

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.

Landscape Installation or Change Checklist

ALL ITEMS ON THIS CHECKLIST ARE REQUIRED

Checks should be made payable to the Hamlin Plantation POA

- Landscape Installation or Change Application
- Written description of scope of project
- Mt. Pleasant Plat Map showing all setbacks, buffers, and easements. It is required to mark the placement of each plant/bush and to include a list of plant types and **sizes** at planting **and** maturity (minimum size of 8 ½ x 11)
- Sample Landscape List of Plantings (use as many copies as needed)
- \$25 Application fee (non-refundable)
- \$125 Homeowners Deposit (refundable)

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

LANDSCAPE INSTALLATION OR CHANGE 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**

Sample Landscape List of Plantings

Plant List Required (Attach a separate sheet if necessary)

Type of Plant _____ Quantity _____

Size at Planting _____

Size at maturity _____

Type of Plant _____ Quantity _____

Size at Planting _____

Size at maturity _____

Type of Plant _____ Quantity _____

Size at Planting _____

Size at maturity _____

Type of Plant _____ Quantity _____

Size at Planting _____

Size at maturity _____

Type of Plant _____ Quantity _____

Size at Planting _____

Size at maturity _____

**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