

**ARCHITECTURAL REVIEW GUIDELINES FOR  
CONGAREE PARK revised 9/30/16**

**I. INTRODUCTION**

A. Purposes of An Architectural Review Board

The purposes of the Architectural Review Board are 1) to establish and to maintain the design harmony of Congaree Park and 2) to promote and protect the value of the properties within Congaree Park.

B. Architectural Design Concept

Congaree Park is envisioned as a premier single family residential neighborhood featuring high density lots with homes of exceptional and unique architectural character positioned to maximize relationships with the city skyline and the Congaree River and to create a sense of elegance and dignity. Design control through the use of a strong Architectural Review Board is seen as the way to create and to maintain the highest standards both for the realization of the vision and for maintaining the value of the investment being made here.

C. Architectural Review Board Profile and Jurisdiction

A Declaration of Covenants and Restrictions for Congaree Park has been recorded at Lexington County. These Covenants and Restrictions establish The Covenants and Restrictions also create an Architectural Review Board with control vested in Congaree Park. The Architectural Review Board may establish rules, procedures, guidelines and reasonable fees as are necessary to achieve its purposes and objectives.

D. General Requirements

1. Overview

In order to create and maintain a high-level residential development, to assure that landscaping, houses and other structures are of appropriate size, color, and material, and are of harmonious design, properly located in relationship to neighboring structures and adapted to the terrain of each lot, the Declarant reserves the right of full architectural approval, including determination of the position of improvements on the lot, in order to achieve these objectives. Accordingly, no landscaping and no building, outbuilding, swimming pool, fence, wall, garage, driveway, walkway, or structure of any kind or alterations or additions thereto shall be erected or placed on any lot and no trees over six inches in diameter shall be cut until the complete plan, specifically proposed design and location thereof on the lot, shall have been submitted to the Declarant or a committee designated, in writing, by Declarant for approval. The Declarant reserves the right to approve or disapprove proposed improvements for any reason. Such approval shall not be unreasonably withheld and shall be given or denied in writing within thirty (30) days of submission to the Declarant or its designated architectural committee.

2. Site Use

No temporary structure, school bus, camper, recreational vehicles, "work related" vehicles, motor home or mobile home, satellite dish over 18" in diameter or freestanding antenna, or temporary structure of any kind shall be erected, kept, had or allowed at any time on any lot hereby conveyed; provided, however that a camper or motor home may be parked in an enclosed garage, provided such

garages meet all requirements for buildings and improvement contained elsewhere in these restrictions. All rubbish, garbage and trash shall be kept in closed cans or other suitable containers, which shall be placed and kept behind the house, out of sight from the street or neighbors' houses and maintained in an enclosed area approved in writing by Grantor. No clothesline shall be allowed. The lot, property and premises shall be kept clean at all times. Boats may be kept on the property provided they are kept in the enclosed garage.

E. Disclaimer

The above standards and procedures are subject to change by the A.R.B. at any time, and from time to time. The A.R.B. shall not be bound by the above standards and any decisions made there under in making any subsequent changes that it deems necessary or desirable.

No approval of plans, location or specifications by the A.R.B. and no publication of architectural standards or guidelines shall be construed as representing or implying that such plans, specifications or standards will, if followed, result in a properly designed or constructed residence.

## II. APPROVAL PROCESS AND PROCEDURES

A. Process Steps

In order to provide a uniform and systematic review procedure of all proposed designs, plans, and construction in Congaree Park, the following sequence has been established.

1. Application and Payment of Review Fee
2. Preliminary Design Review and Approval
3. Final Drawings Review and Approval
4. Three Inspections during Construction
5. Final Inspection
6. Landscape Plan Review and Approval
7. Future Improvement Review

B. Explanation of Process Steps

1. Application Submittal and Payment of Review and Inspection Fees

A Design Review application form must be completed and submitted by the property owner or the owner's agent to the Architectural Review Board and must obtain written architectural approval before the commencement of any construction activity of any type on the Lot. This application must be accompanied by payment in full of the appropriate nonrefundable Architectural Review and Inspection Fees as per the below fee schedules to:

**Congaree Park - Architectural Review Board**  
**c/o MJS Inc.**  
**4910 Trenholm Road**  
**Columbia, SC 29206**  
[architectural@mjsmgmt.com](mailto:architectural@mjsmgmt.com)  
**803-743-0600**

- a. Single Family Residence** **\$ 500.00**
  - b. Additions and Renovations** **\$ 500.00**
  - c. Pools, Decks, Fences & Enclosures** **\$ 200.00**
- (No charge if included with a or b)**

In addition to the fees set out above, an Owner shall be required to pay the cost of inspection by the Association to ensure the Lot Owner's compliance with any approved plans. Such cost shall be charged by the Association in accordance with a schedule set out and approved by the Board of Directors of the Association, which may be based partially or solely upon a schedule of service provided by an architect or other party hired by the Association to perform such inspections, to provide documentation to the Association or Lot Owner of the Lot Owner's compliance or non-compliance and of the decisions of the Architectural Review Authority. At the sole option of the Board or where the architect or party performing such inspections or providing such documentation requires payment in advance of performing any of these services, such cost may be required to be paid in advance. Each Owner shall also be required to pay for additional inspections, if the architect or other party providing such inspection and documentation is approved by the Board to address amendments to or addition to the plans or to perform additional inspections or provide additional documentation, such as when landscaping or other plans are submitted after the initial application and plans for the Dwelling are submitted. A Lot Owner may require that additional services be performed by the Association's authorized architect or other party and, upon approval of the Board and the party providing the services, the cost of such services shall be paid by the Lot Owner in accordance with the conditions set out above in this sections.

**The fees for inspection are as follows:**

<b>New Dwelling</b>	<b>\$200.00</b>
<b>Modification of Existing Dwelling</b>	<b>\$100.00</b>
<b>Landscape plan*</b>	<b>\$ 50.00</b>
<small>(*If not submitted with the original application)</small>	

NOTE: The above fees are subject to change without prior notice. The owner or agent should include with the application and fees all documents and other information which are outlined under the preliminary Design Review requirements as hereafter specified and deliver to:

**2. Preliminary Design Review and Approval**

Prior to the completed design of improvements, a preliminary review of the owner's plans shall be conducted to determine compliance with the design requirements of the Architectural Review Board, as well as to provide further design recommendations if needed.

The owner or agent should furnish a complete set of the following documents and information together with the application and inspection fees.

- a. Site plan, drawn to scale not smaller than 1" = 20' showing:

- 1) Owner's name
- 2) Architect's name, address, and telephone number
- 3) North arrow and scale
- 4) Property lines with dimensions and bearings
- 5) Elevations of lot corners, center of lot, edge of roadways
- 6) Setback limits
- 7) Location of all trees over 6" in diameter at 2' height from grade. Trees to be removed shall be noted.
- 8) Preliminary grading plan showing existing and proposed contours, culvert locations, sizes, inverts and flow directions, drainage and contour plan showing cut fill requirements and any retaining wall or berm locations and heights
- 9) Preliminary conceptual landscaping plan
- 10) Access to street, drives, parking area, walks, decks and patios with elevations indicated
- 11) Entry to lot for water, electrical, telephones and sewer services
- 12) Building accurately located from property lines and setback lines
- 13) Dwelling to be indicated as exterior walls with entry area and stairs delineated and roof and deck lines shown.

b. Elevation drawings showing:

- 1) All four elevations
- 2) Scale  $\frac{1}{4}" - 1'$
- 3) Relation of building to grade level
- 4) Height of structure and first floor elevation
- 5) Overall height from grade to ridge of roof
- 6) Description of all exterior materials, roof materials and colors to be used

NOTE: The Architectural Review Board encourages applicants to submit any color renderings or scale models which may be available.

c. Floor Plan drawings showing:

- 1) Each floor mezzanine and ground level plan
- 2) Scale  $\frac{1}{4}" = 1'$
- 3) Overall dimensions
- 4) Square footage area of structure
- 5) Room use labeled
- 6) All walls, windows and exterior doors
- 7) All overhangs of floors or roofs
- 8) Ground level plan to show foundations, enclosure, driveway location, stairway, garbage enclosures and HVAC equipment locations
- 9) Roof plan

The results of the Architectural Review Board action will be forwarded to the applicant as soon as possible. If a substantive restudy is required, the applicant may elect to submit plans again for Preliminary Review before proceeding with the preparation of final working drawings.

3. Final Drawings Review and Approval

A complete set of the following information in addition to that required for Preliminary Design approval is to be submitted to the Architectural Review Board to be considered for final approval.

The following information is to be submitted:

- a. Final site plan
- b. Final grading plan
- c. Final floor plans and elevations
- d. Plans for ancillary detached structures showing quality and standard of materials
- e. Exterior lighting plan
- f. Final construction specifications
- g. Sample materials and colors of exterior components
- h. Proposed construction schedule
- i. Sections:
  - 1) Typical wall from grade to roof
  - 2) Typical decks and railings
  - 3) Typical foundation screen detail
  - 4) Typical screened porch
  - 5) Typical service yard fence or screening detail

Please note that the exterior of all houses and other structures must be completed within 24 months after the construction of same has commenced, except where such completion is impossible or would result in great hardship to the owner or builder due to strikes, fires, national emergency or natural calamities as determined by the Architectural Review Board.

Plans submitted for review, or any portion thereof, may be disapproved upon any grounds which are consistent with the purposes and objectives of the A.R.B., including purely aesthetic considerations.

Upon final review and approval by the A.R.B., an approved design review form will be forwarded to the applicant to be signed by the Owner and a representative of the A.R.B. The form of this agreement may be found in the form section of this manual. **FINAL A.R.B. APPROVAL MUST BE OBTAINED PRIOR TO SUBMITTING FOR A BUILDING PERMIT.**

When fully executed, the Design Review Form agreement shall serve as final approval by the Architectural Review Board for the construction of the improvements. If construction has not commenced within six (6) months after the date of the Final Approval agreement, it shall be deemed to have expired unless the applicant, prior to such expiration date, has requested an extension in writing from the A.R.B. At this time of Final Approval, and at no time prior, plans may be submitted to the City of West Columbia for a Building Permit Review and Issuance.

#### 4. Periodic Inspections During Construction

The right of entry and inspection is specifically reserved by the A.R.B., its agents and representatives to visit all or any portion of the owner's property for the purpose of verifying compliance with the requirements of the Board, and a representative of the Architectural Review Board will make the following inspections. The Owner/Contract must notify the ARB in writing as to when the following construction stages are ready to be inspected. The owner will be notified in writing to the general contractor of any items and exceptions noted in the inspection report and all such items and exceptions must be accomplished or resolved promptly.

**First Inspection:** Once the building has been staked for footers, the Owner/Contractor must notify the ARB that the Lot is ready for the first inspection.

**Second Inspection:** Once the building is framed and ready for the windows to be installed, the Owner/Contractor must notify the ARB that the Lot is ready for the second inspection.

**Third Inspection:** Once the roof and cornices have been installed, the Applicant/Contractor must notify the A.R.B that the Lot is ready for the third inspection.

**Final Inspection Upon Completion of Construction:**

The applicant shall notify the A.R.B. when the construction is substantially complete, and a representative of the Board will make a final inspection. Upon approval of construction, the A.R.B. will issue a final inspection certificate to the Lexington County Building Inspector and request that he conduct his final inspection and issue a Certificate of Occupancy. Note: The Dwelling may not be occupied until the landscaping is complete and a final approval of the A.R.B is obtained.

5. Landscape Plan Review and Approval

In order to assure all residents of Congaree Park that the community will continue to be an attractive and scenic place to reside, the A.R.B. requires that each property owner constructing a new dwelling, or wishing to change their present landscape scheme, submits a Landscape and Irrigation Plan to the Board for review and approval.

The plan should include the following

- a. Preferred scale of 1" = 20'
- b. Variety, size, number and location of all plant material
- c. Type and description of seeded areas
- d. Plant list with quantity, botanical name, common name, size and special specifications
- e. Irrigation or sprinkler plan. Show source of water
- f. Drainage requirements

The proposed Landscape and Irrigation Plan may be submitted to the A.R.B. for review and approval along with the original architectural application (no additional review and/or inspection fees is required if submitted with the original architectural application.). Should the Applicant submit the landscape and irrigation plan after the original construction plan has been submitted, an additional architectural and inspection fee of \$ 50.00 will apply and must be included in the landscape and irrigation submittal package.

Upon completion of the Landscape and Irrigation Plan, the owner should notify the A.R.B. and a final inspection will then be made. If satisfactory, the Landscape Deposit will be refunded. The Dwelling may not be occupied until the landscaping is complete and a final inspection approval of the A.R.B is obtained.

6. Future Improvement Review

Any modifications of existing improvements or construction of additional improvements must be with prior approval of the A.R.B.

A request for review must contain the following:

- a. Site plan of proposed location of improvements
- b. Floor plan of intended improvements
- c. Letter with full description and purpose of improvement
- d. Material and color samples to be used
- e. Names and addresses of adjacent property owners

### III. ARCHITECTURAL DESIGN GUIDELINES/MINIMUM DESIGN STANDARDS

#### A. Site Planning

##### 1. Building Setbacks

Typical building setbacks will be less than the following dimensions.

Front	20 feet
Side	5 feet
Rear	15 feet

In the case of corner lots and some pie-shaped lots, special setbacks will be in place. Consult your plat for a description of those setbacks.

##### 2. Site Clearing

The lots in Congaree Park are covered with vegetation and trees. In order to create and optimize views to the City skyline and the Congaree River, an attempt should be made to maintain and establish special views and vistas. Supplemental plant materials and irrigation may be added to enhance the property while not obstructing views.

##### 3. Site Grading

Any necessary grading should be kept to a minimum and should reflect a natural and gradual appearance. Grading shall not encroach upon the drip lines of trees to be preserved unless tree preservation techniques are utilized.

Retaining walls may be used to reduce areas which need grading or to preserve vegetation. The design and placement of such walls must reflect the architecture of the house and be well integrated into the site.

Runoff during construction must not cause damage to adjacent properties, roadways or storm drainage systems. If it is determined that erosion or surface runoff may be a problem, then erosion control devices, such as temporary silt fences, will be required during the construction period.

##### 4. Driveways and Garage Access

- a. Driveways may have only one access point to the site
- b. A minimum of two off-street parking places will be required. No overnight parking will be allowed on the subdivision streets.
- c. Driveways shall be of decorative paving materials and concrete shall be limited to 30% of the total area.
- d. No asphalt or gravel driveways will be allowed.

##### 5. Signs

Signs on property will be limited to the following:

- a. One project identification sign which will conform to the standard construction sign detail as established by the A.R.B.
- b. One real estate for sale which will be no larger than 12" x 12". A sample design shall be made available.
- c. One political sign no larger than 4 square feet per side, which must be removed the day after the election.

6. Walls and Fences

- a. Privacy walls and decorative fences are permissible on the side and rear property lines.
- b. Walls and fences are not to be built in areas designated as buffer areas.
- c. Walls and fences (other than low decorative fences) will not extend into the front yard area beyond the front face of the primary structure.
- d. Maximum height of walls and fences will be 6'.0" on the back and sides and 4'.0" (low decorative fences) on the front.
- e. No wood or chain-link fencing shall be allowed.

7. Mailbox & Posts

Mailbox & posts will be a uniform-design type, purchased from an established vendor as set forth by the A.R.B.

8. Site Lighting

Lighting should be provided for a safe approach to the residence and for proper illumination of landscape features. Light sources should be concealed and light levels kept to a minimum so as not to create a nuisance for neighboring properties.

B. House Design

1. Size

The minimum size of the primary structure is to be 2,500 square feet. This is to be calculated as the enclosed heated area and not to include unfinished areas, garages, or accessory structures.

All structures shall be a minimum of 2 stories of living space.

- a. Building Height Limit-A high restriction shall be limited to 38'.
- b. Determining Height of Structure-The Building Height shall be considered as defined in the 2003 International Residential Code as "The vertical distance from grade plane to the Average height of the highest roof structure".
- c. Subdivision Height Limit Variance-A Building Height Limit variance was obtained by the developer for lots located in the floodplain to include Lots 1-20 and Lot 31. These lots have a Building Height Limit of 45'.

No floor plan shall be duplicated in the development.

No building elevation or facade shall be duplicated in the development.



## 2. Foundations

Conventional crawl space foundations are encouraged. Slab-type foundations (where allowable) are required to be of the perimeter-wall type with the slab being no closer to the finish grade than 30".

Foundation vents, when used, are required to be centered under the window above. Foundation vents shall be metal or wood. No plastic vents are allowed.

## 3. Exterior Walls

### a. Wall Height:

All floor to ceiling heights except those occurring in attic rooms are to be a minimum of 9'0".

### b. Materials:

Traditional exterior finish materials of brick, hard coat stucco, stone veneer, and real wood siding and concrete are encouraged.

- 1) Bricks are to be natural earth tone colors. White, pink and yellow bricks are not acceptable
- 2) Stucco color and texture will be evaluated for neighborhood compatibility on an individual basis. No EIFS will be allowed.
- 3) Wood siding to be solid stock varieties. Plywood siding is not acceptable. Vinyl and aluminum sidings are not acceptable.
- 4) Simulated materials shall be utilized on the exterior as decorative features only and must be approved on an individual basis by the A.R.B.

## 4. Windows

### a. Type:

Windows are to be wood and clad double hung or casement types. Awning windows and horizontal sliding windows will be acceptable on sunroom applications only. No solid vinyl windows will be allowed. No interior only, snap-in window mullions will be allowed. All window panes shall be at least simulated true divided lites.

### b. Placement:

The windows should be placed in a traditional fashion with the head height being approximately 7' 0" to 8' 0" above the floor. The clearance between the top floor window head and the cornice should generally be approximately 10".

### c. Trim Details:

Windows can be trimmed using a variety of traditional techniques.

### d. Shutters:

All shutters shall be appropriately sized and operable. Double shutters shall be ½ window width on each side or full width on single side.

## 5. Cornices

### a. Overhangs:

Cornice overhangs should generally be a minimum of 1'6". Other designs will be evaluated based on an individual basis.

### b. Design Types:

Traditional cornice configurations are acceptable. Designs will be evaluated based on the individual design application.

### c. Materials:

Cornices are to be built of wood or composition components. Aluminum or vinyl cornice components will be considered on an individual basis based on the proposed product. No pre-manufactured soffit material where the ventilation is visible shall be accepted.

## 6. Roof

### a. Slope:

Minimum slope will be 9/12. Other slopes may be considered for specific design applications.

### b. Roof Materials:

- 1) Fiberglass Shingles – Architectural grade of 320 pounds per square minimum
- 2) Tile/Slate
- 3) Synthetic Slate
- 4) Standing Seam Metal
- 5) Wood Shake Shingles.

### c. Flashing:

All exposed flashing will be either copper or pre-finished aluminum.

All brick chimneys and side wall flashing will be step-flashed and counter-flashed.

### d. Roof Penetrations:

All plumbing vents, attic vents, and other necessary roof mounted devices should be placed on the slopes with the least visual impact and painted to match roofing material.

## 7. Porches

A variety of porch types will be evaluated and accepted based on the individual design application.

Minimum porch detail standards are included in the design application.

Treated wood used for deck or porch framing shall be trimmed in decorative wood framing or masonry veneer. No exposed treated wood framing shall be allowed except on horizontal walking surfaces and step treads.

## 8. Accessory Structures

### a. Garages:

Garages can be attached or detached. Doors may face the front, side or rear of the property. All overhead garage doors should be of the same type and size. No metal, simulated panel garage doors shall be utilized. Garage doors are encouraged to be decorative in nature.

### b. Sheds and Other Accessory Structures:

Sheds and other accessory structures can be placed on the property, but they will be subject to all of the standard setback requirements that may apply. The design should be compatible with the design of the primary structure and should in no way detract from the character of the neighborhood.

### c. Pools and Pool Houses

Pools and pool houses will be evaluated and approved on the individual design application.

## 9. Walls and Fences

### a. Uses:

Walls and fences of up to 6'.0" may be used for privacy on the sides and rear of the property.

Decorative walls and fences of up to 4'.0" only may be used from the front wall of the primary structure to the front property line.

Walls and fences will be evaluated and approved based on the individual design application.

### b. Materials:

Walls and fences shall be constructed of brick, or stone with iron rail fencing. No use of wood or chain-link will be allowed.