

Scotts Hill Bluff
Development Standards
and
Architectural Review Committee Criteria

Introduction

It is the intent of the developer to create a private community that will blend with the natural beauty of the property and at the same time leave the prospective homeowner with enough latitude to design, build and enjoy a permanent residence nestled in and around one of the finest settings in New Hanover County.

Although, the intention is to allow the homeowner the opportunity to design and build to their liking, it is essential that some design criteria be established to insure that the character of the community is not compromised.

The following pages will establish a minimum number of development standards, design guidelines and building restrictions. The idea is not to impose the Developer's taste or building standards in the overall construction and design, but to preserve the integrity of the community and to protect property values to the greatest extent possible.

The data on the following pages is the very minimum information needed to proceed. The Developer or the Architectural Review Committee will be able to answer any questions that may arise from the information contained herein.

The Architectural Review Committee will have the responsibility to review each and every plan or situation and will establish new rules and guidelines as needed. The Architectural Review Committee will be responsible for all preliminary and final approvals of all plans.

Architectural Review Committee

The Architectural Review Committee (ARC) has been formed to ensure the quality of the subdivision through a review process established to review the design and location of buildings, the exterior finished materials and landscape plan. As stated before it is not the intention to dictate a certain design, but to preserve the integrity and property values of the subdivision.

The ARC will review each set of plans, assist and encourage where necessary to make changes to establish quality and diversity throughout the subdivision.

The ARC will initially consist of the Developer, one representative from the Building Team, one Realtor, and one homeowner.

Prior to clearing the lot, an application for approval must be submitted to the ARC for review. A plot plan with the locations of the building structure, drive, walks, patios and decks, must be submitted along with direction of drainage runoff and other pertinent information that the ARC may require. (A check list and application form will be available later.)

Written approval from the ARC must be received prior to any clearing, grading or construction. Once the approval is in hand and the Contractor has all the necessary State and County permits, construction may begin.

Application

The Builder/lot owner is responsible for applying for all necessary building permits and compliance with all governmental agencies and requirements.

Section 1 - Plot Plan

The Architectural Review Committee will review all aspects of the construction process, beginning with the plot plan. It is essential that you supply all plans as completely as possible. Missing information will delay the approval process.

The plot plan must include the existing topography and proposed finished grades. The plan must also include any unique features, trees with a 6-inch diameter or larger. The existing drainage pattern and any proposed changes to that drainage pattern.

The plot plan must include the finished floor elevation in relation to the surrounding site. Location of the driveway, sidewalks, patios, air condition unit(s), decks and garbage enclosure.

Detail should include size of walks, decks, patios, driveway and house footprint. Impervious surface must be calculated and should appear in a prominent location on the plan.

The plan should be drawn to scale and should be a minimum of 1" = 20'. All setbacks should be labeled and should reflect all setbacks as stipulated by the County or as required in the Declaration of Covenants, Conditions and Restrictions.

This plan should label all utility and drainage easements, protected conservation areas, CAMA setback lines and 100 year flood lines.

Section 2 - Construction Plans

The minimum heated square footage is 1800 square feet for a single floor dwelling and 2000 square feet for two or more floors. These minimums do not take in to account garages, covered porches or non-enclosed areas, only the actual heated, enclosed living areas of the dwelling.

Although the floor plan is not of a great concern to the ARC it is important to see and understand the concept that the lot owner is trying to achieve. A full set of construction plans will reveal the information that the ARC is likely to need to fully review and approve your application.

These plans should correspond to the plot plan orientation and should include the detail drawings of the items that are to be included in the plot plan, such as, garbage enclosure, driveway, walkway, patio and/or decks. Detail should be included on entry steps, chimney, service areas and exterior doors. All interior spaces should be represented, including window sizes and exact locations.

Each floor should be represented on a separate sheet. A separate sheet of exterior detail should be included for review purposes. In addition exterior materials should be listed in detail if not presented as additional exhibits. All exterior colors should be listed and presented as separate exhibits.

The roof areas should be drawn and presented as they are intended to be built. Roof material and color should be presented as exhibits. Roof shingles should be rated for a minimum of 30 years dimensional (architectural). Location of all skylights and roof vents should be located. Roof vents should be located on the rear portion of the roof out of view from the street and must correspond to the roof color when and where possible. Painting of vents is encouraged when corresponding colors are not available from manufacturers.

Elevations should be depicted on as many pages as necessary to show each side and angle of the house. Such items as the garbage enclosure, decks, patios, air conditioning units and steps. The finished materials and elevations should be clearly indicated and labeled. (Please review the covenants and restrictions to determine acceptable exterior finishes.)

The elevation should show the maximum height from the finished grade to the uppermost roof peak. The difference from the finished grade to the first floor should also be indicated.

Trash receptacles should be located near the driveway side of the house and should be screened using a combination of walls or fences and plant screens. The trash receptacles should blend or correspond to the design and color of the house. It should not be obvious from the street or adjacent lots.

This plan should be submitted at a minimum scale of $1/4" = 1'$. Plans should be submitted on 24" x 36" sheets and should be submitted in duplicate. One set will be kept on file for at least six months after approval. If requested, the plans will be returned to the lot owner, at that time.

Section 3 - Landscape Plan

Landscape plans are very important and adds the finishing touches to a structure, while helping to establish or maintain the setting of the neighborhood. Preservation of wetland areas and natural forests are a foremost concern of the Developer. The utmost concern should be taken when working in and around the areas.

This plan should be submitted with the other plan, but in the interest of time, may be submitted during the construction process. If not submitted at the same time as the plot plan and construction plans, it must be submitted prior to beginning drywall installation. This should give the ARC enough time to review and the lot owner time to make any necessary changes.

Existing trees greater than four inches in diameter are not to be removed, without approval from the ARC, unless they fall within the approved building footprint. When possible, existing trees should be transplanted rather than cut down.

Landscape plants should be mature when installed. Three gallon container grown plants should be a minimum size. Trees should be at least eight feet tall when installed and should be staked and supported in a discreet manner. Screening shrubs should be at least four feet tall when installed. Landscape lighting should be modest and unobtrusive.

The front lawn should be sodded with centipede, hybrid Bermuda or zoysia grass. An underground irrigation system is required and will be an integral part of the landscape. A well and pump system will be permitted for irrigation purposes, but care should be taken to see that the house, drive, walkway and curbing is not discolored or stained from impurities in the water. Sod on corner lots (sod to curb on side yard [street side]).

The landscape plan should include existing trees, trees that are the direct result of any rebates and all other landscape plants. The lot owner is encouraged to use native plants and to retain as much of the natural setting as possible. Consideration should be given to use grasses and/or natural straw in as many areas as possible. Grass and straw acts as a filter and will purify runoff as it makes its way to natural and man made drainways. Temporary grass and wheat straw will be required to limit erosion during the construction process.

Landscape plans should be submitted at a scale of 1" = 20'. These plans will be maintained by the ARC and passed on to subsequent ARC's and maintained, returned or destroyed as they see fit at a future date.

Preliminary Review by ARC

Although not necessary it may be advisable to meet with the ARC prior to submitting plans for review. This may help understand the process and see what the ARC will be looking for during their review process.

You may like to present preliminary drawings at this time to get the opinion or suggestions of the ARC. This alone, may speed up the approval process and even save money during the design phase.

This meeting can be scheduled a week in advance and should not take more than 30 minutes. However, the ARC will take as much time as is required to answer the lot owner's questions.

During preliminary review and discussion, it should be noted that the minimum heated square footage will be 1800 square feet for a single floor dwelling and ~~2200~~ 2000 square feet for two or more floors.

Initial Review by ARC

The Initial Review will take approximately two weeks. During that time the ARC will review all the plans and materials that are submitted for their review. The application should be attached to the plan with all the necessary information, including telephone numbers. The ARC may need a telephone contact to quickly clarify a point of contention during the review process. If the telephone conversation will suffice the ARC would prefer to handle the situation in this manner. This will speed up the process and may eliminate an additional meeting of the ARC.

If the ARC has questions, needs additional information, drawings or exhibits, they will normally request them in writing. Once this information is received the ARC will reconvene with its review process. Failure to supply adequate data will extend the review process. Once all questions have been answered and material received the ARC will proceed with the Final Review and approval.

If all data is included and plans are in order the Initial Review can proceed to the Final Review and Approval.

Final Review by ARC

The Final Review can take place once all the information has been received and once all changes (if any) have been made. After the ARC has had time to review the finished plans, they will stamp the plans as "Approved" and will sign the plans as such. The lot owner will also sign the plans, thus stating that they understand the plans have been approved as submitted.

One of the two sets of plans will be returned to the lot owner at approval. The other set will be held by the ARC for six months or until the house is nearing completion. At that time all plans with the exception of the landscape plan will be returned to the lot owner. If the plans are not picked up at once they have been released, they will be destroyed and discarded.

Any changes during construction will have to be resubmitted to the ARC. The ARC will do everything possible to expedite any necessary approvals during the construction process. Construction may not be able to proceed until such changes are approved.

Construction

Clearing can begin once the plans are approved. Plans are to be adhered to as closely as possible, especially during the clearing process. Everything should be staked according to the approved plot plan. Care should be taken to see that trees and existing plants are protected. No trees should be removed unless absolutely necessary to establish the house or driveway.

The ARC and the Developer has the authority to review the clearing and staking process to verify that the plans are being followed. If the plans are not followed as approved the ARC and/or Developer can stop the clearing or construction process. The lot owner will then have to make any necessary changes to conform to the approved plans.

The ARC and Developer will make several site visits during the construction process. The purpose will be to see that the plans are being adhered to as closely as possible. It would be in the best interest of the lot owner to note any changes or variations as quickly as noticed. A discussion could probably prevent a construction stoppage by the ARC.

Construction can begin as soon as the clearing and staking has been completed. There is not reason to wait for a site inspection by the ARC. However, it is necessary to contact the ARC to advise them that clearing has begun.

The construction site should be kept clean at all times. Care should be taken to keep streets clean of soil and debris. A large trash receptacle (dumpster) is suggested on each site. Several other required items will be listed under GENERAL CONSTRUCTION RULES.

Initially, the Builder will verbally be requested, to clean up the worksite on Fridays. They will have three days to conform. If there is no visible response, the ARC or Developer will hire the clean up to be done and the cost will be charged to the Builder.

Final Inspection will take place at the request of the Builder. This will trigger the returns of deposits, plans and finalize any business the ARC and the Builder/lot owner might have. This request for final inspection, should be once all landscaping has been completed and all building inspections have been made.

Pools

Pools although not prohibited are to be carefully studied. Only in-ground pools will be considered by the ARC. No bubble covers will be permitted and all pool equipment enclosures must correspond to the design and colors of the residence.

When considering a pool addition, impervious surface must be considered. The water surface is not considered impervious surface, but all concrete, tile or other similar decking will be counted towards the total impervious surface allowance.

Under local building codes all pools must be enclosed by a fence. This fence will have to be approved by the ARC. The ARC will accept only architecturally pleasing fencing with random placement of screening plans.

Gazebos and Out-Structures

Any out structure should be designed and maintained with the same care and consideration of the main residence. The gazebo also must be approved by the ARC and should be calculated in the impervious area, when applicable.

Storage buildings will be permitted but must be approved by ARC.

Fuel Tanks

Propane fuel tanks larger than 60 pounds must be buried according to building codes, state and county regulations and stipulations of gas companies.

Landscape Maintenance

Lawns and plant material must be maintained on a regular basis. The lot owner is responsible for maintaining all areas within their property lines and any area that adjoins their lot and the street.

Plants should be watered, fertilized, trimmed, mowed and kept in general good health at all times. The Homeowner's Associations has been given the right within the Covenants and Restrictions to maintain any lot that is not properly maintained.

House Numbering

All house numbers should be at least 4" in size and should be brass in color. These numbers must be located in a conspicuous location near the front entrance.

Mail Boxes

~~Contractor will provide 200 2516 Mail Boxes at Buyer Expense~~

Will be provided by developer at no expense.

SUMMARY

The Developer and Architectural Review Committee wishes to work closely with each general contractor to ensure a quality development.

The printing of the rules and other documents are an effort to see that all Builders/lot owners are treated equally and that everyone has the opportunity to build their choice of designs, providing however, it does not negatively impact the neighborhood.

The Developer wishes to preserve the natural setting to the greatest degree possible. All wetlands, marsh frontages and forest areas are to be protected and preserved in the natural state. Every effort should be made to identify and preserve these areas.

General Construction Rules

1. Construction should not start prior to 7:00 A.M. and should end prior to 7:00 P.M.. Workmen can report to the job site prior to that time but should not start equipment, hammer or create any disturbance prior to 7:00 A.M. No construction should take place on Sundays.
2. The only two signs permitted is one recognizing the Licensed General Contractor and one recognizing a Realtor representing the Licensed General Contractor. The building permit should be posted in a clear weatherproof envelope and mounted on a 4x4 post. No signs of any sort may be posted to trees.
3. Contractors are to keep job sites clean and neat at all times. A dumpster is suggested to be on the site once clearing is complete.
4. A Port-O-Let must be on site and located off the right of way and in an inconspicuous location with the door turned away from the street. The Port-O-Let should be serviced at least once a week.
5. Proper erosion control measures should be taken once the site has been cleared. Silt fences should be installed prior to or during the clearing phase to prevent soil and debris from leaving the site. The silt fence and all erosion control measures should be maintained throughout the building process. The streets must be kept clear of soil and debris at all times. The last few feet of the "temporary driveway" should be graveled to prevent tracking of soil onto the paved road. Temporary grass and straw is required along the street and adjacent drainways.
6. Vehicles are to be parked on the lot where the work is taking place or along one side of the street. Parking on vacant lots is strictly prohibited.
7. Contractors must install a temporary power pole for use only on one lot.
8. Concrete trucks are not to be washed on any site other than the construction site where they were summoned. Trucks are not to be washed while sitting on pavement. Any spillage is the responsibility of the General Contractor in charge of the building site. Any spillage or deposits made on adjacent lots must be cleaned up by the General Contractor responsible or will be cleaned up and charged to the lot owner.
9. Contractors and their employees are to follow reasonable traffic rules. Speed limits are not posted, but a reasonable speed limit is to be observed. Speeds should not exceed 20 m.p.h. at any time.
10. Loud radios are not acceptable. Such sounds that can be heard from one lot to another are excessive and must be avoided. Car radios and outside speakers of any kind or size are not permitted.
11. The Contractor is responsible for any utility lines that are cut and damaged.
12. The Contractor is responsible for any damage to adjacent property, curbs, streets, mailboxes, structures or vehicles.

13. Any damage caused by the Contractors or subcontractors that is not repaired or replaced to acceptable condition within 30 days, will be repaired or replaced and charged to the Builder/lot owner.
14. Loitering by nonworkers is to be discouraged.
15. No pets belonging to contractors, subcontractors or service personnel are permitted on the worksite.

NOTE: The rules have been kept general in nature. It is not the intention to restrict the building process, but to see that it does not impose any hardships on the Builder/lot owner, subcontractors or residents. The ARC and the Developer fully intend to enforce the rules. Infractions will first be noted verbally and if necessary in writing to the Licensed General Contractor. The lot owner will be notified if violations continue or if not corrected within 5 days by the Builder. The lot owner is the responsible person for the building site.