



ARCHITECTURAL REVIEW INTRODUCTION

The Waterbridge ARC is now utilizing a “Single Pass” review process designed to expedite reviews by consolidating them into a single submittal instead of the former multiple pass process. The success of this program is dependent on the level of expertise of an owner’s architect or designer with respect to working in a custom home community. As Waterbridge has matured there is a better sense of what constitutes a Coastal Cottage design. Although the creative design process will sometimes push the envelope on this definition, the result should always be a pleasing aesthetic home design, landscape and streetscape.

To initiate the review, please submit the “APPLICATION TO COMMENCE A REVIEW” with fees to the Association Manager. You will receive information via your email on how to submit your drawings and specifications electronically.

New Home or Major Addition Projects:

As part of your application you will need to submit:

- Construction Drawings including a site plan, floor plans, elevations and details.
- The two-page Single Pass Designer’s Checklist.
- The Specifications and Drawing Checklist
- At the time of this submittal or no later than the on-site Dry-in review, the Landscape Designer’s checklist and your landscape plans and schedules.
- A copy of your Contractor’s License and a copy of their insurance endorsements. List the Waterbridge HOA as the Certificate Holder via the Waterbridge Association Manager’s address.
- Digital photos of curb in front of your lot where there are cracks or spalls. No other photos required.
- The ARC may require additional information or require changes to your proposed design to conform to the community aesthetic. But by following the checklists closely, you will minimize any additional requirements and potential delays.
- Note: The General Contractor has a separate list of requirements to follow during construction.

Minor Projects:

You will find in this package an application for a minor project, associated with a home which is already occupied. Also are descriptions of what constitutes a minor project.

Finally, following this list you will find descriptions of the three required on-site reviews as well as the form used by the ARC during the on-site review.

The document review may require up to ten working days, roughly 14 calendar days. If you have not received a response in that time, please contact Richard.alsop@arcreview.org or Janette.tedder@arcreview.org.

We look forward to a successful review of your proposed home in the Waterbridge Community.

The Waterbridge ARC
By: J. Richard Alsop, AIA
Consulting Architect
July 1, 2018



APPLICATION TO COMMENCE A REVIEW
SUBMIT THIS FORM, ONE PAGE, AND YOUR APPLICATION FEES ONLY, TO:

WATERBRIDGE HOMEOWNERS ASSOCIATION, INC.
Attn: Sandy Mathews, CAMS 1701 Unit A Singing Rose Dr, Myrtle Beach, SC 29579, 910-239-5974.
smathews@camsmtg.com

(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

COMPLETE THE FOLLOWING "REQUIRED" INFORMATION:

Lot Number: _____ Lot Street Address _____
Lot Owner: _____
Lot Owner Email Address _____
Lot Owner Phone: (_____) _____
Registrant Name* (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (_____) _____ Second Phone (_____) _____ (optional)

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- I. Initials _____ Homeowner's fees paid to HOA for current year (include if not previously paid).
- II. Initials _____ Main dwelling Architectural Review fee: \$1,250.00.
- III. Initials _____ Modification to Existing Home, where building permit is required, \$325.00 fee attached.
- IV. Initials _____ Compliance Security Deposit for dwelling construction: \$2,500.00. (\$1500 for remodel)
- V. Initials _____ Road Bond for any new home or construction \$2,500.00** (same for remodel)
- VI. Initials _____ Additional Plan Review In-Office: \$175.00 fee is attached. (if over 3 reviews are required)
- VII. Initials _____ Additional On-Site Review: \$225.00 fee is attached. (If over 3 on-site reviews are required)

* All correspondence will be conducted through the person named here.

** \$500.00 will be retained by the association as an impact fee for new home construction only.

OWNER(S) ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINE EDITION DATED JULY 1, 2018.

By: _____ Date: _____

By: _____ Date: _____

THE FOLLOWING IS TO BE COMPLETED BY THE HOA ASSOCIATION MANAGER ONLY

NOTE THAT CONSTRUCTION DEPOSITS AND BONDS, ITEMS IV AND V SHALL BE PAID BY GC ONLY.

\$ _____ Owner Paid: Check #: _____ Date: _____ Paid By: _____

\$ _____ GC Paid: Check #: _____ Date: _____ Paid By: _____

Application Received By: _____ Date: _____



SPECIFICATIONS AND DRAWING CHECKLIST

(TWO PAGES)

YOU WILL RECEIVE INSTRUCTIONS BY E-MAIL AS TO HOW TO SUBMIT THIS FORM. ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF or JPEG. (No Doc, Docx or zip)

REGISTRANT (primary contact) NAME: _____
PHONE _____ E-MAIL ADDRESS: _____

ARCHITECT/DESIGNER: _____
SO. CAROLINA ARCHITECT LICENSE NUMBER: _____ OR HORRY COUNTY LICENSE #: _____
EMAIL ADDRESS: _____

CONTRACTOR: _____
SO. CAROLINA CONTRACTOR LICENSE NUMBER: _____ Type: _____
PHONE (S) Office: (____) _____ Site superintendent (____) _____
EMAIL ADDRESS: _____

Heated SF: 1ST Floor _____ 2ND Floor _____ Total HSF _____
Unheated SF : _____ Total SF under roof _____ Open Deck SF _____

EXTERIOR MATERIALS: STATE LOCATION, TYPE (Brick; shake; etc) AND PRODUCT ID OR MODEL #

WALL 1: _____ TYPE: _____ ID. _____

WALL 2: _____ TYPE: _____ ID.. _____

WALL 3: _____ TYPE: _____ ID. _____

FOUNDATION: uniform fully around the home TYPE: _____ ID. _____

ROOF 1 6:12 or better: TYPE: _____ ID. _____

ROOF 2 3:12 – 6:12 TYPE: _____ ID. _____

WINDOWS: _____ TYPE: _____ ID. _____

TRIM: _____ TYPE: _____ ID. _____

DOORS : Front TYPE: _____ ID. _____

DOORS: Other exterior locations TYPE: _____ ID. _____

SHUTTERS: Other than hurricane protection TYPE: _____ ID. _____

DRIVEWAY/WALKS: show on finished site plan TYPE: _____ ID. _____

GARAGE DOOR: single or double TYPE: _____ ID. _____

FIREPLACE? YES NO CHIMNEY MATERIAL: _____

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS OR SPARK ARRESTORS ARE NOT PERMITTED

COLORS ARE NOT APPROVED UNLESS PLACED ON THE SAMPLE BOARD AND ARC APPROVED

ENSURE THE FOLLOWING APPEARS ON YOUR DRAWING SUBMITTAL (Initial at each location):

SITE PLAN:

- _____ Property lines with dimensions and bearings and a north arrow.
- _____ Precise location of any Preserve or Wetlands on your lot. See landscape requirement for signage.
- _____ Streets, property boundaries, setbacks, rights of way, easements, utility stub-outs and all other pertinent information from recorded documents.
- _____ Outline (footprint and eaves) of the proposed home, porches, steps, patios, HVAC pads, walkways, Driveway(s). Eaves ≤ 12 " may extend over setbacks and utility easements.
- _____ Show topographic contours at two-foot increments using dashed lines.
- _____ Indicate how drainage will be handled to prevent water runoff from migrating to neighboring lot.
- _____ All existing hardwood trees with a caliper of 6" or greater (Do not document trees within wetlands)
- _____ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- _____ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- _____ Footprint of the home on the site and total square footage of the site.

HOME PLANS, ELEVATIONS AND DETAILS:

- _____ Floor plans: Show all room dimensions, along with square footage totals of each floor.
- _____ Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- _____ Elevations: Provide front, rear, and side elevations showing building materials and finishes
Indicate maximum height of the principal structure and anticipated finished grades. Show first floor in front and rear of home to be a minimum of 24 inches or 3 block courses above the foundation fully around the home. Indicate floor to floor heights.
- _____ Typical Wall Sections: The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. One very detailed wall section must be cut through a typical window.
- _____ Details: Provide details of all unique conditions on the home.

Other data: The ARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

PLANS WILL BE EITHER APPROVED, NOT APPROVED OR INCOMPLETE. THERE IS NO LONGER A CONDITIONAL APPROVAL. OWNER IS REQUIRED TO RESUBMIT DESIGNS OR PORTIONS OF DESIGNS, OR OTHERWISE ACKNOWLEDGE COMPLIANCE WITH ARC REQUIREMENT IN ORDER TO OBTAIN APPROVAL.

I acknowledge that I included everything on the required architectural review checklists. I understand that this information has been requested by the WATERBRIDGE HOMEOWNERS ASSOCIATION prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 45 days, or if not approved, with re-submittals for non-approvals within an additional 45 days from my re-submittal, are at my sole risk and expense.

OWNER(S) ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINES HEREIN AND THAT THEY WILL ENSURE ALL SUB-CONTRACTORS ARE FAMILIAR WITH THE REQUIREMENTS FOR CONSTRUCTION IN WATERBRIDGE AND THAT WORK BY PRIME SUBCONTRACTORS WILL BE SUPERVISED BY LICENSE HOLDER. OWNER(S) UNDERSTAND THAT NO CHANGES TO THE APPROVED PLANS MAY BE MADE WITHOUT ARC APPROVAL IN WRITING.

_____ (required) _____
Lot "Owner" Signature Date

Lot Owner Printed Name



**WATERBRIDGE ARCHITECTURAL REVIEW
MINOR PROJECT APPLICATION
(ONE PAGE)**

Submit this form for Minor Projects (only)

**SUBMIT THIS FORM AND APPLICABLE FEE ONLY, TO:
WATERBRIDGE HOMEOWNERS ASSOCIATION, INC.**

Attn: Sandy Mathews, CAMS 1701 Unit A Singing Rose Dr, Myrtle Beach, SC 29579, 910-239-5974.
smathews@camsmgt.com

REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.
All submittals will be digital and must be uploaded to Charette.cloudapp.net.

COMPLETE THE FOLLOWING:

Lot Number: _____ - M (Project will be registered with – M in suffix)

Lot Street Address _____

Registrant Name (primary contact): _____

Registrant e-mail address: _____

Registrant Telephone: (____) _____

Lot Owner (if different): _____

Lot Owner e-mail address: _____

1. _____ Initial: Minor Project Part A Application Fee of \$175.00 is attached.

Make Check payable to: Waterbridge HOA

2. _____ Initial: Minor Project Part B: \$75.00 Fee is attached.

Make Check payable to: Waterbridge HOA

**OWNER ACKNOWLEDGES THAT HE/SHE HAS READ AND AGREE TO CONFORM TO
THE WATERBRIDGE ARCHITECTURAL GUIDELINES IN THE EDITION DATED JULY 1,
2018**

Lot Owner Signature _____ Date: _____

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to ten days. The registrant will be notified by email from the review site of the ARC determination.

WATERBRIDGE - Minor Projects (added to an existing home)

Please consult the ARC for the following minor projects:

Part A Projects

Project Description

Balconies

Decks and deck roof additions

Disability Access

Door Additions & Security Enhancements

Drainage Changes

Driveway Modifications or Expansion

Exterior Painting (if different than originally approved)

Garden Walls

Hot Tubs/Saunas

Patio with Masonry Fireplaces

Paving for Walks, Driveways and Patio Areas

Permanent Recreational Equipment, Sport Courts and Trampolines

Ponds or Water Features

Retaining Walls (Impact fee required for curb damage)

Roof Replacement (if different than originally approved)

Rooftop Equipment

Shutters – Storm shutters (permanent)

Siding Replacement (if different than originally approved)

Skylights

Solar Energy Devices

Vents

Window Replacement (if different than originally approved)

Window Tinting and Security Bars

Stand alone structures, other than garages are not currently approved. Owners will be notified of CCR change if enacted by the HOA Board to approve such structures.

Part B Projects

Project Description

Basketball Backboards – Permanent

Awnings and solar shades

Dog Houses

Raised Flower or Vegetable Gardens in front or street facing side yards

Lawn Ornaments – permitted in rear of the home or non-street facing sides only.

Fence Additions (black wrought iron or aluminum and white vinyl only)

Landscape changes

Lattice Work

Lights and Lighting Modifications – (none directed toward neighboring lots)

Playground Equipment and playhouses

(paint or stain in colors that blend with nature. No primary red, yellow, blue permitted above 6' in height.)

Railings (black, deep brown, bronze or white)

Shutters

Rain Barrels - For irrigation system

Propane Tanks (with proper size and screening)

Satellite Dishes on Roof or Poles

Removal of small scrub trees and shrubs prior to or after plan approval.

Wind Turbines, Wind Vanes

Part C Projects (Although no application or fee is required, all Guidelines must be followed)

Project Description

Birdbaths (non street facing elevation only – one per side, maximum 4 feet high, 3 feet diameter)

Birdfeeders (non street facing elevation only – neutral colors, only two per lot, please)

Door Security Enhancements (if not visible from the exterior)

Portable Basketball Goals – stored each evening inside garage.

Compost piles – leaves only (in rear yards out of sight of street).

Irrigation extensions

Landscape Modifications (replacing damaged or destroyed elements with same elements only)

Hurricane shutters, style with upper channel and bottom track only, painted to match background wall or trim.

(Impact panels may be placed only following a NWS hurricane notification and must be removed within three days following lifting of warning)

SITE STAKING REVIEW:

The following must be in place for the pre-construction site staking review:

- 1) A portable toilet – face door away from the street
- 2) A 4x4 panel in front of the toilet with samples of all materials and colors seen on the exterior of the home. Colors are not approved until they are placed on the sample board and approved at the site staking review.
- 3) A lot number in 3” high letters at the top of the sample board.
- 4) A silt fence fully around the perimeter of the site. Embed the fence. Leave opening for access at the street.
- 5) A gravel drive using 2”-3” surge stone placed 10 feet wide by 20 feet long, 5” deep minimum.
- 6) A siphon break on the temporary water supply hose bib.
- 7) A minimum 20 CY dumpster is required prior to commencing framing.

An additional field visit will be charged if all of the above are not in place on the day site staking is scheduled.

Note: a \$500 fine will be assessed for crossing the curb with a concrete truck. Plan to use a pump truck.

DRY-IN REVIEW

Call for this review when you have the home framed, house wrap is complete windows are in place and roof installed.

Your landscape plan must be submitted ahead of this review or additional review fee will be charged.

FINAL REVIEW

Call for this review when you are completely finished with the work of the home including landscape. **Additional site review and fee will be required for any call back on a final review due to incomplete condition.** However, most often photos may be provided to the review site following the final review to confirm completion of minor items without an additional site review or additional fee being required.

Site reviews are typically conducted twice per month on the second and fourth Wednesdays. **Notify the Architect via the review site when you would like to have your site review.**

UNIFORM FIELD REPORT

LOT REVIEW: Site Staking Dry In Final ADDITIONAL REVIEW

1. Community: _____ 2. Lot Number: _____ 3. Date: _____
4. Homeowner: _____ 5. Builder: _____

Road and Curbing: Pre-construction Damage Damage from Current Construction

Note Damage: _____

Water Meter: Condition of cover and piping: _____
Type of protection: _____ Is Siphon Break in place?: Yes No

Sewer System: Condition of access point: _____ Type of protection: _____

Silt Fence Condition: Road Side _____ Interior Property lines: _____

Site Staking:

Dry In

Final

Y N Stone for Driveway	Y N Stone Driveway in good condition	Y N Driveway Stone Removed
Y N Dumpster on site	Y N Dumpster location & site trash good	Y N Dumpster Removed
Y N Port-a-Potty on site	Y N Port-a-Potty location good	Y N Port-a-Potty Removed
Y N Site Boundaries Marked		
Y N House Staked as noted on plan		
Y N Sample Board Complete	Y N Materials on home same as on board.	Y N Materials same as board

If No explain: _____

Y N Building Materials Stored (Neighboring property Approval Letter Provided) _____

Y N Was neighboring Property restored after construction complete? Y N Roadway needs cleaning? _____

Y N Windows & Doors Confirmed _____ Y N Roofing Manufacturer & Style Confirmed _____

Y N Exterior Home Massing and Details as Approved _____

Y N Landscape Elements as Approved. If no, explain _____

Y N Mailbox in Place

Y N Photos on file?

Notes: _____

Community Work Hours: M-F _____ (am) _____ (pm) Saturday _____(am) _____(pm) Sunday/Holidays _____(am) _____(pm)
(Check Guidelines for Holiday closure dates)

NOTES:

- 1) **Builder/Homeowner** are responsible for maintaining site: Builder/**Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. HOA May charge for cleaning if required.
- 2) **Requirements for neighboring sites:** **Homeowner**/Builder must have written approval to utilize adjoining lots in any manner. Damage to neighboring property will be the responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.
- 3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines. Approval does not in any way represent an opinion of the adequacy of the construction, or of the suitability of proposed building materials or methods of construction for any purpose.

Approved (To Proceed with Construction) Not Approved * Indicates Items to be Resolved
 Incomplete – Add'l On Site Review Required (Additional \$ _____ review fee will be deducted from the Deposit)

Y N Is Security Deposit Authorized for release? If No, explain: _____

Signatures:

Homeowner: _____ Builder _____ Date: _____

ARC/ACC: _____ Date: _____