

Sanctuary on Lake Wylie Document Submission List

The following is intended as Guidance for drawing submittals to the ACC. By following this checklist you can be assured that you will have submitted all that is required for the architectural review. Submitting anything less than what is listed may prolong the response time for your review.

The Schematic Document Review option (SD's). The intention is to give you an opportunity to submit your initial ideas about the home you wish to present, prior to commissioning a full set of working drawings. There is no fee for this review from an owner or someone who has made a bona fide offer on a lot in the Sanctuary. Basic single line sketches are all that is required.

What is required for a Schematic (SD) Review Submittal?

- a) The Schematic Review request form must be sent to the Association Manager. See attached.
- b) Once you have been logged into the review portal you will be sent a password to gain access.
- c) Submit the following to the review portal as a PDF (only): YOU MUST NAME THE DRAWING BY ITS CONTENT BEFORE UPLOADING. UNDESIGNATED DRAWINGS WILL BE REJECTED.
 - a. A **site plan** showing boundaries, setbacks and easements and house location. We recommend also providing an existing topography plan if the home footprint is on a steeply sloped area. Not acknowledging the conditions of a slope could cause delays in future reviews.
 - b. **Floor plans** showing heated and unheated square footage.
 - c. A minimum of four **elevations** (adapted to the existing topography).
 - d. A **roof plan** indicating roof pitches. Show dormers where applicable.
 - e. (optional) Any details, renderings or special graphics which help convey your concept.

The ACC will endeavor to respond to you with comments within ten working days.

The Construction Documents (CD's). These are the required drawings and specifications FOR ALL STRUCTURES TO BE BUILT ON THE PROPERTY that are not only needed for the formal ACC review but should be detailed sufficiently for use during construction.

Note: If there are major comments from the Schematic Review which are significant enough to require an intermediate review, complete the application process and the ACC will provide a second Schematic Review. Fees must be paid in advance of this review.

What is required for a Construction Document Submittal?

The following items must be submitted to the ACC for Construction Document approval for each structure. (Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

- a) The Construction Document Request Form and Fees must be sent to the Association Manager. See attached.
- b) Submit the following to the review portal in PDF Only. YOU MUST NAME THE DRAWING BY ITS CONTENT BEFORE UPLOADING. UNDESIGNATED DRAWINGS WILL BE REJECTED.
 - a. **Floor plans:** Indicate all rooms and sizes, along with square footage of the total heated area and square footage of unheated area. Show the finished floor elevation (FFE) of the first floor with respect to finished topography.
 - b. **Roof plan** indicating slopes and finish materials. Show dormers, cupolas and finials where applicable and extent of or approximate location of solar panels and lightning protection system.

- c. **Elevations:** Provide front, rear, and side elevations indicating building materials and finishes, windows, doors and trim. Elevations to be site-adapted showing correct location of grade against the wall with respect to the actual topography. Show floor to floor heights.
- d. **Typical Wall Sections:** 1. The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. 2. Provide both Transverse and Longitudinal sections through any front porch including front door.
- e. **Details:** Key details needed to clarify significant features of and unique element of the home's exterior.
- f. **Structural and Foundation:** Sealed engineering drawings, specifications and details for all occupied structures, as required by local authorities for the building permit, shall also be provided to the ACC.
- g. **Specifications:** 1. On the schedule provided, call out by manufacturer name and style all exterior materials to be exposed to view including roofs, walls, windows and doors, trim, columns, timbers shutters, pavers, walkways and driveways, screen walls, grills or ornaments and include light fixtures attached to walls or posts.
- h. **Samples:** Provide as a composite PDF, digital photos (available from manufacturer websites) of all material items identified under specifications showing colors and finishes. Actual physical samples of these elements, other than light fixtures will need to be placed on a physical "sample board" at site staking.
- i. **Site Plan.** 1. Show the lot lines, required setbacks, easements and horizontal dimensions that locate the residence and other proposed structures. 2. Show the calculated SF of the site, the proposed area to be cleared and provide both the SF and Percentage of the proposed cleared area. 3. Provide SF and Percentage calculation for all impervious area proposed for the site. 4. Show all proposed driveways, walkways, patios, decks, pools and other recreational equipment. 5. Show the permitted location for any on-site septic field and repair area and identify it as a drain field system (calculated as part of the cleared area) or aerobic drip system with lines placed between existing trees (not considered cleared area). 6. Show existing topographic contours at two-foot increments within the area to be disturbed using dashed lines and use solid lines for proposed finished contours. The submittal will be rejected if existing and finished contours are not noted. 7. Denote the finished floor elevation of the main floors of all proposed structures. 8. Show retaining walls: Show locations and provide engineering design and calculations for any exterior retaining wall with over four feet of unbalanced fill. Identify the materials of construction including finish materials. 9. Show the finished condition at each culvert end using headwall, rip rap or stone.
- j. **Drainage Plan:** This document is required for each site whether steep or shallow. This drawing must be prepared by a licensed Surveyor, Civil Engineer or Landscape Architect. 1. Show all water flow on the site for disturbed areas and all areas downstream of disturbed areas including driveways, building pads, pools and septic areas - both primary and repair. 2. Show location of septic pumps where applicable. 3. Show locations and details of construction and specifications of materials for drainage basins. Include driveway culverts within street drainage swales. 4. Identify site elevation on both left and right lot lines in the swales and culvert inverts at the driveway. 5. Except for roadway drainage on common areas at roads, the licensed professional shall endeavor to show that water from this site is not concentrated in such a way

to produce increased volume or velocity of water onto an adjacent lot, or deposit silt into the lake waters or onto roadways or street drainage swales.

- k. **Erosion Control - Plant Protection Plan:** May be incorporated within the Drainage Plan drawing 1. Show embedded silt fencing on the downhill side of all disturbed areas, or as required by local authorities. 2. Show double fencing with WWF reinforcing where drainage is concentrated or at very steep locations. 3. Provide other filtration mechanism as needed for a responsive design. 4. Show protection measures for trees and vegetation near the construction area intended to not be disturbed during construction.
- l. **Septic Field Details and County Approval:** Provide the drawings and permit for the septic system, identifying it as to its type. In the event an off-site septic system is to be used, show the location of this field on a drawing or on an aerial view photo from a GIS source. Show also the routing of the service line from the pump location at the house to the drain field.
- m. **Outbuildings:** Provide plans and elevations for any proposed outbuildings including Detached Garages, Guest Houses, Cabanas, Garden Sheds or Utility Structures.
- n. **Detailed Landscaping Plan:** 1. Indicate proposed finished grades, hardscape elements as well as landscape on a single plan. 2. Show location, size, species, quantity, spacing, and other landscaping details. 3. Provide a plant schedule. 4. Show proposed automatic irrigation system or rain collection system. 5. Show extent of low-level landscape lighting. Submittal of plans with the construction documents is recommended, but plans may be submitted for approval as late as the on-site Dry-In review. Reference the Landscape Guidelines for plant size evaluations used by the ACC.
- o. **Photographs:** Digital photos documenting any damage to the road edge along the full road frontage should be taken prior to clearing/construction. Include road surface, road shoulder, and drainage swale. These photos are for the benefit of builder and owner to avoid the cost of repair of pre-existing damage.
- p. **Variance:** Include any request for a Variance at this time. See attached form. Typically, a variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements.

A variance request is attached ____ yes ____ no. (NO is assumed if not otherwise indicated)

EXPECTED START _____ **EXPECTED DRY-IN** _____ **EXPECTED FINAL** _____

Other data: The ACC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary to fully understand the design intent.