

# Baker's Landing

Homeowners Association

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## **Architectural Review Committee**

### **Application Guidelines**

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## INTRODUCTION

Section 28 of the Baker's Landing covenants requires owners to obtain approval from the Architectural Review Committee (ARC) prior to commencing any "reconstruction, remodeling, alteration or any addition to any structure, shed, fence, wall, road, drive, path or improvement of any nature..."

**Before you make any change to the external appearance of your property, you must first submit an Architectural Review Committee Application form and obtain approval from the ARC. The form can be found at the end of this document. The submission to the ARC must include plans, specifications and information outlined in this document. Complete applications are required to protect the interests of all the property owners.**

**There is an ARC application review fee of \$50 per submission.** Payment must be included with the completed application form. A review fee will be charged for resubmission of applications that were substantially incomplete or for major changes to an approved application.

The guidelines included here are intended to assist you in preparing a successful application to the ARC. The information outlined represents the minimum requirements. There may be situations where the ARC requests clarification or additional information, depending on the circumstances.

Once you have received approval, deviation from the approved plans and specifications requires written approval from the ARC.

The ARC's purpose is to maintain the quality, high standards and appeal of the community, thereby protecting the property values and investment of all owners. Baker's Landing is a small community and each individual property in our neighborhood impacts all properties in our neighborhood.

A successful ARC requires the right balance between administering the approval requirements and an effort not to over-regulate homeowners. In return for your compliance with the requirements, you have the right to expect every other owner to abide by the ARC's decisions. The ARC members use educated judgment, not their personal likes or dislikes, in administering the application and approval process. They apply the same standards equally to all owners.

You, the owners, make the process work. Because the system works, it creates the integrity that lies at the foundation of how our neighborhood looks. Not only does it create a difference we all can see, it makes a difference in the higher property values and quality of life that make our community distinctive.

The ARC members fulfill their responsibilities to the homeowners association and to you by exercising their authority in a way that protects the best interests of all owners collectively. Please remember that the ARC members are elected volunteers who are devoting their personal time for the betterment of our community. The cooperation of all owners in making their job easier will be appreciated by each of them.

Please note that any construction materials used in the project must be delivered to your property and may not be placed on the street or any vacant lot. To limit inconvenience to neighboring properties, any work that generates noise should start no earlier than 7 A.M and stop by 8 P.M. daily.

## ARC APPLICATION GUIDELINES

Completed applications may be e-mailed to [BakersLand@gmail.com](mailto:BakersLand@gmail.com) or mailed to:

**Baker's Landing Homeowners Association**  
**Attn: ARC**  
**P O Box 42833**  
**Charleston, SC 29423-2833**

Professionally prepared drawings are not required. Hand drawings are acceptable so long as they reasonably illustrate the project. Drawings should be to scale.

### Terminology:

Description of the project: Tell us what you want to accomplish.

Site plan: A plat or survey showing the property boundaries, all existing buildings and structures, and all proposed additions and setbacks. Show dimensions.

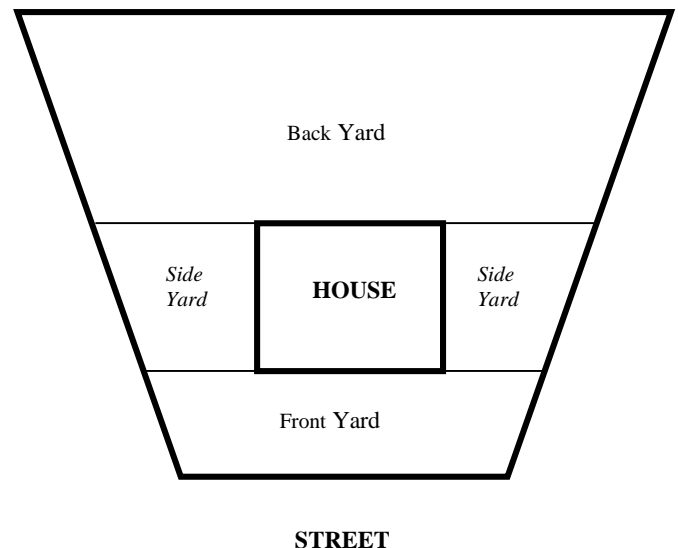
Elevation drawings: Drawings showing all affected exterior sides for existing and proposed additions. Show dimensions.

Grading plan: Describe the proposed grading changes; show the proposed heights on the site plan or elevation plan.

Front yard: The area extending from the front of the house to the front lot line

Side yard: The area extending from the side of the house to the side lot line

Back yard: The area extending from the back of the house to the rear lot line



*The following are minimum requirements. Please allow two weeks for processing of your application. Incomplete applications will delay the process.*

<b>MAJOR ADDITIONS</b>
Major additions include rooms, garages, greenhouses, screened porches and gazebos, among others. Also, refer to the other sections of this document for more information on specific types of projects.
<b>Your submission should include:</b> <ul style="list-style-type: none"><li>• A description of the project</li><li>• A site plan showing the location of the house, the location of the proposed alteration or addition, including dimensions and the property lines</li><li>• Elevation drawings that show the existing house and the proposed addition. For example, if you want to add a screened porch to the rear of the house, include one drawing of the rear of the house and proposed porch and additional drawings of the sides of the house and proposed porch. These drawings should illustrate how the house and porch relate to each other</li><li>• Building plans, including architectural details (railings, doors, etc.) and dimensions</li><li>• A description of the materials and colors to be used</li><li>• A photograph of the area being modified, including the house</li></ul>

<b>DECKS</b>
<b>Your submission should include:</b> <ul style="list-style-type: none"><li>• A description of the project</li><li>• A site plan showing the location of the house, the location of the proposed deck and the property lines</li><li>• Building plans, including railings, benches, and other details and dimensions</li><li>• Elevation drawings that show the existing house, the proposed deck and any benches, railings, etc.</li><li>• A description of the materials and colors to be used</li><li>• A photograph of the area being modified, including the house</li></ul>

<b>DRIVEWAYS</b>
<b>Your submission should include:</b> <ul style="list-style-type: none"><li>• A description of the project</li><li>• A site plan showing the location of the house, the location of the proposed driveway and dimensions and the property lines</li><li>• A description of the existing and proposed materials</li><li>• If grading will be changed, include a grading plan</li><li>• A photograph of the area being modified, including the house</li></ul>

## FENCES

Fences can have both a visual and physical impact on adjoining properties. Careful consideration should be given to the fencing design and execution.

Fences must be located to the rear of the front of the house and cannot exceed 6 feet in height. They must be constructed of wood, masonry or other materials approved by the ARC. Chain link or any other type of wire fences are not allowed, with the exception of “living” fences, which are discussed separately. All wood fencing should be stained.

Dog runs are not allowed. A dog run is a fenced area comprising less than 30% of a backyard and used to house or confine one or more dogs.

Fences on corner lots must be given special consideration due to the strong visual impact on the street sides and adjacent properties. Because of this, fences on corner lots require a substantial increased set back on the street side(s) and should be screened by shrubbery.

Your submission should include:

- A description of the project
- A description of the fence design & a drawing or catalog clipping
- A site plan showing the location of the house, the location of the proposed fence and dimensions and the property lines. Also, show location of any proposed gates.
- A description of the materials and colors to be used
- A photograph of the area being modified, including the house

## LIVING FENCE

Fences can have both a visual and physical impact on adjoining properties. Careful consideration should be given to the fencing design and execution.

A “living” fence is usually constructed of wooden posts and wire fencing material covered by living plants. Because the post and wire will be visible until the plant material grows to cover it, the post and wire should have a finished appearance. The wood should be smooth lumber that is stained so as to minimize its visual impact during the plant growth stage. The plant material should be suitable to serve as a fence and, at time of planting, as large as practical, so as to minimize the time for the plants to grow and cover the posts and wire.

The living fence must be maintained to have a neat, groomed appearance. Should the fence cease to be a “living” fence or fail to be properly maintained, the Association may require the fence to be removed.

Fences must be located to the rear of the front of the house and cannot exceed 6 feet in height.

Your submission should include:

- A description of the project
- A description of the fence design & a drawing or catalog clipping
- A site plan showing the location of the house, the location of the proposed fence and dimensions and the property lines. Also, show location of any proposed gates.
- A description of the materials and colors to be used, including an estimate of the time required for plant growth to cover the fencing material.
- A photograph of the area being modified, including the house

## COLOR CHANGES TO PAINT OR STAIN

You do not need approval to re-use existing approved colors. If a color change is involved, it must be approved.

**Your submission should include:**

- A description of the project
- Samples of the new color(s) you propose to use and any existing color(s) you plan to retain
- A color photograph of the house showing the existing colors and roofing

## PATIOS, WALKWAYS & SIDEWALKS

**Your submission should include:**

- A description of the project
- A site plan showing the location of the house, the location of the proposed patio, walkway or sidewalk with dimensions and the property lines
- A description of the proposed building materials and colors to be used
- If existing grading will be changed, include a grading plan
- A photograph of the area being modified, including the house

## LANDSCAPING

Landscaping improvements should be in keeping with existing landscaping in the neighborhood. ARC approval is required for front yard landscape projects that:

- use plant materials (trees, shrubs, ground cover, natural mulch, etc.) that involve an area greater than 25% of the front yard; or
- that will result in significant changes contrary to the original landscape design

The replacement of shrubs, trees, sod, or flower beds with similar materials does not require approval.

Landscape projects involving non-plant material (rock gardens, rocks, etc.) that exceed 20% of the front yard, per project or in aggregate, require approval.

### **Your submission should include:**

- A description of the project
- A site plan showing the location of the area to be landscaped. Show the proposed location of landscape elements (trees, shrubs, rock garden, etc.)
- A description of the materials to be used, including the size of the materials (i.e. 5 gallon azalea, 10 foot palm)
- A photograph of the area being modified, including the house

## ROOFING

If replacing shingles with the same as existing approved shingles, including color, you do not need approval. Partial re-roofing with a different material or different color shingle is not acceptable.

### **Your submission should include:**

- A description of the project
- A sample of the shingle or other material to be used or a catalog clipping. Include a color sample if different from the shingle sample or catalog clipping.
- A photograph of the house showing the existing colors

## SIDING REPLACEMENT

If replacement siding matches the existing approved siding material, including color, you do not need approval.

### **Your submission should include:**

- A description of the project
- A sample of the proposed siding or a catalog clipping; include a color sample if different from siding sample or catalog clipping.
- A sample of the predominant existing house color or a color photograph showing the true colors of the house
- The construction and trim details at the corners, windows, doors and soffits
- A photograph of the house

## SATELLITE DISHES

The Federal Telecommunications Act of 1996 preempted certain homeowners association rules regarding satellite dishes less than 1 meter in diameter. Satellite dishes less than 1 meter (39.37”) in diameter are allowed without prior approval, however, the satellite dish must be located as follows:

Locate satellite dishes, to the greatest extent possible, as follows:

- To the rear of the house so that it is not visible from the street or neighboring properties

If a satellite dish cannot be located as noted above and still receive an acceptable quality signal, it should be located, in order of preference:

- To the rear of the house so that it is not visible from the street
- To the rear of the house
- To the side of the house, toward the rear, so that it is not visible from the street
- To the side of the house, toward the rear
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If none of the above locations allow an acceptable quality signal, the dish should be located so that it is as unobtrusive as possible and still receive an acceptable quality signal.

Satellite dishes and cables that will be visible from the street should be:

- screened with shrubbery, or

Painted to blend into the background against which they are mounted, so long as the paint does not interfere with reception of an acceptable quality signal.

## SWIMMING POOLS, SPAS & HOT TUBS

**Your submission should include:**

- A description of the project
- A site plan showing the location of the house, the location and dimensions of the proposed swimming pool, spa or hot tub, any accessory equipment and the property lines and setbacks. Also show any proposed decking or patio surrounds and fences with dimensions. Refer to the section on Fences for more information.
- An elevation drawing showing the house, proposed pool, spa or hot tub and any railings, benches, etc. Provide pool deck elevation above finished grade, if applicable.
- If existing grading will be changed, include a grading plan
- A description of any accessory equipment. Depending on its location, the ARC may require the accessory equipment to be screened.
- A description of the color and materials for the swimming pool. Include a catalog clipping or photograph of the type of pool.
- A photograph of the side of the house where the swimming pool and equipment will be located, including the house



## PLAY EQUIPMENT

Play equipment that can be easily removed does not require approval when it is located in the back yard, provided it does not exceed a height of ten (10) feet above the ground. It should be placed, to the extent possible, so that it is not visible from the street and so that there is a reasonable setback from the property line.

Play equipment that is more permanent in nature (wood or metal structures deemed as “fixtures”) requires approval. It should be located in the back yard, maintain a reasonable setback from the property line, and not exceed a height of ten (10) feet above the ground,

### **Your submission should include:**

- A description of the project
- A site plan showing the location of the house, the location of the proposed play equipment and the property lines
- A description of the play equipment, including a drawing or catalog clipping, dimensions, materials and colors to be used
- A photograph of the area being modified, including the house

## TRELLISES

Simple trellises not exceeding 6 feet in height do not require approval. Trellises with an overhead arch or attached benches or other structures, and all trellises over 6 feet in height, must be approved.

### **Your submission should include:**

- A description of the project
- A site plan showing the location of the house, the location of the proposed trellis and the property lines
- A drawing and description of the trellis design and dimensions
- A description of the materials and colors to be used
- A photograph of the area being modified, including the house

## REMOVAL OF EXISTING STRUCTURES AND ELEMENTS

The ARC must approve the removal of any building, major addition, fence, wall, structural element or amenity that changes the exterior appearance of the property.

### **Your submission should include:**

- A clear description of what is to be removed
- A photograph of the area being modified, including the house
- A site plan showing the location of the items that are proposed to be removed, the house, and the property lines.

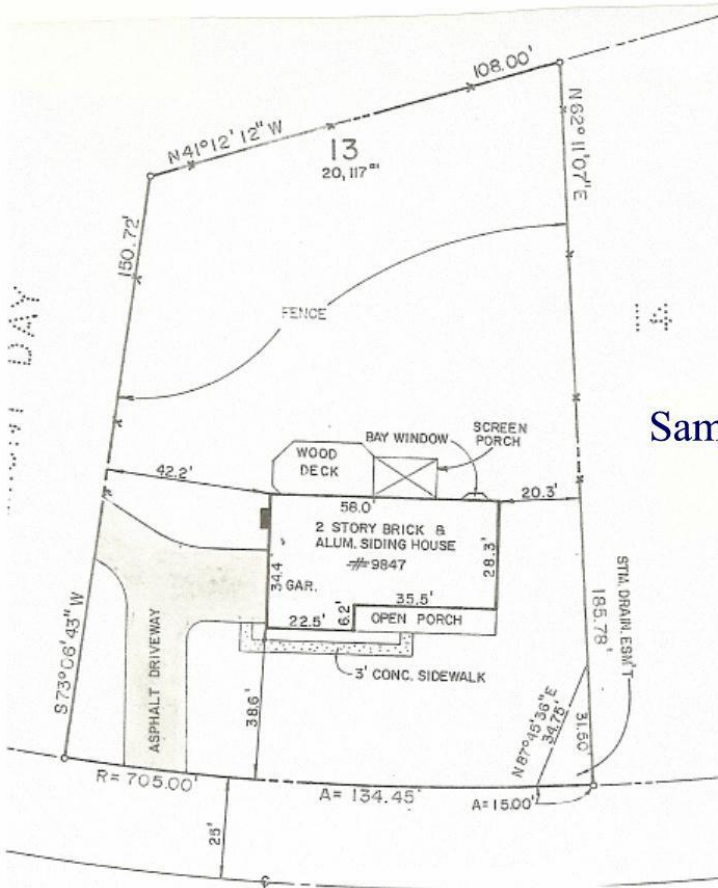
## MISCELLANEOUS

You can make many kinds of changes to your property. If your project is not covered in the preceding pages, refer to the one that is closest in concept and use it as a guide in preparing your submission. Some examples of miscellaneous projects are ponds, retaining walls, and permanent fountains.

### **Your submission should include:**

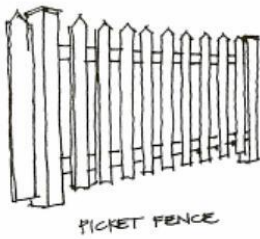
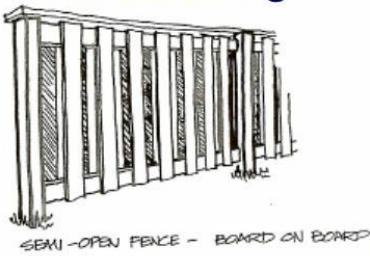
- A complete project description including dimensions, color, materials, catalog clippings, pictures, etc.
- A site plan showing the location of the proposed project, the house, the property lines and dimensions.
- A photograph of the area being modified, including the house
- Elevation drawings may be required, depending on the nature of the project
- If existing grading will be modified, include a grading plan

EXAMPLES



Sample site plan

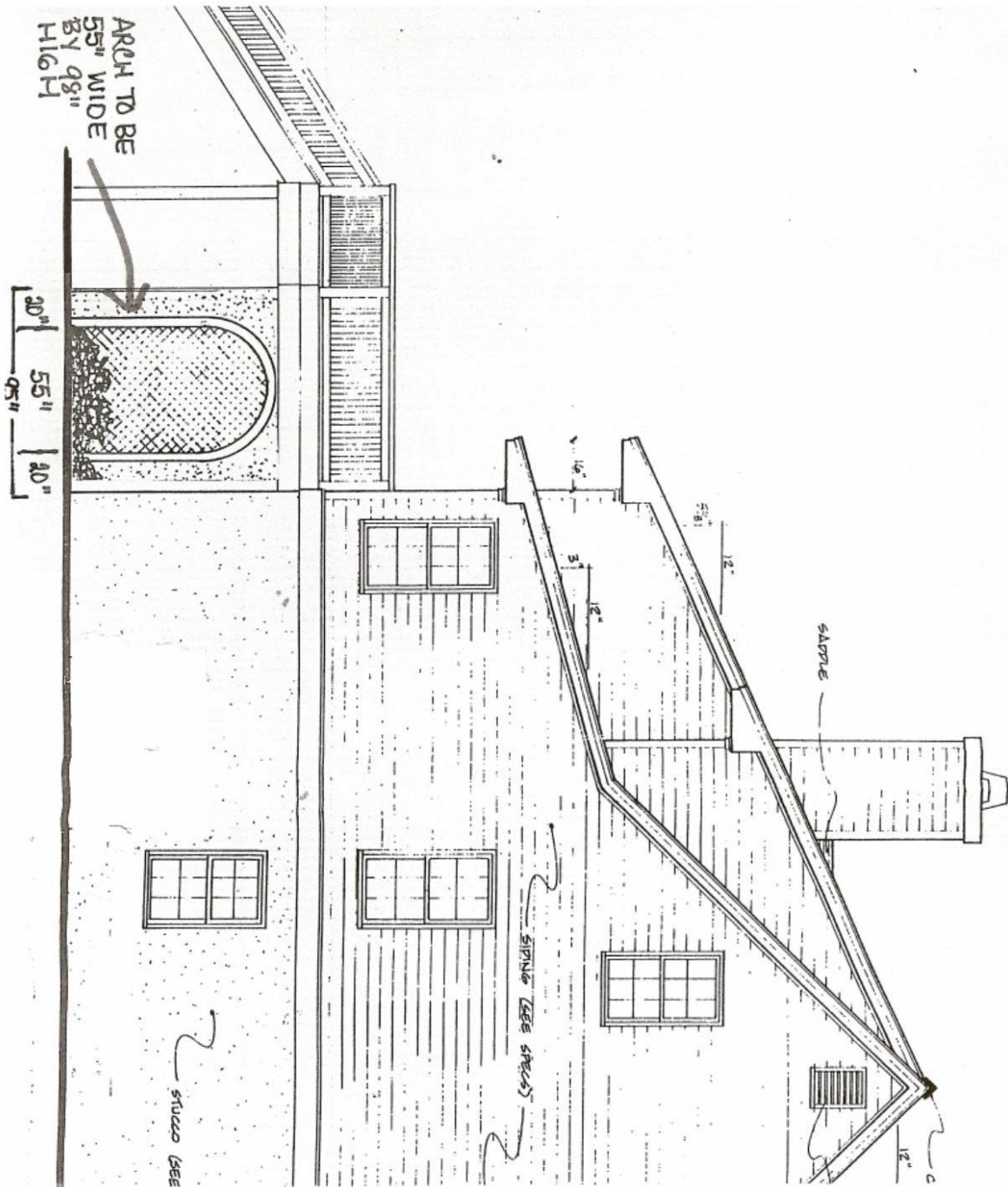
Sample fence design  
Hand drawings



Sample paving design  
Catalog clipping



Sample side elevation  
Proposed archway addition



# Baker's Landing

Homeowners Association

PO Box 42833, Charleston, SC 29423-2833

## ARCHITECTURAL REVIEW COMMITTEE APPLICATION

*Attach a check for the \$50 application review fee. You should allow two weeks for processing of your application. Incomplete applications may take longer.*

Owner(s):

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Property Address:

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Home Phone:

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Work Phone:

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Date:

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Description of the  
Project:

**Enclosures: (check all that apply)**

- Site plan
- Elevation drawings
- Grading plan
- Building plans
- Materials description and colors
- Photographs
- Catalog clippings
- Color sample(s)
- Shingle or siding sample
- Other: \_\_\_\_\_