

## 6. Application for Design Review

**Submit to:** Architectural Standards Committee, Wexford Plantation Village at  
 Wexford – J-18, 1000 William Hilton Parkway, Hilton Head Island, SC 29938  
 Tel: 843-686-8820. Fax: 843-686-8819

All plans must be received, with proper paperwork, by 3:00 p.m. eight (8) business days prior to the scheduled meeting.  
 Plans will not be accepted for review without completed application and fee paid

Submission Date:

### 6.1 Applicant Information:

Property Owner: \_\_\_\_\_ Telephone:

Wexford Address: \_\_\_\_\_ Lot Number:

Mailing Address if Different: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 6.2 Design Review Fee Schedule

#### 6.2.1 Security Deposits (refundable):

- |   |                 |
|---|-----------------|
| a. Construction and Landscape Completion Escrow | \$2500          |
| b. Construction Compliance Escrow               | \$7500          |
| c. Landscape Compliance Escrow                  | \$1500          |
| d. Demolition Compliance Escrow                 | \$5000          |
| e. Renovation Compliance Escrow                 | \$1500 - \$7500 |

#### 6.2.2 Application Fee (non-refundable):

- |                                     |                |
|-------------------------------------|----------------|
| a. Conceptual                       | \$1,000.00     |
| b. Preliminary                      | \$4,000.00     |
| c. Property Improvements            | \$100 - \$5000 |
| d. Demolition of Existing Structure | \$500 - \$2500 |

**Property Owner’s Statement:** I understand the application fee of \$\_\_\_\_\_ is non-refundable and is used, in accordance with the Covenants, to review plans and related data and to compensate any consulting architects, landscape architects, urban designers, inspectors, or attorneys retained in accordance with the terms stated in the Covenants.

### 6.3 Architect’s Statement:

#### 6.3.1 Declaration:

I am an Architect registered to practice in the State of South Carolina. I have personally been involved in the design of the home described in the drawings and other documents submitted to the Wexford ASC. I have read the Policies and Procedures and hereby state that, to the best of my knowledge, the design is in accordance with such except where a variance is requested (as noted in this application).

Architect Signature: \_\_\_\_\_ Date:

Required when any Architect’s Plans are submitted.

#### 6.3.2 Architect’s Seal:

South Carolina Registered Architect’s seal must be affixed to drawings. (Required for preliminary and final submissions.)

**6.4 Statements of Intent to Comply**

I hereby certify that all details not specifically shown on these drawings and other documents do now and will, at and through the time of construction, conform to the Wexford ASC Policies and Procedures issued as of this date, and I further certify that the preceding is true and correct to the best of my knowledge. I have read the ASC Policies and Procedures, including revisions, and agree to abide by them.

Property Owner Signature: \_\_\_\_\_ Date: 

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 Required for all Design Review Applications.

Architect Signature: \_\_\_\_\_ Date: 

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 Required except for Conceptual Reviews.

Builder/Contractor Signature: \_\_\_\_\_ Date: 

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 Required except for Conceptual Reviews.

**6.5 Plan Submission**

**6.5.1 Administrative Requirements:**

- a. NOTE: Two sets of plans must be submitted to the ASC office by **3:00 a.m. on the Thursday prior** to the scheduled ASC meeting to be reviewed at that meeting.
- b. This form must be **completed for each submission** and marked accordingly.
- c. Note: Any submission at any stage that does not include all plans, materials, applications, details and other items as required **will be rejected by the Administrator** and not be placed on the ASC agenda until all requirements have been met. It is recommended that the guidelines be read and digested prior to starting the design of a house in Wexford.
- d. Identify on which **page of your plans** are the required items are located, and insert that sheet number in the right column below.
- e. Any **changes or modifications to plans must be detailed** on the ASC change order form and highlighted on the plans.

**6.5.2 Conceptual Plan Requirements:**

- An artist’s rendering and a schematic rendering of the proposed improvement will be submitted to see if a particular style or design is suitable. Submittals at this stage may be directed at specific design issues and if so the submission should be sufficiently complete to allow the committee to understand the issue and to make an informed decision. Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

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**6.5.3 Preliminary Plan Requirements:**

- Acquire tree, topographic and boundary survey of existing property and provide site plan to scale, overlaid on tree and topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
- Draw perspective drawing of front elevation or provide a model.
- Elevation drawing at 1/4" = 1' (If plans and/or elevations will not fit on sheet at 1/4" scale provide an additional set of plans and elevations at 1/8" scale.
- Floor plans at 1/4" = 1'.
- Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
- Indicate enough of adjacent structures to show relationship to submission.

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**6.5.4.c Landscape Plans and Elevations: Scale of 1/8" = 1'.**

- Show plants at installed size.
- Provide exterior elevations with foundation planting drawn to scale at time of installation.
- Include a plant list on the plan with common and botanical names, height and spread at installation.
- Engineered drainage plan must comply with site plan. All drainage plans will be reviewed by Wexford's drainage consultant to assure it conforms to the master drainage plan.
- Coordinate with and relate to adjoining landscape.
- Show all landscape lights and submit a cut sheet.
- Note on plan % of grassed area to % natural or planted.

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**6.5.4.d Floor Plan: Scale 1/4" = 1'. Floor plans must agree with elevation & details.**

- Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. Plans should be complete and ready for construction.
- Provide enclosed heated/air-conditioned square footage (stated by floor).
- Doors and windows keyed to schedule.
- Full dimension plans.
- If there is a fireplace it must noted on the plan as masonry or vent less appliance.

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**6.5.4.e Elevation Drawings: Scale 1/8" = 1'.**

- Indicate floor-to-floor heights on each elevation.
- Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1<sup>st</sup> finished floor and MSL (Height limits established by Covenants are 50' above sea level and 35' above the 1st finished floor, except for Wexford on the Green).
- Note all materials.
- Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
- If applicable show downspouts and gutters (If not applicable enter N/A in adjacent blank).

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**6.5.4.f Roof Plan:**

- Outline plan below to indicate overhangs.
- Show peaks, valleys, crickets and sheds.
- Draw dormers, chimneys, vents, skylights and other features.
- Indicate slope direction and pitch of all roof areas.
- Indicate gutters and downspout locations as applicable.

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**6.5.4.g Detail Drawings (keyed to plans and elevations):**

- Detail typical wall sections showing all eave rake and base conditions. **(Required)**
- Show patio wall section, if appropriate.
- Show column-base and capital (including relationship to beam above).

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