

## READ ME FIRST

### 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 adherence to ordinances established by the Town of Mt. Pleasant including obtaining proper permits

Please find ARB documents under Documents/Resident Documents/ARB

- Locate the folder that pertains to your project
- Inside the folder you will find the following documents;
  - General Guidelines for All Projects
  - Project Checklist
  - Project Application
  - Additional Guidelines (if applicable)
  - Project Completion Form/Permits
    - **Projects requiring permits from the Town of Mt. Pleasant must include a copy of the permits with the Project Completion Form in order to obtain approval and a refund**

In order to streamline the processing of your application, please read everything carefully and be sure to submit all required documentation.

In order to obtain your refund, once your project is complete, submit the Project Completion Form found in the folder. Once the final inspection of the project is complete, the refund will be mailed to the homeowner.

**PLEASE BE AWARE THAT COMMITTEE MEMBERS WILL COME TO SURVEY EACH PROPERTY DURING THE WEEK PRIOR TO THE MEETING**

#### **PROJECTS WITH MULTIPLE PARTS** (eg a pool with a fence and removal of trees)

Please fill out the appropriate application for each part of the project

Please submit only one fee (fee should be the highest \$ value of all projects involved)

If legible, it is permissible to have all aspects of the project on one plat or site map

### Helpful Links

*These links are strictly provided as a courtesy and are subject to change by the Town of Mt. Pleasant*

#### ***How to obtain a Mt. Pleasant Plat Map (available in 8 ½ x 11 or 11 x 17)***

Charleston County RMC Office

<https://www.tompsc.com/Faq.aspx?QID=98>

#### ***How to obtain a Mt. Pleasant Site Plan (includes footprint of home)***

***Engineering & Development Services Department***

Building Inspection Division's Freedom of Information Act Request Form

You will need to create a free account to request a site plan

<https://www.tompsc.com/forms.aspx?fid=232>

#### ***Mt. Pleasant Tree Ordinance (PLEASE SEE HOW TO MEASURE A TREE)***

<https://www.tompsc.com/DocumentCenter/View/1114/Residential-Tree-brochure>