



*ARCHITECTURAL REVIEW BOARD  
GUIDELINES*

**June 1, 2020**

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## I. INTRODUCTION AND OBJECTIVES

The overall purposes of the Architectural Review Board Guidelines are to establish and to maintain the design harmony of Belleclave and to promote and protect the value of the properties within.

A declaration of Covenants, Conditions and Restrictions for Belleclave, which establishes specific standards for the ownership and use of property in Belleclave, has been recorded in Richland County. The Covenants, Conditions and Restrictions also create an Architectural Review Board (ARB) with control vested in the Belleclave Community Association. The ARB may establish rules, procedures, guidelines and reasonable fees as necessary to achieve its purposes and objectives.

*It should be noted that by authority of the Belleclave Declaration of Covenants, Conditions and Restrictions, the ARB has the sole and exclusive right to approve the location of structures and any alterations or improvements on a lot. Denial by the ARB of plans, location or specifications may be based on any grounds, including purely aesthetic conditions. Except as specifically provided for herein or in the Declaration of Covenants, Conditions, and Restrictions, the ARB may grant variances from these Guidelines in those cases where an exception is justified by unique or extreme circumstances. Any such variance granted shall not be considered precedent.*

*No approval of plans, location or specifications by the ARB 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 or improvement.*

## II. ALTERATIONS REQUIRING APPROVAL BY THE ARB

All exterior alterations to one's property, regardless of the extent of the alterations, require the approval of the ARB as stated in the Declarations of Covenants, Conditions and Restrictions.

Accordingly, no landscaping, tree removal, building, outbuilding, swimming pool, fence, gazebo, wall, garage, driveway, walkway, or structure of any kind or alterations or additions thereto shall be erected or placed on any lot until the required documents have been submitted to the ARB and approval has been granted.

Each application is reviewed on an individual basis. The characteristics of the house, site and impact on adjacent property are taken into account when evaluating the application. What may be an acceptable alteration for one property may not be for another.

## III. SITE MINIMUM STANDARDS AND GUIDANCE

A. **Setbacks** will be no less than the following; exceptions may be made in the case of corner and/or pie-shaped lots.

Front - 50 feet      Side - 12 feet      Rear - 10 feet

B. **Site Clearing and Grading**

1. No trees over 4" in diameter are to be removed without prior approval of the ARB.
2. SCDHEC requires silt fencing be used around all construction sites that drain to the street or adjacent properties to avoid erosion or run off.

C. **Landscaping**

1. Front, side and rear yards must be sodded; grass plugs and sand areas will not be permitted.

2. Landscaping removed as a result of an addition or renovation must be replaced with approved landscaping.
3. An irrigation system must be installed throughout all sodded and landscaped areas of the lot.

#### **D. Walls and Fences**

1. Privacy walls and decorative fences are permissible on the side and rear areas of the lot and may be built close to the property line. Walls and fences extending into the front yard area beyond the front face of the house are not permitted.
2. Maximum height of walls and fences will be 6'-0" on all sides of the lot. Landscaping may be required on the exterior portion of any fence when visible from the street.
3. Permitted materials are aluminum, wrought iron, brick, wood and stucco. Wood fencing must be double-faced treated or cedar; all wood fences must be stained as soon as possible, but no later than 60 days upon completion. Stain samples must be submitted to the ARB. Chain link fencing is not permitted. Sample fence design details are included in the Guidelines.
4. All gates must be compatible with the design of the fence.
5. 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. Exposed concrete block walls are not permitted.

#### **E. Trellises, Arbors and Sun Control Devices**

The use of trellises, arbors and sun control devices will be reviewed on a case by case basis. Awnings are not permitted on the front of the house.

#### **F. Recreational and Play Equipment**

1. Equipment should be located in the rear yard with consideration given to the lot size; the equipment must be placed to avoid being a nuisance to adjacent property. Equipment constructed of wood or synthetic rust-free material is preferred.
2. Rope swings, hammocks and zip lines must be placed in the rear yard.

#### **G. Home and Yard Maintenance**

1. The lot, property and premises shall be kept clean and free of debris at all times. Excessive accumulation of leaves, mulch or trash in sodded areas or beds is not permitted.
2. All areas of sod, shrubbery, gardens and trees are to be weed free, fertilized, irrigated and mowed/trimmed regularly. Dead trees, bushes and/or sod must be replaced in a timely manner.
3. All rubbish, garbage and trash shall be kept in closed cans or other suitable containers; reasonable effort should be made to hide the containers from the street and from neighboring views.
4. All homes, driveways, sidewalks, fences, mailboxes, and outbuildings must have a well-maintained appearance at all times, which shall include painting, power washing, cleaning or replacement as necessary.
5. Outdoor seasonal decorations must be removed within three (3) weeks following the end of a holiday.

## **H. Driveways and Garage Access**

Driveways may have one or two street access points as the site permits; the edges will not be closer than three (3) feet to any property line. Garage access must be from the side or the rear; doors facing the street are not permitted unless they are approved by the ARB.

## **I. Temporary Structures and Vehicle Parking**

1. No temporary structure, boat, personal water craft, boat trailer, other trailers, school bus, camper, motor home, mobile home, satellite dish or freestanding antenna (except as allowed by FCC Regulations), or temporary structure of any kind shall be erected, kept, had or allowed at any time on any lot; provided, however, that a camper, motor home, boat, personal water craft, utility trailer or other trailers may be parked in an enclosed garage, provided such garage meets all requirements for buildings and improvements contained in the Guidelines.
2. Visitor's vehicles must be parked in driveways insofar as deemed possible.

## **J. Exterior Lighting**

1. Light sources should be located and light levels kept to a minimum so as not to create a nuisance for neighboring properties. All spotlights and security lighting should be directed inside the property lines.
2. Freestanding lampposts will be reviewed on a case by case basis.
3. Seasonal and decorative lighting should not be left on houses or in yards year round.

## **K. Mailboxes and Posts**

Mailboxes and posts are of a uniform design; mailboxes must meet the standards of the US Postal Service. Contact the Belleclave Community Association for information regarding purchasing a new post. Photographs of sample mailboxes and posts are included in the Guidelines.

## **L. Signs on the property will be limited to the following:**

1. One project identification sign, no larger than 24"x18", which shall be removed no later than one (1) week following the project completion.
2. One real estate sign which shall conform to the standard Belleclave "For Sale" sign. Photographs of a sample real estate sign are included in the Guidelines.
3. One garage sale sign per lot, installed no earlier than the day before the sale, and removed immediately upon the sale's termination.

## **M. Storage Sheds and Other Accessory Structures**

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

## **N. Pools and Pool Houses**

Pools and pool houses will be reviewed on the individual design application. It is the homeowner's responsibility to secure proper building permits and inspections to ensure that the plans abide by local government guidelines.

## **O. Items Prohibited**

1. Clothes lines
2. Window air-conditioning units
3. Excessive yard ornamentation
4. Satellite dishes larger than 18" in diameter; satellite dishes are not permitted in the front yard.

## **IV. BUILDING MINIMUM STANDARDS AND GUIDANCE**

### **A. Additions**

1. The design of the addition should be compatible with the applicant's existing house in scale, material and color. The location of the addition should not negatively impact the adjacent neighboring property.
2. If changes in grade or other site conditions which will affect drainage are anticipated, they must be included in the application submittal.
3. Properties are to be kept clean of debris during the construction process. Construction materials and debris must be contained in an on-site dumpster or discarded routinely. Construction materials must be stored so the impact on adjacent properties is minimal.

### **B. Exterior Color Changes**

1. Color changes apply not only to the major materials of the house, but also to all elements of the house and site, including but not limited to the doors, shutters, trim, roofing, porches, railings and fencing.
2. Any color change must be submitted to the ARB; repainting or restaining to match the original color does not require approval.

### **C. Square Footage**

1. The minimum size of the primary structure must be 2,500 square feet, calculated as the enclosed heated area and not to include unfinished areas, garages, or accessory structures.
2. There is no minimum size for additions.

### **D. Foundations**

1. Conventional crawl space foundations are encouraged. Slab-type foundations are required to be of the perimeter-wall type with the slab being no closer to the finish grade than 1'-6".
2. Foundation vents, when used, are required to be centered under the window above.

### **E. Ceiling Height**

1. Main Level: All floor to ceiling heights except those occurring in attic rooms are to be a minimum of 9'-0".
2. Upper Level: All floor to ceiling heights except those occurring in attic rooms are to be a minimum of 8'-0".

## F. Materials

1. Traditional finish materials of brick, stucco, stone and wood siding are permitted.
2. Bricks are to be natural earth tone colors; white and yellow bricks are not acceptable.
3. Stucco color and texture will be evaluated for neighborhood compatibility.
4. Wood siding will be solid stock or cement fiber board; plywood siding is not acceptable.
5. Vinyl and aluminum sidings are not acceptable; vinyl or aluminum cornices will be considered on a case by case basis.

## G. Windows

1. Wood, clad, vinyl or fiberglass double hung and or casement windows are permitted. Awning windows and horizontal sliding windows will be reviewed on a case by case basis if located on the side or rear of the house.
2. Windows should be placed in a traditional fashion with the head height approximately 7'-6" to 8'-0" above the floor for a 9' ceiling height. The clearance between the window head and the bottom member of the cornice should be approximately 10".

## G. Roofs

1. Minimum slope will be 9/12; other slopes may be considered for specific design applications.
2. Materials: architectural shingles (25 year minimum), tile, slate and standing seam metal on accented roof elements only.
3. Flashing: all exposed flashing will be either copper, pre-finished aluminum, or painted aluminum. All brick chimneys and side wall flashing will be step-flashed and counter-flashed.
4. Roof Penetrations: all plumbing vents, attic vents, and other necessary roof-mounted devices should be placed on the rear slopes away from view from the street.

## H. Construction Schedule

The exterior of all new houses and major alterations must be completed within one (1) year 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 ARB.

## IV. APPROVAL PROCESS AND PROCEDURES

### A. Application Submittal and Payment of Review Fee

An architectural review application with required documents, drawings and design review fee must be completed and submitted by the property owner or the owner's agent to the ARB before the commencement of any construction activity or alteration of any type, including landscaping. The fee must be received before any design review can commence.

The application and documents can be *emailed* to [tim@timhancearchitect.com](mailto:tim@timhancearchitect.com)

Or *mailed or hand delivered* (2 copies required) to:

J. Timothy Hance, Architect, 1314 Lincoln Street, Suite 212, Columbia, SC 29201



The Design Review Fee can be mailed or hand delivered; the fees are as follows:

New Residence	\$ 600.00
Additions and Renovations	\$ 300.00
Pools, Fences, Front Yard Landscaping, Site Elements	\$ 150.00
Color Modifications	\$ 100.00

*Checks should be made payable to **J Timothy Hance, PA**; credit cards are not accepted.*

*The above fees are subject to change without prior notice.*

## **B. Required Documents Related To Construction**

### **Additions and Renovations (see Checklist for detailed requirements)**

1. Architectural Review Application and Fee
2. Site plan
3. Scaled drawings, including but not limited to floor plans and exterior elevations
4. Material and color samples to be used
5. Landscape plan

### **Pools, Fences, Site Elements (see Checklist for detailed requirements)**

1. Architectural Review Application and Fee
2. Site plan
3. Appropriate drawings or photographs to demonstrate the extent of the intended improvements
4. Materials and colors to be used

### **Color Modifications (see Checklist for detailed requirements)**

1. Architectural Review Application and Fee
2. Colors or photographs of existing colors and proposed color modifications

### **New Residence (see Checklist for detailed requirements)**

1. Architectural Review Application and Fee
2. Site Plan
3. Floor Plans
4. Exterior Elevations
5. Roof Plan
6. Typical Wall Section
7. Exterior colors
8. Landscape Plan

## **C. Required Documents Related To Landscaping**

Each owner constructing a new dwelling, replacing landscaping as a result of an addition or renovation, or wishing to change their existing front yard landscaping, must submit an application and required documents to the ARB for review and approval.

### **Replacement of Landscaping as a result of an Addition or Renovation**

The landscape plan must be submitted with the Addition and Renovation application; a separate Design Review fee is not required. The landscaping must be implemented in full within 45 days after the completion of the addition or renovation.

## **Modifications to Landscaping Located in the Front Yard**

1. Architectural Review Application and Fee
2. Photographs of existing landscaping
3. Landscape plan, sketch or photograph of proposed landscaping

The new plantings must be implemented in full within 45 days.

## **New Residence Landscaping Requirements**

1. No fee if included with House submittal
2. Landscape Plan
3. Irrigation Plan, may be shown on Landscape Plan

A landscape plan should be submitted as soon as possible during the approval process. The plan must be approved prior to the completion of construction and then implemented in full within three months after the completion of the residence.

If the landscaping is not completed prior to the issuance of a Certificate of Occupancy, a landscape deposit of not less than \$6,000.00 will be deposited with the Belleclave Community Association. Upon installation and completion of the Landscape and Irrigation Plan, the owner should notify the ARB and a final inspection will then be made. If satisfactory, the landscape deposit will be refunded.

## **D. Approval Notification**

Upon final review and approval by the ARB, an approved Architectural Review Application will be forwarded to the applicant. The signed and dated Architectural Review Application shall serve as final approval by the ARB 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 ARB.

Approvals and disapprovals shall not be unreasonably withheld and shall be given or denied in writing within three weeks of submission to the ARB.

## **E. Inspections During Construction**

The right of entry and inspection is specifically reserved by the ARB, 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 ARB. A representative of the ARB may make periodic inspections without notice during the entire construction period. 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.

The applicant shall notify the Architectural Review Board when the construction is substantially complete, and a representative of the Board will make a final inspection. The owner will be notified of any violations in regards to the Certificate of Compliance and a plan for resolution will be agreed between the owner and the ARB.

## V. SPECIAL ASSESSMENTS FOR VIOLATIONS

The Belleclave Covenants and Restrictions state the following:

*Special Assessments for Violations: the Association, upon recommendation by the Architectural Review Board (ARB), shall levy Special Assessments (fines) for violations of the Declaration of Covenants, Conditions and Restrictions, and violations of ARB guidelines. Special Assessments will also be levied for the cost of correcting violations after the owner is notified, in writing, and an ARB hearing is convened at which the owner shall have the opportunity to present a defense.*

**Accordingly, the following fine structure will be in effect:**

### 1. First Notice of Violation

Initial Notice. Upon verification of the existence of a violation, the homeowner will be sent a written notice of the violation. This notice will inform the homeowner as follows:

- Detailed description of the violation and the associated reference in the Declaration of Covenants, Conditions and Restrictions and/or ARB Guidelines.
- Request for the homeowner to remedy the violation within 14 days to prevent a fine.
- Date the violation was observed
- Notice that failure to respond could result in a special assessment or fine. The HOA has the right to fine a homeowner \$50 at 14 day intervals (not to exceed \$250) until the violation is corrected.
- If the recipient has questions for clarification of the violation they are to contact the HOA management company.

### 2. Second Notice of Violation

If the homeowner fails to remedy the cited violation or fails to contact the HOA management company with a plan to remedy the violation within 14 days, a Second Notice of Violation will be sent to the homeowner. This notice will inform the homeowner as follows:

- Detailed description of the violation and the failure of the homeowner to respond or correct the violation as requested
- Notification of a \$50 assessment resulting from the homeowner's failure to respond to the written notice.
- Notice that a continued failure to respond will result in an additional \$50 special assessment.
- If the recipient has any questions for clarification of the violation they are to contact the HOA management company.

### 3. Third Notice of Violation

When another 14 days has passed with no contact or no effort from the homeowner to correct the violation a Third Notice of Violation will be sent to the homeowner. This notice will inform the homeowner as follows:

- Detailed description of the violation and the failure of the homeowner to respond or correct the violation as requested.
- Notification of a second \$50 special assessment resulting from the homeowner's failure to respond to previous written notices.

- Failure to comply resulted in a special assessment with the initial fine being \$50. The HOA has the right to fine the homeowner \$50 at 14 day intervals until the violation is corrected, or the fine reaches a maximum of \$250 per calendar year.
- Notification if violation is not corrected the HOA reserves the right to proceed with legal action filing a lien against the homeowner who would be responsible for all fines and fees associated with the collection process.
- If the recipient has any questions for clarification of the violation they are to contact the HOA management company.

4. Fourth Notice of Violation

After 90 days from the initial violation letter the HOA may proceed with Legal Action filing a lien against the homeowner. The homeowner will remain liable for all fines and fees associated with the lien/collection efforts.

**REPEAT VIOLATIONS:** If a violation of the same nature is repeated within any (1) year period after the last violation notice was sent, the violation process will continue uninterrupted. If a violation of the same nature reoccurs (1) year or more after the last violation notice was sent, the violation will be considered new and the process starts from the beginning.

Approved: Belleclave Community Association  
Board of Directors  
October 27, 2015

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**DATE OF APPLICATION** \_\_\_\_\_

**OWNER** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**WRITTEN DESCRIPTION OF MODIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required information is outlined on the following page. The application, fee and required documents must be completed and submitted by the Owner or agent before the commencement of any construction activity or alteration of any type, including landscaping. Please submit to:

J Timothy Hance, Architect, 1314 Lincoln Street, Suite 212, Columbia, SC 29201  
tim@timhancearchitect.com  
803-933-0600 office

You will be notified of the results within three (3) weeks of the date of submittal. If changes are required, one set of plans along with a letter outlining any required changes will be returned to you. The second set of plans will be retained by the ARB. Any required changes must be incorporated into the plans prior to being re-submitted.

If there are no changes required, the Application will be signed and returned to you as final approval for construction.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Status

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$300.00 DESIGN REVIEW FEE, made payable to J Timothy Hance, PA

\_\_\_\_\_ CERTIFICATE OF COMPLIANCE

\_\_\_\_\_ SITE PLAN, SURVEY OR PLAT: (1"=20' minimum) Including location of existing house with setbacks, proposed addition, dimensions, appropriate notes and any trees to be removed that are larger than 4" in diameter.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ FLOOR PLANS: (1/4" = 1'-0") Including plans for all levels, new square footage, dimensions and appropriate notes.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR ELEVATIONS: (1/4" = 1'-0") All sides necessary to show the complete addition or renovation. Elevations should include information depicting the exterior design, materials, roof pitches, window and cornice details, decks, terraces, railings, etc. You may also simply note that the new construction will match the existing, in which case photographs of the existing house must be provided.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR COLORS: Provide color samples or photographs of the existing house and the proposed new colors. You may also simply note that the new colors will match the existing, in which case photographs of the existing house must be provided.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ LANDSCAPE PLAN: Plan or sketch including proposed plant materials with sizes and quantities, sodded and natural areas, trees, etc.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**CERTIFICATE OF COMPLIANCE**

The Belleclave Community Association, Inc. expects all Owners to willingly comply with all requirements outlined in the ARB Guidelines for Design and Construction. Failure to comply may result in substantial delays or stop work, in addition to penalties. This form should be submitted once a contractor has been selected. The Owner or Agent may submit the form to:

J Timothy Hance, Architect, PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201  
tim@timhancearchitect.com

The UNDERSIGNED does CERTIFY to The Belleclave Community Association, Inc. that the building structure addition and/or renovation located at:

\_\_\_\_\_ will be constructed in compliance with the recorded covenants and final plans approved by the ARB on \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

CONTRACTOR: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - Pools, Fences, Front Yard Landscaping and Site Elements**

**DATE OF APPLICATION** \_\_\_\_\_

**OWNER** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**WRITTEN DESCRIPTION OF MODIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required information is outlined on the following page. The application, fee and required documents must be completed and submitted by the Owner or agent before the commencement of any construction activity or alteration of any type, including landscaping. Please submit to:

J Timothy Hance, Architect, PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201  
tim@timhancearchitect.com  
803-933-0600 office

You will be notified of the results within three (3) weeks of the date of submittal. If changes are required, one set of plans along with a letter outlining any required changes will be returned to you. The second set of plans will be retained by the ARB. Any required changes must be incorporated into the plans prior to being re-submitted.

If there are no changes required, the Application will be signed and returned to you as final approval for construction.

_____ Date Received	_____ Status
_____ Date Reviewed	_____ For the ARB



**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$150.00 DESIGN REVIEW FEE, made payable to Timothy Hance Architecture PC

\_\_\_\_\_ CERTIFICATE OF COMPLIANCE

\_\_\_\_\_ SITE PLAN, SURVEY OR PLAT: (1"=20' minimum) Including location of existing house with setbacks, dimensions, appropriate notes, any trees to be removed that are larger than 4" in diameter and the location of the proposed pool, fence, front yard landscaping and/or site element.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ POOLS ONLY: Scaled drawings and details necessary to show the entire pool with any adjacent decking, fencing, etc. with dimensions and appropriate notes

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ FENCES ONLY: Drawings and/or photographs of the proposed fence style with materials, color and height noted.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ FRONT YARD LANDSCAPING ONLY: Plans and/or sketches including proposed plant materials with sizes and quantities, sodded and natural areas, trees, etc.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ SITE ELEMENTS ONLY: Drawings and/or photographs of the proposed site element, including a description of the size, color and materials.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

Belleclave Community Association, Inc.

**Architectural Review Application - Pools, Fences, Front Yard Landscaping and Site Elements**

**CERTIFICATE OF COMPLIANCE**

The Belleclave Community Association, Inc. expects all Owners to willingly comply with all requirements outlined in the ARB Guidelines for Design and Construction. Failure to comply may result in substantial delays or stop work, in addition to penalties. This form should be submitted once a contractor has been selected. The Owner or Agent may submit the form to:

J Timothy Hance, Architect, PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201  
tim@timhancearchitect.com

The UNDERSIGNED does CERTIFY to The Belleclave Community Association, Inc. that the Pool, Fence, Front Yard Landscaping and/or Site Element improvement for the house located at:

\_\_\_\_\_ will be constructed in compliance with the recorded covenants and final plans approved by the ARB on \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

CONTRACTOR: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - Color Modifications**

**DATE OF APPLICATION** \_\_\_\_\_

**OWNER** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**WRITTEN DESCRIPTION OF MODIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required information is outlined on the following page. The application, fee and required documents must be completed and submitted by the Owner or agent before the commencement of any construction activity or alteration of any type, including landscaping. Please submit to:

J. Timothy Hance, Architect PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201

time@timhancearchitect.com; (803) 933-0600

You will be notified of the results within three (3) weeks of the date of submittal. If changes are required, one set of plans along with a letter outlining any required changes will be returned to you. The second set of plans will be retained by the ARB. Any required changes must be incorporated into the plans prior to being re-submitted.

If there are no changes required, the Application will be signed and returned to you as final approval for construction.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Status

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - Color Modifications**

**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$100.00 DESIGN REVIEW FEE, made payable to Timothy Hance Architect PC

\_\_\_\_\_ CERTIFICATE OF COMPLIANCE

\_\_\_\_\_ EXTERIOR COLORS: Provide color samples or photographs of the existing house and the proposed new colors.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

Belleclave Community Association, Inc.  
**Architectural Review Application - Color Modifications**

**CERTIFICATE OF COMPLIANCE**

The Belleclave Community Association, Inc. expects all Owners to willingly comply with all requirements outlined in the ARB Guidelines for Design and Construction. Failure to comply may result in substantial delays or stop work, in addition to penalties. This form should be submitted once a contractor has been selected. The Owner or Agent may submit the form to:

J. Timothy Hance, Architect, PA  
1314 Lincoln Street, Suite 212  
Columbia, South Carolina 29201  
tim@timehancearchitect.com

The UNDERSIGNED does CERTIFY to The Belleclave Community Association, Inc. that the Color Modifications proposed for the house located at:

\_\_\_\_\_

will be completed in compliance with the recorded covenants and the final plans approved by the ARB on \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

CONTRACTOR IF APPLICABLE: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - New Residence**

**APPLICATION**

**DATE OF APPLICATION** \_\_\_\_\_ **LOT #** \_\_\_\_\_

**CONSTRUCTION ADDRESS** \_\_\_\_\_

**OWNER** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**ARCHITECT OR DESIGNER** \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

Required information is outlined on the following page. The application, fee and required documents must be completed and submitted by the Owner or agent before the commencement of any construction activity or alteration of any type, including landscaping. Please submit to:

J Timothy Hance , Architect, PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201  
tim@timhancearchitect.com  
803-933-0600

You will be notified of the results within three (3) weeks of the date of submittal. If changes are required, one set of plans along with a letter outlining any required changes will be returned to you. The second set of plans will be retained by the ARB. Any required changes must be incorporated into the plans prior to being re-submitted.

If there are no changes required, the Application will be signed and returned to you as final approval for construction.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Status

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
For the ARB

**Architectural Review Application - New Residence**

**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$600.00 DESIGN REVIEW FEE, made payable to J Timothy Hance, Architect

\_\_\_\_\_ Certificate of Compliance

\_\_\_\_\_ SITE PLAN: (1"=20' scale) Indicating property lines, footprint of house, setbacks, proposed grade changes, driveways, walks and patios, decks, driveways, outbuildings, etc. in addition to all trees to be removed larger than 4" in diameter.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ FLOOR PLANS: (1/4" = 1'-0") Plans for all levels with dimensions, room usage labeled, heated and gross square footage

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR ELEVATIONS: (1/4" = 1'-0") Front, rear and both sides depicting materials, roof pitches, column sizes, window and cornice details, decks, terraces, railings, etc. with appropriate dimensions and notes.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ ROOF PLAN: Plan view showing pitches with appropriate notes.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ TYPICAL WALL SECTION: (3/4" = 1'-0") Showing ceiling and window head heights, cornice details, knee walls, etc. with appropriate dimensions and notes.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR COLORS: Colors for all materials, including, but not limited to, foundation, walls, cornice, roofs, windows and doors, shutters, decks, railings

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ LANDSCAPE AND IRRIGATION PLAN: Including plant materials with sizes and quantities, sodded and natural areas noted. The plan may be submitted during construction but must be approved with the landscaping installed prior to the construction completion.

**CERTIFICATE OF COMPLIANCE**

The Belleclave Community Association, Inc. expects all Owners to willingly comply with all requirements outlined in the ARB Guidelines. Failure to comply may result in substantial delays or stop work, in addition to penalties. This form should be submitted once the contractor has been selected. The Owner or Agent may submit the form to:

J Timothy Hance, Architect, PA, 1314 Lincoln Street, Suite 212, Columbia, SC 29201

tim@timhancearchitect.com

The UNDERSIGNED does CERTIFY to The Belleclave Community Association, Inc. ARB that the building structure and other improvements located at:

\_\_\_\_\_ (lot number and street)  
will be constructed in compliance with the recorded covenants and final plans approved by the ARB on \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_ Signature

BUILDER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_ Signature

LANDSCAPING CONTRACTOR: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_ Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
For the ARB

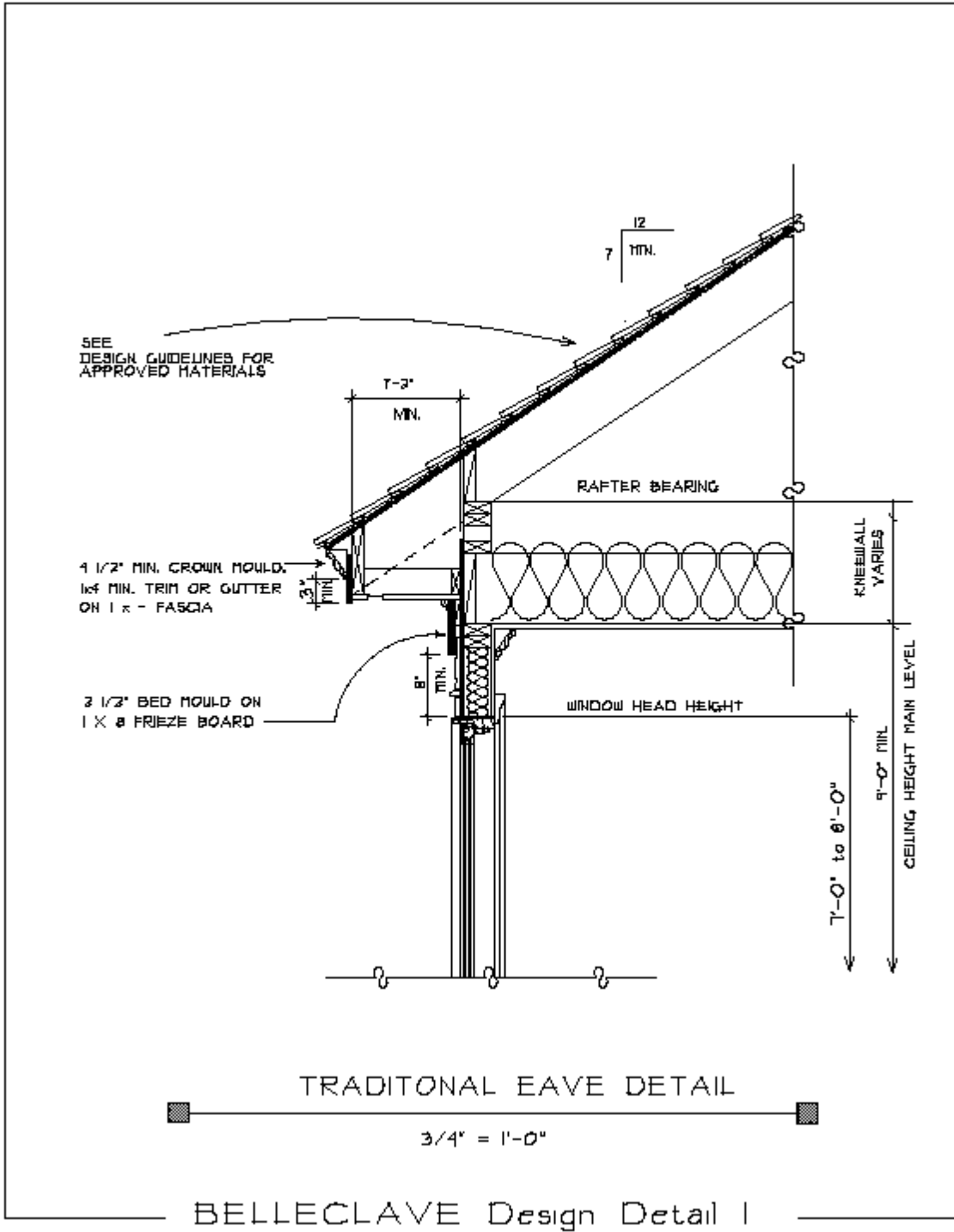


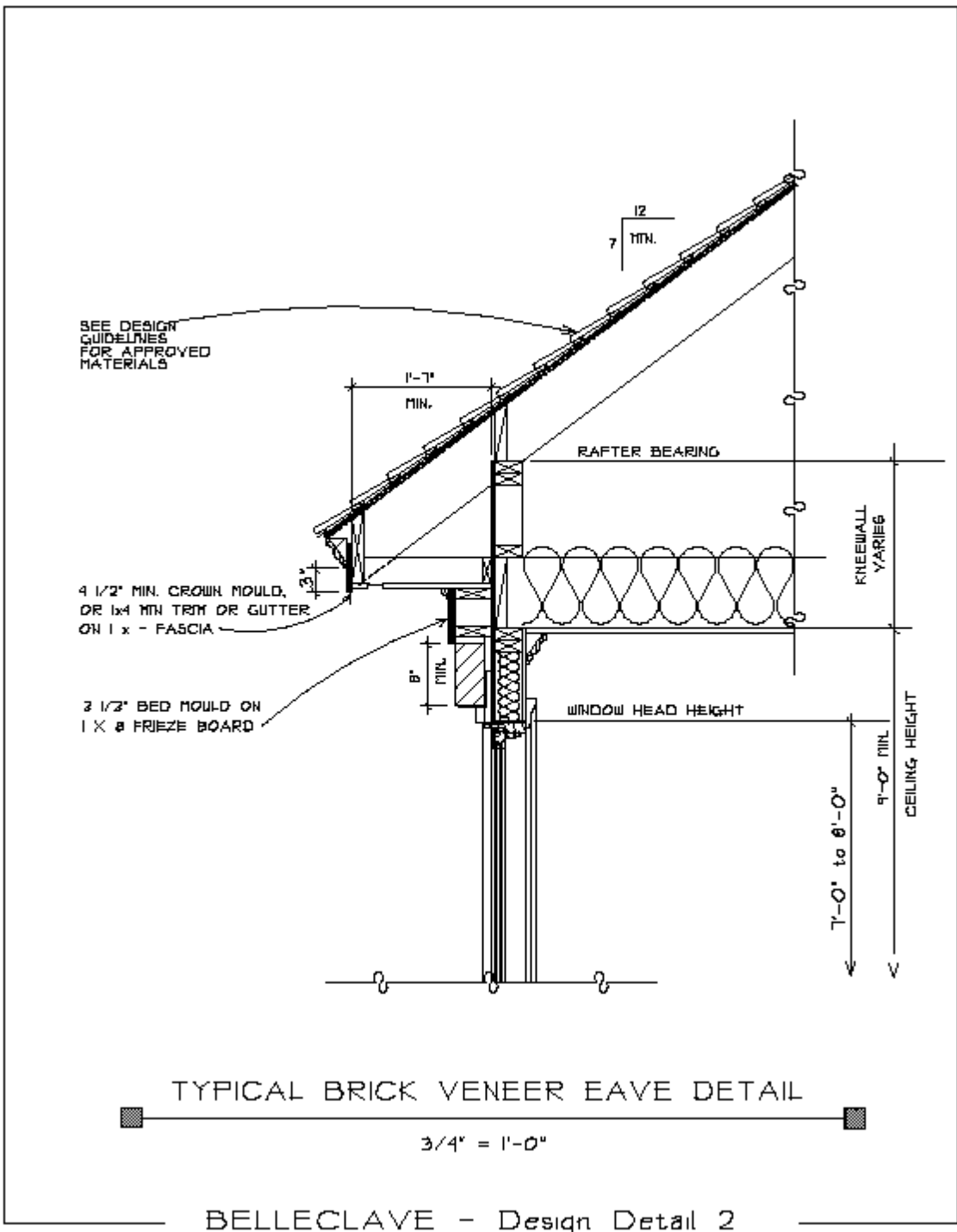
**SAMPLE MAILBOX POST**

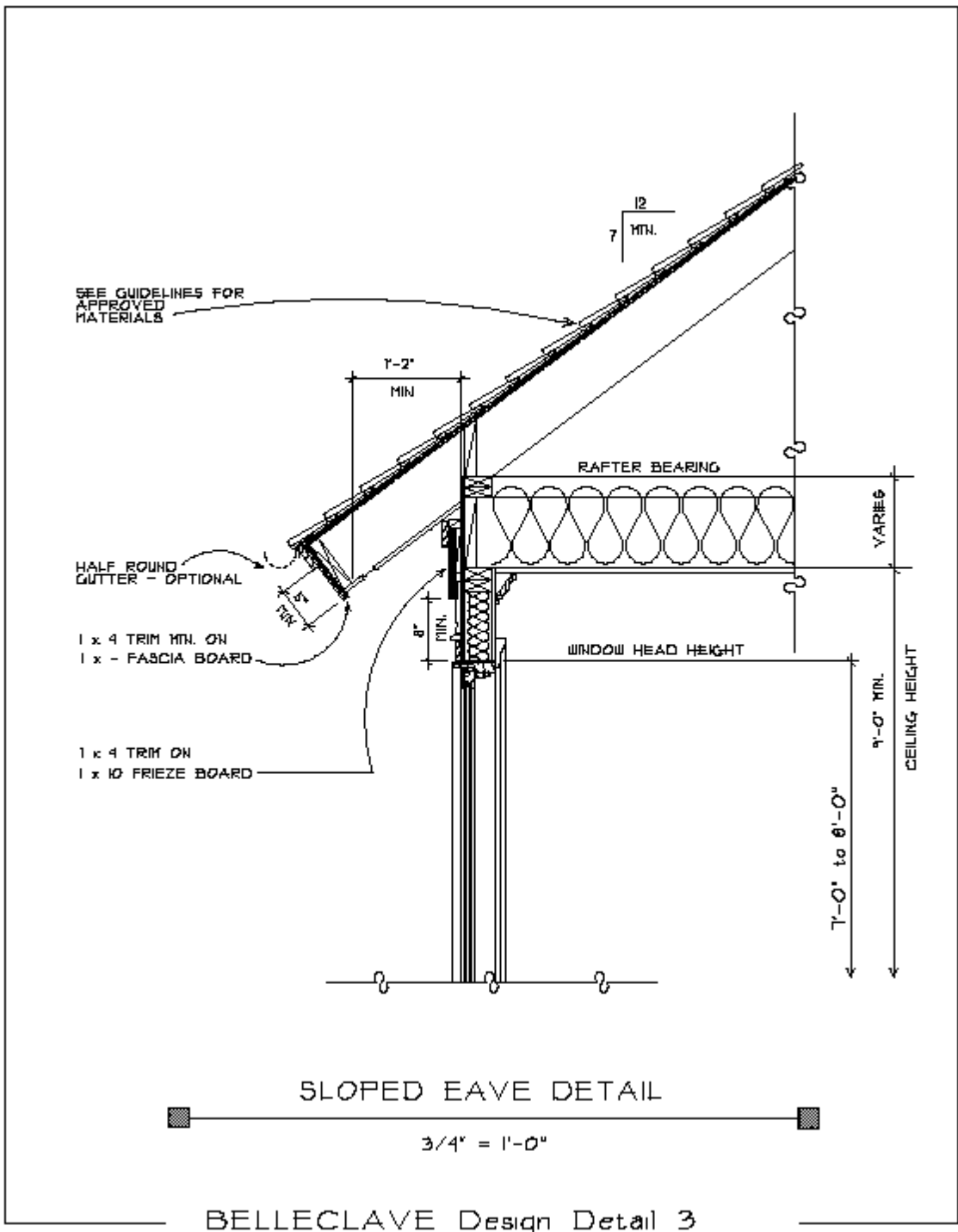


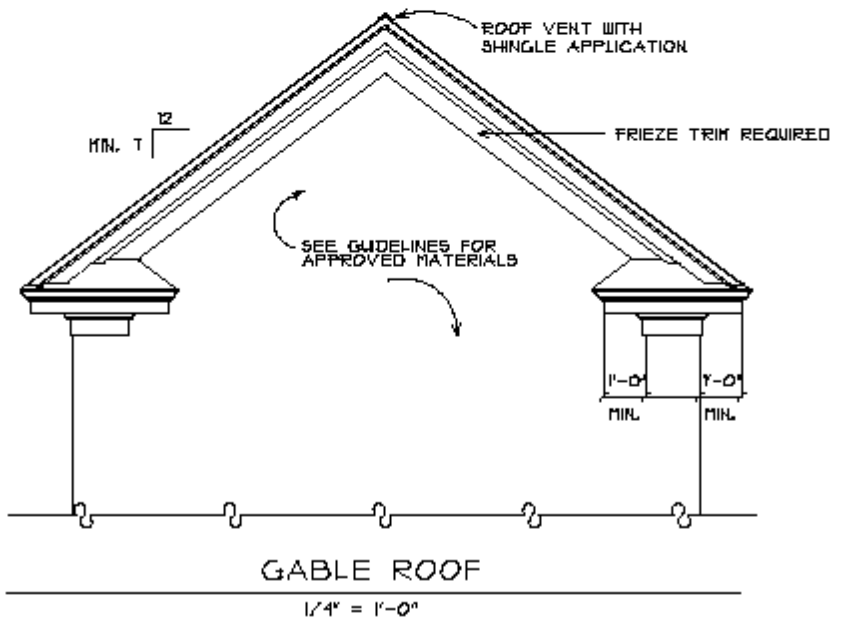
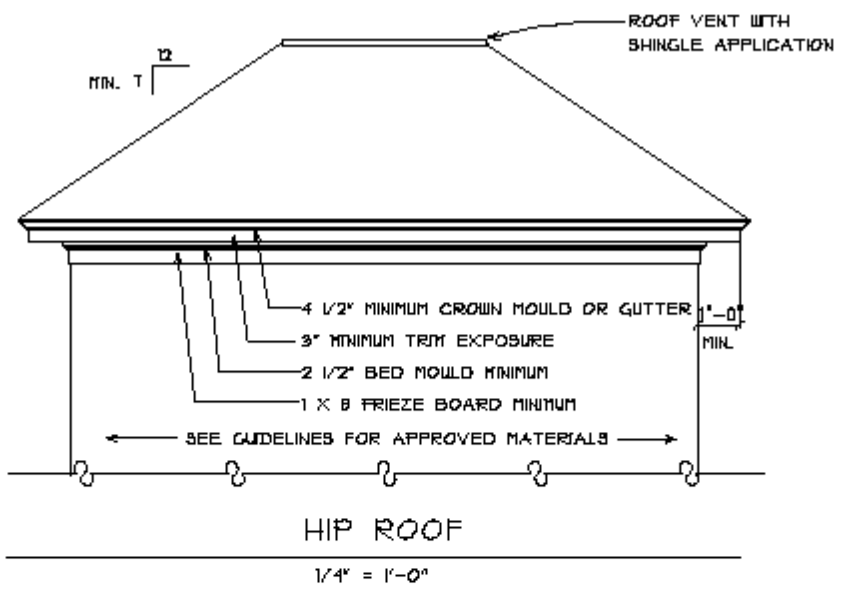
**SAMPLE REAL ESTATE SIGN**





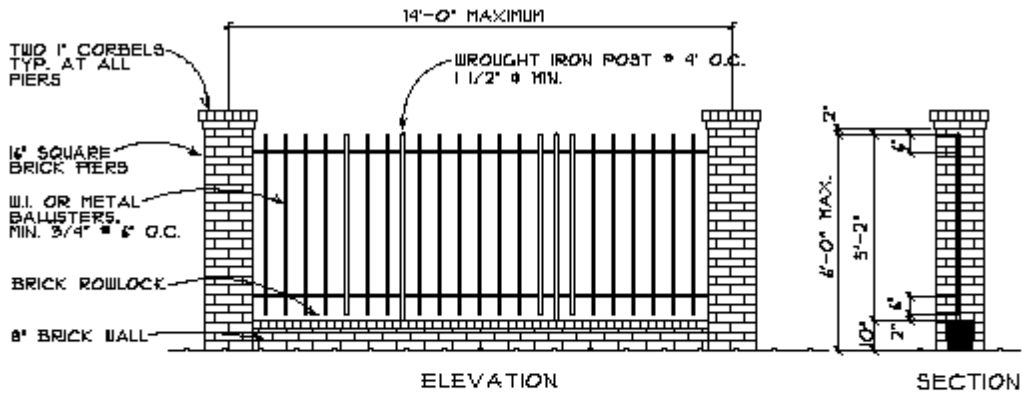






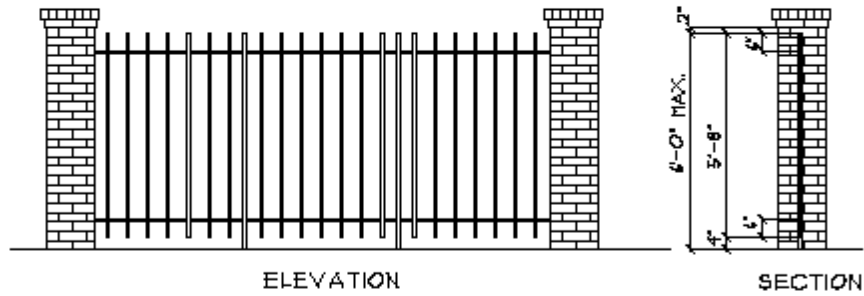
BELLECLAVE Design Detail 4

NOTE: BRICK PIERS ALSO REQUIRED AT ALL LOT CORNERS AND GATE OPENINGS.



FENCE STYLE #1

1/4" = 1'-0"



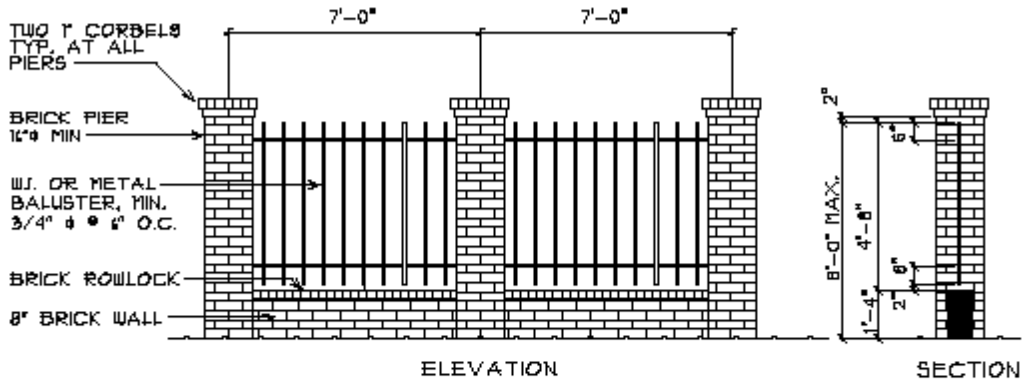
FENCE STYLE #1A

1/4" = 1'-0"

ALL NOTES ABOVE APPLY TO THIS STYLE

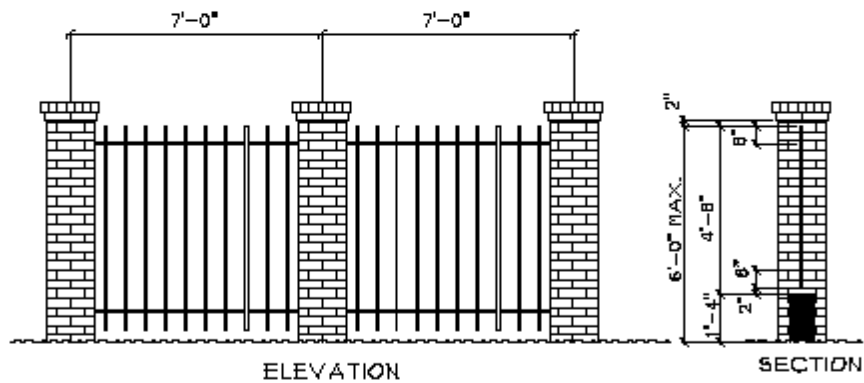
BELLCLAVE Design Detail 5

NOTE: BRICK PIERS ALSO REQUIRED AT ALL LOT CORNERS AND GATE OPENINGS.



FENCE STYLE #2

1/4" - 1'-0"



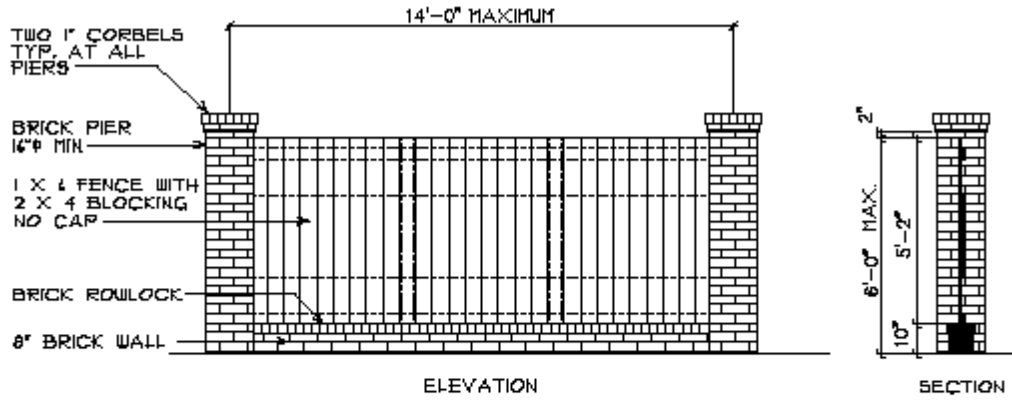
FENCE STYLE #2A

1/4" - 1'-0"

ALL NOTES AT STYLE #2 APPLY TO THIS STYLE

BELLECLAVE - Design Detail 6

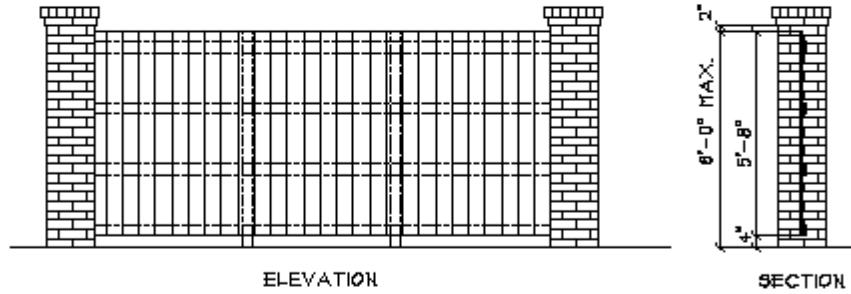
NOTE: BRICK PIERS ALSO REQUIRED AT ALL LOT CORNERS AND GATE OPENINGS.



FENCE STYLE #3

1/4" = 1'-0"

ADDITIONAL SUPPORTS REQUIRED BETWEEN PIERS TO PREVENT SAGGING. SUPPORTS TO BE PLACED ON BACK SIDE OF FENCE.



FENCE STYLE #3A

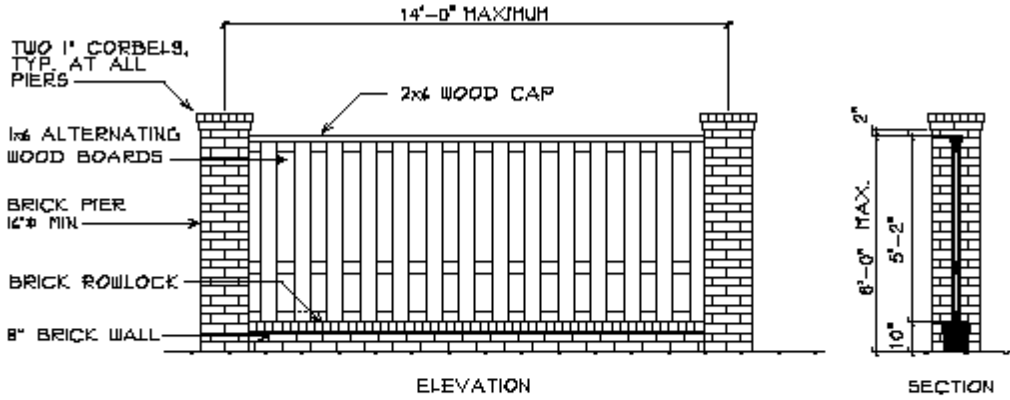
1/4" = 1'-0"

ALL NOTES AT STYLE #3 APPLY TO THIS STYLE

BELLECLAVE Design Detail 1



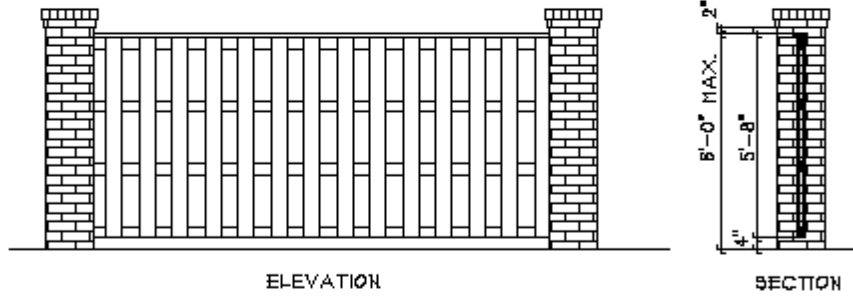
NOTE: BRICK PIERS ALSO REQUIRED AT ALL LOT CORNERS AND GATE OPENINGS.



FENCE STYLE #4

1/4" = 1'-0"

ADDITIONAL SUPPORTS REQUIRED BETWEEN PIERS TO PREVENT SAGGING. SUPPORTS TO BE PLACED ON BACK SIDE OF FENCE.

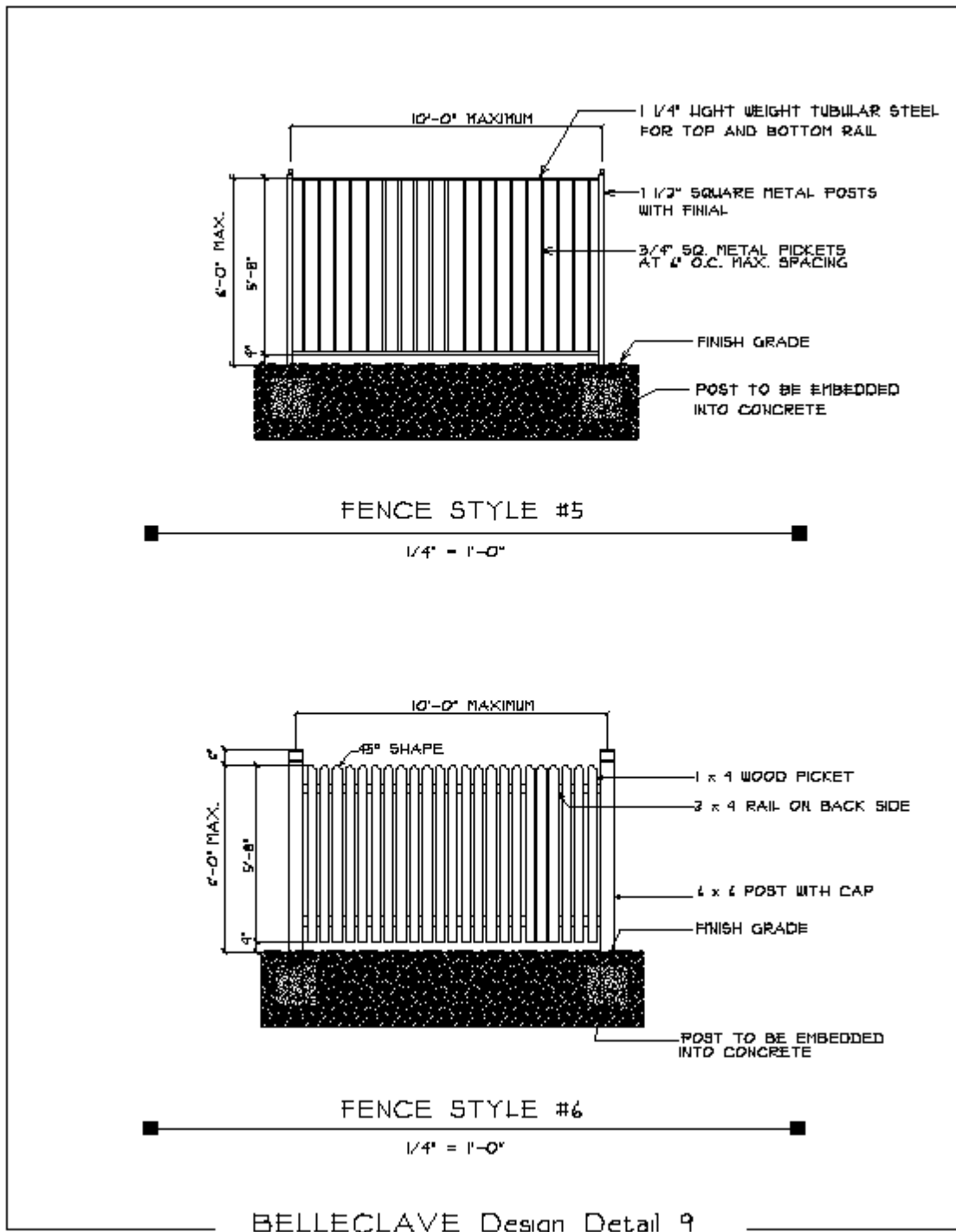


FENCE STYLE #4A

1/4" = 1'-0"

ALL NOTES AT STYLE #4 APPLY TO THIS STYLE

BELLCLAVE Design Detail 8



## **IX. AMENDMENTS**

### **A. Solar Panels**

1. Amendment to Architectural Review Guidelines, dated May 15, 2015.
2. Solar panels must be placed on the back side of homes, and shielded from view from the street and from other lots to the maximum extent possible. When submitting the Architectural Review Application, Pools, Fences, Front Yard Landscaping and Site Elements, the homeowner will be required to submit a plat with the actual footprint of the house, and include the proposed positioning of the solar panels. The plat should be a scaled drawing of the home showing roof line and position of the road(s) and adjoining lots. This modification is considered a Site Element.
3. Any solar panel installation, whether purchased or leased, must have prior approval in writing by the ARB.

## **IX. Amendments**

### **B. Landscaping**

1. Amendment to Architectural Review Guidelines, dated June 1, 2020.
2. Landscaping beds must be covered with either pine straw or mulch. Other materials, including rocks, gravel, sand, etc. either should not be used or must be approved by the Architectural Review Board as part of a landscaping plan.