

## **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 3<sup>rd</sup>. Submissions for the February meeting would be due January 24<sup>th</sup>, 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.

## Deck Addition or Alteration Checklist

### ALL ITEMS ON THE CHECKLIST ARE REQUIRED

### Checks are to be made payable to the Hamlin Plantation POA

- Deck Addition/Alteration Application
- Written description of proposed project including all dimensions (L/W/H/D)
- Description and pictures of materials to be used including a sample board with proposed stain or paint
- Mt. Pleasant Plat Map plan showing all setbacks, buffers, and easements with placement of deck on property (minimum size 8 ½ x 11)
- Mt. Pleasant Site Plan showing accurate foot print of deck in relation to house on property
- \$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.

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Signature of Homeowner

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Date

**DECK ADDITION / ALTERATION APPLICATION**  
**Hamlin Plantation Architectural Review Board (ARB)**

Property Address _____ _____
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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