New Homes are defined herein. Questions related to this application processes may be directed to the Association's management company, MJS Inc., who can be contacted at (803) 743-0600 or at [architectural@mjsmgt.com](mailto:architectural@mjsmgt.com)

Upon submission of a complete architectural review application for new home construction, the ACA will conduct a review of the complete architectural review submission. Upon final approval by the ACA, an approved Architectural Design Review Checklist and a letter of approval from the Association will be forwarded to the applicant. Plans submitted for review, or any portion thereof, may be disapproved by the ACA upon any grounds which are inconsistent with the purposes and objectives of the ACA, including purely aesthetic considerations.

The ACA, with approval of the Board of Directors of the Palmetto Pointe Homeowners Association, shall have no obligation to, but reserves the right and authority to from time to time and in its sole discretion:

- a) Establish additional Architectural Guidelines and/or procedures;
- b) amend, eliminate or grant variances to existing Architectural Guidelines and/or procedures (as any of the above may relate to the approval and control of the construction, placement or modification of new homes, to landscaping installation, to the modification of existing homes and/or to any other Secondary Structures on Lots in the community.)

**All contractors must be approved by the ACA, prior to performing work in Palmetto Pointe. If actual home construction has not commenced within six (6) months after the date of issuance of a final approval for a New Home or a roofed addition by the ACA, the applicable approval shall be deemed to have expired, unless the applicant, prior to such expiration date, has requested and obtained a written extension from the ACA. Please be aware that the failure of a property owner to comply with these requirements and with the provisions of the Governing Documents is a violation of the Governing Documents for the community and that the Governing Documents provide the Association with remedies and penalties for such non-compliance.**

**NOTE: Prior to submitting for the construction permit, the homeowner must be assigned a physical address for the lot and future home. The homeowner must contact Saluda County E-911 to obtain the physical address. This can be done over the phone. They will simply ask for a rough estimate of where the homeowner's anticipated driveway may be located. <https://saludacounty.sc.gov/departments/gis-and-e911-addressing>**

## Process Steps

In order to provide for a uniform and systematic review procedure for all proposed new home designs, plans and construction, as well as for the initial landscaping plan for a new home the following sequence and procedures have been established and must be adhered to:

- a) *Architectural Review Application with appropriate attachments and Review Fee submitted to MJS Inc.*
- b) *Design Review and Approval by Association's Architectural*
- c) *Final Review by the ACA*
- d) *Written Architectural Review Determination letter to Applicant*

## Procedures

### Design Review Form Submittal and Payment of Review Fee

The complete Architectural Review Application may be obtained by the property owner from the Association's management company (contact information is provided below) or copied from this document. An applicant must submit:

- The completed Architectural Review Application along with a \$350.00 review fee made payable to Palmetto Pointe Homeowners Association.
- \$3,500.00 Construction Compliance Deposit made payable to Palmetto Pointe Homeowners Association.
- All documents and other information outlined under the Design Review requirements as hereafter specified; and any other documents required by the Architect/Designer.

These items should be delivered to the ACA in care of the Association's Management Company, MJS, Inc. for review by the ACA, as follows:

**Palmetto Pointe Architectural Control Authority c/o MJS Inc.  
4910 Trenholm Road, Suite C  
Columbia, SC 29206  
Telephone (803) 743-0600**

## New Home Construction Plans

In addition to the Architectural Review Application and Review Fee set out above, applicant shall also furnish two full size sets (large format) and two reduced size sets (11 x 17) of the constructions drawings to include the following:

**a) Site plan, drawn to scale not smaller than 1" = 20' showing:**

- 1) Owner's name
- 2) Architect's /Designer name, address, and telephone number
- 3) North arrow and scale
- 4) Property lines with dimensions and bearings
- 5) Setback limits

**b) Elevation drawings showing:**

- 1) All four elevations
- 2) Scale 1/4" = 1'
- 3) Relation of building to grade level
- 4) Height of structure and first floor elevation
- 5) Overall height from grade to ridge of roof
- 6) Description of all exterior materials, roof materials and colors to be used.
- 7) Color palette selection of all exterior finishes.

**NOTE:** The ACA encourages applicants to submit color renderings of elevations, when available.

**c) Floor Plan drawings showing:**

- 1) Each floor, mezzanine, and ground level plan
- 2) Scale 1/4" = 1'
- 3) Overall dimensions
- 4) Square footage area of structure
- 5) Room use labeled
- 6) All walls, windows, and exterior doors
- 7) All overhangs of floors or roofs
- 8) Ground level plan to show foundations, enclosure, driveway location, stairway, garbage enclosures and HVAC equipment locations
- 9) Roof plan

**D) Landscape Plan Drawings:**

Landscape Plan with details must be submitted to MJS prior to requesting a certificate of occupancy (CO). An approved landscaping plan document can be provided to Saluda County at the time the resident is prepared to request the CO. The details on a landscaping plan will include, but not limited to:

- i) Basic drainage patterns (use an arrow to show direction of surface water flow or poor drainage areas)
- ii) Details of landscape features: house, garage, other buildings, porches, decks, patios, trees, shrubs, flower beds, grass areas, patio, play area, boulders, walkways, sidewalks, driveways, sprinkler etc.

- iii) Septic/pump tank/force main tap, underground propane tank, A/C unit, Trash container and any other utility unit

Please Note: Construction Compliance Deposit will not be returned, and the certificate of occupancy will not be issued by Saluda County without an approved landscape design plan as noted above.

- d) **Any additional information, specifications, drawings, or documentation that may be required by the ACA.**
  
- e) **Septic force main taps (as needed for offsite septic residents) through Price Enterprises and water force main taps through the Saluda County Water and Sewer Authority (SCWSA) are required to provide water and offsite septic services to the homes. Contact both parties as instructed in the builder guidelines.**

## Documents to be submitted

The following pages include documents to be submitted for New Homes Construction and Landscaping approval by the owner:

- ARCHITECTURAL REVIEW APPLICATION
- ARCHITECTURAL DESIGN REVIEW CHECKLIST
- CONTRACTOR INFORMATION REQUEST FORM

Please be aware that upon receipt of the completed application and all required attachments, the Association will process the application and provide the owner with a written response. Depending upon the committee's schedule, the review process may take as much as two to four weeks. Please remember that a written approval must be obtained from the ACA prior to delivery, construction or installation of any structure on a Lot. Please allow time for the process to be completed.

# Architectural Review Application For New Home Construction

(Form must be completed by property owner)

DATE \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

LOT # \_\_\_\_\_

BUILDER \_\_\_\_\_

New home construction is subject to review by the Architectural Control Authority (ACA). Prior to any form of site preparation, clearing or grading, to any materials being delivered to the site, or to the commencement of construction, the overall plan for construction must be approved by the ACA.

This Architectural Review Application must be attached to your review package when submitted. Incomplete Architectural Review Applications will not be accepted and will be returned to the applicant.

Your Complete Application must be submitted to:

**Palmetto Pointe Architectural Control Authority**  
**c/o MJS Inc.**  
**4910 Trenholm Road, Suite C**  
**Columbia, SC 29206**  
**Telephone (803) 743-0600**

**Note:** If adjustments to your plans are required by the ACA, the ACA will note these requirements on your plans. A copy of the plans along with a letter outlining the requirements of the ACA will be returned to the applicant. **A COPY OF THE PLANS AND THE RESPONSE OF THE ACA WILL BE RETAINED BY THE ACA/ASSOCIATION.** Adjustments required by the ACA must be incorporated on the plans and the adjusted plans must then be resubmitted to the ACA through MJS Inc. If there are no changes required, the Architectural Design Review Checklist may be signed and returned to you with an approval letter. As set out in the General Requirements and Limitations on Construction Activities section, no activity related to construction may be commenced until the applicant has received final written approval.

# Architectural Design Review Checklist For New Home Construction

(Must be included in the Architectural Review Package, to be completed by the ACA)

OWNER'S NAME \_\_\_\_\_ Lot # \_\_\_\_\_

ADDRESS \_\_\_\_\_

**1) SITE PLAN:** required copies of a (1"=20' scale) plan that is acceptable to the ACA indicating proper building setback, walks, decks, driveways, outbuildings, etc.

\_\_\_\_\_ Site plan                    **APPROVED / DISAPPROVED / PENDING**

**2) FLOOR PLANS:** required copies of a (1/4" = 1'.0" Scale) set of plans that is acceptable to the ACA indicating general floor plan layouts, heated and gross square footage, porches, stoops, etc.

\_\_\_\_\_ Floor plan                    **APPROVED / DISAPPROVED / PENDING**

**3) ELEVATIONS:** required copies of a (1/4" = 1'.0" scale) set of drawings that is acceptable to the ACA depicting exterior design, material designations, roof pitches, column sizes, cornice details, roof jacks, etc., with appropriate dimensions and notes for front, rear, and both sides.

\_\_\_\_\_ Elevations                    **APPROVED / DISAPPROVED / PENDING**

**4) WALL SECTION:** required copies of a (3/4" 11.0" scale) typical wall section that is acceptable to the ACA's Architect showing elevation details, cornice details, roof jacks, wall construction, foundation construction and footing details etc. with appropriate dimensions and notes.

\_\_\_\_\_ Wall Sections                    **APPROVED / DISAPPROVED / PENDING**

**5) ROOF PLAN:** required copies of an illustrating plan, view roof design set that is acceptable to the ACA to include pitches, valleys and ridges.

\_\_\_\_\_ Roof Plan                    **APPROVED / DISAPPROVED / PENDING**

**6) LANDSCAPING PLAN:** required copies of an illustrating plan that is acceptable to the ACA to include details of landscape features: house, garage, other buildings, porches, decks, patios, trees, shrubs, flower beds, grass areas, patio, play area, boulders, walkways, driveways etc.

\_\_\_\_\_ Landscaping Plan                    **APPROVED / DISAPPROVED / PENDING**

**THE SUBMITTED PLANS ARE:**

\_\_\_\_\_ **APPROVED**    \_\_\_\_\_ **DISAPPROVED**    \_\_\_\_\_ **PENDING**

\_\_\_\_\_ **APPROVED WITH THE STIPULATIONS OUTLINED IN THE ATTACHED CORRESPONDENCE OR OR NOTES/ILLUSTRATIONS ON THE PLANS**

\_\_\_\_\_ Date

\_\_\_\_\_ ACA Member Representative

# Contractor Information Request Form For New Home Construction

(Must be included in the Architectural review package to be completed by Applicant)

**All contractors must obtain written approval of the ACA, prior to performing work in Palmetto Pointe.**

OWNER'S NAME \_\_\_\_\_ Lot # \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

Please obtain and submit the following information from your contractor of choice for review by the ACA:

- **Copy of contractor's license:**

Contractor name: \_\_\_\_\_

Received: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Pending: \_\_\_\_\_

- **Proof of current liability insurance:**

Insurance company name: \_\_\_\_\_

Received: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ Pending: \_\_\_\_\_