



"Guide to the ARB Guidelines"

New Construction/Major Renovations--*This includes additions and other major renovations to existing homes involving construction to the exterior*

- **Owners, Architects, Designers and Contractors should all become conversant with the entirety of the Architectural Review Board Guidelines & Standards—posted on our website**
 - Section 1 sets out the design guidelines for new home construction in Grimball Gates
 - styles of homes, site location on the Lot and landscape guidelines
 - instruction for preparing a site analysis for submission to the ARB
 - Section 2 sets out the logistics of the ARB Review Process and requisite submittal forms, fees, deposits, drawings, site plans and other documentation
 - ***Preliminary Review***—this step is optional. Preliminary site and home construction plans may be submitted for early initiation of the ARB Review process and to receive feedback from the ARB. A “Request for Preliminary Review” form may be found on Exhibit 1 of the Application for ARB Review forms packet posted on www.grimballgates.org. This should be completed and submitted to the Property Manager to initiate ARB review. Preliminary Approval is valid for 1 year from date of approval
 - ***Conditional Review and Approval***- this step is required prior to the grant of Final Approval by the ARB for permission to initiate construction. “Conditional Approval Submittal Requirements” are detailed on Exhibit 3 of the forms packet, and should be referenced for guidance on submittal requirements. Notably, a “Request for Conditional Review and Approval” form provided on Exhibit 2 of the forms packet must be completed and submitted to the Grimball Gates Property Manager for initiation of ARB

Review, accompanied by the “Construction Commitment” provided on Exhibit 4 and the “Owner’s Agreement” on Exhibit 5. A final stakeout of the Lot is also required; samples of materials may be helpful

- **Final Approval-** Final Approval is necessary before any Lot clearing, material deliveries or construction may begin. Final Approval will not be given by the ARB until Conditional Approval has been granted by the ARB in conjunction with a showing by the Owner that all requisite governmental permits and approvals from the City of Charleston along with any other controlling governmental authority have been obtained, with documentation evidencing this having been submitted to the ARB

○ Section 3 sets out the rules and regulations for construction in Grimball Gates

- Contractors in particular should become familiar with the do’s and don’ts set forth in this Section, before, during and after construction is finished
- The ARB may inspect the construction site from time to time
- Proper Lot identification signage is required for new home construction
- Contractors are responsible for the conduct of all workers
- Hours of construction are limited – NO SUNDAYS OR HOLIDAYS
- Upon completion of construction, Contractors should request that the ARB conduct a Final Inspection to initiate return of any remaining construction deposit

- **Sections 4 and 5 set forth the Architectural Review Board Standards and Landscaping Standards, respectively.**

- These are concise lists of the minimum ARB requirements for building materials, site location and design and landscaping requirements, including fencing
 - Lawn irrigation is required
 - All requirements of the City of Charleston Landscape Ordinance pertaining to protected trees and otherwise must be followed

- **Section 7 sets forth procedures for appealing a decision of the ARB**

MINOR ADDITIONS OR OTHER EXTERIOR CHANGES TO EXISTING HOMES OR PROPERTY “MINOR REVIEW”

APPLICABLE TO MANY PROJECTS AT EXISTING HOMES

- **The last part of Section 2 of the Architectural Review Board Guidelines and Standards should be consulted –“Additions and Exterior Changes to Existing Homes or Property” for specifics**
 - Minor improvements may include additions of, or alterations to decks, patios, driveways, docks, walks, painting, fences, exposed dish antennas, energy conservation features or structures (such as solar panels), fountains, statuaries and other ornamental structures, major landscaping projects (eg. affecting the entire yard), game and play structures, firewood and other storage structures, lighting, and the like
 - Proposed improvements not likely to be characterized as minor improvements include construction of an additional building on a Lot with an existing home; additions of rooms or other major exterior structures to existing homes; major renovations or restoration to the exterior of an existing building on a Lot; any proposed addition or alteration to an existing home or property that will require the use of heavy construction vehicles and other equipment and materials in the Community streets or that may impact other Common Areas; and the like, where it may be more appropriate that the Conditional Review and Approval submission process and forms be used
 - **THE PROPERTY MANAGER SHOULD BE CONSULTED TO CONFIRM WHETHER OR NOT A PROPOSED PROJECT IS PROPERLY CHARACTERIZED AS MINOR, AND TO DETERMINE THE NATURE OF THE SUPPORTING DOCUMENTATION AND INFORMATION THAT WILL BE REQUIRED BY THE ARB TO UNDERTAKE ITS REVIEW**
 - A “Request for Minor Improvement Review” form shown on Exhibit 7 in the packet of ARB application for review forms must be completed and submitted to the Property Manager together with the requisite ancillary documentation, Review Fee and construction security deposit as may be

determined by the ARB (if any), a completed Exhibit 4, "Construction Commitment", and a completed Exhibit 5, "Owner's Agreement" (unless submittal of these forms is waived by the Property Manager/ARB), as well as any other items that will aid the ARB in its review, such as material or paint samples, and the like.

- The ARB will endeavor to utilize the Minor Review pathway whenever practical and may in some instances, and in their sole discretion, waive the Review Fee and/or construction security deposit requirement, and may waive one or more form submittal requirements
- Landscaping additions and alterations must be in compliance with the Landscaping Standards, but generally will not require ARB approval
- Repainting with the same house colors does not require ARB approval