

OLDFIELD

CONSTRUCTION GUIDELINES AND POLICIES

For Residential Construction or Remodeling

ADOPTED BY: Oldfield

EFFECTIVE DATE: 2002

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I. APPLICABILITY

These Construction Guidelines & Policies shall apply to all Lot Owners, their builders and subcontractors, and reference herein to an Owner shall also apply to the Owner's builder and subcontractors. All Owners shall abide by the Construction Guidelines & Policies and such other rules as the Oldfield Architectural Review Board ("OARB") may establish from time to time. Failure of a builder or subcontractor to abide by any of the Construction Guidelines & Policies may result in fines and the loss of such builder, or subcontractor's privilege to build in Oldfield on a temporary or permanent basis. Nothing herein contained shall be deemed to constitute a waiver of any governmental requirement. Compliance with all laws, regulations, ordinances, rules or restrictions is demanded.

II. PRE-CONSTRUCTION CONFERENCE

Prior to the issuance of an OARB building permit a pre-construction conference shall be held at the construction site, This conference must occur prior to any clearing, site preparation, material deliveries or the beginning of any construction work. This conference requires the presence of the general contractor, landscape contractor, appropriate sub-contractors and a representative of the OARB. The purpose of this pre-construction conference is to discuss the Construction Guidelines & Policies and to ensure that plans for site access, material staging, portable toilets, trash containers, construction fencing, grading, drainage, tree protection and the like are implemented. The general contractor will contact the OARB Administrator to schedule the meeting, and then arrange for the landscape contractor and necessary sub-contractors to be present.

Upon notification that the below' items have been completed, the Board will have a member conduct a pre-construction conference and issue the OARB Building Permit within 48 hours. Until this permit is posted, no trees are to be removed nor any construction commenced.

1. Mark trees to be removed with red tape. Remove all other tape from trees.
2. Stake all property comers. Show all property lines by strings between corners.
3. Stake/string entire perimeter of building(s), include decks/pool/driveway.
4. Install fencing barrier around trees and sedimentation control.
5. Indicate proposed placement of portable toilet on lot.
6. Indicate proposed placement of trash receptacle on lot.
7. Indicate proposed area for placement of builder sign and building permits on the property.

III. TREE PROTECTION

The existing trees at Oldfield are a prized natural amenity. The intent of this guideline is to emphasize the importance of saving all possible trees and maintaining them in an undamaged condition. Damage is defined as scarring, cutting, nailing, breaking of limbs, etc., of any tree or its root system in such a manner as to cause the tree to be permanently hurt. All trees on the site shall be saved except those trees that are clearly marked for removal on the site plan, clearly flagged in red, and approved for removal by the OARB. The following precautions, at a minimum, are to be taken and will be reviewed at the pre-construction conference:

1. A temporary fencing barrier shall be placed around the perimeter of tree drip-lines during construction. The barrier must be maintained erect and in good condition until the construction is complete. When changes in grade are required near existing trees, a retaining wall or walls shall be erected outside the tree drip-line to preserve the existing grade around the tree.
2. Stored construction materials shall be located no closer than ten (10) feet to the tree drip-line.
3. Utilities shall be located in one trench, or an adjacent trench, which has preferably been dug through an open area. Ditches planned within a tree drip-line shall be staked and approved by the OARB prior to the digging. Damage due to the improper location of utility trenches or ditches will not be considered accidental. The contractor will be responsible for damage on the part of the operator(s), whether by method or excavation, use of improper equipment, incompetence or lack of supervision as determined by the OARB.
4. Root rakes are not permitted for use in clearing under any tree drip-line not marked for removal.

IV. PERMITTING

Following OARB final approval the builder shall obtain a Beaufort County building permit. A copy of the permit, the \$5,000.00 (refundable) compliance deposit made payable to Oldfield, LLC, and OARB Application for Residential Building Permit, completed and signed by all parties, must be submitted following the pre-construction conference. The OARB will then issue an Oldfield building permit. No construction is to begin until the Oldfield building permit is issued. Once construction is commenced, it shall be diligently pursued to completion. All work shall be completed within one year of commencement unless otherwise specified in the notice of approval or unless the OARB grants an extension in writing, which it shall not be obligated to do.

V. CONSTRUCTION TRAILERS

No construction office trailers may be placed, erected or allowed to remain on any Lot or in any other area in Oldfield, except as approved in writing by the OARB or other authorized representative of Oldfield.

VI. CONSTRUCTION HOURS & NOISE

Construction hours are as follows:

- 7:00 a.m. to 6:00 p.m., Monday through Friday
- 8:00 a.m. to 6:00 p.m., Saturday
- Closed Sunday & nationally recognized holidays

All construction activities must be conducted and all deliveries must be made during 'construction hours. Any construction activities conducted or access to Oldfield other than during the foregoing hours must be scheduled with the OARB at least twenty-four (24) hours in advance and must be approved by the OARB in writing. No loud radios or distracting noises, other than normal construction noise, will be allowed within the community during construction. This is distracting to Lot Owners and golfers alike. Normal radio levels are acceptable. Radio and stereo speakers shall not be mounted on vehicles or outside of homes under construction. Builders and subcontractors may be asked to curb use of radios altogether if the OARB receives a complaint.

VII. VEHICLES

1. **Speed Limit:** The established speed limit within Oldfield is twenty-five (25) miles per hour for all vehicles. This limit must be strictly obeyed.
2. **Parking:** All vehicles must be parked so as not to impede traffic or damage vegetation. No vehicles may be left parked on any streets within Oldfield overnight. Construction vehicles may be left on a site overnight only if additional use of the vehicle will be made within the following three (3) days. No vehicle shall be parked on or travel across any other lot whether vacant, under construction or developed.
3. **Spillage:** Operators of vehicles are required to use due care to ensure that they do not spill any damaging materials while within Oldfield. If spillage does occur, it is the responsibility of the operator of the vehicle to properly clean up the spill. Any such clean-up operation completed by Oldfield personnel will be charged to the responsible party. Any spills must be reported to the OARB and Oldfield personnel immediately.
4. **Equipment Maintenance:** Changing of oil of any construction vehicle or equipment is prohibited. Likewise, concrete suppliers and contractors shall not be allowed to clean their equipment other than at locations, if any, designated for that purpose by the OARB or other authorized representative of Oldfield.

VIII. SIGNAGE

No temporary contractor signs are permitted along Oldfield roads. Once construction begins, the builder, at its own expense, may place a sign on the property. One sign per site is permitted. The sign must be located on the street side of the site, be no larger than 4 feet x 4 feet, and provide structure next to/on the sign to post County and OARB building permits. The minimum setback from the street is 10 feet. Building permits are to be posted in a manner protected from the elements. In no event may building permits or any other signage or documentation be attached to trees.

IX. TOILET FACILITIES

An enclosed and regularly serviced portable chemical toilet must be provided at each construction site and must be located in as inconspicuous a location as possible with the door facing away from the street and adjoining houses. It shall be located no closer than 10 feet to the tree drip-line. The minimum setback from the street is 20 feet.

X. CONSTRUCTION SITE RUBBISH & DEBRIS

In order to maintain a neat and orderly appearance at all times throughout Oldfield, the following rules must be strictly adhered to.

1. **Domestic Refuse:** At least one lidded trash container must be kept at every site for the disposal of such items as cups, plates, napkins, packaging, food scraps and similar items. The trash container shall be emptied regularly and its contents properly disposed of off the Lot and outside of Oldfield. The Builder is responsible for all trash that blows off the site and for retrieving it.

2. **Exterior Construction Debris:** Builders are required to provide at least one trash container for every residence under construction. The trash container shall be located no closer than ten (10) feet to the tree drip-line and the minimum setback from the street is twenty (20) feet. The Builder is responsible for all trash that blows off the site and for retrieving it. At the end of each day all lightweight, blowable construction debris, such as roofing paper, insulation bags, foam sheathing, polyethylene, etc., must be placed in the trash container or other approved containment device on the Lot. At the end of the day on each Friday, all non-blowable construction debris such as wood scraps, shingles, brick bands, drywall, bricks and masonry blocks must be gathered into at least one but not more than five neat piles. No less frequently than twice a month, all debris must be taken off the Lot and out of Oldfield.
3. **Burning or burial of construction debris or vegetation is prohibited,** as is stockpiling or dumping on adjacent lots or roads. No construction materials, equipment or debris of any kind may be stored on any street or curb, adjacent lots or otherwise than in locations approved by the OARB.

XI. PROPERTY DAMAGE

Oldfield will repair any damage to streets and curbs, drainage inlets, street lights, street markers, walls, fences, etc. and the cost of such repairs will be billed to the responsible Owner. In the event any telephone, cable television, electrical, water or other utility lines are cut, it is the responsible party's obligation to report such an incident within thirty (30) minutes to Oldfield personnel and any cost incurred in connection with repairing such damage shall be borne by the responsible party. Oldfield shall have the right, without notice, to clean up any significant amount of dirt, gravel, cement, etc., left on any street if not immediately removed by the responsible Owner, and charge the cost of such clean up to the responsible Owner and receive reimbursement for this expense. If not paid promptly, the repair or clean-up costs will be deducted from the compliance deposit. If the compliance deposit is not sufficient to cover all of the repair costs, the additional amount will be charged to and shall be promptly paid by the Owner.

XII. ON-SITE MATERIAL MOCK-UP INSPECTION

It is required that a 6 feet x 8 feet (minimum) mock-up be provided on-site for inspection by an OARB representative. Each house must have a section of the exterior painted, including shutters and trim, for review and final approval of the exterior color scheme.

XIII. MISCELLANEOUS

1. **Chemicals:** Builder and contractor personnel are not permitted to clean equipment, other than at locations designated for that purpose and in approved containers, and are required to use due care to ensure that they do not spill or dump any damaging materials while within Oldfield. If spillage does occur, Oldfield personnel and/or the OARB shall be notified immediately. This applies to all paint and related chemicals, concrete byproducts, gasoline, oil and grease. Cleaning of brushes and paint equipment within 10 feet of any buffer or undisturbed area of any homesite is specifically prohibited. Any such clean-up

operation completed by Oldfield personnel will be charged to the responsible party.

2. **Accidents:** Oldfield personnel and/or the OARB shall be notified immediately of any accidents, injuries or other emergency occurrences.
3. **Construction Access:** During the time a residence or other improvements are being built, all construction access shall be confined to the approved driveway for the Lot, unless the OARB or other Oldfield representative approves an alternate, access way.
4. **Utilities:** Builder is responsible for providing water and electrical service at the job site prior to starting any work that requires their use. Usage of water and electricity from neighboring properties is not permitted. All cable locations are to be flagged by the respective utility companies prior to any clearing/grading/digging. Call 1-800-922-0983.
5. **Silt Fences:** Silt fences and/or other devices for sedimentation control shall be installed.
6. **Common Areas:** Except with the prior written permission of Oldfield, builder and contractor personnel are not allowed in the common areas or on the golf course, and no construction access will be allowed across the common areas or the golf course.
7. **Wildlife:** Oldfield is home to fox squirrels, raccoon, turkey and deer, as well as countless species of fish, shellfish and birds. Builder and contractor personnel are not permitted to feed, fish or in any manner interfere with wildlife within the boundaries of Oldfield.
8. **Pets:** Builders and contractors may not bring pets into Oldfield.

OLDFIELD

**ARCHITECTURAL REVIEW BOARD
APPLICATION CHECKLIST**

Owner _____
Contractor _____
Lot Number _____

FORM	DATE
Construction Guidelines & Policies	_____
Application For Plans Review	_____
Owner Letter of Acknowledgement	_____
Contractor Letter of Acknowledgement	_____
Contractor Compliance Deposit Agreement	_____
Building Permit Application & Photo Sheet	_____
Pre-Construction Conference Checklist	_____
Building Permit	_____
Plans Change Request Form	_____
Variance Request	_____
Tree Removal Application / Permit	_____
Drainage Compliance Agreement	_____
Architect Certificate of Compliance	_____
Schedule of Charges	_____

OLDFIELD

ARCHITECTURAL REVIEW BOARD APPLICATION FOR PLANS REVIEW

Date _____

Construction Address _____

Lot #: _____

Street: _____

Plat: _____

Owner _____

Name _____

Address _____

Telephone _____

Facsimile _____

Email _____

Architect _____

Name _____

Address _____

Telephone _____

Facsimile _____

Email _____

General Contractor _____

Name _____

Address _____

Telephone _____

Facsimile _____

Email _____

Landscape Contractor _____

Name _____

Address _____

Telephone _____

Facsimile _____

Email _____

APPLICANT MUST COMPLY WITH ALL REQUIREMENTS OF THE OLDFIELD PATTERN BOOK, DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR OLDFIELD AND CONSTRUCTION GUIDELINES & POLICIES.

1. APPLICATION IS FOR:

- NEW RESIDENCE.**
- EXTERIOR ALTERATION/ADDITION.** Any change to an existing home and/or outbuildings which alters the external envelope of the structure(s) or compound, or any addition of a dock, bulk head or horizontal construction such as decks, pools, patios, etc.

- INTERIOR ALTERATION.** Any change to an existing home but no envelope change, or extensive internal remodeling.
- MINOR CHANGE.** An addition or alteration of minor nature/cost: external repainting; roof, window or door replacement; added or expanded service yard; removal of trees over 6" diameter measured 4' above ground; major landscaping changes. (Minor landscaping changes, tree pruning and internal remodeling not requiring a Beaufort County Building Permit do not require approval).

2. TYPE OF SUBMISSION:

- Schematic
- Preliminary
- Final
- Color Samples
- Other _____

3. USE OF HOME:

- Current owner residence
- Resale
- Rental

4. ESTIMATED COST OF THE PROJECT \$ _____

5. FEE ENCLOSED \$ _____

6. PROPOSED BUILDING DATA

ITEM	SQUARE FOOTAGE
a. Developable Area (area within setbacks for this lot)	_____
b. Building Envelope Area (Area within Developable Area in which improvements will be located)	_____
c. Total Building Footprint (including decks, garage, etc.)	_____
d. Heated Area:	_____
• Main Floor	_____
• Second Floor	_____
• Total Main House Heated Area	_____
• Attached Addition First Floor	_____
• Attached Addition Second Floor	_____
• Total Attached Addition Heated Area	_____
• Outbuilding	_____
• Other	_____
e. Main Floor Elevation Above Mean Sea Level (MSL)	_____
f. Existing Ground Elevation Above MSL at Building (center of building area)	_____
g. Elevation of Highest Point of Building Main Ridge	_____

7. EXTERIOR FINISHES

NOTE: ALL OF THE FOLLOWING ITEMS MUST BE SPECIFIED AND 8 1/2" X 11" SAMPLE BOARDS INCLUDED FOR **FINAL APPROVAL**. Larger color samples on the intended materials (wood siding, stucco, etc.) can be requested. All vertical construction (includes hand/deck rails, stair risers, chimney screens, roof/wall vents, etc.) is to be painted/stained. Be specific - show manufacturer or brand name and number in the description column below. As indicated in the Construction Guidelines & Policies, an on-site material mock-up inspection is required as well.

ITEM	MATERIAL	COLOR	DESCRIPTION
Roofing			
Foundation			
Siding			
Fascia			
Trim			
Soffit			
Gutters			
Front Door			
Garage Door			
Other Doors			
Handrails			
Pickets			
Columns			
Windows & Frames			
Mullions			
Shutters			
Chimney			
Decks			
Driveway			
Walks/Patio			
Dock			
Bulkhead			
Exposed Foundations			
Pool/Spa			
Pool/Spa Deck			
Pool/Spa Screening			
Other			

8. DESCRIPTION OF PROJECT IF ADDITION OR ALTERATION:

9. The following is a contact person who may be contacted in the event of emergencies or other activities requiring an immediate response:

Name _____

Phone _____

Pager _____

Cell Phone _____

10. I hereby certify that I have read the current **Oldfield Pattern Book, Declaration of Covenants, Conditions, and Restrictions for Oldfield**, and **Construction Guidelines & Policies** and that I have complied with all applicable parts of them, and that the information presented above is true and correct to the best of my knowledge.

APPLICATION MUST BE SIGNED BY OWNER, ARCHITECT, GENERAL CONTRACTOR, LANDSCAPE CONTRACTOR

	SIGNATURE	DATE	PRINTED NAME
Owner	_____	_____	_____
Architect	_____	_____	_____
Designer	_____	_____	_____
General Contractor	_____	_____	_____
Landscape Contractor	_____	_____	_____

ACCEPTED:

Architectural Review Board _____ Date _____

OLDFIELD

OWNER LETTER OF ACKNOWLEDGEMENT

Date _____

Construction Address _____

Lot #:

Street:

Plat:

By this letter, I so acknowledge that I have received a copy of the OLDFIELD PATTERN BOOK, DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR OLDFIELD and CONSTRUCTION GUIDELINES & POLICIES for:

I accept that these documents are basic to understanding the design philosophy and architectural review and approval'-procedure for OLDFIELD, and that they will be followed closely by the Oldfield Architectural Review Board in evaluating any plans submitted for building and follow-up on construction and I agree to abide by them and the decisions of the Oldfield Architectural Review Board.

SIGNATURE

DATE

PRINTED NAME

Owner

Owner

OLDFIELD

CONTRACTOR LETTER OF ACKNOWLEDGEMENT

Date _____

Construction Address _____

Lot #: _____

Street: _____

Plat: _____

By this letter, I so acknowledge that I have received a copy of the OLDFIELD CONSTRUCTION GUIDELINES & POLICIES for:

I accept that these rules and regulations are basic procedures necessary for the protection of the natural beauty of Oldfield and I agree to abide by them and the decisions of the Architectural Review Board.

	SIGNATURE	DATE	PRINTED NAME
Architect	_____	_____	_____
Landscape Professional	_____	_____	_____
Contractor	_____	_____	_____

OLDFIELD

CONTRACTOR COMPLIANCE DEPOSIT AGREEMENT

Construction Address	_____
	Lot #:

	Street:

	Plat:

Owner	_____
Architect	_____
Contractor	_____
Name	_____
Address	_____
Telephone	_____
Facsimile	_____
Email	_____
Federal ID #	_____

AGREEMENT:

I hereby agree that I have read the OLDFIELD PATTERN BOOK, DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR OLDFIELD and CONSTRUCTION GUIDELINES & POLICIES and will complete the construction work in accordance with the final approved plans. I will not make any exterior changes or material internal changes without the prior approval of the Oldfield ARB.

I understand that my deposit may be used to make corrections of unauthorized work, to clean up the site, or repair or replace trees, sewer lines, roads, curbs and gutters or any other area damaged by construction personnel and that any fines assessed during the construction period may be deducted there from.

Attached are copies of my General Contractors' License and the Beaufort County, South Carolina, Building Permit for this project.

	SIGNATURE	DATE	PRINTED NAME
Contractor	_____	_____	_____

Deposit Received: \$ _____

Date Received: _____

RECEIVED BY:

Architectural Review Board _____ Date _____

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Property Purchase Date _____/_____/_____
--



Sequence # _____
Submission Date _____/_____/_____

Architectural Review Board APPLICATION FOR RESIDENTIAL BUILDING PERMIT

PROPERTY:

Lot Number _____

Street Address _____

Property Owner _____

Home Address _____

Telephone No. (H) _____

(W) _____

Architect/Designer _____

Address _____

Telephone No. _____/Fax _____

TYPE OF RESIDENCE:

_____ Primary Residence _____ Rental

_____ Second Home _____ Spec/Investment

Builder _____

Address _____

Telephone No. _____

Emergency No. _____

Landscaper _____

Address _____

Telephone No. _____/Fax _____

Bldr. License # _____

APPLICATION:

With the compliance deposit, submit the following documents in original form, completed in their entirety and signed by all parties -- copies will not be accepted.

1. Owner Letter of Acknowledgement;
2. Contractor Letter of Acknowledgement;
3. Owner Compliance Deposit Agreement;
4. Contractor Compliance Deposit Agreement;
5. Drainage Compliance Agreement; and
6. Variance Request, if any.
7. Beaufort Jasper Water & Sewer receipt showing fees are paid

COMPLIANCE DEPOSIT:

The funds will be deposited in an interest bearing account with interest accruing to the benefit of the OARB. The deposit is refundable unless fines or penalties have been imposed due to non-compliance with approved plans, Oldfield Covenants, Pattern Book, Construction Guidelines & Policies and Application for Residential Building Permit. Should the parties fail to comply in any manner, the OARB shall have the right assess penalties and deduct them from the deposit. The deposit will be refunded within ten (10) days of inspection as to completion of the house per approved plans (includes decks, walkways and driveways, pool), removal of portable toilet/trash receptacle, construction materials/debris/builder's sign and completion of repairs to off-site areas damaged in the construction process, if any, landscaping per approved plans and removal of landscaper's sign and landscaping materials and debris.

PHOTO SHEETS:

1. Color prints (4"x6") of the front and rear of lots or residences on adjoining lots are required on the forms provided.
2. Color prints (4"x6") of the front and rear of subject lot are required on the forms provided.
3. Color prints (4"x6") of all four elevations of subject house/landscape at completion are required on the forms provided.

PERMIT PROCEDURES:

Upon receiving final plan approval and following the pre-construction conference applicant is to pay the compliance fee and:

1. Upon receipt, a copy of the Beaufort County Building Permit is to be provided to the OARB.
2. Upon receipt, a copy of the Foundation Survey and Certificate of Elevation is to be provided to the OARB before any further construction.
3. Upon receipt, a copy of the Certificate of Occupancy is to be provided to the OARB.

COVENANTS, PATTERN BOOK AND GUIDELINES

Owner/Builder/Landscaper will observe the Oldfield Covenants, Pattern Book and Construction Guidelines & Policies during the construction period and ensure that all sub-contractors do likewise. Some of these are shown below. Fines and/or penalties for non-compliance will be imposed. A stop work order can be issued for any issue of non-compliance.

1. Owner is ultimately responsible for contractor/subcontractor adherence to all Oldfield Covenants, Pattern Book and Construction Guidelines & Policies.
2. Adherence to the site/house/landscape plans as they were submitted to and approved by the OARB is required. Any changes to approved plans must be submitted to the OARB for approval along with a set of revised plans and be approved prior to site changes being made -- no exceptions..
3. Submission Fee covers four inspections only -- preliminary site visit, pre-construction conference/building permit, completion/landscape, completion. Reinspections required due to Owner/Builder/Landscaper's failure to comply with inspection requirements or failure to be ready at time of requested inspection are subject to additional fees

Owner, Builder and Landscaper are responsible for adherence to all policies as set forth in the Oldfield Covenants, Pattern Book, Construction Guidelines & Policies, and Application for Residential Building Permit and for adherence to the building and landscaping plans as they were submitted to and approved by the Board. Any changes to approved plans must be submitted to the Board for approval along with a new set of plans and approved prior to site changes. Unapproved clearing or plan changes constitute noncompliance. Throughout the construction period, the site will be inspected to determine continuing compliance. Failure of any OARB Inspector/Board Member to detect or object to an unauthorized design change or other non-compliance matter during the construction process does not relieve the owner/builder/landscaper of any obligation to correct the non-compliance.

APPLICANTS WILL BE NOTIFIED IN WRITING OF ALL DECISIONS OF THE OARB WITHIN 10 WORKING DAYS OF THE BOARD MEETING. Oral representations of any Board decisions shall be non-binding on the OARB. No approval of plans/location/specifications and no publication of architectural standards bulletins by the Architectural Review Board or Oldfield shall ever be construed as representing/implying that such plans/specifications/standards will, if followed, result in a properly designed residence or that such standards comply with pertinent law. Such approvals and standards shall in no event be construed as representing or guaranteeing that any residence will be built in a good workmanlike manner. NO IMPLIED WARRANTIES OF GOOD WORKMANSHIP, DESIGN, HABITABILITY, QUALITY, FITNESS FOR PURPOSE OR MERCHANTABILITY SHALL ARISE AS A RESULT OF ANY PLANS, SPECIFICATIONS, STANDARDS, OR APPROVALS MADE OR PUBLISHED BY OLDFIELD, OR THE ARCHITECTURAL REVIEW BOARD, THEIR SUCCESSORS OR ASSIGNS.

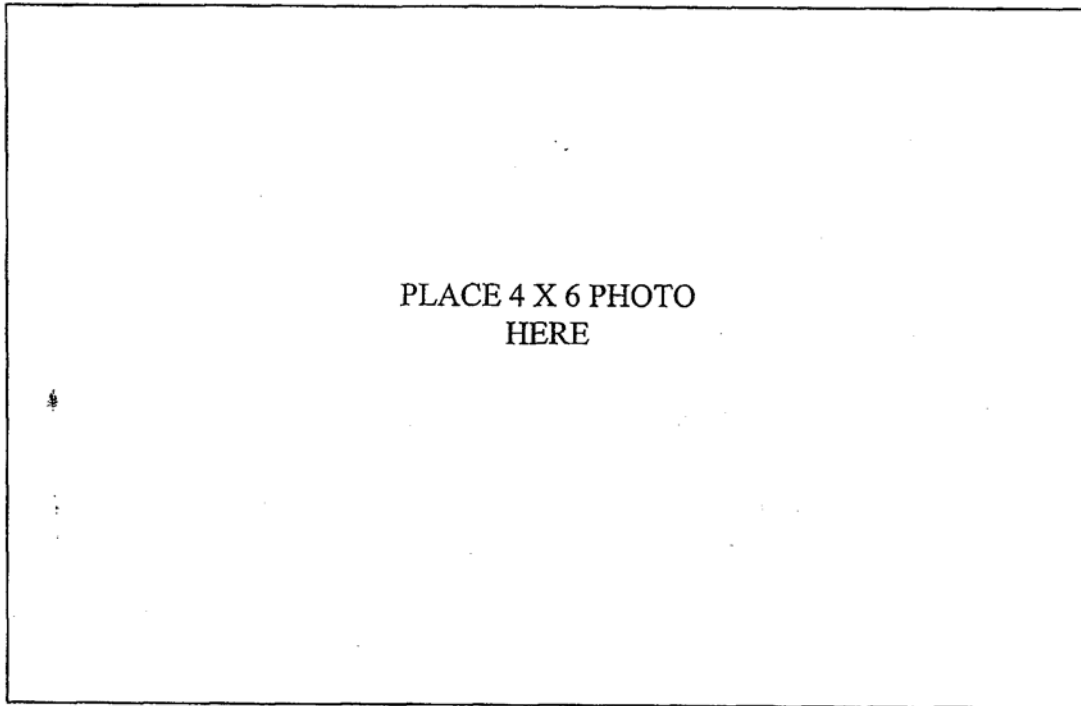
By signing, all parties acknowledge receiving, understanding and accepting the Oldfield Covenants, Pattern Book and Construction Guidelines & Policies as set forth above and certify that all information provided on this application is true and correct.

ACKNOWLEDGED BY:

Owner _____ Architect/Designer _____
Owner _____ Builder/Contractor _____
Owner _____ Landscaper _____

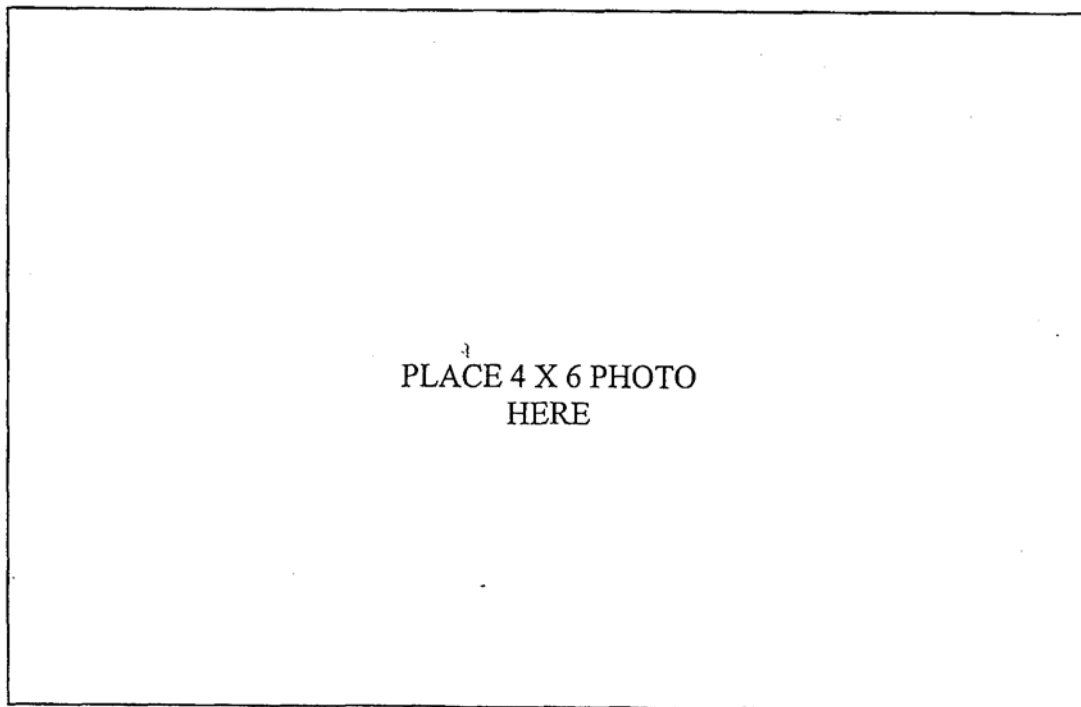
OARB REFUND CHECKS FOR COMPLIANCE DEPOSITS MONIES PAID BY A PARTY OTHER THAN THE OWNER WILL BE MADE PAYABLE TO THE OWNER AND SAID PARTY UNLESS WRITTEN INSTRUCTIONS BY THE OWNER TO DO OTHERWISE ARE RECEIVED:
CHECK(S) FOR COMPLIANCE DEPOSIT MONIES \$ _____ AS PAID BY THE BUILDER /CONTRACTOR ARE TO BE MADE PAYABLE TO THE BUILDER/CONTRACTOR ONLY.
_____ OWNER

PHOTO SHEET



Subject Home's Exterior Elevation

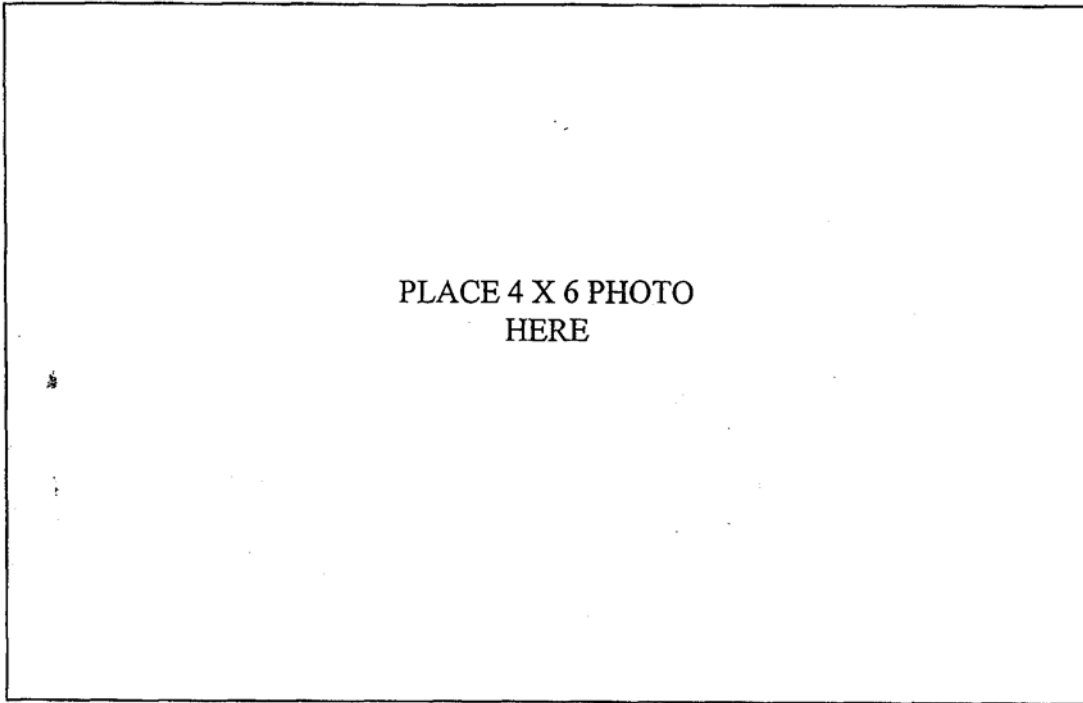
Front _____ **Rear** _____ **Right** _____ **Left** _____



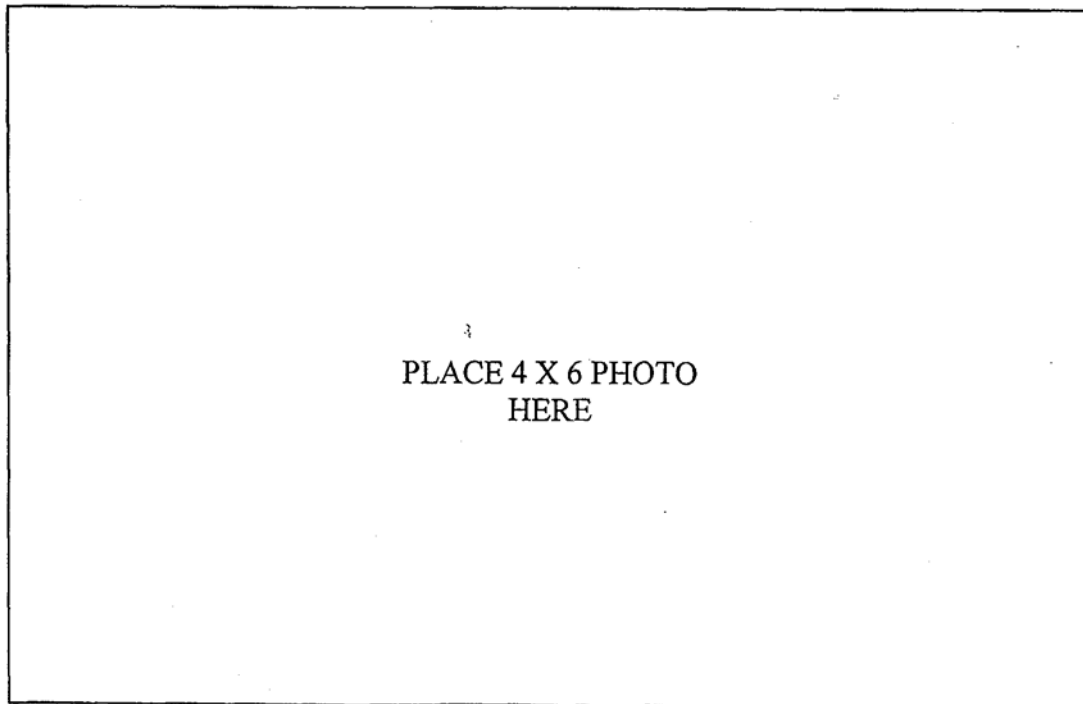
Subject Home's Exterior Elevation

Front _____ **Rear** _____ **Right** _____ **Left** _____

PHOTO SHEET

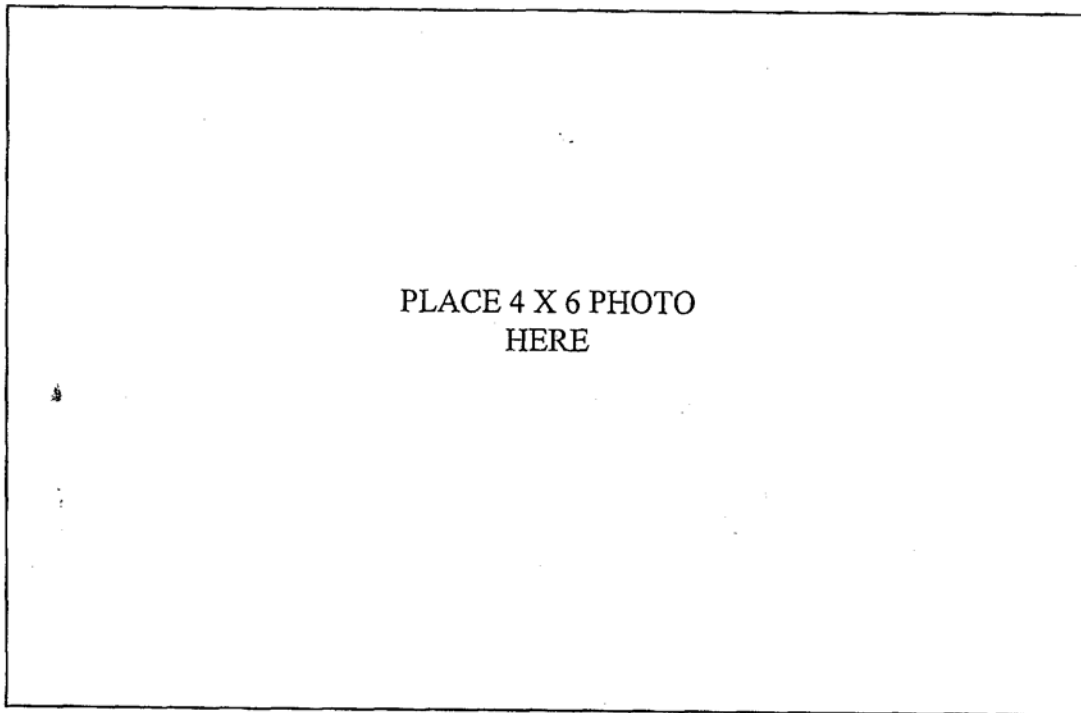


Subject Lot's Front

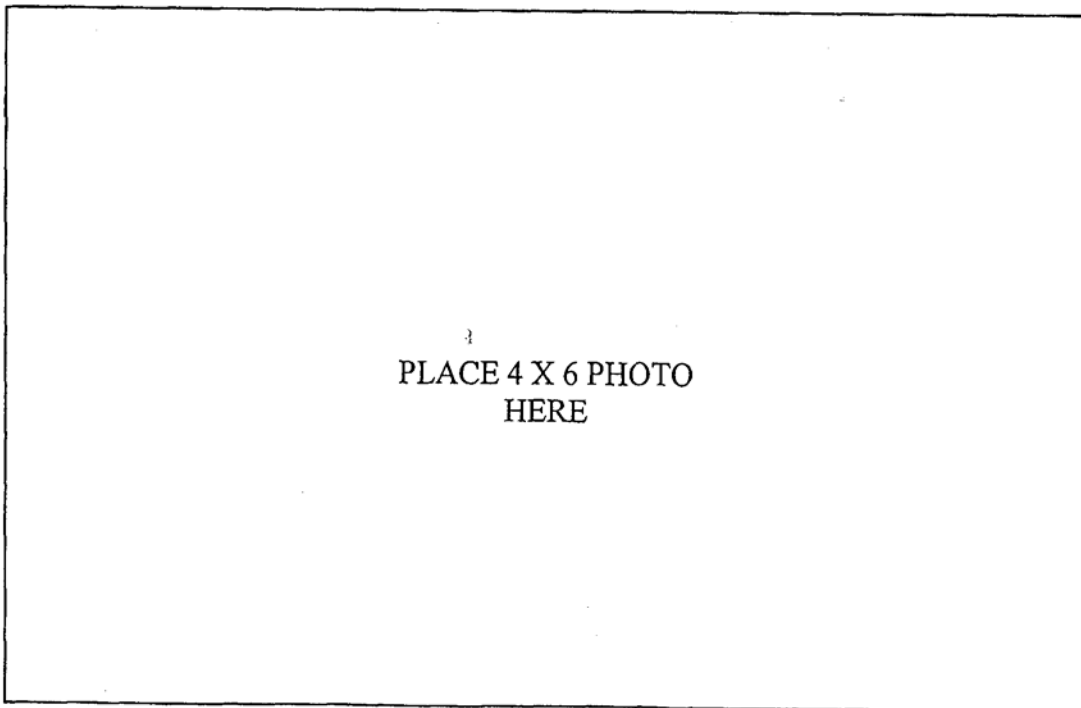


Subject Lot's Rear

PHOTO SHEET



Front of Adjoining House or Lot On
Left _____ Right _____



Rear of Adjoining House or Lot On
Left _____ Right _____

OLDFIELD

**ARCHITECTURAL REVIEW BOARD
PRE-CONSTRUCTION CONFERENCE CHECKLIST**

Owner _____
 Contractor _____
 Lot Number _____
 Date of Conference _____
 Approved by _____ ARB Representative: _____

APPROVED / NOTES

Property Lines/Setbacks
 Staked & Strung _____
 Building _____
 Footprint/Garage &
 Outbuildings Staked &
 Strung _____
 Driveway Staked &
 Strung or Flagged _____
 Grading Issues
 Addressed _____
 Drainage Issues
 Addressed _____
 Trees to be Removed -
 Tagged in Red _____
 Barrier Fencing Around
 Tree Drip-Lines _____
 Other Appropriate
 Barrier _____
 Fencing/Sedimentation
 Control _____
 Location of Trash
 Container _____
 Location of Temporary
 Toilet _____
 Construction Access
 Defined _____
 Other _____

OLDFIELD

**ARCHITECTURAL REVIEW BOARD
PLANS CHANGE REQUEST FORM**

Date _____

Construction Address _____

Lot #: _____

Street: _____

Plat: _____

Owner _____

Name _____

Address _____

Telephone _____

Facsimile _____

Email _____

DESCRIPTION OF CHANGES (Attach revised or marked-up plans if necessary):

	SIGNATURE	DATE	PRINTED NAME
Architect/ Designer	_____	_____	_____
Owner	_____	_____	_____
Contractor	_____	_____	_____

APPROVED:
 Architectural Review Board _____ Date _____

OLDFIELD

**ARCHITECTURAL REVIEW BOARD
VARIANCE REQUEST**

Date _____

Construction Address Lot #: _____
 Street: _____
 Plat: _____

Owner _____
 Name _____
 Address _____
 Telephone _____
 Facsimile _____
 Email _____

DESCRIPTION OF VARIANCE:

JUSTIFICATION FOR VARIANCE:

Note: Submit a separate Variance Request form for each specific variance.

Applicant Signature _____ Date _____
 Owner _____ Contractor _____ Architect/Designer _____

APPROVED SUBJECT TO:

DISAPPROVED:

APPROVED:
 Architectural Review Board _____ Date _____

OLDFIELD

**ARCHITECTURAL REVIEW BOARD
DRAINAGE COMPLIANCE AGREEMENT**

Construction Address	_____
	Lot #: _____
	Street: _____
	Plat: _____
Owner	_____
Name	_____
Address	_____

It is the responsibility of each owner to direct drainage away from the dwelling in a manner so as to avoid creating drainage problems for adjoining property owners and in conformity with the final plans approved by the Oldfield ARB. It is a requirement of the Oldfield ARB that each owner employ the services of a professional registered engineer to design an appropriate drainage plan for the property. Special consideration should be given to the establishment of appropriate building site elevations for foundations, sub-surface drainage, final grades and installation of gutters. The Oldfield ARB shall be entitled, at its sole option, to rule on drainage disputes.

I understand and agree to comply with this requirement.

	SIGNATURE	DATE	PRINTED NAME
Property Owner	_____	_____	_____
Property Owner	_____	_____	_____

OLDFIELD

ARCHITECTURAL REVIEW BOARD SCHEDULE OF CHARGES

	FEE	DEPOSIT
New Single Family Residence Application Fee - Payable with Submission of Application For Plans Review	\$750.00	\$5,000.00
Compliance Deposit - Due Prior to Issuance of Oldfield Building Permit, Refundable under terms of Final Inspection and final approval letter		Owner: \$2,500 Builder: \$2,500
Major Additions or Alterations (Covered) Up to 999 Square Feet 1000 Square Feet and Over	\$400.00 \$600.00	\$1,000.00 \$1,000.00
Other Additions or Alterations (Uncovered)		
Satellite dishes and recreation equipment	\$25.00	\$500.00
Decks, porches and patios	\$50.00	\$500.00
Re-inspections - Caused by contractor or owner (on-site inspections - per visit)	\$50.00	
Demolition (50% or more of original structure), repaint with color change, re-roof with color change, fences, service yards, porch enclosures, resubmittal of color changes after final approval (new or repaint) and resubmittal of landscape plan after final approval and/or new landscaper	\$100.00	\$1,000.00
Pools or spas (addition or new construction) and wells for water source heat pumps	\$250.00	\$1,000.00

Please Note: Although Deposits are refundable, fees are not. A non-refundable fee must accompany the Application for Plans Review, if applicable. Preliminary submissions require the final review fee. No submittal will be accepted for OARB review without the required fee. The OARB Administrator may determine fees at the time of submission for minor exterior alternations not changing the footprint, e.g., windows, doors, and skylights.

PENALTIES

Oldfield is truly a special place and maintaining the character and integrity of the natural beauty it enjoys, a priority. The Construction Guidelines & Policies that have been put into place are not meant to be onerous, but rather are intended to ensure a quality environment and the continued success of Oldfield. While the OARB hopes to avoid the issuance of fines, violations are viewed seriously and action will be taken promptly. Such penalties, which may be established and periodically modified by the OARB at its sole discretion from time-to-time, shall be deducted from the funds deposited by the Owner and/or Builder. Failure to abide by any of the guidelines or policies may also result in the revocation of approved builder status.

1. Clearing or building without an OARB building permit posted will result in the loss of application fee and payment of an additional fee prior to permit issuance.
2. Impacting a wetland buffer as posted by the U.S. Army Corps of Engineers and South Carolina Department of Health and Environmental Control: \$2,000.
3. Unauthorized tree removal: oak (any variety) - \$1,000/tree; all others - \$500/tree and the submission of a landscape plan to replace trees to satisfaction of the OARB.
4. Unauthorized clearing within 10 feet of the golf course/waterfront: \$1,000 and submission of a landscape plan to replace trees/plants to satisfaction of the OARB.
5. Construction not in accord/agreement with approved plans including a siting variance greater than one foot or any exterior change without OARB approval: \$1,000 and must submit as-built drawings.
6. Violation of any sign rule; trash overflow; failure to deposit all trash in receptacles; no trash containers on site; no portable toilet on site: \$50/item/day.
7. Access to property by means of adjacent property without written permission on file: \$500. Use of water or electricity from neighboring properties: \$250 and letter of apology/payment to owner.
8. Use of exterior colors not approved by the OARB: \$ 1,000 and utilization of approved colors.
9. Failure to commence construction within one year after OARB approval: loss of permit; failure to complete construction within one year after commencement: loss of all or part of the deposit.
10. Failure to provide OARB with a copy of the Beaufort County Building Permit, the Certificate of Elevation, the Certificate of Occupancy or the as-built survey: \$300/item.
11. Failure to provide OARB with color prints (photos) of all four elevations of completed home: \$200.
12. Re-inspection due to failure to be ready or to comply with inspection requirements \$50/reinspection.
13. Feeding of wildlife, fishing or in any manner interfering with wildlife: \$50 per violation.