

Property Management Services

Attn: Cheryl Bailey
Office: 843-637-4056
Cell: 843-881-5459
Fax: 843-637-4070
Email: Cheryl@CharlestonPMS.com

PRELIMINARY REVIEW

DATE _____ CASE# _____

ARB ACTION: _____ APPROVED _____ REJECTED

Address of Project

Owner _____

Address _____

Phone _____

Email _____

Landscape Architect _____

Address _____

Phone _____

Fax _____

Email _____

Architect _____

Address _____

Phone _____

Fax _____

Email _____

Contractor _____

Address _____

Phone _____

Fax _____

Email _____

Setbacks & Restrictions

Front _____

Sides _____

Back _____

Max Height _____

Max Lot Coverage % _____

Min Allowable _____

Max Allowable _____

Max. 1st Floor _____

Impervious Lot Coverage

Building Footprint _____

Open/Covered Decks _____

Stairs, Drives, Paths _____

Raised Beds _____

Pool/Patio _____

TOTAL _____

Sq. Ft. High Ground _____

Lot Coverage _____

Building Square Footage

1st. Floor _____

2nd. Floor _____

3rd. Floor _____

TOTAL _____

Garage _____

Other _____

of Bedrooms _____

of Bathrooms _____

Exterior Materials

Mfg.

Color

Foundation _____

Walls _____

Trim _____

Roofing _____

Windows/Doors _____

Garage _____

Paving _____

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FINAL COLOR FORM

DATE _____ CASE# _____

ARB ACTION: _____ APPROVED _____ REJECTED _____

Address of Project

Owner _____

Phone _____

Email _____

Architect _____

Phone _____

Fax _____

Email _____

Foundation Material _____ Manufacturer _____

Color name / Number _____

List brick and mortar information if applicable

Siding Material _____ Manufacturer _____

Color name / Number _____

Trim Material _____ Manufacturer _____

Color name / Number _____

Windows _____ Manufacturer _____

Color name / Number _____

Garage Doors _____ Manufacturer _____

Color name / Number _____

Front Door _____ Manufacturer _____

Color name / Number _____

Roofing Material _____ Manufacturer _____

Color name / Number _____

Shutters _____ Manufacturer _____

Color name / Number _____

Louvers / Lattice _____ Manufacturer _____

Color name / Number _____

Decking / Stairs _____ Manufacturer _____

Color name / Number _____

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CONSTRUCTION DEPOSIT & AGREEMENT

DATE _____ CASE# _____

ARB ACTION: _____ APPROVED _____ REJECTED

Job Name & Address

Owner _____

Phone _____

Email _____

Contractor _____

SC License # _____

Address _____

Phone _____

Fax _____

Email _____

Type of Construction: (circle) **New** **Improvement**

Heated Square Footage _____

Lot Coverage Percentage _____

Agreement:

I, _____ as future homeowner at the described address, and

I, _____ as contractor for the referenced job, understand and

agree that written deposit is being held by the Architectural Review Board of The Preserve in order to ensure that the construction is carried out in accordance to the plans and specifications that have been approved.

We also acknowledge and agree that:

1. We have read and understand the Covenants written by the Architectural Review Board and will obey them.
2. We are responsible for completing the construction as indicated on approved drawings and specifications.
3. The property owner holds primary responsibility for compliance with the Covenants at all times.
4. The Architectural Review Board's review and approval are limited to aesthetic considerations.

This Form approved by _____ Date _____

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LANDSCAPE CERTIFICATION
DATE _____ CASE# _____
ARB ACTION: _____ APPROVED _____ REJECTED

Job Name & Address

Owner _____
Phone _____
Email _____

Landscape Architect _____
Address _____

Phone _____
Fax _____
Email _____

Please check the following certification requirements:

- _____ I have personally inspected the referenced lot and verify that 100% of the landscaping has been completed as planned.
- _____ Both the quantity and size of trees/shrubs shown on the plans submitted to the Architectural Review Board are installed without damage.
- _____ The landscape design meets all tree requirements.
- _____ A positive impact on the Preserve community has been achieved by this property.
- _____ The landscape plans have been modified and the revised drawings are attached.

Comments: _____

Signature _____ Date _____
Landscape Architect

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FINAL REVIEW

DATE _____ CASE# _____

ARB ACTION: _____ APPROVED _____ REJECTED

Address of Project

Owner _____

Address _____

Phone _____

Email _____

Landscape Architect _____

Address _____

Phone _____

Fax _____

Email _____

Architect _____

Address _____

Phone _____

Fax _____

Email _____

Contractor _____

Address _____

Phone _____

Fax _____

Email _____

Setbacks & Restrictions

Front _____

Sides _____

Back _____

Max Height _____

Max Lot Coverage % _____

Min Allowable _____

Max Allowable _____

Max. 1st Floor _____

Impervious Lot Coverage

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**POST CONSTRUCTION
 FINAL INSPECTION**

DATE _____ CASE# _____

ARB ACTION: _____ APPROVED _____ REJECTED

Inspected by _____

Job Name & Address

Owner _____

Phone _____

Email _____

Contractor _____

Phone _____

Fax _____

Email _____

Architect _____

Check only if issue is properly completed, comment on additional modifications or requirements:

- _____ As Built Survey with Setbacks and Lot Coverage Percentage
- _____ Landscape Certification
- _____ Photographs of All Four Elevations of Completed House

JOB SITE CHECKLIST

- _____ Sign removed
- _____ Toilet removed
- _____ Dumpster removed
- _____ Debris removed
- _____ Light pole removed
- _____ Mailbox installed with numbers
- _____ Driveway / Street joint

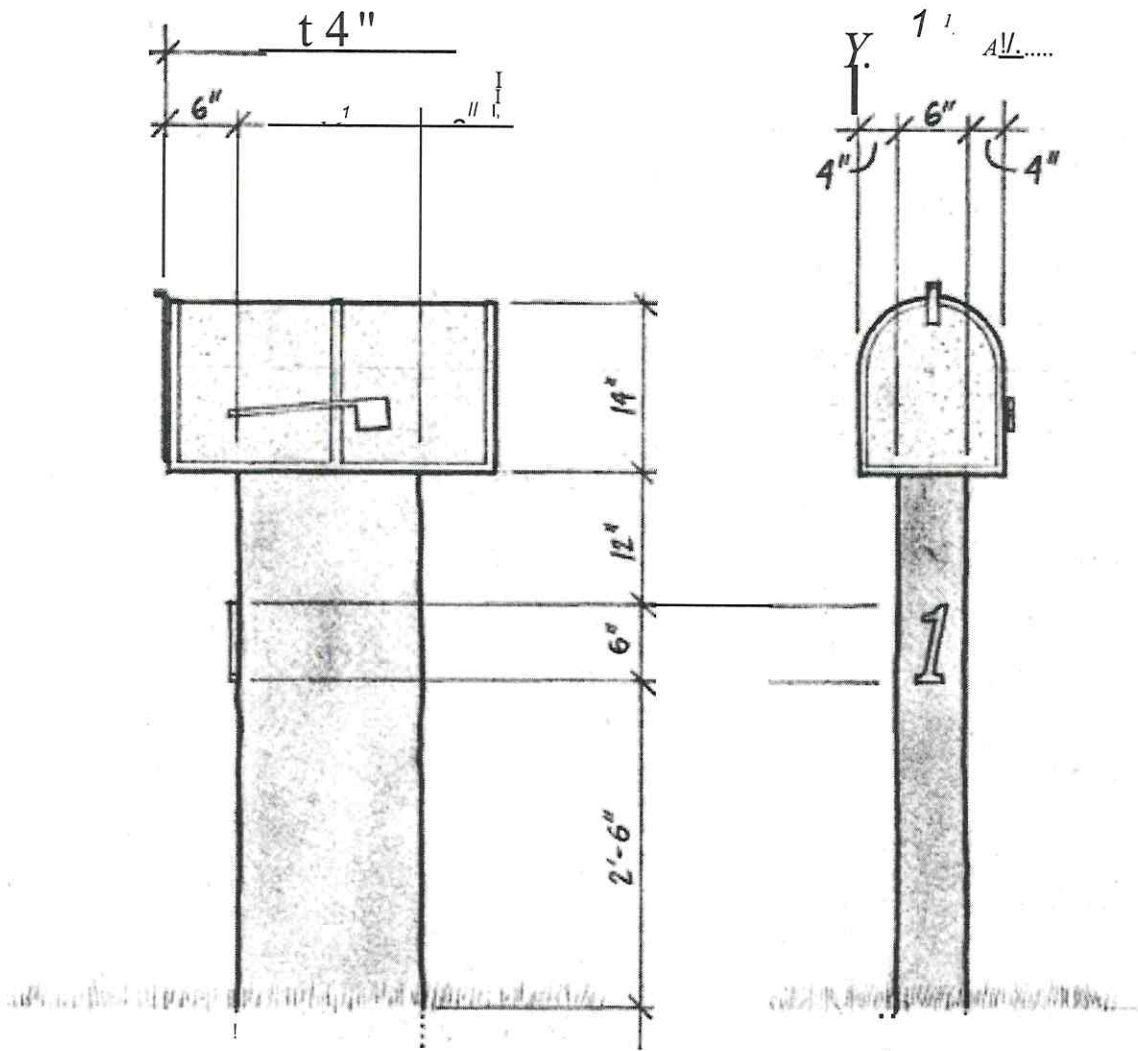
LANDSCAPING CHECKLIST

- _____ Adequate mulching
- _____ Screening
- _____ Half height foundation plantings
- _____ Driveway and Parking
- _____ Street-front regraded
- _____ Special conditions

HOUSE CHECKLIST

- _____ Approved final color form
- _____ Color match against sample
- _____ Foundation enclosure Trim
- _____ Meter box / Conduit painted
- _____ Exposed flashing painted
- _____ Roof vents painted
- _____ Chimney hood painted
- _____ HVAC unit adequately screened

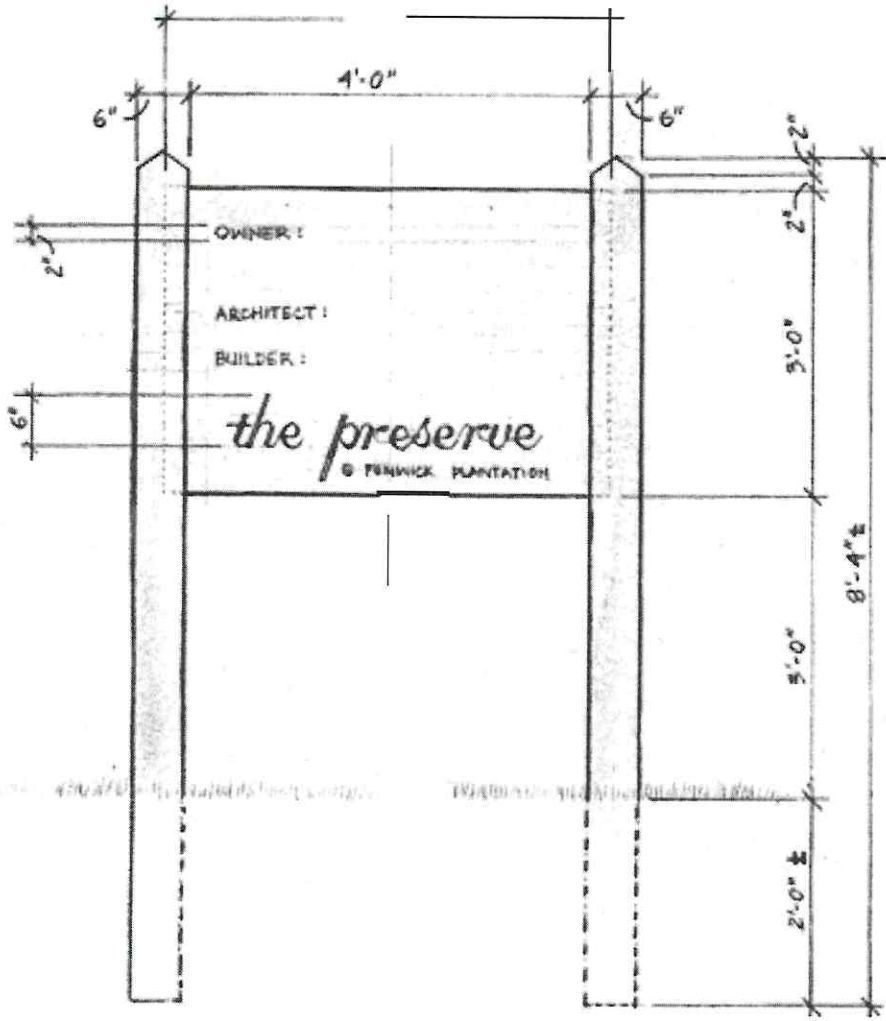
COMMENTS



MAILBOXES

Large hammered copper boxes on 6" X 16" rough cut pressure-treated wood. Wood is to be stained "Tobacco" (by Cabot). Numbers shall be placed on front of post and made of bronze in the font style "Georgia."

The box, post, and numbers will be purchased from the Preserve Property Owners Association.



JOB SIGNS

During construction all job sites shall have a job sign viewable from the street. The job sign will have two posts, 6" X 6", of rough cut wood and a 1/2" marine grade sign 3'-0" X 4'-0". The sign and posts shall be painted, all edges, with "Griffin" (Sherwin Williams SW7026). The sign will name the owners, architect, and builder and be written in white vinyl diecut lettering in "Georgia" font style.