



January 1, 2021

TO: All Oldfield Architects/Designers and Builders

For your convenience, the Oldfield ARC has revised and consolidated the attached **OLDFIELD CONSTRUCTION GUIDELINES & POLICIES**.

If you have any questions, please do not hesitate to call me.

Best regards,

Lesa

Lesa Johnson
Administrator Oldfield Architectural Review Committee
Oldfield Community Association
130 Oldfield Way
Okatie, South Carolina 29909
ljohnson@oldfieldsc.com
843.645.4626

Enclosures

ARCHITECTURE

Each Oldfield home site has unique and distinctive characteristics. Therefore, it is important for the building design/footprint to be site specific. Trees, view corridors, building setbacks, topography, solar orientation, and adjacent property uses should be considered. Pre-planned homes that do not take into consideration the site characteristics are strongly discouraged.

The 12 Keys to Success

These 12 Keys include the most important issues that the Oldfield Architecture Review Board carefully reviews.

Key 1. Massing

Porches: One of the most important architectural features for homes in Oldfield is the porch. These outdoor rooms become an extension of the living space. Front porches may be one or two stories high and are encouraged to span the full width of the main mass but may be 50% to 60% (3 bays) wide, or as dictated by square footage.

The front porch should be centered on the front façade, although asymmetrical designs may be allowed under certain circumstances. Porches should be a minimum of 10' deep. Secondary porches must be a minimum of 6' in depth but may also need to be deeper depending on architectural style. Rear/side porches carry the same design criteria but are only required if the façade addresses public viewing (i.e., the golf course, lakes, or the street). Rear/side porches may be screened, or glass enclosed for additional living space.

Main Mass: The main mass is the original "core" of the house. This is the section to which all attached additions and outbuildings shall be subordinate. The main mass should be five bays wide with a façade width of 50' maximum, and should be the central axis of the site, provided no major trees are sacrificed. The main mass may be one, one and one half or two stories in height and should be dominant over any additions or attached wings.

Attached additions or wings are encouraged as a means of breaking down the overall mass, while creating additional floor area and providing interest in elevation. Attached additions should be offset 2' to 4' back from the front façade and should be smaller or subordinate to their adjacent mass in both width and height.

Outbuildings: Garages and outbuildings provide a unique design opportunity in creating a "compound" of ancillary structures which complement and help to frame the main house on the site. These structures may be potting sheds, wellhead or other past rural building or cool houses that are typically seen in the local historical vernacular. Garages may be one or one and half story with living area above. It is important that garages and outbuildings be broken down by using sheds or additions to avoid a large square mass.

Key 2. Windows

All glass surfaces to have divided or simulated divided lites with vertical proportioning. Sills should be 2"-3" minimum, no one-over-one lite configuration will be approved. Transom window units over windows are not allowed.

Key 3. Doors

Simple or elegant but must be appropriate to style of home, transoms and sidelights are encouraged, transoms must be a minimum of 18" high and lites should have vertical proportions, screen doors are encouraged.

Key 4. Dormers

Use of dormers is encouraged, provided they fit within the context of the style of home. Dormers may have gabled, hipped, or shed roofs. Scale, proportion, and detailing are of utmost importance to the overall design. Shed dormers with three or more windows should be used only on rear of home or on outbuildings.

Key 5. Shutters

Required on the front elevation, sized to fit window, operable with traditional hardware. Shutter type i.e., louvered, paneled and should complement the style of the home.

Key 6. Foundations

Brick or stucco (brick is strongly encouraged). All slab and crawl space foundations shall place the main mass of the house a minimum of 36" above grade first floor heated, 30" above finished grade for porches. Thirty-six to forty-eight inches foundation height above grade to finish floor is preferred. All porch foundation walls, not just under columns, must have piers/IMPLIED piers with a minimum of a 2" reveal or offset

Key 7. Exterior Materials/Details

- A. Siding:** Horizontal beveled or lapped with 4" to 6" exposure to the outside. Wood, cementitious siding (smooth) or reclaimed wood, horizontal butt board under covered porches with shiplap or tongue and groove joint, vertical butt board & batten for accent or minor massing, cedar shingles, even or butt shaped for accent use only. Aluminum siding, vinyl siding and cedar shakes are not allowed. Stucco or brick is an approved material, but it must be used in a proper application. Large wall expanses and monolithic areas will not be approved. All brick or stucco homes are discouraged unless an historical example is presented and accepted by the OARC.
- B. Roofing:** Standing seam Galvalume, painted, factory finish or copper, 5V Galvalume, painted or factory finish, Fiberglass shingles, Grand Manor or Timberland Slate, architectural grade 300 lb. minimum. Reflective quality of Galvalume will be evaluated on a case-by-case basis.
- C. Porch Flooring:** Brick or tongue-and-groove wood is preferred; no radius or eased edge decking is allowed.

Key 8. Chimneys

Chimneys must be clad in brick or stucco, minimum height 6' above ridge. Spark arrestors that are required by code for prefabricated chimneys may be acceptable provided they are covered with an approved masonry cap. Special consideration should be given to chimney size and design. The opening in the cap should be parallel to the street to prevent viewing the spark arrestor from the street. The spark arrestor should be painted black. Sidewall venting of fireplaces through exterior walls is strongly discouraged and may only be approved on a case-by-case basis prior to installation.

Key 9. Porches Rails and Balusters

Hand and shoe railing should be appropriate to the style of the home, may be round or oval, chamfered or eased cap, and have beaded edge or simple shape. Proper scale and proportion of hand and shoe railings to balusters are critical to the design. Square or turned balusters of correct proportions are allowed. 1 ½" x 1 ½" balusters with rounded edges are not allowed.

Key 10. Fencing

No perimeter fencing allowed. Privacy fencing is discouraged, and any fencing must fall within the buildable envelope.

Key 11. Exterior Colors

It is required that a sample composite of the exterior color scheme be reviewed and approved by the OARB.

Samples of all exterior materials and color chips must be submitted on foam core board in the standard 8 ½" x 11" format. No final approval of color and materials will be given prior to on-site inspections.

On-site material mock-up inspection:

You should display a portable or semi-portable 24" x 48" vertical mockup board showing the body color, trim color, shutter color and roofing material and color. Prior to full application of the paint color, a 10' x 10' section of the exterior colors of the house should be painted for the final OARB approval.

Key 12. Landscaping

The landscape development shall compliment the architecture of the property, the house, and all supporting structures. Appropriate size and variety of plans shall be used in the landscaping development to enhance the primary feature of the house or property. This includes a view of a feature of the house or property. The lawn shall be along the street frontage and shall be planned to be in the open areas within the property. It shall join at the property lines of the adjacent lots and community property so that the lawn appears to flow from and through the adjacent properties. Plant selections must be fifty percent (50%) native.

The following items are to be avoided in the landscape development plan and installation:

- Strong definition of property lines, hedges, or rows of a single variety of plants.
- Continuous foundation plantings, exotic or invasive plant varieties and large areas consisting of mulch.

- Existing trees and native vegetation that are damaged and/or removed in the development of the home, drainage, required utilities and planting. Digging into the root system of an existing tree to add landscape irrigation or planting.
- Landscape development in adjacent community property that may convey private ownership, inhibit views, impede egress and concentrated site drainage overflow.
- Insufficient screening or planting at areas such as service yards, large windowless wall, and parking.
- Satellite dish location must have ARC approval prior to installation.

Please refer to the Oldfield Pattern Book for more specific information. The material provided in this book is designed to offer helpful information on the subjects discussed and is not meant to infer approval or acceptance of any submittals to the Oldfield Architectural Review Committee.



OLDFIELD

Oldfield ARC Process

ARC Members

Pearce Scott-Architect

Michael Brock-Landscape Architect Lesa Johnson-ARC Administrator

Tim Sleep-Community Member

Meeting Schedule

The Oldfield ARC meets twice a month on the second and fourth Thursday of each month (may be subject to change).

November 2021

- Submittal dates 11.4.21 & 11.11.21
- Review dates 11.11.21 & 11.18.21

December 2021

- Submittal dates 12.2.21 & 12.9.21
- Review dates 12.9.21 & 12.16.21

Plan submission must be in the ARC office by the previous Thursday (first and third Thursday of the month) by 5:00 p.m. **All applications and plans are to be submitted via email in PDF to ljohnson@oldfieldsc.com.**

Individual reviews usually begin at 9:00 a.m. You will be notified by the ARC Administrator via email of your scheduled time for plan reviews.

There are 3 reviews- Conceptual, Preliminary, and Final. Please note that owners are welcome and encouraged to attend their plan reviews.

The Conceptual Review requires the following to be submitted:

- Conceptual Plan. Please submit PDF via email one week before review.
- Completed *Application for Plan Review Form*
- \$350.00 payable to Oldfield ARC. This is a non-refundable fee.
- Completed *Conceptual Plan Review Checklist*

The Preliminary Review requires the following to be submitted:

- Preliminary Plan (one full size copy). Please submit PDF via email one week before review.
- Updated and completed *Application for Plans Review Form*

- Completed Preliminary Plan Review Checklist
- Preliminary Landscape Plan
- Color board
- \$3,650.00 check payable to Oldfield ARC. This is a non-refundable fee.
- Written letter addressing any issues and or comments from the Conceptual Review

The Final Review requires the following to be submitted:

- Final Plan. Please also submit PDF via email one week before review.
- Site Mobilization Plan
- Updated and completed Application for Plans Review Forms
- Completed Final Plan Review Checklist
- Written letter addressing any issues or comments from the Preliminary Review

Please ensure that all items on the Plan Review Checklist have been addressed.

RESEARCH & DOCUMENT REVIEW

Prior to beginning the submission process, a full review of these guidelines, construction guidelines and policies, and the Oldfield Covenants and Declarations, including any updates and revisions, should occur. Any question regarding the review process or any of the requirements or guidelines should be directed to the Oldfield ARC Administrator.

Nothing contained herein shall be deemed to constitute a waiver of any government requirement. Compliance with all laws, regulations, ordinances, rules, codes, or restrictions is demanded.

ARCHITECT, DESIGNER, BUILDER & LANDSCAPER REVIEW

Before commencing any construction related activity within Oldfield, all architects and design professionals, all builders, and all landscaping professionals must be in good standing under Oldfield's Architects, Designer, Builder and Landscaper Programs. Oldfield property owners who do not possess a valid building license shall not be permitted to act as a contractor for their own home. An owner with a valid building license must apply through the normal builder process before commencing any construction activity. This approach is strongly discouraged unless Owner can demonstrate a strong building history.

DESIGN

The finished area of the major mass may not exceed 3,500 square feet. (Additional finished area may be allowed within the third-floor attic or ground level of raised cottages, with Oldfield ARC approval.) Finished area over garage may not exceed 400 square feet, and guest houses may not exceed 1,200 square feet on the first floor but may have additional attic space.

The minimum finished area of any main house is 1,800 square feet. Homes with finished areas of 1,800-3,000 square feet must have full-width porches, front, and rear, unless an exception is granted by the Oldfield ARC under very unusual circumstances.

These guidelines are for typical home site configurations. Smaller home sites may or may not have the potential for outbuildings, whereas larger lots may have opportunity for additional square footage, with approval of the Oldfield ARC.

Total impervious area, including roofed structures, drives, walks, terraces, and decks must be less than 60% coverage of the total area of the home site.

ORIENTATION MEETING

A meeting prior to the submission process is required for any improved projects subject to an Oldfield ARC review. The purpose of the meeting is to generally discuss the overall design intent and to answer any initial questions that owners or designers/architects may have at that time. Items reviewed may include photos of homes similar in design to what the homeowner wants to build, conceptual plans, elevations, and the Oldfield Design Guidelines.

SCHEDULE OF CHARGES

(Effective January 1, 2021)

FEES & DEPOSITS

	<u>Fee</u>	<u>Deposit</u>	<u>Penalty</u>
New Single-Family Residence Application Fee-			
Conceptual Plan Review	\$350.00		
Payable with Submission of Application For Plans Review/Preliminary Plans	\$3650.00		
 Compliance Deposit- Due Prior to issuance Of Oldfield Building Permit, Refundable under Terms of Final Inspection and final approval Letter (Owner- \$7,500.00; Builder-\$5,000.00)		\$12,500.00	
 Additions or Alterations (Covered)-			
Up to 1000 Square Feet	\$600.00	\$1,500.00	
1000 Square Feet and Over	\$1,100.00	\$5,000.00	
 Other Additions or Alterations (Uncovered)			
Satellite dishes and recreation equipment	\$0	\$500.00	
Decks, porches and patios, docks	\$275.00	\$1,000.00	
Re-inspections-Caused by contractor or owner (on-site inspections-per visit).	\$100.00		
Demolition more than 50% of original structure	\$120.00	\$10,000.00	
Paint main house and/or outbuildings w/color change	\$120.00	\$1,000.00	
Repaint with color change, fences, service yards, porch enclosures, lighting, resubmittal of color changes after final approval (new or repaint) and resubmittal of landscape plan after final approval and /or new landscaper.	\$120.00	\$500.00	
Landscape structures (gazebos, pergolas, trellises, Swings, fences, etc.)	\$120.00		
Landscape changes more than 50% of the original	\$120.00	\$500.00	
• Seasonal/general clean up and less than 50% of the existing landscaping does not require ARC approval. Only pertains to area within owner’s property line if not within the OCRM line.			
Tree removal.	\$50		
Ponds, fountains, pools, or spas (addition or new construction)	\$1,000.00	\$5,000.00	

Please Note: Although deposits are refundable, fees are not. A non-refundable fee must accompany the Application for Plans Review, if applicable. No submittal will be accepted

for the ARC review without the required fee. Fees for minor exterior alterations not changing the footprint, e.g., windows, doors, skylights, may be determined by the ARC Administrator at the time of submission.

OLDFIELD BUILDING PERMIT REQUIREMENTS

An Oldfield Residential Building Permit application must be submitted for each home.

1. Prior to the issuance of an Oldfield Foundation Permit, the site must be strung and reviewed by Oldfield's Field Representative. Please call Lesa Johnson at 843.645.4626 or email ljohnson@oldfieldsc.com to schedule a review.
2. The silt fencing and tree protection must be approved by the ARC. Please call Lesa at 843.645.4626 or email ljohnson@oldfieldsc.com to schedule a review.
3. Submit a copy of the Beaufort County Stormwater Permit.
4. Submit a copy of Beaufort County's Building Permit.
5. Submit completed ARC forms:
 - Application for Residential Building Permit.
 - Owner Letter of Acknowledgement.
 - Contractor Letter of Acknowledgement
 - Owner Compliance Deposit Agreement.
 - Contractor Compliance Agreement.
 - \$12,500.00 Compliance Deposits made payable to Oldfield ARC.
 - Drainage Compliance Agreement.
 - Photo Sheets
 - Beaufort Jasper Water & Sewer paid fees receipt.
 - Variance Request, if any.

Note: Two (2) Oldfield Building Permits will be issued. The first building permit is for the FOUNDATION only. This permit allows footing and foundation construction only. No

vertical construction will be allowed until a FOUNDATION SURVEY AND AN ELEVATION CERTIFICATE of all structures is submitted to the ARC office.

Upon approval of the Foundation Survey, the ARC will issue another building permit, the Oldfield Building Permit for vertical construction.



APPLICATION FOR PLANS REVIEW

DATE _____

CONSTRUCTION ADDRESS (LEGAL): _____
LOT #, STREET, PLAT

OWNER:
NAME: _____

ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

ARCHITECT: _____

ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

GENERAL CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

LANDSCAPE ARCHITECT/CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____ TELEPHONE: _____

APPLICANT MUST COMPLY WITH ALL REQUIREMENTS OF THE OLDFIELD PATTERN BOOK, DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR OLDFIELD AND CONSTRUCTION GUIDELINES & POLICIES.

1. APPLICATION IS FOR:

- a. NEW RESIDENCE
- b. EXTERIOR ALTERATION/ADDITION. ANY CHANGE TO AN EXISTING HOME AND/OR OUTBUILDINGS WHICH ALTERS THE EXTERNAL ENVELOPE OF THE STRUCTURE(S) OR COMPOUND, OR ANY ADDITION OF A DOCK, BULKHEAD OR HORIZONTAL CONSTRUCTION SUCH AS DECKS, POOLS, PATIOS, ETC.

c. **INTERIOR ALTERATION.** ANY CHANGE TO AN EXISTING HOME BUT NO ENVELOPE CHANGE, OR EXTENSIVE INTERNAL REMODELING.

d. **MINOR CHANGE.** AN ADDITION OR ALTERATION OF MINOR NATURE/COST: EXTERNAL REPAINTING; ROOF, WINDOW OR DOOR REPLACEMENT; ADDED OR EXPANDED SERVICE YARD; REMOVAL OF TREES OVER 6" DIAMETER MEASURE 4' ABOVE GROUND; MAJOR LANDSCAPING CHANGES. (MINOR LANDSCAPING CHANGES, TREE PRUNING, AND INTERNAL REMODELING NOT REQUIRING A BEAUFORT COUNTY BUILDING PERMIT, DO NOT REQUIRE ARC APPROVAL).

2. TYPE OF SUBMISSION:

CONCEPTUAL PRELIMINARY FINAL COLOR SAMPLES OTHER

3. ESTIMATED COST OF THE PROJECT: \$_____.

4. ESTMATED DATE OF COMPLETION: _____.

5. FEE ENCLOSED: \$_____

6. PROPOSED BUILDING DATE:

ITEM	SQ. FOOTAGE & %
a. Total impervious area, including roofed structures, drives, walks, terraces, and decks must be less than 60% coverage of the total area of the home site. _____ _____	
b. Heated Area:	
Main floor	_____
Second Floor	_____
Total Main House Heated Area	_____
Attached Addition First Floor	_____
Attached Addition Second Floor	_____
Total Attached Addition Heated Area	_____
Bonus Room-Garage not to exceed 400 sq. Ft.	_____
Outbuilding	_____
c. Main Floor Elevation Above Mean Sea Level	_____
d. Existing Ground Elevation Above MSL	_____
e. Elevation of Highest Point of Building Main Ridge	_____

7. FLOOR PLAN DATA

- a. Number of Bedrooms _____
- b. Garage Parking/Number of Automobiles _____
- c. Golf Cart Garage _____
- d. Number of Full Baths _____
- e. Number of Half Baths _____
- f. Bonus Room _____
- g. Potting Sheds _____
- h. Other Outbuildings _____

8. EXTERIOR FINISHES

NOTE: Larger color samples may be requested. All vertical construction (includes hand/deck rails, stair risers, chimney screens, roof/wall vents, etc.) is to be painted/stained. Be specific—show manufacturer or brand name and number in the description column below. **AN ON-SITE COLOR/MATERIAL INSPECTION IS REQUIRED BEFORE PAINTING THE BODY OF THE HOUSE FOR FINAL APPROVAL. INCLUDED IN THIS COLOR/MATERIAL INSPECTION: ALL COLOR SELECTIONS FOR THE STRUCTURE INCLUDING SHUTTERS, TRIM AND STUCCO. A REPRESENTATIVE SAMPLE OF MATERIALS FOR DRIVEWAYS, WALKWAYS, BRICK AND STONE MUST ALSO BE REVIEWED PRIOR TO FINAL APPROVAL.**

ITEM	MATERIAL	COLOR	DESCRIPTION
Roofing	_____		
Foundation	_____		
Siding	_____		
Fascia	_____		
Trim	_____		
Soffit	_____		
Hog Fence	_____		
Gutters	_____		
Front Door	_____		

Garage Door _____

Other Doors _____

Handrails _____

Pickets _____

Columns _____

Windows &
Frames _____

Mullions _____

Shutters _____

Chimney _____

Decks _____

Driveway _____

Walks/Patio _____

Dock _____

Bulkhead _____

Exposed
Foundations _____

Pool/Spa _____

Pool/Spa
Deck _____

Pool/Spa
Screening _____

Other _____

1. Description of Project if Addition or Alteration: _____

The following is a contact person who may be contacted in the event of emergencies or other activities requiring an immediate response:

Name	Email
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Cell Phone	Alternate Phone
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I hereby certify I have read the current Oldfield Pattern Book, Declaration of Covenants, Conditions, and Restrictions for Oldfield and Construction Guidelines & Policies. I have complied with all applicable sections of them, and that the information presented above is true and correct to the best of my knowledge.

APPLICATION MUST BE SIGNED BY OWNER, ARCHITECT, GENERAL CONTRACTOR, AND LANDSCAPE CONTRACTOR.

Owner Signature	Date	Print Name
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Architect/Designer Signature	Date	Print Name
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Builder/Contractor Signature	Date	Print Name
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Landscape Architect/ Designer Signature	Date	Print Name
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PLAN REVIEW CHECKLIST

The checklists reference the criteria the ARC requires with each submission-whether it is Conceptual, Preliminary or Final.

Please use these checklists to ensure that all the items for the submission have been addressed and noted.

Return the checklist with each of the submittals.

All submittals are be emailed as an attachment in PDF to ljohnson@oldfieldsc.com.

This includes all applications and plans.

Oldfield Plan Review Checklist

Lot #: _____

Address: _____

Owner: _____

- **Conceptual Plan Review**

Site Analysis shall include:

- ___ A sketch plan of the site.
- ___ An outline of the building, location, and primary site improvements with respect to site Characteristics such as views.
- ___ Photo sheets.

Certified Site Survey (from a certified land surveyor) shall include:

- ___ Property lines with bearings and distances.
- ___ Setbacks, easements, or other restrictive areas.
- ___ Size, location and type of all hardwoods 6” caliper inches and above. Pines 10” caliper inches and above as well as any other vegetation that will influence the design of the home or grounds.
- ___ Limb survey for heavily treed sites.
- ___ Topographic contours at one (1) foot intervals.
- ___ Drainage swales, ditches and pipe systems and structures.
- ___ Existing utility information such as water, sanitary sewer, and electrical transformer.
- ___ Lagoons, wetlands or other natural or manmade water features including elevations for water elevation, water edge, and top of bank.
- ___ Location of adjacent structures including corners of buildings, fences, roadway or any other structures or natural features that would affect the design of the home or grounds.
- ___ Plan scale.
- ___ North arrow.
- ___ Homeowner(s) name and address.
- ___ Solar orientation.

Conceptual Architectural Plans shall include:

- ___ Sketches of the floor plans(s).
- ___ At least four (4) elevations.
- ___ The general style of the home.
- ___ Height above natural grade.
- ___ Square footage of the home.
- ___ If inspired by existing design(s), copies of pictures from books & magazines illustrating the concept.

Oldfield Plan Review Checklist

Lot #: _____

Address: _____

Owner: _____

- **Preliminary Plan Review**

On-site flagging and staking of the following items:

- ___ Property lines.
- ___ Mulch areas.
- ___ Driveways.
- ___ Trees & other vegetation to be removed.

Site Plan shall include:

- ___ Building footprints, driveway & other site plan at a scale of no less than 1/16" scale or 1"-20.
- ___ Percentage of site cleared: _____
- ___ Existing conditions pertinent to the design of the home including but not limited to trees, contours, roadways, property lines & setbacks.

Preliminary Landscape Plan shall include:

- ___ Areas of lawn.
- ___ Planting beds.
- ___ Mulch beds.
- ___ Existing natural areas should be identified.
- ___ Proposed trees, plants, & shrub list to be labeled with common and scientific names. Should be depicted graphically at mature size & be comprised of at least 50% native.

Architectural Plans & Elevations shall include:

- ___ Floor plan with overall dimensions.
- ___ Total enclosed square footage (heated & unheated).
Major mass: _____ Minor mass: _____
- ___ Homesite coverage calculation showing square footage & percentage of site impacted by any building footprints, driveways & any other vertical or horizontal improvements.
- ___ Porches.
Front porch width: _____ (10' min.).
Back porch width _____
Side porch width _____
Breezeway width: _____ (6' min/10' max) Height _____.
- ___ Driveway width(s): _____ (12' min.).
Apron length: _____ (15' min.).

- Rooms labeled and dimensioned.
- Square footage of bonus room: ____ (400 sq. ft. max.).
- Four (4) elevation drawings to include overall height from ground level to roof. Include roof pitch.
- Chimney height: ____ (6' min.) above nearest roof ridge.
- Chimney cap details.
- Materials and color schedules to include samples of all exterior materials & color chips.
- Location of service yard(s).
- Foundation height ____ (The standard is first floor heated minimum 36" above finished grade & porches 30" above finished grade). Review will be done to determine the correct heights on a site-by-site basis.

Oldfield Plan Review Checklist

Lot #: _____

Address: _____

Owner: _____

- Final Plan Review
- Page 1 of 2

Site Mobilization Plans drawn at a scale of no less than 1/16" or 1"-20' shall include:

- ___ Existing trees to remain and to be removed.
Identify removed trees with an "X".
- ___ Location of all pertinent site information such as property lines, golf course, lagoons, wooded areas, easements & setbacks.

- ___ Topographical data including proposed & existing grades.
- ___ Indicate proposed finished floor elevations for all structures.
- ___ Drainage plan which includes drainage solutions with any special system or equipment specified.
- ___ All proposed horizontal improvements including but not limited to driveways, walks, patios, decks, terraces, & pools shall be clearly defined.
- ___ All proposed vertical improvements including buildings, fences, wall & other structures.
- ___ Label & note distance of proposed elements from the property line.
- ___ Water & sanitary sewer system & associated features & locations.
- ___ Electricity lines.
- ___ Telephone lines.
- ___ Cable lines.
- ___ Note & highlight all variance requests on the plan.
- ___ Placement of portable toilet on lot. Must be screened on the site.
- ___ Placement of trash receptacles. Must be covered on the site.
- ___ Location of fencing barrier around trees. Must be split rail fencing.
- ___ Proposed area for placement of required builder sign and permits.
- ___ SCE&G proposed service route & meter location. Meeting with SCE&G rep., ARC rep., & Builder.
- ___ Foundation height___ (The standard is first floor heated minimum 36" above finished grade & porches 30" above finished grade). Review will be done to determine the correct heights on a site-by-site basis.

Architectural Floor Plans, Elevations, Wall Sections, Details, Roof Plans shall include:

- ___ Floor plan at 1/4" scale must illustrate:
___ Total square footage (heated & unheated). Including porches, garages, gazebo & other outbuildings.

- ___ Total enclosed heated and air-conditioned space by floor.
- ___ Finished floor elevations.
- ___ Foundation plan.
- ___ Power panel (same side as temporary pole & transformer to minimize trenching).
- ___ Elevations at 1/4" scale must illustrate:
 - ___ All sides.
 - ___ Material specifications.
 - ___ Existing grade & finished grade.
 - ___ Dimension from 1st floor to uppermost ridge.
 - ___ Typical porch section.
- ___ Typical wall sections must illustrate:
 - ___ Materials.
 - ___ Roof pitch.
 - ___ Fences, screens, exterior walls.
 - ___ Foundation pier/IMPLIED pier & hog fencing.
- ___ All necessary exterior details including but not limited to:
 - ___ Window/door trim sections.
 - ___ Column, rail, cornice & entablature.
- ___ Roof plan at 1/4" scale.
- ___ Exterior electrical plan & cut sheets for all exterior fixtures.
- ___ All necessary exterior details including but not limited to:
 - ___ Window/door trim sections.
 - ___ Column, rail, cornice, and entablature.
 - ___ Fascia/rake/soffit/frieze.
- ___ Roof plan at 1/4" scale.
- ___ Exterior electrical plan & cut sheets of exterior fixtures.



OLDFIELD

Architectural Review Committee APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Date: _____

PROPERTY:

Lot Number: _____

TYPE OF RESIDENCE:

____ Primary Residence __ Rental __ Second Home __ Spec __

Street Address: _____

OWNER:

NAME: _____

ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____

ARCHITECT: _____

ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____

GENERAL CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____

LANDSCAPE ARCHITECT/CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____ **TELEPHONE:** _____

APPLICATION:

With the compliance deposit, submit the following documents in their original form, completed in their entirety and signed by all parties-copies will not be accepted.

Owner Letter of Acknowledgement.

Contractor Letter of Acknowledgement.

Owner Compliance Deposit Agreement.

Contractor Compliance Deposit Agreement.

Drainage Compliance Agreement; and

Variance Request, if any.

Beaufort Jasper Water & Sewer paid fees receipt.

For Construction Set of Plan via PDF.

COMPLIANCE DEPOSIT:

The funds will be deposited in an interest-bearing account with interest accruing to the benefit of the Oldfield ARC. The deposit is refundable unless fines or penalties have been imposed due to non-compliance with approved plans, Oldfield Covenants, Pattern Book, Construction Guidelines & Policies and Application for Residential Building Permit. Should the parties fail to comply in any manner, the Oldfield ARC shall have the right to assess penalties and deduct them from the deposit. The deposit shall be refunded within ten (10) days of inspection as to completion of the house per approved plans (includes decks, walkways, driveways, and pools), removal of portable toilet/trash receptacle, construction materials/debris/builder's sign and completion of repairs to off-site areas damaged in the construction process if any, completed landscaping per approved plans and removal of landscaper's sign and landscaping materials and debris. A copy of the Certificate of Occupancy and as-built survey must also be provided to the Oldfield ARC prior to release of any funds.

FINAL INSPECTION OUTSTANDING ISSUES:

All outstanding issues noted on the final inspection must be addressed and completed within 30 days of notification. Any issues not addressed, or notification not given to the ARC as to the circumstances preventing such completion, a daily fine of \$50 will be deducted from the Compliance Deposit(s). All issues must be completed per the approved plans and within the OARC building guidelines.

PHOTO SHEETS:

Color prints (4"X 6") of the front and rear lots or residences on adjoining lots are required on the forms provided.

Color prints (4"X6") of the front and rear subject lot are required on the forms provided.

Color prints (4"X6") of all four elevations of subject house/landscape at completion are required on the forms provided.

PERMIT PROCEDURES:

Upon receiving final plan approval and following the pre-construction conference, applicant is to submit the compliance deposit and:

Upon receipt, a copy of the Beaufort County Building Permit is to be provided to the Oldfield ARC. An OARC Foundation Permit will be issued at that time.

Upon receipt, a copy of the Foundation Survey and Certificate of Elevation is to be provided to the Oldfield ARB before any further construction. An OARC Building Permit will be issued at that time.

Upon receipt, a copy of the Certificate of Occupancy is to be provided to the Oldfield ARC, along with an as-built survey.

COVENANTS, PATTERN BOOK & GUIDELINES

Owner/Builder/Landscaper will observe the Oldfield Covenants, Pattern Book and Construction Guidelines & Policies during the construction period and ensure that all sub-contractors do likewise. Some of these are shown below. Fines and/or penalties for non-compliance will be imposed. A stop work order can be issued for any issue of non-compliance.

CONSTRUCTION GUIDELINES & POLICIES (Effective January 1, 2020)

APPLICABILITY:

These Construction Guidelines & Policies shall apply to all Lot Owners, their builders and subcontractors, and reference herein to an Owner shall also apply to the Owner's builder and sub-contractors. All Owners shall abide by the Construction Guidelines & Policies and such other rules as the Oldfield Architectural Review Committee (OARC) may establish from time to time. Failure of a builder or subcontractor to abide by any of the Construction Guidelines & Policies may result in fines and the loss of such builder's or subcontractor's privilege to build in Oldfield on a temporary or permanent basis. Nothing herein contained shall be deemed to constitute a waiver of any governmental requirement. Compliance of all laws, regulations, ordinances, rules, codes, or restrictions is demanded.

PRE-CONSTRUCTION CONFERENCE:

Prior to the issuance of an OARC foundation permit, a pre-construction conference shall be held at the construction site. This conference must occur prior to any clearing, site preparation, material deliveries or the commencement of any construction work. This conference requires the presence of the general contractor, appropriate subcontractors, and a representative of the OARC. The purpose of this pre-construction conference is to discuss the Construction Guidelines & Policies and to ensure that plans for site access, material staging, portable toilets, trash containers, construction fencing, grading, drainage, tree protection and the like are implemented. The general contractor will contact the OARC Administrator to schedule the conference.

Upon notification that the following items have been completed, the OARC Administrator will conduct a pre-construction conference:

- Mark trees to be removed with red tape and remove all other tape from trees.
- Stake all property corners and all property lines by strings between the corners.
- Stake/string entire perimeter of any building, including decks, pool, and driveway.
- Install fencing barrier around trees and sedimentation control.
- Indicate proposed placement of portable toilet on lot.

- Indicate proposed placement of trash receptacle on lot.
- Indicate proposed area for placement of builder sign and building permits on the property.
- Indicate the SCE&G entrance cable.

TREE PROTECTION:

- The existing trees at Oldfield are a prized natural amenity. The intent of this guideline is to emphasize the importance of saving as many trees as possible and maintaining them in an undamaged condition. Damage is defined as but not limited to:
 - Scarring
 - Cutting
 - Nailing
 - Breaking of limbs
- Split rail fencing is required.
- The split rail fencing shall be erected a minimum of 10 feet from the tree and extend to the drip line when possible.
- The split rail fencing must be maintained throughout the entire project. Failure to maintain proper tree protection can result in a fine and/or the project being shut down.
- Additional temporary fencing barrier is encouraged when changes in grade are required near existing trees. A retaining wall or walls shall be erected outside the drip line to preserve the existing grade around the tree.
- Prior to clearing the lot, all specimen trees should have 2 to 5 inches of mulch in place. Mulch should cover the entire area protected within the tree barriers.
- The area of tree protection from the drip line toward the trunk must be hand cleared.
- Root rakes are not permitted for use in clearing under any tree drip line not marked for removal.
- Utilities shall be in one trench, or an adjacent trench, which as preferably been dug through an open area. Ditches planned within a tree drip line shall be staked & approved the OARC prior to digging. Damage due to the improper location of utility trenches or ditches shall be considered accidental. The contractor/builder shall be responsible for damage on the part of the operator(s), whether by method of excavation, use of improper equipment, incompetence or lack of supervision as determined by the OARC.
- Stored construction materials shall be located no closer than 10 feet to the tree dripline.

SILT FENCING:

- Silt fencing and/or other materials devised for sedimentation control shall be installed before clearing commences.
- Stormwater Permit from Beaufort County must be submitted to the OARC.
- The contractor/builder is responsible for not allowing any sediment, silt, or other erosion material to breach the silt fencing.

- Any breach must be cleaned up within 24 hours of occurrence and to the satisfaction of the OARC and/or Beaufort County.

DRAINAGE:

- It shall be the contractor's responsibility to stabilize the site prior to construction and by whatever means necessary. Drainage should always be controlled within the boundaries of the construction site. Careful consideration of this requirement should be made when preparing the drainage plan.

UTILITIES:

- The contractor is responsible for providing water and electrical services at the job site prior to starting work that requires their use. Usage of water and electricity from neighboring properties is not permitted. All cable locations are to be flagged by the respective utility companies prior to any clearing/grading/digging. Call 1-800-922-0983.
- There is an existing service point located at either the left or right side of each property in Oldfield. Architects/Designers/Builder/Contractor must request meter location from the SCE&G representative 843-815-8838 Office, 843-505-069. It is the Architect, Designer, Builder, Contractor's responsibility to set up a meeting with the SCE&G and the OARC representative to establish the path for the power connection. This must be completed *before* OARC will grant final approval.
- SCE&G will not assume responsibility for damage to trees caused by any excavation performed by them. If any excavation must be performed near any tree that the OARC deems critical, the property owner/builder may be required to excavate the area in question or pay an additional cost to SCE&G for any directional boring that must be performed.

PERMITTING:

- Following OARC final approval of plans, the builder shall obtain a Beaufort County building permit. A copy of the permit, the compliance deposit made payable to Oldfield ARC and the OARC Application for Residential Building Permit, completed and signed by all parties, must be submitted following the pre-construction conference and tree and silt fencing approval. No construction is to begin until the Oldfield Foundation permit is issued.
- Before the Foundation Permit is issued, the tree protection and silt fencing must be in place as outlined in the Construction Guidelines. It must be inspected and approved by the Oldfield OARC representative. Please call Lesa at 843-645-4626 to schedule a meeting. The Foundation Permit will not be issued if proper tree protection and silt fencing are not in place.

- The Foundation Permit allows footing and foundation construction only. Before starting vertical construction, a Foundation Survey or As-built Survey, along with Elevation Certificates of the foundation must be submitted to OARC for approval. This survey must show all vertical structures, setback lines and distance from property lines. After submission and approval of the As-built Survey, the OARC will issue the Oldfield Vertical Building Permit.
- Once construction has commenced, it shall be diligently pursued to completion. All work shall be completed within one year of commencement unless specified in the notice of approval or unless the OARC grants an extension in writing, which the OARC is not obligated to grant. Failure to complete construction within one year shall result in the imposition of penalties.

CONSTRUCTION HOURS & NOISE:

- Construction hours are as follows:

7:00 a.m. to 6:00 p.m. Monday through Friday, Saturday 9:00 a.m. to 6:00 p.m. Note: Work that takes place between the hours of 1:00 p.m. and 6:00 p.m. on Saturday will be limited to interior work only. Exterior work such as framing, and roofing is not allowed after 1:00 pm. Saturday due to noise disturbance.

- All construction activities must be conducted, and all deliveries must be made during construction hours. Any construction activities conducted or access to Oldfield other than during the approved hours must be pre-approved by the OARC with final oversight from the Oldfield Community Association Board.
- Loud radios or distracting noises, other than normal construction noise, will not be allowed within the community during construction. Normal radio levels are acceptable; however, radio and stereo speakers shall not be mounted on vehicles or outside of homes under construction. Builders and subcontractors may be asked to discontinue use of radios all together if the OARC receives a complaint.

CONSTRUCTION TRAILERS:

- Construction office trailers are not permitted. Construction trailers are permitted as deemed necessary on site. Trailers must remain within the building setbacks.

VEHICLES:

- Speed limit: the established speed limit within Oldfield unless otherwise indicated is twenty-five (25) miles per hour for all vehicles. This limit must be strictly obeyed.
- Parking: All vehicles must be parked so as not to impede traffic or damage vegetation. No vehicles may be left parked on any streets within Oldfield overnight. Construction vehicles may be left on site overnight only if additional use of it will be made within the following three (3) days. No vehicle shall be parked or travel across any other lot

whether vacant, under construction, or developed unless written permission by the lot owner is on file with the OARC.

- Spillage: Operators of vehicles are required to use extreme caution to ensure that no damaging materials are spilled or discharged while within Oldfield. If any such spillage of damaging materials should occur, it is the sole responsibility of the operator of the vehicle to properly clean up the spill immediately. Any such clean-up operation completed by Oldfield personnel will be charged to the responsible party. Any spills must be reported to the OARC and Oldfield personnel immediately.
- Equipment maintenance: Changing of oil of any construction vehicle or equipment is prohibited. Likewise, concrete suppliers and contractors are prohibited from cleaning their equipment within Oldfield.

SIGNAGE:

- No temporary contractor signs are permitted along Oldfield roads.
- To maintain uniformity in construction signs, the builder must purchase an Oldfield home site construction sign. The builder will be charged only the actual cost of the sign and should contact Sign D'Sign at 843-757-7057 to order individualized shingles.
- The only shingles allowed to be placed on the sign include the builder/contractor's name, the architect/designer's name, and the landscape architect/designer's name. This is the only construction sign permitted on the lot and it must be located on the street side of the site, with a minimum setback of 10 feet from the street. Signs must be placed in the spot designated on the mobilization plan.
- The Beaufort County and OARC building permits are to be posted on the designated sign in a manner as to protect them from the elements. Permits must be posted and visible on the approved site construction sign. In no event may the building permits or any other signage or documentation be attached to the trees.
- The signage cannot be placed on the site until Final approval for the project is given. The signage must be removed within 30 days of the completion of the house and/or prior to the request for the OARC's final compliance inspection.

TOILET FACILITIES:

- An enclosed and regularly serviced portable chemical toilet must be provided at each construction site. It must be in an inconspicuous site on the lot with the door

facing away from the street and adjacent homes.

- It must be located not closer than 10 feet from the tree drip line.
- The minimum set-back for the toilet is 20 feet from the street.
- Dumpsters and portable toilets should be placed where shown on the mobilization plan.

CONSTRUCTION SITE RUBBISH & DEBRIS:

- To maintain a neat and orderly appearance always throughout Oldfield, the following rules must be strictly adhered to:
 - Fencing barrier: A fencing barrier shall be placed around the perimeter of the lot during construction. The barrier must be maintained erect and in good condition until construction is completed.
 - Domestic refuse: The trash container shall be emptied regularly, and its contents disposed of properly off the lot and outside of Oldfield. The builder is responsible for all trash that blows off the site and for clean-up. Failure to comply with the above, as well as not keeping the site clean will result in further screening of the site.
 - All food and drink containers must be removed from the construction site daily.
 - Exterior construction debris: Builders are required to provide at least one trash container for every residence under construction. The trash container shall be located no closer than 10 feet to the tree drip line and the minimum set-back from the street of 20 feet. The builder is responsible for all trash that blows off the site and for clean-up.
 - Burning: Burning or burial of construction debris or vegetation is prohibited. Stockpiling or dumping of debris on adjacent lots or roads is also prohibited. No construction materials, equipment or debris of any kind may be stored on any street, curb, and adjacent lots or otherwise than in locations approved by the OARC.

PROPERTY DAMAGE:

- Damage to streets and curbs, drainage outlets, streetlights, street markers, walls, fences, etc. will be repaired by Oldfield and the cost of such repairs will be billed to the responsible owner/builder.
- Damage to telephone, cable television, electrical, water or other utility lines must be reported within 30 minutes to Oldfield personnel. Any cost incurred in connection with repairs shall be borne by the responsible party.
- Oldfield will have the right, without notice, to clean up any significant amount of dirt, gravel, cement, etc. left on any street if not immediately removed by the responsible owner/builder. Any costs incurred for such clean-up will be charged to the responsible

owner/builder. If not paid promptly, the repair or clean-up cost will be deducted from the Compliance Deposit. If the Compliance Deposit is not enough to cover such costs, the additional amount will be charged to and shall be promptly paid by the owner/builder.

CONSTRUCTION ACCESS:

- During the time, a residence or other improvements are being built, all construction access shall be confined to the approved driveway for the lot, unless the OARC or other Oldfield representative approves an alternate access point.

ADJACENT LOTS:

- The adjacent lots may not be utilized for alternate parking. Any parking or trespassing on an adjacent lot is prohibited until approval has been obtained by the owner in writing and submitted to the OARC.

PUBLIC RIGHT-OF-WAY/OLDFIELD ROADS:

- The construction access shall be maintained in a condition that will prevent tracking or flow of mud or other debris on to public-right-of way/Oldfield roads. To prevent this occurrence builder is responsible for supplying a periodic top dressing with 1.5 to 3.5-inch stone, as conditions demand, and repair and/or cleanout of any structures to trap sediment.

COMMON AREAS:

- Except with the prior written permission of Oldfield, builder and contractor personnel are not allowed in the common areas or on the golf course.
- No construction access will be allowed across the common areas or golf course.

CHEMICALS:

- Builders and contractor personnel are not allowed to clean equipment, including paint brushes in anything other than approved containers. Due care must be used during this exercise.
- Any clean-up operation completed by Oldfield personnel will be charged to the responsible party.
- Oldfield does not allow any materials, liquid or solid to be washed or dumped into storm drains, surrounding properties, lots, or common areas. This includes, but is not limited to paints, stains, solvents, petroleum products, concrete, sheetrock, plaster, or spackle, etc.
- Construction sites will be monitored for compliance. Violators will incur a fine of \$500.00 for the first offense, followed by an additional \$500.00 for the second

occurrence, in addition to immediate suspension of all building activities and rights until a review of action by the OARC.

WARMING FIRES:

- Warming fires are allowed on site only in approved metal containers (containers no larger than one-half of a 55-gallon drum). Builders and subcontractors may be asked to cease building warming fires if a violation occurs.

ACCIDENTS:

- Oldfield personnel and/or the OARC shall be notified immediately of any accidents, injuries, or other emergency occurrences.

PETS:

- Builders and contractors may not bring pets into Oldfield.

ANIMALS:

- Oldfield is home to fox squirrels, raccoons, turkey, deer, alligators, as well as countless species of fish, shellfish, and birds. Builder and contractor personnel are not permitted to feed, fish or in any other manner, interfere with wildlife within the boundaries of Oldfield. Fines for feeding and/or harassing any wildlife are as follows: **First offense:** \$100.00 **Second offense:** Immediate cease and desist of all work on site. This order will remain in effect until a meeting is held with the General Contractor and the OARC.

OWNER COMPLIANCE DEPOSIT AGREEMENT

CONSTRUCTION ADDRESS (Legal) _____
Lot #, Street, Plat

Builder/Contractor: _____

Architect/Designer: _____

Owner:
Name: _____

Address: _____

Telephone: _____ Email: _____

Agreement:

I hereby acknowledge that I have read the Oldfield Pattern Book, Declaration of Covenants, Conditions, and Restrictions for Oldfield and Construction Guidelines & Policies. I understand that the construction work will be completed in accordance with the final approved plans. I will not permit any exterior changes or material internal changes to be made without the prior approval of the OARC.

I understand that my deposit may be used to make corrections of unauthorized work, to clean up the site, repair or replace trees, sewer lines, roads, curbs, and gutters or any other area damaged by construction personnel. I recognize that any fines assessed during the construction period may be deducted therefrom.

I also understand that no refund of my deposit monies will be made until a final inspection has been conducted by the OARC and a copy of the Certificate of Occupancy and an As-Built survey has been provided to the OARC Administrator.

Owner: _____
Signature Date Print Name

Deposit Received: \$ _____ Date Received: _____

Received By: _____
Oldfield Architectural Review Committee Administrator Date

BUILDER/CONTRACTOR COMPLIANCE DEPOSIT AGREEMENT

CONSTRUCTION ADDRESS (Legal) _____
Lot #, Street, Plat

Owner: _____

Architect/Designer: _____

Contractor:
Name: _____

Address: _____

Telephone: _____ Email: _____

Federal ID# _____

Agreement:

I hereby acknowledge that I have read the Oldfield Pattern Book, Declaration of Covenants, Conditions, and Restrictions for Oldfield and Construction Guidelines & Policies. I understand that the construction work will be completed in accordance with the final approved plans. I will not permit any exterior changes or material internal changes to be made without the prior approval of the OARC.

I understand that my deposit may be used to make corrections of unauthorized work, to clean up the site, repair or replace trees, sewer lines, roads, curbs, and gutters or any other area damaged by construction personnel. I recognize that any fines assessed during the construction period may be deducted therefrom.

I also understand that no refund of my deposit monies will be made until a final inspection has been conducted by the OARC and a copy of the Certificate of Occupancy and an As-Built survey has been provided to the OARC Administrator.

Builder:

Signature _____ Date _____ Print Name _____
Deposit Received: \$ _____ Date Received: _____

Received By:

Oldfield Architectural Review Committee Administrator Date



OLDFIELD

BUILDER/CONTRACTOR LETTER OF ACKNOWLEDGEMENT

CONSTRUCTION ADDRESS (Legal) _____
Lot #, Street, Plat

By this letter, I so acknowledge that I have received a copy of the **Oldfield Pattern Book**, and the **OARC Construction Guidelines & Policies**.

I accept that these rules and regulations are basic procedures necessary for the protection of the natural beauty of Oldfield and I agree to abide by these documents and the decisions of the OARB.

Architect/Designer Signature Date Print Name

Builder/Contractor Signature Date Print Name

Landscape Architect/Designer Signature Date Print Name



DRAINAGE COMPLIANCE AGREEMENT

CONSTRUCTION ADDRESS (Legal) _____
Lot #, Street, Plat

It is the responsibility of each owner to direct drainage away from the dwelling in a manner to avoid creating drainage problems for adjoining property owners and in conformity with the final plans approved by the OARB. It is a requirement of the OARC that each owner employ the services of a professional registered engineer to design an appropriate drainage plan for the property. Special consideration should be given to the establishment of appropriate building site elevations for foundations, sub-surface drainage, final grades, and installation of gutters. The OARC shall be entitled, in its sole option, to rule on drainage disputes.

I acknowledge that the installation of a culvert, where necessary, is the responsibility of the property owner or builder/contractor and shall be a 12” to 15” reinforced concrete pipe with flared end sections as required.

I understand and agree to comply with this requirement.

Signature of Property Owner

Date

Signature of Builder/Contractor

Date



OLDFIELD

Application for Residential Building Permit

**Attach
Beaufort Jasper Water & Sewer Receipt
Showing paid fees.**

Variance Request

Date: _____

Owner:

Name: _____

Address: _____

Telephone: _____ Email: _____

Description of Variance:

Reason for Variance:

Note: Submit a separate Variance Request for each specific variance.

Applicant's Signature

Date

Owner Builder/Contractor Architect/Designer

Approved Subject To:

Disapproved:

Approved:

Oldfield Architectural Review Committee Administrator

Date

Change of Plans Request

Date: _____

Construction Address: _____
Lot # & Street Address

Owner:
Name: _____

Address: _____

Telephone: _____ Email: _____

Description of Change:

Reason for Change:

Note: Attach any plans, sketches, or samples for the proposed change(s). Submit a separate Change of Plans Request form for each specific change.

Applicant's Signature Date
 Owner Builder/Contractor Architect/Designer

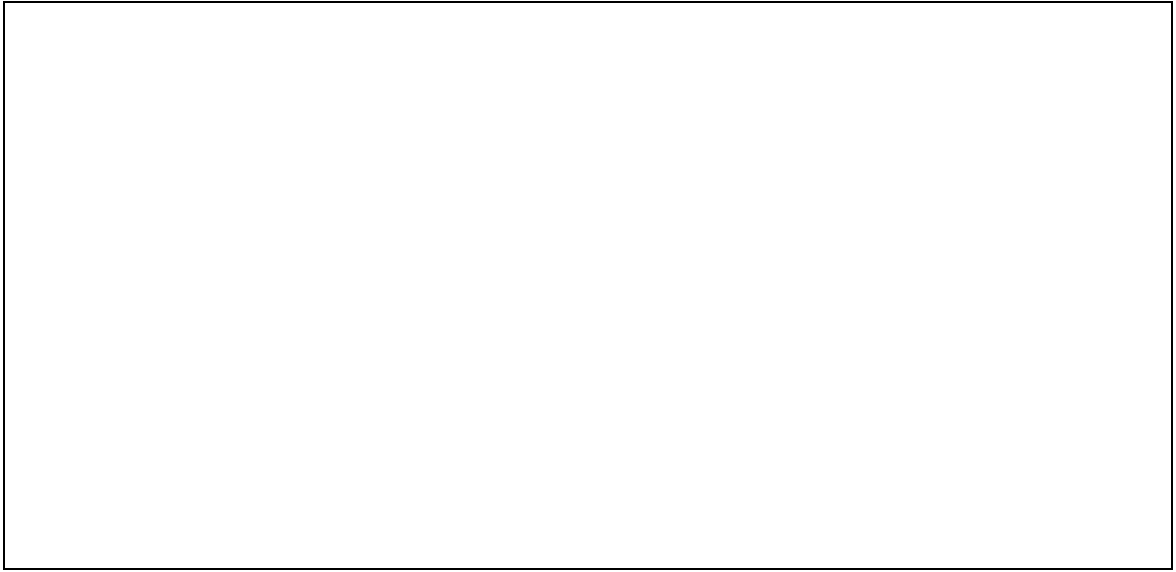
Approved Subject To:

Disapproved:

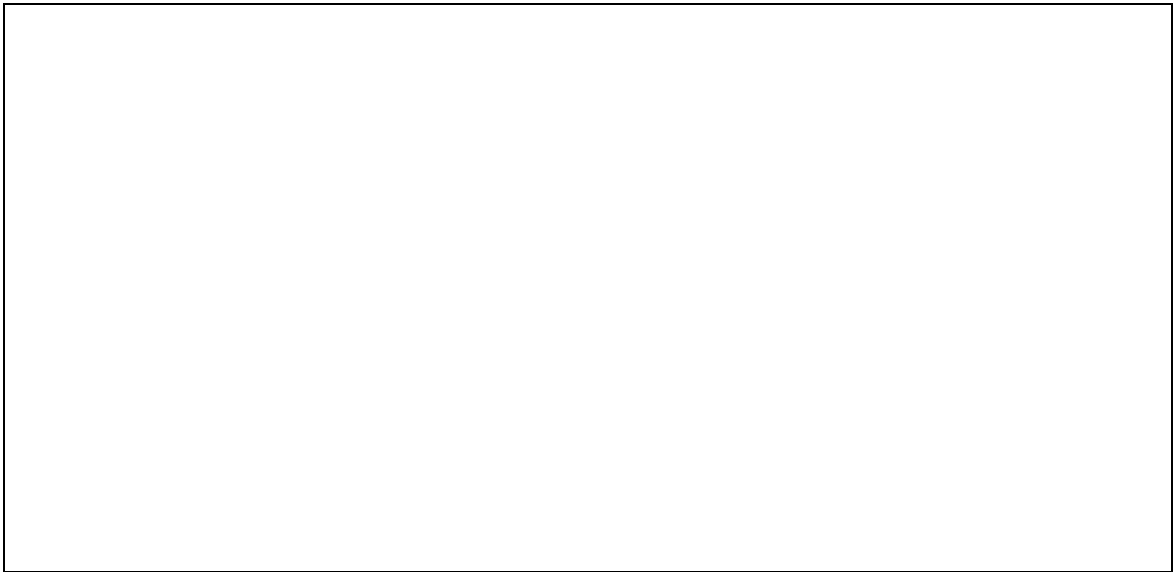
Approved:

Oldfield Architectural Review Committee Administrator Date

**Application for Residential Building Permit
Photo Sheet**

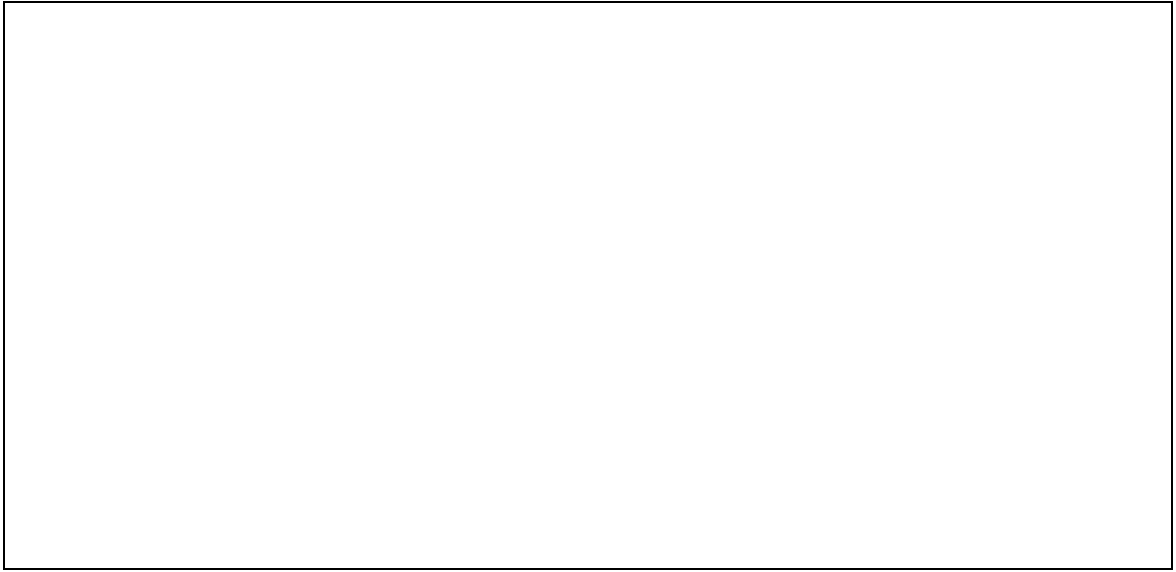


Subject Lot Front

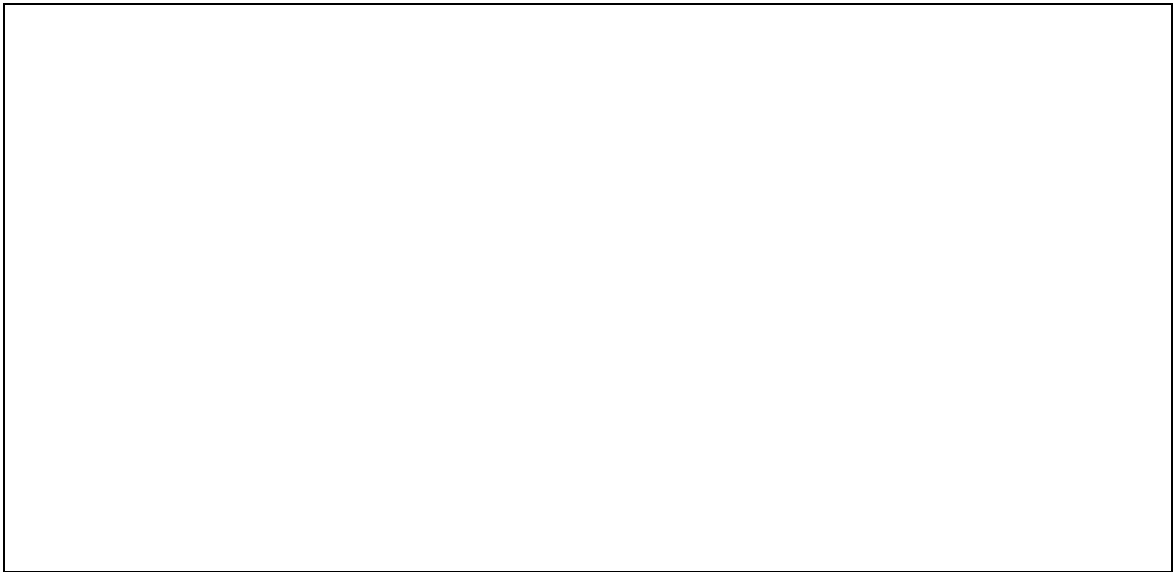


Subject Lot Rear

**Application for Residential Building Permit
Photo Sheet**

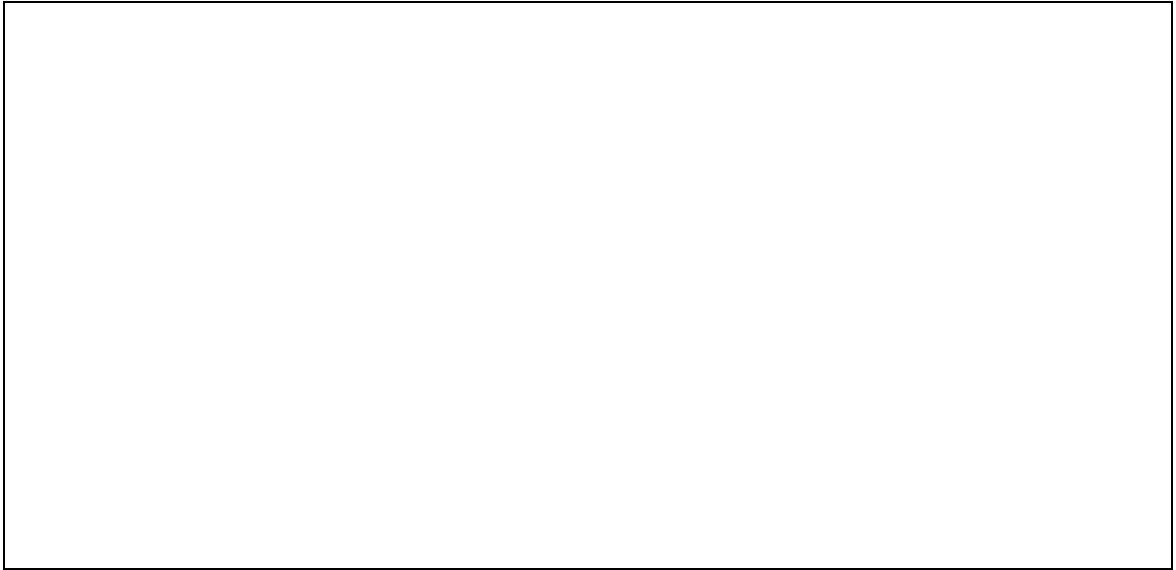


Front of adjoining house or lot on
Left _____ Right _____

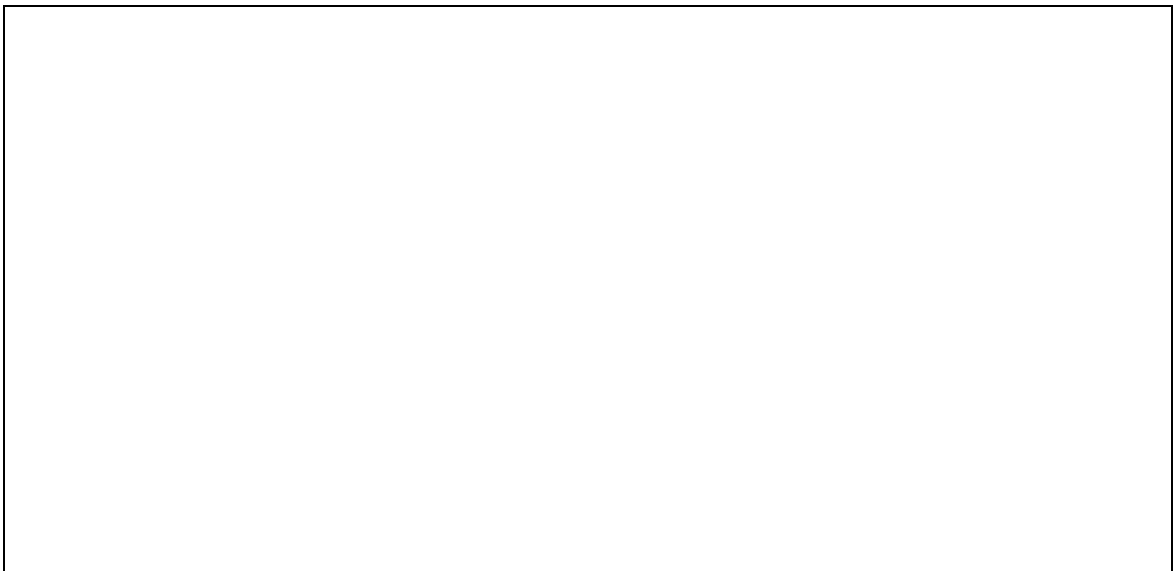


Rear of adjoining house or lot on
Left _____ Right _____

**Application for Residential Building Permit
Photo Sheet**



Subject Completed Home Front



Subject Completed Home Rear

LANDSCAPE PATTERNS

The Landscape Plan

Design Guidelines

The following basic design guidelines should be followed to establish a level of consistency between homes in Oldfield:

- Landscape designs for both shrubs and sod along the side yards shall be coordinated between neighboring lots to help blend and create a cohesive landscape treatment between yards.
- Continuous grass strip along the street frontage with smooth continuous alignment of grass from lot to lot.
- The landscape plan shall include a planting list and must incorporate at least 50% native species in the planting plan. A list of native species is provided at the end of this section.
- Plant sizes (height & width) shall be specified for **immediate** effect. Foundation plantings must be at least ½ the height of the completed foundation. Undersized and dwarf plantings will be discouraged unless used as a foreground and ground cover plantings.
- All plant beds and turf areas shall be irrigated. Zones shall be set-up according to plant types and watering needs. More specifically, turf areas shall be on a separate zone than other planting areas.
- Irrigation risers over 18” in total height above grade are discouraged. Automatic irrigation controllers must be adjustable for seasonal use and have a rain sensor mounted in place open to the sky and away from roof run-off.
- The planting design shall complement the architecture of the house and all supporting structures and include plants. Continuous foundation plantings are discouraged. Appropriate plants shall be used along the driveway and entrance to the house to designate and frame the entrance of the house. Unique plantings, such as vegetable gardens and garden terraces shall be placed to prevent viewing from adjacent lots.

The following lists of items that should be avoided in the creation of a planting plan:

- Digging into the root system to add plants or irrigation of a significant existing tree(s) is prohibited.
- Removal of specimen trees that may be incorporated into the design of the home site.
- Side property lines articulated by single rows of plants or hedges which are not coordinated and integrated with the neighboring landscape design.
- Monoculture, or overuse of a single specimen.

- Over diversification, or use of too many plant types and species, especially those not indigenous to the region.
- Insufficient screening or planting around undesirable areas such as service yards, large windowless walls, and parking areas.
- Use of many specimens known to be highly attractive to deer.
- Excessive landscape lighting and the exterior illumination of the house.

Existing Vegetation

Every site in Oldfield offers a varying set of existing conditions that should be considered during the site planning stage of the design process.

Stands of young and old hardwoods and conifers are prevalent throughout the property. However, not every tree is a specimen and therefore, not every tree; shrub or plant will be preserved on site. When possible, significant vegetation especially specimen trees should be incorporated into the design plan. The OARC reserves the right to require a redesign of the home site or require the services of a certified arborist or horticulturist to protect and preserve mature, healthy trees or trees considered significant during the construction and landscaping process. To fully understand the implications of the existing vegetation within your home site, it is required that a tree survey be completed by a certified land surveyor. This document will provide the basis for making design decisions on your home site.

Naturalized Areas

Naturalized areas are areas that do not receive extensive landscape improvements, such as turf and irrigation but that may receive additional plants and general maintenance. **No more than 15% of the site shall be left as a disturbed mulch only.** The edges of all-natural areas shall be maintained in the same manner as a planting bed, including consistent edging of turf and removal of landscape debris and undesirable understory growth. All other areas within the home site shall be planted with turf grass or shall be a fully maintained plant bed.

Turf

Lawn grass areas will be required on all lots. Major lawn areas may be placed in the front, back, and side yards. Lawn shall not be placed within designated wetlands or nature preserve areas. Over seeding with winter grasses shall be placed only in established turf grass areas.

Mulch

Shredded hardwood mulch and pine needles shall be the only types of mulch allowed. All plant beds, trees and shrubs shall be mulched with a minimum of 4" of mulch. As mulch decomposes and deteriorates, new mulch shall be placed in all mulched areas every 6 months, or as needed.

Mosquito Misting Systems

Mosquito misting systems must be approved by the OARC. Systems using insecticides or chemicals that are designed to exterminate flying insects are prohibited. Only systems that use chemicals comprised of mostly natural products designed as deterrents may be approved for use in Oldfield.

Recommended Plant List

The following lists plants, trees, shrubs, groundcover, vines, and grasses that are native, may be naturalized, adaptable to our area, or beneficial to wildlife. This list has been developed with consideration of factors such as surrounding forest components, wildlife and habitat compatibility, cold hardiness, maintenance, etc. Some of the plants are known to be vegetation on which deer may choose to feed. Although it is the homeowner's responsibility to understand the characteristics of each plant and its appropriateness to the landscape design, certain plants may be eliminated from plans due to invasive characteristics or incompatibility by the OARB. Other plants may be substituted for plants within this list if all similar form, habit, and other selection criteria, subject to approval by the OARC.

Wildflowers (includes non-native species for attracting

Achillea Mille folium	Monarda didymo	Rattlesnake Plantain
Aescleplas tuberoso	Passiflora incarnate	Sunflower
Asclepias humustrata	Polygala spp	Wild Ginger
Aster spp	Poycananthemum spp	Jewelweed
Baccaris halimifolia	Rhexia virginica	Morning Glory
Baptisia alba	Rudbeckia hirta	Lantana
Borrichia frutescens	Solidago spp	Blazing Star
Buddleia spp	Tradescantia	Purple Logella
Buddleia alternifolia	Trilium discolor	Coral Honeysuckle
Callislemmon citrinus	Verbascum lhapsis	Lady Lupine
Cassia spp	Verbena spp	Bee Balm
Chimophila maculata	Viola spp	Passionflower
Chrysantemum spp	Yarrow	Milkworts
Cirsium carolinianum	Butterflyweed	Horsemini
Clitoria mariana	Sand Milkweed	Meadow Beauty
Coreopsis lanceolata	Any Ashers	Blackeyed Susan
Cyrilla reacemiflora	Groundsel Tree	Goldenrod
Daucus carota	Wild Indigo	Spiderwort
Echinacea purpurea	Sea Oxe-eye	Trillium
Erystrina herbacea	Butterfly Bush	Mullein
Eupatorium purpureum	Bottlebrush	Verbena
Gaillardia puchella	Any Pea Plants	Wood Violet
Galciactia volubilia	Pipsissewa	Herbs (various)
Goodyear pubescens	Oxe-eye Daisy	Fennel
Helianthus spp	Purple Thistle	Parsley
Hexaslylis ariflolia	Butterfly Pea	Cilantro
Impatiens capensis	Coreopsis	Dill
Ipomea spp	Wild Cyrilla (Tili)	
Lanata spp	Queen Anne's Lace	
Liastria graminifolia	Purple Coneflower	
Liatria elegans	Coral Bean	
Lobelia glandulosa	Joe-Pye-Weed	
Lonicera sempevirens	Indian Blanket	

Lupinus villosus

Native Wetland Plants

Arisaema triphyllum

Canna flacida

Carex spp

Erianthus giganteus

Hibiscus spp

Hydrocotyle umbellata

Juncus spp

Nelumbo lutea

Peltandra virginica

Polygonum lapathifolium

Pontederia cordata

Sagittaria latifolia

Scirpus spp

Spartina spp

Xyria irlifolia

Zizania aquatic

Milk Vetch

Jack-In-The-Pulpit

Yellow canna

Sedges

Plume Grass

Swamp Mallow

Marsh Pennywort

Rush Species

Fragrant Waterlily

Arrow Arum

Willow-Weed

Pickrel Weed

Duck Potato

Bulrush

Spartina Grasses

Yellow-Eyed Grass

Wild Rice

Evergreen Trees & Shrubs

Cyrilla racemiflora

Gordonia lasianthus

Ilex cassine

Ilex coriacea

Ilex giabra

Ilex myrlifolia

Ilex opaca and hybrids

Ilex vomitoria

Ilex vomitoria "Nana"

Ilex vomitoria species

Juniperous salicifolia

Juniperus virginiana

Leucothoe axillaries

Leucothoe populifolia

Magnolia grandiflora

Magnolia virginiana

Myrica cerfera

Opuntia compressa

Osmanthus Americana

Persia borbonia

Pinus giabra

Pinus palustris

Pinus laeda

Prunus caroliniana

Quercus laurifolia

Quercus virginiana

Sabal palmetto

Serenoa repens

Yucca aliofolia

Titi

Loblolly Bay

Dahoon Holly

Gallberry

Inkberry

Myrtle Holly

American Holly

Yaupon Holly

Dwarf Yaupon Holly

Southern Red Cedar

Eastern Red Cedar

Fetterbush

Florida Leucothoe

Southern Magnolia

Sweetbay Magnolia

Wax Myrtle

Prickly-Pear Cactus

American Tea Olive

Red Bay

Spruce Pine

Longleaf Pine

Loblolly Pine

Carolina Cherry Laurel

Live Oak

Dwarf Palmetto

Cabbage Palm

Saw Palmetto

Spanish Bayonet

Plantious occidentalis

Prunus spp

Quercus alba

Quercus falcata

Quercus phellos

Quercus stellata

Rhododendron mudif.

Rhus giabra

Salix carolinia

Salix nigra

Sambucus canadensis

Sassafras albidum

Styrax americanus

Symplocos tincloria

Taxodium ascendens

Taxodium distichum

Vaccinium corym.

Viburnum prunifolium

Zanlhoxylum ameri.

Sycamore

Cherry

Sabal minor

Laurel Oak

White Oak

Evergreen Trees & Shrubs cont.

Southern Red Oak

Pinxter Azalea

Willow Oak

Ward Willow

Post Oak

Black Willow

Pinxter Azalea

Elderberry

Smooth Suman

Sassafras

Ward Willow

Silverbell

Post Oak

Horse Sugar

Pond Cypress

Black Haw

Bald Cypress

Souther Prickly ash

Highbush Blueberry

Grasses

Andropogon caillipes

Coastal Broomsedge

Carex spp

Sedges

Chasmantium latifollum

Upland Sea Oats

Distichlis spicata

Seashore Saltgrass

Eragrotis pectinacea

Carolina Lovegrass

Erianthus giganteus

Plume grass

Juncus effuses

Soft Rush

Juncus roemerianus

Black Rush

Scirpus robustus

Bulrush

Spartina alterniflora

Cordgrass

Spartina patens

Marshhay Cordgrass

Zizania aquatic

Wild Rice

Yucca fillmentosa

Bear Grass

Groundcover & Vines

Campsis radicans

Climbing Hydrangea

Documaria Barbara

Carolina Yellow Jessamine

Gelsemium sempervirens

Daylilly

Hemerocallis species

Red Trumpet Honeysuckle

Lonicera sempervirens

Trumpet Creeper

Parthenocissus quinquefolia

Wild Grape (Muscadine, Fox Grape, Summer Grape, etc)

Vitus spp

Virginia Creeper

Deciduous Trees, Shrubs, & Flowering Trees

Acer Floridanum

Southern Sugar Maple

Acer negundo

Box Elder

Acer rubrum

Red Maple

Aesculus pavia

Red Buckeye

Alnus serulata

Tag Elder

Amelancier arborea

False Indigo

Aronia arbutifolia

Red Chokeberry

Asimina parviflora

Dwarf Paw Paw

Betula nigra

Riverbirch

Deciduous Trees, Shrubs, & Flowering Trees cont.

Calycanthus floridus

Sweet shrub

Carpinus caroliniana

Musclewood

Carya aquatica

Water Hickory

Carya glabra

Pignut Hickory

Carya tomentosa

Mockernut Hickory

Cephalanthus occidentalis

Buttonbush

Cercis Canadensis

Red Bud

Chionanthus virginicus

Fringe Tree

Clethra alnifolia

Sweet Pepperbush

Cornus florida

Flowering Dogwood

Cortaderia selloana

Pampas Gras

Cyrilla racemiflora

Swamp Cyrilla

Diospyros virginiana

Persimmon

Eunonymus americanus

Strawberry Bush

Fagus grandifolia

American Beech

Fothergillia major

Witch Adler

Fothergillia minor

Dwarf Witch Adler

Frasinus carolinensis

Carolina Ash

Hamamelis virginiana

Rose Mallow

Ilex decidua

Poosum-haw Holly

Ilex laevigata

Smooth Winterberry

Ilex verticillata

Winterberry

Itea virginica

Sweetspire

Liriodendron tulipifera

Tulip Poplar

Syssa sylvatica

Blackgum



PENALTIES

The Construction Guidelines & Policies that have been put into place are not meant to be tedious, but rather are intended to ensure a quality environment and to guarantee the continued success of Oldfield. While the OARC hopes to avoid the issuance of fines, violations are viewed seriously. Penalties which may be established and periodically modified are at the sole discretion of the OARC and must be paid by check. Failure to abide by any of the guidelines or policies may also result in the revocation of approved builder status.

- 1. Clearing or building without an OARC foundation or building permit posted will result in the loss of application fees and payment of additional application fees prior to permit issuance.**
- 2. Posting of any signage prior to Final approval for the project will result in a \$500 fine and immediate removal of the sign is required. Failure to remove the sign within 24 hours will result in \$100.00 fine per day.**
- 3. Impacting a wetland buffer as posted by the OCRM & SCDHEC without prior review and approval by OARC, \$2000.00 fine and possible mitigation of the damaged area.**
- 4. Unauthorized tree removal or damage/destruction of trees: oak (any variety) - \$1000.00/tree; all others- \$500.00/tree and the submission of a landscape plan to replace trees to the satisfaction of the OARC. A resubmittal fee of \$500.00 for the revised landscape plan is also required.**
- 5. Unauthorized clearing within ten (10) feet of the golf course/waterfront: \$2,000.00 and the submission of a landscape plan to replace trees/plants to the satisfaction of the OARC. A resubmittal fee of \$500.00 for the revised landscaping plan is also required.**
- 6. Construction not in accordance/agreement with approved plans including a siting variance greater than one (1) foot, or any exterior change without OARC approval: \$2,000.00 minimum, possible rebuild and revised as-built drawings must be submitted.**

- 7. Violation of any sign rule, trash overflow; failure to deposit all trash or scrap materials in receptacles; no trash container or portable toilet on site: \$100.00/item/day.**
- 8. Failure to contain a fire in an approved container: \$100.00/day.**
- 9. Damage to the Oldfield right of way \$250 fine imposed; second offense \$500 fine imposed; third offense stop work order.**
- 10. Access to property by means of adjacent property without written permission of property owner on file with the OARC including the use of adjacent property for parking: \$1,000.00 plus restoration. Use of water or electricity from neighboring properties: \$500.00 and a letter of apology, plus reimbursement to owner. These rules also apply to all common/Oldfield properties.**
- 11. Use of exterior colors not approved by the OARC: \$2,000.00 and repaint to utilize approved colors.**
- 12. Failure to commence construction within one year after OARB final approval: loss of permit; failure to complete construction within one year after commencement without prior written permission of the OARB: loss of all or part of Compliance Deposit.**
- 13. Failure to provide the OARC with a copy of the Beaufort County Building Permit, the Certificate of Occupancy, and the AS-Built survey: \$500.00 per item.**
- 14. Re-inspection due to failure to be ready or to comply with inspection requirements: \$100.00/re-inspection.**
- 15. Feeding of wildlife, fishing or in any manner interfering with wildlife: \$100.00 per violation.**
- 16. Silting or tracking mud onto public/adjacent properties immediate clean up and fine of \$100; second offense fine of \$200; third offense a stop work order imposed.**
- 17. Failure to maintain barrier/silt/tree protection fencing: \$100.00 per day.**
- 18. Improper disposal of washout materials: \$1,000.00 fine first offense, followed by an additional \$500.00 fine, and immediate cease and desist of all building activities until a review of action by the OARC.**
- 19. Violation of approved construction hours: First offense: warning. Second offense: \$500.00 fine. Third offense: Stop work order and meeting with OARC.**
- 20. Painting of structures prior to on site mockup, review, and approval by OARC \$500.00 fine.**



Holiday Commercial Work Schedule 2020

1//1/21 New Year's Day	No work permitted.
1/18/21 Martin Luther King Day	Work permitted.
2/15/21 President's Day	Work permitted.
5/31/21 Memorial Day	No work permitted.
7/5/21 Independence Day (Observed)	No work permitted.
9/6/21 Labor Day	No work permitted.
11/11/21 Veteran's Day	Work permitted.
11/25/21 Thanksgiving	No work permitted.
12/24/21 Christmas Eve	Work until 1 pm.
12/25/21 Christmas Day	No work permitted
12/31/21 New Year's Eve	Work until 1 pm.
1/1/22 New Year's Day	No work permitted



Benchmarks during the project:

Prior to Oldfield Building Permit allowing vertical construction:

1. Form board and foundation survey submitted to ARC_____
2. Elevation certificate submitted to ARC__

Foundation Review:

1. Prior to hog board insets, contact ARC for site review__

After rough grade:

1. Contact ARC for a site visit__

Prior to driveway & culvert pipe installation:

1. Contact ARC for a site visit__

Prior to final grading:

1. Contact ARC for a site visit__