



## Architectural Review Board - **Overview**

### **INTRODUCTION**

**PURPOSE:** The Architectural Review Board (ARB) is charged by the Long Cove Club Covenants and the Long Cove Club Owners Association with preserving the natural beauty of Long Cove Club (LCC), maintaining LCC as a pleasant and desirable environment, establishing and preserving a harmonious design for the community, and protecting and promoting the value of property. A landscape plan must also be submitted for ARB approval as soon as the building is under roof.

### **REVIEW PROCESS**

No building, fence or other structure shall be erected, placed or altered on any property until the proposed building plans, specifications, exterior color or finish, plot plan (showing the proposed location of such building or structure, drives and parking areas) shall have been approved in writing by the ARB, its successors or assigns. Refusal of approved plans, location or specifications may be based by the ARB upon any grounds including purely aesthetic conditions, which in the sole and uncontrolled discretion of the ARB shall seem sufficient. No alteration in the exterior appearance of any building or structure shall be made without like approval by the ARB. This includes major changes to existing landscaping and any new or modification to the existing hardscape. The Board's decisions are not bound or restricted by any precedent relating to existing construction within Long Cove. Violations will incur heavy fines and removal of an unapproved structure. Items not mentioned in these guidelines need ARB approval.

**OBJECTIVES:** The architectural design and construction philosophy of the ARB is that buildings should be unobtrusive in form, mass and color in order to complement their natural setting. This philosophy suggests that each building be treated as a carefully planned addition to the natural setting. Consequently, architectural solutions should extend beyond the building walls to include the entire site, varying in design to complement and enhance the natural surroundings and adjacent homes. Architectural review shall be directed towards:

- (1) Ensuring that any structure and/or landscaping comply with the provisions of the Long Cove Club covenants.
- (2) Avoiding construction that would have a negative impact on the golf course or surrounding areas.
- (3) Promoting building design, construction techniques and landscaping designs that respond to energy consumption and environmental quality considerations such as heat loss, air emissions, run-off water quality and noise abatement.
- (4) Preventing excessive disruption of the native site by unsightly grading, indiscriminate earth moving or clearing of property, removal of trees and vegetation that could cause disruption of natural watercourses or scar natural landforms, or destroying native plant groupings.
- (5) Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot, and with surrounding residential lots and structures.
- (6) Ensuring that structures do not unnecessarily block scenic views for existing structures or tend to dominate any neighboring homes or natural landscape.



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- (7) Ensuring that the plans for landscaping provide visually pleasing settings and adequate screening for the structure on the lot. The landscaping plans should blend harmoniously with the natural landscaping and adjacent landscaping.

Property owners are encouraged to meet with the ARB as soon as consideration for new construction, remodeling or landscaping is made. The ARB recommends that phased documents be submitted, including conceptual, preliminary and final drawings. Submission of a conceptual plan is optional, while submission of preliminary and final plans is required. This review in stages is done to avoid unnecessary expense or time delays on behalf of the owner.

Two sets of plans, whether conceptual, preliminary or final, shall be submitted along with a completed application form and completed checklist. The application form and the checklist will be provided to the applicant by the ARB administrator. A copy of both forms is included in Appendix A. A final set of plans, including any and all changes, must be submitted before return of the deposit. The builder and owner must certify that this final set is complete.

All building plans shall have the seal of the participating South Carolina registered architect. An exception to this requirement may be made at the sole discretion of the ARB. Surveys shall have the seal of a licensed land surveyor.

Plans must be submitted at least five (5) working days prior to the scheduled ARB meeting (contact the ARB administrator for current schedule) to allow the administrator and architectural consultant enough time for a thorough review.

The plans shall be in blueprint format and the final plans shall be a set of actual construction documents. Penciled-in comments will not be considered in the review process. All plans must be submitted in duplicate on CDs.

Plans must be submitted to the office of the ARB administrator along with the appropriate non-refundable application fees. (Appendix F). If there are further questions, please consult with the ARB administrator.

The Town of Hilton Head Building Permit and the LCC Building Permit must be displayed on the approved construction signboard. Signs identifying the contractor, architect and landscape contractor are optional but if they are used they must be placed on the approved construction signboard. (Guidelines for the Approved Construction Sign Board are contained in Appendix G.) All signs must be displayed 25' from the road.

All proposed construction must conform to the design guidelines and procedures stated herein. It is the general policy of the ARB not to grant variances. Any variance discovered during the review process must be resolved before proceeding. The property owner and/or his representative may make a presentation to the ARB. After hearing the presentation, the ARB will render a decision on the proposal or request in writing.

If the project is not approved, a letter stating the reasons will be sent to the applicant. Revised plans may be submitted resolving the reasons for disapproval or the applicant may appeal in accordance with the covenants and restrictions for LCC as stated in the LCC Covenants, Second supplementary Declaration, Page 3, Paragraph C.