



# LONGBROOKE

*European Country Estates*

*Residential Planning Guide*

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## PLANNING A COMMUNITY AT LONGBROOKE

### *The Concept*

The Longbrooke European Country Estates (Longbrooke) Residential Planning Guide was developed to help shape the form and character of the Longbrooke community in ways that reflect the most valued qualities of the site and architecture with the natural landscaping style of Frederick Law Olmsted thereby blending the richness of design and use of materials with the natural environment.

These guidelines begin with an understanding of the qualities of the site, the landscape forms, the vegetation and natural features, which are important to maintaining sustainable environments and preserving valued recreation areas. They are derived from a detailed study of the work of Frederick Law Olmsted's most valuable contributions to the landscape. Inspiration can be drawn from his work at Riverside, Illinois, Druid Hills neighborhood in Atlanta, Georgia, Biltmore Estates in Asheville, North Carolina, Prospect Park in Brooklyn, New York and New York City's Central Park. The organization of public spaces, the character of streets and the residences, and the human scale of architecture combine to create a distinct sense of place prized by residents and admired by visitors. This inherited Olmsted style is a resource and the basis for the landscape guidelines.

The guidelines also provide the means of ensuring the creation of quality architecture, good neighborhood streets, and environments that respond to the character and traditions of Historical Architecture. The best communities incorporate many diverse styles from different eras. Because these communities are based on common principles, they have a timeless quality that endures from generation to generation. Though now regarded as a distinct vernacular, architectural style is actually an amalgamation of myriad influences, evolved to suit Longbrooke's unique setting and its neighbors' lifestyles.

A distinctive characteristic of Historical Architecture has a consistency in vocabulary, materials and form. The most striking aspect is the quality of materials aesthetically arranged in a composition that is pleasing to the eye. This simple vocabulary is the hallmark of traditional architecture elegance and character.

Please note: This document is subservient to the Longbrooke Declaration of Covenants, Conditions and Restrictions.

## LANDSCAPE THEMES

### *The Concept*

Throughout history, designed landscapes and gardens have been recognized as art forms reflecting contemporary cultural sensibilities. In this century, more pastoral and natural landscapes have been favored and are usually best reflected in the works of Frederick Law Olmsted, the "Father of Landscape Architecture." Olmsted was one of the first to put forth the principles of the City Beautiful movement in America.

For Olmsted, part of a region's beauty lay in its large open spaces that encouraged people to connect with the natural world. His goals and artistic sensibilities give Longbrooke its guiding set of principles.

### *Essential Elements*

Generally favored will be landscape solutions that are in keeping with the goals of Longbrooke: simple, understated and park-like in appearance while still allowing for personal expression in design and plant materials. In all instances though, the preference will be for larger sizes and quantities of the selected plant material, yet less variety of species. Importance will be placed on side and rear yards as well as front; in instances

where the home adjoins a public realm in the rear, the rear should be considered to be the "second" front yard. The homeowner's planting obligation begins with the edge of street pavement and includes grass and irrigation.

### **Use of a Landscape Designer**

The Longbrooke Planning Guide requires the owner and/or builder to employ the services of a landscape designer/architect to develop a landscape plan reflecting the principles of Longbrooke.

### **Site Clearing, Grading & Drainage**

Every effort should be made to develop site plans consistent with natural drainage flow. Site clearing of a specific lot shall be kept to a minimum and alterations to natural drainage systems shall be avoided. All trees greater than six-inch caliper shall require approval before removal. On-site approval also shall be required for all clearing outside twenty (20) feet of the building footprint. Any necessary grading shall maintain a natural appearance, producing graceful contours and providing smooth transitions at the head and toe of slopes. Fill dirt brought on site must be placed to reflect the natural characteristics of the land. Excessive fill, which adversely affects existing trees, vegetation and adjoining property, is not permitted. Tree protection fencing should be in place prior to plan approval.

Gutter downspout piping to an acceptable location on the lot is required, and must be shown on the landscape plan at submittal.

Once construction is completed, drainage easements belong to Lancaster County, but homeowners are responsible for keeping drainage easements clear and maintaining them.

### **Landscape Palette**

A Longbrooke Landscape Palette has been developed for plant material selection intended for rights-of-way, front and side setback zones and back or side yards adjoining public open spaces. For maximum appeal, the plant selections should carefully mix textures and colors, but the plan should be kept simple. Additional plant considerations should include using shrubs and groundcovers that are recognized as "deer proof." Furthermore, plant materials should complement native species and be compatible with the existing environment and ecological conditions, including, but not limited to, existing acidity or alkalinity, available light and moisture, and temperature. A soil sample analysis will help determine this and is therefore encouraged.

### **Preservation of Existing Trees**

As noted throughout this Planning Guide, Longbrooke's intention is to maintain a natural, park like setting throughout all phases of the community's existence. In support of that, Longbrooke has placed a high value on existing, quality trees, and there is a significant focus on preservation of those mature trees where possible.

To that end, **prior to commencement of any clearing or grading** and as part of the submission packet to the ARC, a tree survey and tagging must be completed as noted under Essential Elements on page 13.

Tree protection must be installed prior to commencement of construction and any trees adjacent to the construction zone must be evaluated and cared for by a certified arborist.

There will be a 1:1 credit for trees preserved against the minimum requirements relative to the lot as decided by the Longbrooke Architectural Review Committee (ARC). Credit applies to those trees which are saved and undamaged that meet the minimum requirements for tree plantings in Appendix A. Please note that existing Pine trees do not count toward the minimum requirements, and credit for the retention of any existing Sweet Gums will be reviewed on a case-by-case basis.

Both owners and builders will be held financially accountable for preserving trees. **A fine of \$1,000 (one thousand dollars) will be levied for each tree damaged or removed which was not previously approved (by the ARC) for removal.**

### **Tree Planting**

In the front yard of each lot, there shall be planted at least two canopy trees - selected from the Longbrooke Landscape Palette - of six-inch caliper diameter or greater as measured 12 inches from the top of the root ball. An additional canopy tree - selected from the Longbrooke Landscape Palette - will be required in the front yard for each additional 25 feet of lot frontage (or fraction thereof) after the initial 50 feet of lot frontage; these trees must be of at least three inch caliper diameter as measured 12 inches from the top of the root ball. Corner lots will be held to a higher standard as they present two facades and two front yards to the public realm. At least two-thirds of the planted trees must be trees native to the area.

There shall be one tree planted per every 3,000 square feet of lot size. As a rule, canopy trees should be planted no closer than 20' from one another, nor should they be planted further apart than 30'.

There should be no more than two trees of any one variety placed on the site to meet these minimum requirements.

### **Shrubs & Groundcovers**

At least thirty percent (30%) of shrubs being planted must be from containers sized seven gallons or greater. The minimum acceptable plant size is three gallon container for shrubs. All plantings immediately adjacent to the foundation of the house shall be no less than one-half the height of the foundation at time of installation. At least one-third (1/3) of the pervious surfaces on all yards shall be beds of shrubs and groundcovers. It is encouraged that groundcovers, rather than lawn, be used in areas of deep shade where turf grass will prove difficult to grow. In addition to the above plant material, seasonal color plantings and groundcovers are required in un-planted and non-lawn areas. Seasonal color and groundcovers are to be planted in sufficient quantity so that no exposed areas of mulch or pine straw are visible at those plants' average mature size. In the interim, no areas of open mulch or pine straw greater than 100 square feet will be permitted.

### **Hedges**

Hedges can be an integral part of a landscape plan, particularly when used to create privacy, a backdrop for other plantings, a windbreak or as the walls of an "outdoor room" (please see the section "Outdoor Rooms, Porches & Decks" for more information concerning "outdoor rooms"). Additionally, hedges need not be formal, clipped vertical planes requiring constant shearing and clipping but can be massed as a dense thicket. The size and spacing of plantings used to create a hedge should be great enough and close enough that the desired hedge is quickly achieved, therefore, 15 gal. plants are required. Hedges must be a minimum of 3' tall at installation. Hedges planted at the front setback line and extending along the side property lines to the rear property line are strongly encouraged. Generally speaking, when used to create privacy along property lines, evergreen plants are the best choice. When using deciduous plant materials, consideration should be given to the plants' flowering characteristics and structural appearance in winter.

### **Lawns**

On all lots, the front yards and side yards must be sodded to the extent of the rear corners of the home. These areas of residential lawns further contribute to the park-like appearance of the neighborhood by acting as a unifying, visual element which provides an overall smooth, neutral setting for the stronger shapes, colors and textures of paving, fences, trees, shrubs, groundcovers and flowers. Adjoining lawns should be viewed as large, flowing open space.

### **Vegetable & Herb Gardens**

Vegetable gardens are permitted as long as they are located in rear yards and do not exceed 500 square feet. In the interest of preventing nuisance pests from becoming a problem, simple, attractive, well-maintained post and wire garden fencing is strongly encouraged. No garden may be located beyond the bounds of the width of the residence or within ten feet of the rear property line.

### **Corner Lot Planting Requirements**

On corner lots, plantings will be required along both frontages as these lots present two facades and two front yards to the public realm. The length of the front property line will determine the minimum quantities needed for the typical front yard. The dimension measured from the front setback to the rear property line will determine the minimum quantities for the side property from the adjacent roadway.

### **Fences, Walls & Hedges**

Fences and walls, when an integral part of the overall landscape theme and appropriate to the architecture of the house, may be approved. As part of the landscape design, fences should be softened by plantings that include vines and other plant materials.

Fences and walls on the front setback zone may be permitted by the ARC on a case-by-case basis. The design and detail of fences around swimming pools must be approved by the ARC.

In some specific instances, fences and walls may be required, such as around trash receptacles, HVAC units and service yards, as well as along driveways in special situations where the driveway runs between two adjacent lots.

Wooden Privacy, Chain Link, Wire, and Vinyl Fencing are not permitted.

The ARC may require fencing for purely aesthetic reasons if the neighborhood context or lot characteristics dictate such. The height of these structures is to be only that which achieves the purpose of screening from view the above-mentioned objects.

Materials: All fences must be of the highest quality. Generally favored will be brick, stone, and/or genuine stucco, all with or without wrought iron or black aluminum fence infill.

### **Irrigation**

An irrigation system controlled by an automatic timer or clock is required for the best possible maintenance of lawn and landscaped areas, thereby ensuring a healthy, park-like appearance through the neighborhood. An irrigation plan must be submitted with the landscape plans.

Irrigation must cover all plantings and turf areas.

### **Site Lighting**

Lighting solutions in Longbrooke should be subtle and designed as thoughtful integrations to the overall architecture and landscape plan. Better lighting solutions are achieved when the source of light is not visible or obvious. It is preferable, though not required, that lighting be focused on the landscaping and not on the architecture of the house. When light sources are placed away from the house, rather than on the house, a greater feeling of spaciousness can be achieved in even the smallest of landscape gardens. However, no lighting shall be placed in street right-of-way, drainage or utility easements or shine directly into another property.

## ARCHITECTURAL STRATEGIES

### *The Concept*

Architectural creations with classic and traditional Old World styling such as, French Eclectic and English Eclectic, will be considered subject to the guidelines contained herein. Elements of these styles include simple yet varied building forms, balanced design, high pitched roofs, high ceilings and dormered rooflines to name a few. Spanish and Mediterranean architectural themes are not permitted.

The Longbrooke Residential Planning Guide requires the owner and/or builder to employ the services of a licensed architect to develop a home reflecting the principles of Longbrooke.

\*\*\*Refer to the Mandatory Preliminary Review stage on page 16.\*\*\*

### *Essential Elements*

#### **Form & Massing**

Each home site will have a front setback line. Reference to the recorded plats is required to verify this information. Designers are encouraged to utilize varying architectural elements appropriately adapted and scaled and harmoniously arranged on the elevations. Front porches, bay windows, entry stoops, steps and other ancillary elements may not encroach into the front setback area.

#### **Ceiling Heights**

To achieve the appropriate verticality of the traditionally-designed home and to allow for gracious interior spaces, ceiling heights will be required to be at least ten feet on the first floor and nine feet on the second floor.

#### **Foundations**

All houses should be on a raised crawl space or basement with appropriate foundation treatments. Preferred foundation materials are brick, stone, and genuine stucco. Efforts should be taken to keep the exposed foundation wall between 3' and 5'. Foundations that are above or below this range will be reviewed on a case by case basis. Except for basement lots, the finish grade under the house must be no lower than the exterior grade at the foundation wall.

#### **Home Exterior Lighting**

All lighting visible from the street, including monument, garage door, and front vestibule lighting, but excluding security, flood, landscape lighting, and rear yard lighting, shall be from gas lanterns. Security, flood and landscape lighting shall be discreetly placed with dark colored housings.

## Exterior Wall Materials

Emphasis will be on materials appropriate to the nature of the architectural aesthetic. Vinyl Products are prohibited.

### Siding:

Selections must be of traditional colors and reflect architectural style. Cast/cultured stone is prohibited. Wood or fiber cement products used in exterior applications may be shingle, clapboard, board and batten, smooth or beaded siding meeting certain exposure and finish requirements.

**Each home must consist of 75% brick, stone or stucco and any Accessory Buildings must consist of 90% brick, stone or stucco that matches the home as stated in the CCR's.**

Exterior lap wood or fiber cement siding must have a four- to six- inch exposure and have a smooth finish.

Conventional stucco in approved colors with a sand or heavy texture finish is acceptable. Detailing is very important. Horizontal and vertical control joints may be employed as needed. Synthetic stucco (EIFS) will not be permitted.

Stucco Forms and Stucco Quoins are prohibited.

Combinations of exterior building materials on the same residence are encouraged.

Shutters shall be sized to match adjacent windows, even if only decorative and must have hardware that shall be or appear to be functional, and consistent in scale and finish with the style of the home.

### Trim:

Trim on all homes shall be smooth wood, painted or stained. Vinyl and aluminum soffit and fascia detail will not be allowed. Appropriately over- scaled trim is encouraged.

### Chimneys:

Chimneys shall be constructed of brick, stone or conventional stucco and must have a metal or masonry cap detail to conceal the spark arrestor that reflects the architectural style of home. At least one chimney is required if there are fireplaces in the home.

## Outdoor Rooms, Porches & Decks

Climatically sensitive architecture in this region places an importance and value on the outdoors as a place of recreation and leisure. While desiring to be closer to the environment, there continues to be, however, a need for shelter from the elements. Typically intimate spaces, outdoor rooms are created through the use of constructed structures such as masonry walls, arbors (a shelter usually of latticework covered with climbing shrubs or vines) and trellises (a frame of latticework used as a screen or as a support for climbing plants). Other outdoor retreats include semi-walled spaces such as cabanas, pavilions and gazebos. Furnishings and plantings are combined to create the atmosphere and ambiance of a room in an open flat space. Further examples include courtyards, terraces, patios, garden rooms, or pool areas. These outdoor rooms are often connected to the main house structure by a pergola (parallel colonnades supporting an open roof of girders and cross rafters).

Porches and decks should be designed as an integral part of the house design and overall site plan. They may not appear to be "added on" elements or afterthoughts, but should blend equally with the house and landscape. No wooden Decks are permitted.

Note: Rear and side porches or patios/ slabs must be at a minimum color tinted or stained/ stamped concrete.

Bay windows and open front porches may not encroach beyond the front setback. Screened porches may be allowed on the side yard setback if the screened porch does not encroach over the side setback. Additional detailing and landscaping will be required.

Front porches should either frame doorways or extend to a logical point on the main front facade of the house and must be at least seven feet deep.

Porch columns, regardless of location, shall be at least eight inches square or eight inches in diameter.

Railings should be square or round section balusters with simple horizontal members. Railing detail variety can be achieved by using patterns and spacing. Wood or wrought iron may be used.

Decks may have brick, stucco or stone pier foundations. If pier foundations are used, heavy-duty lattice panels with horizontal and vertical rails should be installed at the back of the pier to create depth and shadow to the foundation wall.

All railings, pickets are to be painted or stained to complement the color of the house.

Screened porches must be designed with the screening on the inside of the porch columns and pickets.

## Roofs

A variety of roof shapes consistent with the architectural style will only be only be considered. Roof shapes within a home or between a home and ancillary structures on the property should be complementary to one another.

The pitch of the dominant roof should not be less than 10:12. One- and- a-half story homes should have pitches not less than 12:12. Gable and hipped dormer roof pitches should match the main roof pitch. Shed dormer roof pitches should not be less than 3:12 and will require metal roofs. Porch roofs may have lower pitches but not less than 3:12.

Building height should not exceed 2.5 stories in height where the one-half story doesn't exceed 50 percent (50%) of the floor directly beneath it\*. Architectural features that exceed 2.5 stories may be approved on a case- by-case basis. Depending on the massing of the home, for designs that seek to maximize the allowable building width for the lot, portions of the second floor may be required to be incorporated into the first floor roof.

All homes must be a minimum of 1.5 stories as viewed from the street within Longbrooke or Possum Hollow Road. Corner lots must meet the 1.5 story requirement from both street frontages.

The architect and ARC will determine appropriate building height during the on-site review process, where existing site conditions including tree canopy and neighboring houses will be considered. Consult local jurisdiction authorities for maximum building heights.

Roof material selection for homes in Longbrooke may include slate, synthetic slate, wood shingles, 5V crimp, standing seam metal, or 30 plus year architectural grade asphalt shingle.

Roof penetrations (vent stacks, roof vents, etc.) must be painted to match the roof. They are not permitted on front roofs and must be located on surfaces least visible from the street or other public space. Skylights, where visible from adjoining property or amenities, will not be permitted.

*\* As measured from outside face of wall stud, second floor areas to five feet plate height. Lots that are atypical in configuration may be handled on a case-by-case basis.*

## Windows & Doors

Windows and doors should be seen as openings in an otherwise continuous surface. The following criteria should be considered when designing the homes' exterior elevations:

Windows and doors should align vertically or be balanced in their composition.

Front entries should be inviting; doors should be of solid wood and have a high level of detail at the trim and casing around the doorway. Front entry doors shall be minimum 8'-0" tall and 3'-6" wide. Side entry doors shall be minimum 8'-0" tall and 3'-0" wide. Other entry door solutions will be reviewed on a case-by-case basis, but should relate in design to other fenestration patterns on the home. Two-story entrances are not permitted. Gas lanterns are required at the front entry way and on the garage side elevation.

Symmetry and/or balance to spacing and relationship of windows and doors is required.

All Windows and doors on all elevations shall be wood interior and have colored aluminum clad exterior. All side and rear entry doors must be of wood or aluminum clad exterior to compliment windows grille patterns. Vinyl window cladding, fiberglass and metal doors are prohibited.

Architectural style wrought iron entry doors may be considered on a case by case basis.

All windows must be casement windows. Double-hung windows are not permitted.

Authentic Divided Lites (ADL) Simulated Divided Lites (SDL) or Grills Between Glass (GBG) are required on all front and side elevations. Grills are not required on rear elevations.

Stucco Forms are prohibited.

Picture windows, sliding or pivot windows will be considered when they are integrated with the overall patterns on the home.

Window trim, heads and sills are to be richly detailed.

All exterior window and door shutters are to be wood, simple in their detailing, operable and sized to fit the opening and include operable hinges and shutter dogs.

Window vocabulary should be simplified so as to limit the use of "feature" windows. (Feature windows include, but are not limited to, isolated use of window shapes that do not relate to overall window fenestration or building composition.)

Random placement of windows on side elevations will not be permitted.

The use of window-installed air conditioner units will not be allowed.

# THE HOME SITING

## The Concept

Homes and landscapes in Longbrooke are intended to blend: the flow of the landscape should be continuous from home to home, creating a park-like setting. Home size requirements have been developed, ensuring that built structures become careful and integral additions to their environment.

In all cases, over-sized homes that draw attention to themselves or overpower their setting will not be considered appropriate.

## Essential Elements

### Tree Preservation

One of the primary goals of the guidelines for Longbrooke is to minimize the disturbance of the existing ecological systems and to preserve existing trees. **Owners and builders may not commence clearing or grading or remove any trees prior to final approval of plans by the ARC.** Please see the "Tree Preservation" section on page 6 for more detail.

All Hardwood trees over three (3) inches in diameter, other trees over six (6) inches in diameter and significant clusters over eight (8) inches in diameter must be marked on the tree survey and **must be tagged with colored tags to visually indicate trees which are to be saved vs trees which are to be removed.**

All trees which are adjacent to the construction zone and which may be impacted by construction **must be treated by a certified arborist prior to start of construction and monitored during construction.** A letter from the arborist verifying their review and observation during the building process will be required at the Site Staking Inspection.

Both owners and builders will be held financially accountable for preserving trees. **A fine of \$1,000 (one thousand dollars) will be levied for each tree damaged or removed which was not previously approved (by the ARC) for removal.**

### Survey & Topographic Requirements

The Owner and/or Builder will be required to provide a survey and topographical drawings that indicate the following (among other things\*\*\*):

- All Hardwood trees over three (3) inches in diameter, other trees over six (6) inches in diameter, and significant clusters over eight (8) inches in diameter
- Topographical information at one-foot intervals
- Utilities, Easements
- Adjacent houses, their decks, patios and driveways
- Boundaries (including critical lines, etc.)
- Building setbacks

\*\*\*Refer to step 3 on page 17 for the complete list.

## Protective Fencing Requirements

Existing trees and natural areas are regarded as an essential part of Longbrooke and must be preserved. Tree protection fencing will be required for all existing trees and natural areas shown to be preserved on the approved Site Plan. This fencing, as well as silt fencing to protect the street from storm water runoff, will be required to be installed prior to plans being submitted for Final ARC Review.

## Lot Subdivision/Combination

A lot may not be subdivided.

Adjacent lots may be combined to form a larger homesite. When combined, both lots must be improved including plantings and irrigation as specified in these guidelines.

Annual assessments are applicable on each individual lot regardless of whether two or more lots are combined to form one homesite.

## Home Sizes

Each lot shall have a minimum square footage of 3,000 heated sq. ft. for the main residence as measured by the International Building Code, to the inside face of finished walls. Lot maximums shall be determined on appropriateness of scale, size and style of home being constructed. As such, this will be reviewed on a case by case basis.

Where possible, home designs that incorporate a collection of separate structures are desirable.

## Driveways

### *Location:*

Two curb cuts per lot will be permitted for circular drives, otherwise, one curb cut per lot will be permitted. Driveways may be no closer than 50 feet to right-of-way at street intersection.

### *Materials*

Driveway materials generally favored include concrete or brick pavers, or broom finished concrete. All driveways require a minimum 15' deep apron of pavers or pressed concrete with matching borders. Asphalt or plain concrete driveways will not be permitted.

Culverts are to be constructed and maintained in accordance with the rules, regulations, and specifications approved by the Architectural Review Committee and all requirements of the SC Department of Transportation.

## Garages

The incorporation of arbors or other landscape structures in garage design is encouraged. Garages may be attached to, or detached from the home. Side, rear entry and garages at a 45 degree or greater angle to the main mass of the home are permitted when attached to the home and providing that large expanses of driveway pavement are not visible from the street. Detached garages should be located towards the rear corner of the lot unless special circumstances occur. If the garage is detached, it must have a carriage house appearance and the garage doors may face the street.

Garage doors must be wood if stained and may be simulated wood if painted. Metal doors are not permitted. A Double garage door will be permitted only when it is combined with a third bay garage but must have a carriage house appearance. Doors that utilize glass and other customized details are encouraged if compatible with the overall house design.

Longbrooke allows for the development of space over a detached garage for office and/or living areas.

### **Front Walks**

Each home is required to have a front walk leading from porch entry to the street or to the driveway apron, except where the home has a circular driveway. Brick, stone, pavers or concrete with a border are preferred materials for the walk; concrete alone will not be permissible. Walks should generally be four feet wide, but may widen to meet the front entry.

Where steps are required in the walk the approach to the step (above and below) must be (approximately) level. Risers on the steps must match the border of the walk.

All walks requiring a culvert pipe must have a headwall to match home style and will require a minimum of a two (2) foot planter strip between sidewalk and headwall.

All corner lots that have a side entry garage will require a front walk to the on the non-driveway side of the lot.

### **Mailboxes**

Mailboxes must be installed according to US Postal Regulations. Only the mailbox type, size and color approved by the Longbrooke Homeowners Association may be used. Mailboxes may be ordered from Carolina Mailboxes (877) 845-0850 with the following specifications:

Manufacturer: Hanover  
Model: Pine Valley  
Post: M64  
Base: 139-3  
Color: RBZ (Rustic Bronze)  
Note: Numbers must be Gold in color

Driveway reflectors and markers (except for entry monument) are not permitted. Additional mailboxes are not permitted.

### **Swimming Pools**

In-ground pools, meeting the setback requirements for the home site may be approved by the ARC. Pool equipment storage enclosures and pool houses must relate architecturally to the materials of the house. Fencing and lighting must meet local jurisdiction and ARC requirements and guidelines.

### **Tennis Courts**

The ARC may approve tennis courts on select sites of sufficient size to accommodate court(s) that conform to setback requirements. Landscaping and lighting should be carefully planned and approved by the ARC.

### **Entry Monument & Head Walls**

On the opposite side of the driveway from the mailbox shall be a monument marker identifying the house number and be constructed out of stone and/or brick to match the materials of the residence. The general design for this monument may be obtained from the Longbrooke Architecture Review Board at [arb@longbrooke.info](mailto:arb@longbrooke.info). Please include a drawing of this in your plan details at the time of submittal.

All corner lots that have a side entry garage will require an entry monument on the non-driveway side of the lot directly adjacent of the mailbox at the front walk.

Head Walls are required to cap the end of all culverts on the property. Where the Head Wall is adjacent to a driveway or walkway it must be (elevated). Where a Head Wall is required in other areas of the property it may be flush with the landscape. Head Walls must be constructed out of stone and/or brick to match (same) the materials of the residence. Elevations and drawings of the head walls must be included in the landscape plan.

### **Sample Board**

A material sample board must be placed on the front of the lot prior to foundation installation and after site clearing. The sample board must show; roof material and color to be use, soffit and trim color and material to be used, siding, brick, stucco or stone, material and color to be used, shutter material and color to be used as well as another other dominate exterior feature material of the home.

## THE REVIEW PROCESS

### *The Concept*

The review process for home design approval has been established in order to ensure the highest level of compliance to the architectural standards. In order to achieve this goal, it is required that each

home be designed by a registered architect, and each landscape plan be designed by a landscape designer or landscape architect licensed in South Carolina.

### *Essential Elements - Suggested order of required steps*

#### **Mandatory Preliminary Review**

Each lot owner is required to submit for a preliminary review. Submission for preliminary review should include the following in the same digital format outlined in Step 1:

1. A Site Plan of the house and driveway layout at 1/8" scale that includes all the information from the lot survey
2. Schematic floor plans and at least four exterior elevations at either 1/8" or 1/4" scale that indicate the general style of the home, height above grade, overall height and square footage of the home.
3. Any requests for variances in writing
4. Completed Preliminary Design Review form

#### **Step 1:**

Review the Design Standards and the Longbrooke Declaration of Covenants, Conditions and Restrictions to become familiar with the procedure, concept and restrictions for building in the neighborhood. The builder, designer, and owner are responsible for adhering to the requirements of these documents. Request a copy of the final design checklist from the Longbrooke Architecture Review Board at [arb@longbrooke.info](mailto:arb@longbrooke.info).

All documents should be submitted to the Longbrooke Architectural Review Committee (see Appendix for Application One form and submittal address) in a digital format. All drawings should be in .pdf format, all paperwork should be in .pdf or .doc format, and all photographs and material images should be in .jpeg, .bmp, or .gif format. Paper submittals will not be accepted.

## Step 2:

Retain your architect and landscape architect to assist you in the preparation of your site plan, architectural plans and landscape plans.

## Step 3:

Obtain a topographical and tree survey of your home site, which should include:

1. Property lines with bearings and distances
2. All easements, setbacks, and buffer zones
3. The location, species and size of all hardwood trees over three (3) inches in diameter, other trees over six (6) inches in diameter (at a five-foot height from grade) and any clusters of vegetation that may influence design
4. The intended clearing zone
5. Topographic contours at one-foot intervals
6. Existing ditches, drainage ditches and drainage structures
7. Existing roads, utilities and other improvements
8. Location of neighboring homes and other improvements on adjacent lots
9. North arrow and scale

## Step 4: Review By the ARC

The ARC will perform up to three final reviews of the same residence for the review fee stated in Appendix C. The ARC requires the following information in a digital format prior to review uploaded as noted on the application forms:

### ALL MATERIALS SUBMITTED FOR REVIEW SHALL BE IN DIGITAL ELECTRONIC FORMAT.

1. Final dimensioned site plan at 1/8" scale showing trees to be removed, location of house and any other structures, decks, porches, driveway, walks, curb cuts and any other improvements
2. A clearing, grading and drainage plan produced by a landscape designer/architect or engineer
3. Final landscape plan at 1/8" scale showing tree protection, clearing limits and all landscape improvements including irrigation. Plant schedule is to indicate species, size and quantities of all plant material in conformance with the planting requirements outlined in the landscape standards
4. Final floor plans at 1/4" scale indicating all heated and unheated spaces included garages, decks, porches, gazebos and other outbuildings; total enclosed heating and air conditioned space by floor; finish floor elevations; and a foundation plan

5. Final exterior elevations at 1/4" scale illustrating all sides; material identification; finish grades; overall height and roof pitches
6. Typical wall sections indicating materials and roof pitch of exterior wall, porch, fences and screens, etc.
7. Details of such items as window and door trim; column rail, cornice; fascia, rake, soffit and frieze; and others needed to convey the design intent
8. Roof plan at 1/4" scale
9. Details of entry monument
10. Photographs of existing site conditions prior to clearing showing road surface; road shoulder; drainage ditch along entire portion of the lot abutting the street; entire width of lot and its trees/vegetation as viewed from street and as viewed from the approximate center of the lot facing the rear of the lot.
11. Photographs of all materials to be used in the construction of the home or manufacturer's website photos of same Include paint colors
12. Any requests for variances in writing
13. Completed Final Design Review form
14. All required tree protection fencing and silt fencing must be installed on the lot after Approved review but prior to construction start. Please contact the Longbrooke Homeowner's Association for review prior to plans being submitted for Final Review.

## Step 5: Lancaster County Approval

Submit plans to Lancaster County for approval and issuance of a building permit. ARC approval is not to be construed as compliance with the requirements for Lancaster County. Any changes or revisions required by the County must also be resubmitted to the ARC for re-approval before submitting to the County for the issuance of a building permit.

## Step 6: Construction

**Prior to commencing clearing, grading or tree removal** the owner/builder should call for a **site staking review**.

Tree survey, tagging and protection (as noted under Essential Elements on page 13) as well as, silt fencing and construction entry elements should be in place for this inspection.

Upon successful completion of the site survey, and upon receipt of the Arborist Certification as required under Essential Elements on page 13, the **ARC will provide authorization to begin grading and clearing**.

As soon as the foundation is complete, a foundation survey must be uploaded to the review site.

### **Step 7: Additional Site Reviews**

The Owner/Builder shall call for an interim review at the dry-in stage and a final review once the house is completed and all of the landscaping has been installed. The following items will be required to be submitted electronically at the time of a Final Inspection request:

1. A copy of the Certificate of Occupancy
2. A copy of a final as-built survey
3. A letter from the Landscape Architect/Designer responsible for the approved landscape design, certifying that the landscape is installed in accordance with the final approved plans

The ARC will inspect your house for compliance with the ARC approved plans (house exterior, landscaping and site plan). Any items not in compliance with the ARC standards will have to be corrected in a time frame set forth by the ARC. Non-compliance may result in fines levied upon the property owner.

### **Commencement Deadlines:**

Minor Projects such as fencing, playsets, patios, pools and yardwork which have not been commenced within 6 months from the date of approval will have the approval expire.

ARC approval for a home or any physical addition or modification to a home which has not commenced with 1 year will have the approval expire.

In cases of approval expiration, a new application shall be submitted and review fees will need to be paid a second time. Deposits may be adjusted if needed to the then current deposit value.

## APPENDIX A

### *Minimum Plant Size at Time of Installation*

<b>Plant Type</b>	<b>Size</b>
Canopy Tree	(See required front yard planting requirements on page 6)
Evergreen Tree	8' - 10' height
Ornamental Tree	10'- 12' height If the proposed home first floor height is six feet or greater above grade, all evergreen and ornamental trees are required to be 12' - 14' in height.
Foundation Shrubs	Thirty percent (30%) at seven-gallon container or greater. The minimum size for shrubs shall be three-gallon container
Groundcover	One-gallon container

## APPENDIX B

### *Longbrooke Landscape Plant Palette*

#### **Large Deciduous Trees (Native):**

##### *Canopy:*

Saccharum (Sugar maple)	Quercus falcata (Southern Red Oak)
Acer barbatum (Southern Sugar maple)	Quercus virginiana (Live Oak)
Acer rubrum (Red Maple)	Quercus alba (White Oak)
Carya species (Hickories)	Quercus phellos (Willow Oak)
Carya illinoensis (Pecan)	Quercus shumardii (Shumard oak)
Nyssa sylvatica (Black gum)	Taxodium distichum (Bald Cypress)

##### *Accent & Ornamental:*

Betula nigra (River Birch)
Magnolia virginiana (Sweetbay Magnolia)

### **Large Evergreen Trees (Native):**

*Canopy:*

Quercus virginiana (Live Oak)

*Accent & Ornamental:*

Magnolia grandiflora (Southern Magnolia)

Cypressocyparis leylandi (Leyland Cypress)

Ilex opaca (American Holly)

Juniperus virginiana (Virginia Red Cedar)

Magnolia grandiflora (Southern Magnolia)

Pinus taeda (Loblolly Pine) Pinus

echinata (Short-leaf Pine) Pinus

sylvestris (Scots Pine) Pinus

glabra (Spruce pine)

### **Small Ornamental, Flowering & Fruiting Trees (Native):**

Cornus florida (Dogwood)

Cercis Canadensis (Red bud)

### **Small Ornamental, Flowering & Fruiting Trees (Non-Native):**

Acer palmatum (Japanese Maple)

Cornus kousa (Japanese or Korean  
Dogwood)

Crataegus species (Hawthorns)

### **Small Ornamental, Flowering & Fruiting Trees (Non-Native):**

Lagerstroemia indica (Crape Myrtle)

Magnolia stellata (Star Magnolia)

Magnolia soulangeana (Saucer  
Magnolia)

Malus species (Crabapples)

Prunus specie (Plums & Cherries) Pyrus

calleryana Bradford (Bradford pear)

Stewartia pseudo-camellia (Stewartia)

Styrax species (Snowball)

### **Evergreen Shrubs (Native):**

Ilex species (Hollies) Myrica

cerifera (Wax-Myrtle)

### **Evergreen Shrubs (Non-native):**

Camellia japonica (Japanese Camellia)

Camellia sasanqua (Sasanqua)

Camellia) Rhododendron species  
(Azaleas)

Pieris japonica (Japanese Andromeda)

Buxus species (Boxwoods)

Raphiolepis umbellata (Yeddo Hawthorn)

Nerium oleander (Oleander) Osmanthus  
species (Osmanthus)

Skimmia species Ilex species (Chinese and Japanese hollies)

Ligustrum japonicum (Japanese privet)

Pittosporum species (Pittosporum)

Cupressoeyparis leylandii (Leyland cypress)

Ternstroemia japonica (Cleyera) Raphiolepis

indica (Indian hawthorn) Sarcococca  
species (Sweet Box)

Podocarpus macrophylla (Japanese Yew)

Callistemon species (Bottlebrush)

Leucothoe axillaries (Coastal Leucothoe)

Jasminum floridum (Flowering Jasmine)

Loropetalum chinense (Loropetalum)

### **Deciduous Shrubs (Native):**

Rhododendron species (Azalea)  
Callicarpa americana (Beautyberry)  
Vaccinium species (Blueberry)  
Cephalanthus occidentalis (Buttonbush)  
Sambucus canadensis (Elderberry)  
Fothergilla gardenii (Fothergilla)  
Spirea tomentosa (Hardhack) Euonymus  
americanus (Heart's-A-Bustin)  
Salix discolor (Pussy Willow)

Aronia arbutifolia (Red Chokeberry)  
Styrax americana (Snowbell) Lindera  
benzoin (Spicebush)  
Cornus amomum (Silky Dogwood)  
Rosa palustris (Swamp Rose)  
Clethra alnifolia (Sweet Pepperbush)  
Viburnum species (Viburnum) Ilex  
verticallata (Winterberry)  
Zenobia pulverulanta (Zenobia)

### **Deciduous Flowering & Fruiting Shrubs (Non-native):**

Buddleia davidii (Butterfly Bush)  
Chaenomeles species (Quince)  
Cotoneaster species (Cotoneaster)  
Forsythia intermedia (Yellow Bells)  
Fothergilla species

Philadelphus coronarius (Sweet Mock Orange)  
Viburnum species (Viburnums) Hydrangea  
species (Hydrangeas)  
Spireas species (Spireas)

### Groundcovers:

Ajuga reptans (Bugleweed)	Vinca minor (Common Periwinkle)
Hedera species (Ivy)	Vinca major (Large Periwinkle)
Various Ferns Juniperus species (Junipers)	Various native grasses
Liriope species (Lily-Turf)	Gelsimium sempervirens (Carolina Jessamine)
Pachysandra procumbrens (Pachysandra/Allegheny Spurge)	Parthenocissus quinquefolia (Virginia Creeper)
Ophiopogon japonicus (Mondo-Grass) Trachelospernum asiaticum (Asiatic jasmine)	Bignonia capreolata (Cross Vine)

## APPENDIX C

### *Longbrooke Design Review and Construction Fees*

Design review fees are required to be paid prior to submitting digital documents for review to the ARC. The attached "Application One" form and the required review fees shall be sent to:

**C/O CAMS 4701 Hedgemore Dr., Suite 816 Charlotte, NC 28209**  
[cscharlotte@camsmgmt.com](mailto:cscharlotte@camsmgmt.com) 704-731-5560

The applicant will be notified following submittal of Application One of the Internet location to upload the review documents.

<b>New Residence Mandatory Preliminary Review</b>	\$250.00
<b>New Residence Required Final Review</b>	\$1,000.00 for up to three plan reviews, and three on-site reviews. \$150.00 per plan review after three; \$250.00 for on-site reviews after the required three.
<b>Additions or Major Alterations</b>	\$25.00 per 100 square feet (heated and screened) or \$300.00 minimum, whichever is greater
<b>Other Additions Requiring Supplemental Applications:</b>	
Garages	\$175.00
Pools or Spas	\$175.00
Landscape revisions	\$125.00
Decks or Porches	\$125.00
Fences, Walls or Service Yards	\$75.00
<b>Bond and Fee (one half will be retained by the HOA)</b>	\$2,500.00 Up to \$1,250 will be refunded if no HOA expenses are incurred.

Fee schedule is subject to change. Deposits for additions and Major Alterations will be determined on a case by case basis by the ARC

## APPENDIX D

### **Preparing the Site for Construction**

It is important to keep the Longbrooke community "presentable" during construction. To help ensure this, the owner must implement the following precautions prior to the start of construction:

**Construction Fencing:** Before beginning construction, orange plastic construction fencing, minimum 36" high, must be installed along the edge of the street pavement, across the entire width of the lot and across the street in front of the home site to prevent the parking of vehicles on the road shoulders, or entering or exiting the site at locations other than the construction entrance. If the Owner does not have the builder install such fencing prior to the beginning of construction, then the Longbrooke HOA will install the fencing and bill the Owner in the amount of \$1,000.00. This fencing must be maintained throughout the construction period and removed at the time of the Road Bond Inspection.

**Construction Entrance:** The property owner is responsible for placing and maintaining a stone driveway. A minimum of 5" of #5 crushed stone or Aggregate Base Course (ABC) base must be provided to facilitate the delivery and distribution of materials from the paved street to a central staging area on the subject lot. No materials of any nature are to be unloaded or stored in the road or road right-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks.

**Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the Reviewer prior to their use. Storage structures may not be used as living or office quarters.

**Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. At the end of each work day all construction materials must be stored neatly and trash placed in the dumpster. Fabricated wood or wire bins will not be permitted. The builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques.

**Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed inside the home site area in the least conspicuous location with the door facing away from the street.

**Longbrooke Homeowners Association, Inc.**  
**Application One Form**

**ALL FEES MUST BE PAID PRIOR TO THE ARCHITECTURAL REVIEW SUBMITTAL. DO NOT SUBMIT THE REVIEW APPLICATION (APPLICATION FORM TWO) OR THE PLANS DURING THIS STEP. YOU WILL BE NOTIFIED BY E-MAIL AS TO HOW TO MAKE FURTHER SUBMITTALS. DELIVER THIS FORM AND THE REQUIRED FEES TO:**

**Longbrooke Homeowners Association, Inc.**  
**C/O CAMS 4701 Hedgemore Dr., Suite 816 Charlotte, NC 28209**  
[csharlotte@camsmt.com](mailto:csharlotte@camsmt.com) 704-731-5560

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ Architectural Style Selected: \_\_\_\_\_  
Lot Street Address \_\_\_\_\_  
Lot Owner: \_\_\_\_\_  
Registrant Name (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Registrant Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_  
Registrant Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ (w/area code)  
Contractor (if selected) \_\_\_\_\_

CONFIRM THE FOLLOWING WHERE APPLICABLE:

Initials \_\_\_\_\_ Residence Mandatory preliminary review fee: \$250.00 fee is attached.  
Initials \_\_\_\_\_ New Residence final review fee \$1,000.00 fee is attached for up to three plan reviews and three on site reviews.  
Initials \_\_\_\_\_ Bond and Fee for dwelling construction: \$2,500.00 fee attached. (Up to 50% may be refunded with no damage)  
Initials \_\_\_\_\_ Additional Plan review fee, if more than three final reviews are required: \$250.00 fee is attached.  
Initials \_\_\_\_\_ Alteration Review - \$25.00 per 100 SF is attached.  
Initials \_\_\_\_\_ Additional On-Site Review if architect requires a second review to approve site progress: \$250.00 fee is attached.  
Initials \_\_\_\_\_ Addition of Garage or Pool or Spa. \$175.00 fee is attached.  
Initials \_\_\_\_\_ Landscape revisions, Deck or Porch Additions: \$125.00 fee is attached.  
Initials \_\_\_\_\_ Review of change not requiring a building permit other than above \$75.00 fee attached.  
Initials \_\_\_\_\_ Fees for Community are paid for the Current Year.

Check(s) enclosed in the amount of: \$ \_\_\_\_\_

**\*\* Note: Make out separate checks for each item.**

Date Submitted: \_\_\_\_\_ Proposed Construction Start: \_\_\_\_\_  
By: (signature) \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_