

**Additions and Remodel Design Plans Review**  
**Step 2: Checklist for Project Initiation, page 1 of 2**

*(See Section III.A.2.2 of SIPOA Policies and Procedures for Residential Development)*

**Owner / Architect Certification of Complete Documentation for the Additions and Remodel Project Initiation Review**

I, \_\_\_\_\_, the Property Owner, or Owner's Representative, certify that each item below has been prepared in accordance with the SIPOA Policies and Procedures, indicated by my initials in the respective boxes in the column on the left. I have personally checked to ensure the materials accurately correlate to the plan documents submitted for this review.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Incomplete submissions will not be reviewed.

**The Additions and Remodel Design Plans Review applies to projects that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. This "Step 2" Checklist applies to the second of three steps in the process.**

**General Requirements and Timeline:**

1. The submission is to be complete (including construction deposits), properly assembled, and delivered to the SIPOA office.
2. All architectural plans submitted to the ARC are to be prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C.
3. The ARC will not review any plans if there is any unpaid assessment on the Property.
4. Upon approval of the Required Materials and Work Item, the Architectural Review Staff or ARC Chairperson stamps the plans to indicate ARC permission to proceed with construction.
5. Please note the following regarding the Construction Phase:
  - Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines of the Policies and Procedures. Site development and construction is to be completed in conformance with the plans approved by the ARC. The ARC reviews site conditions and checks for compliance with Construction Guidelines requirements throughout construction.
  - Failure to complete construction within twelve (12) months of the date of the Charleston County Building Permit (including all noted deficiencies) may result in an assessment against the construction deposits by the SIPOA per Appendix B (SIPOA Enforcement Assessment Schedule), the levy of enforcement fees, and/or legal action to enforce compliance.
  - The Property Owner is responsible for informing the ARC if, at any step in the process, his/her plan deviates in any way from the approved plans. If it is found that deviations have been made without written ARC approval, the Property Owner shall be subject to the assessments set forth in the SIPOA Enforcement Assessment Schedule. In all cases, the Property Owner will be held accountable by the ARC for the actions of the General Contractor regarding construction of the residence.
  - Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and to the Contractor who posted the deposits.
6. Following completion of construction, the Property Owner may proceed to the next step, Final Review.

**Required Materials** (four (4) sets at 24" x 36"; confirm number of sets with Architectural Review Staff prior to submission):

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|  | <b>a. Completed Checklist for Additions and Remodel Design Plans Review, Step 2 - Project</b> |
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**Step 2: Checklist for Project Initiation, page 2 of 2**

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	<b>Initiation.</b>
	b. <b>Hard copy plans</b> with the Site Plan at 1/8" or 1/10" = 1'-0" (confirm number of sets with ARC Administrator prior to submission)
	c. <b>Floor plans and elevations</b> at 1/4" = 1'-0" and details at appropriate scales that accurately depict the existing conditions and all elements to be changed during the project
	d. <b>PDF document</b> of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive
	e. <b>A completed Construction Commitment and Deposit Agreement form</b> (see Forms section)
	f. <b>Refundable Construction Deposit from the Property Owner</b>
	g. <b>Refundable Construction Deposit from Contractor</b>
<b>Work Item to be Completed Prior to Approval:</b>	
	a. <b>Construction limits barrier and tree protection measures in place</b>