

General Guidelines for All Projects Hamlin Plantation Architectural Review Board (ARB)

The Hamlin Plantation ARB reviews exterior home projects for adherence to the esthetics of the neighborhood and governing covenants.

Owners are responsible for adhering to the Town of Mt. Pleasant Ordinances

Submission Due Date

The ARB Meets on the first Thursday of each month.

Submissions for consideration are due by 5pm the Monday of the week prior to the meeting.

For example, the first Thursday of February 2022 is February 3rd. Submissions for the February meeting would be due January 24th, 2022 by 5pm.

Please note there no ARB Meetings in August or December

Format of Application

Applications are to be submitted to the office in **printed** format in one complete package, all supporting documentation included.

Please note that the office will not print out submissions for residents and they should not be submitted via email.

Submissions missing any of the required documents from the checklist will be returned for completion.

Incomplete information or applications submitted after the deadline may be delayed until the following month.

Please note that hypothetical and/or "what if" scenarios of work being considered by owners will not be entertained by the ARB.

Refundable Deposits

Refunds will be issued upon submission of the Project Completion Form and satisfactory final inspection.

Notes

Please note - Hamlin is a beautiful but densely built neighborhood, please consider the perspectives of your neighbors when planning your project. Homeowners are responsible for completing their projects in a timely fashion while giving consideration to neighbors for noise and safety issues.

Minor Changes Checklist

*For example but not limited to; Permanent Fire Pit / Outdoor Kitchen /
Recreational Equipment / Window(s) / Patio*

ALL ITEMS ON THE CHECKLIST ARE REQUIRED

Please refer to **READ ME FIRST** for info on obtaining a Plat Map and a Site Plan

Checks are to be made payable to the Hamlin Plantation POA

- Minor Change Application
- Written description of scope of proposed project including all dimensions (L/W/H/D)
- Description and pictures of materials to be used
- Mt. Pleasant Plat Map plan showing all setbacks, buffers, and easements (minimum size 8 ½ x 11)*
- Mt. Pleasant Site Plan showing all proposed changes/placement of project, house footprint (minimum size 8 ½ x 11)*
- \$25 Application fee (non-refundable)
- \$125 Homeowners Deposit (refundable)

***NOTE – Owner may submit a current property survey in lieu of the Plat and Site Map**

I have read the requirements for this application and verify that I have included all the required information as listed on the above checklist.

Signature of Homeowner

Date

MINOR CHANGES APPLICATION
Hamlin Plantation Architectural Review Board (ARB)

| |
|---------------------------------|
| Property Address _____ _____ |
|---------------------------------|

| |
|--------------------------|
| Contractor Name _____ |
| Contractor Address _____ |
| Contractor Phone _____ |
| Contractor Email _____ |

| |
|-------------------------|
| Owner's Name _____ |
| Mailing Address _____ |
| Owner's Phone _____ |
| Owner's Email _____ |
| Owner's Signature _____ |

**OWNERS ARE RESPONSIBLE FOR HIRED
CONTRACTORS/BUILDERS WHILE ON SITE
INCLUDING DEBRIS, DAMAGE TO NEARBY PRIVATE PROPERTY
AND/OR COMMON AREA PROPERTY**

**PROJECT COMPLETION / REQUEST FOR INSPECTION / REFUND
Hamlin Plantation Architectural Review Board (ARB)**

Please be sure to sign this document on page 2 prior to submittal

| | |
|------------------|-------|
| Property Address | _____ |
| | _____ |
| Project Type | _____ |

| | |
|-----------------|-------|
| Owner's Name | _____ |
| Mailing Address | _____ |
| Owner's Phone | _____ |
| Owner's Email | _____ |

FOR ARB USE ONLY

On site inspection conducted by

Date: _____

Approved

Not Approved

Approved with conditions

Conditions: _____

Reason for Rejection/Non Refund _____

ARB Signature

_____ Date: _____

_____ Date: _____

**HOMEOWNER PLEASE SIGN BELOW AND SUBMIT TO
MANGEMENT OFFICE**

I am reporting the completion of the above listed project and request a final inspection. Upon satisfactory inspection, I request a refund of deposit(s).

Signature of Homeowner

Date