



Carolina Park Community Association Design Review Board Modification Application

I. Homeowner's Information

Date: _____ Lot #: _____ Anticipated Start Date: _____ Estimated Duration: _____

Name(s): _____

Address: _____

Telephone Number: _____

Email Address: _____

II. Submissions for Approval

The following items are required in your submission package:

1. **Completed application form**
2. **DRB Review Fee and Compliance Deposit Checks** - *Separate checks are required. The check for the DRB Fee is deposited. The Compliance Deposit check is held. Both checks should be made out to Carolina Park Community Association.*
3. **Required information as outlined below**

The submission package may be dropped off or mailed to:

**Carolina Park Community Association
3520 Park Ave Blvd, Suites 103-104
Mt. Pleasant, SC 29466**

Note: A secure drop box is available near the front door.

At the completion of your project, notify hoa@carolinapark.com or call (843)971-1210 to request a compliance inspection. Compliance Deposit Checks will be shredded upon a satisfactory inspection. If you prefer to have your check returned via US Mail, indicate this preference in the inspection request.

For Office Use Only:

| | |
|-------|------------|
| Fee: | Inspected: |
| Comp: | Note: |
| Date: | Comp.: |

III. Type of Approval Request (Check all that apply)

- Exterior Modification** **DRB Review Fee \$50 Compliance Deposit \$500**
- Screen Porch Enclosure Bahama or Hurricane Shutters Awning
- Front Step Design or Materials Porch Railing Design or Materials Paint Colors

- Include image or elevation of proposed design or purchased product
- Specify materials, dimensions, and finishes

- Fence** **DRB Review Fee \$50 Compliance Deposit \$500**

- Attach current site plan with exact location of the proposed fence drawn in place. Include location(s) of proposed gates. Identify the location of any neighboring fence that abuts the property.
- Include image of proposed fence and gate design.
- Identify material, fence height, gate widths, and finish.
- Fences are required to be 48" in height.
- Aluminum and wood fences are allowed. No vinyl fencing, chain link fencing, or rough-cut lumber is permitted.
- Fences must be placed either on the property line or at least 5 feet off the property line to allow access for maintenance.
- Wood fences must be painted Charleston Green, or black. The finished side of the fence must face out.

- Hardscape** **DRB Review Fee \$50 Compliance Deposit \$500**

- Patio and/or Walkway Seat Wall Brick Steps Firepit
- Arbor, Gazebo or Trellis Outdoor Kitchen Fireplace

- Attach current site plan with location of all proposed improvements drawn in place
- Specify materials, dimensions, and finish.
- Include image of materials – paver, tile, brick, etc.
- Include image and specifications for any purchased items (gazebo, kitchen equipment, etc.)
Note: Vinyl products will not be approved.
- State how the improved area will be accessed during construction.
- Ensure improvements will not adversely impact drainage onto adjoining lots.

- Home Additions/ Remodels** **DRB Review Fee \$250 Compliance Deposit \$2,500**

- Attach current site plan with location of all proposed improvements drawn in place.
- Include detailed plans and elevations showing all sides of the proposed improvement. Significant remodeling projects often require the services of an architect/ structural engineer.
- List materials, dimensions, roof slope, and finishes. Materials must match house/garage.
- State how the area will be accessed during construction.
- Indicate location of dumpster/ porta john/ staging areas (if applicable).

Landscaping

DRB Review Fee \$50 Compliance Deposit \$500

- Attach a current site or landscape plan with location of all proposed improvements drawn in place.
- List name, location, and size of proposed plants/trees/etc.

Playset, Trampolines, Permanent BB Hoop

DRB Review Fee \$25 Compliance Deposit \$250

- Attach current site plan with location of all proposed improvements drawn in place.
- Only wooden playsets will be approved.
- Play equipment should be located behind the rear plane of the home and positioned to minimize impact to neighboring homes.
- Include image of proposed play equipment.
- List materials, dimensions, and finish of playset.
- List materials to be installed under play equipment.

Pools and Spas

DRB Review Fee \$250 Compliance Deposit \$2,500

- Attach current site plan with location of all proposed improvements drawn in place.
- Provide detailed plans of proposed pool, spa and/or water feature design.
- List materials, dimensions and finish of pool/spa and deck.
- Include image of the materials for the pool/spa, coping, deck, etc.
- Indicate location of pool/spa equipment and how it will be screened from view. A wooden enclosure or evergreen shrubs (7 gallon or larger) will be required. If planning an enclosure, provide image/elevation of proposed design and list materials, dimensions, and finish. Enclosures are required to be painted.
- A landscape plan must be submitted at the same time as the pool/spa application. The pool/spa area must be screened from view of neighbors, streets, alleys, and common areas with evergreen shrubs (7 gallon or larger).
- If additional components such as a patio or fence are planned as a part of the project, provide detailed information for each item. A separate DRB review fee and compliance deposit will not be required.
- State how the area will be accessed during construction.
- Ensure improvements will not adversely impact drainage onto adjoining lots.

Shed or Cabana

DRB Review Fee \$50 Compliance Deposit \$500

- Attach current site plan with location of all proposed improvements drawn in place.
- Include detailed plans and elevations showing all sides of the structure.
- List materials, dimensions, roof slope, and finish. Include information on ramp, or landing (if applicable). Materials and colors are required to match the home.
- State how the shed/cabana will be anchored.
- State how the area will be accessed during construction.

Trash Enclosure **DRB Review Fee \$25 Compliance Deposit \$250**

- Attach current site plan with location of proposed improvement drawn in place.
- Include image or plan of the proposed design.
- Specify materials, dimensions, and finish. Enclosures are required to be painted.
- Identify location of door/gate (if applicable).

Tree Removal **DRB Review Fee \$50 Compliance Deposit \$500**

- Attach current site plan with location of tree(s) to be removed drawn in place.
- List species, size, and reason for removal.
- State how the area will be accessed during removal.
- Dead trees do not require DRB review.

Whole House Generator **DRB Review Fee \$50 Compliance Deposit \$500**

- Attach current site plan with the location of all proposed improvements drawn in place.
- Provide dimensions of generator.
- Indicate how generator will be screened from view. A wooden enclosure or planting evergreen shrubs (7 gallon or larger) will be required. If planning an enclosure, provide image/elevation of proposed design and list materials, dimensions, and finish.

Other (List): _____

The purpose of the Design Review Board is to ensure the appearance of the neighborhood is maintained; however, your property is subject to the governing rules of the Town of Mt. Pleasant and others. If your improvement is on an easement, please be advised that the entity that has easement rights can remove your improvements to do work and they are not responsible for replacement. Improvements placed in drainage easements cannot impair the flow of drainage. Any improvements located within a public drainage easement require an encroachment permit from the Town of Mt. Pleasant.