



**2023012509**

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RECORDING FEES

\$25.00

PRESENTED & RECORDED:

12-05-2023 02:29 PM

MARLENE MCCONNELL

REGISTER OF DEEDS

GEORGETOWN COUNTY, SC

BY: KALIEGH MORRIS CLERK

**BK: RB 4606**

**PG: 334 - 354**

# RICEFIELDS

## ARCHITECTURAL REVIEW GUIDELINES

Revised December 2023

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## **Design Philosophy**

The Ricefields Community was master planned as an “Open Community”. In general, this description means the community was planned to consist of homesites arranged in an aesthetically pleasing manner to avoid regimented street grids and boring streetscapes. Emphasis is placed on the preservation of hardwood trees and the placement of common spaces to create a park-like residential neighborhood.

This concept is dependent on the maximum reasonable preservation of open yards that are uninterrupted by fences, screens and walls. The alternative is a compartmentalized community with open spaces disrupted by barriers which take away from the park-like feeling the master planners and developers intended.

Two of the most important restrictions apply to exterior elevations and landscaping. First, design consideration will be given to all elevations of a home so that the overall motif is incorporated on all sides with compatible materials to give the feeling of a balanced home. Second, landscaping is critical to enhancing the design of individual residences and the community as a whole. Landscaping plans must be submitted with the original ARB application.

In order to receive consideration for new construction or alterations to existing homes, appropriate plans must be submitted to the ARB in accordance with the provisions contained in these Guidelines. Prior to determining the final design of a new home, builders must review the ARB Requirements. Restrictions apply to all exterior elevations and landscaping.

The ARB is appointed by the Board of Directors and, as such, carries out its responsibilities in accordance with the Ricefields CCR's and the Architectural Review Guidelines. With the cooperation of homeowners and builders, we can maintain an aesthetically satisfying community that protects property values for generations to come.

## **Architectural Review Board (ARB): Policies & Procedures**

### **Purpose**

One of the most effective methods of assuring the protection of the master land concept, community lifestyles and individual property values is through the establishment of high standards of design review. In order to accomplish this objective, the Architectural Review Board has been established to review applications and design documents for all new construction and alterations or modifications to existing properties, including landscaping. Each application is evaluated on its own merits with reasonable flexibility for design function and creativity. Prior approvals on similar projects in the community have no bearing on current ARB decisions.

### **Authority**

The authority of the ARB and The Planning Criteria is set forth in the Ricefields Declaration of Covenants and Restrictions, which encumbers every lot. The ARB is committed to carrying out its duties on behalf of all the members of the Association for the benefit of the entire community.

### **Members**

The ARB shall include a minimum of three (3) homeowners appointed by the Board of Directors, consisting of a combination of lay people and professionals with experience in architecture, construction or land development. Each member of the ARB shall have an equal vote, and the majority of all members of the ARB shall constitute a decision for approval or denial of an Application. In all cases, the Board of Directors of the association shall have review powers of denied Applications. A Board of Directors' decision may super-cede an ARB decision, on a case-by-case basis.

## Meetings

The ARB will acknowledge receipt of ARB Applications within thirty (30) days from the date of submission. The ARB has regularly scheduled meetings and deadlines. Please go to Ricefields.org for the most updated schedule or to contact the ARB Administrator.

## Applicant's Responsibilities

The ARB assumes **no liability** for Applicant's responsibilities which include, but are not limited to, the following:

1. Compliance with laws, codes, and ordinances of any governmental agency including, but not limited to, building permits.
2. Submission of all ARB applications and required documents.
3. Receipt of written ARB approval prior to commencing any project.
4. Compliance with the Ricefields Declaration of Covenants and Restrictions and ARB Guidelines.
5. Accuracy of all stakeouts and surveys. The footprint of the home must be marked on the survey and staked out on the lot. The Tree Survey must show all trees, and trees proposed for removal must be identified. The trees to be removed must be marked with a bright colored tie for Georgetown County and ARB inspection.
6. Complete the project in accordance with the approval provided by the ARB, within twelve (12) months of the date of ARB written approval.
7. Maintain the lot, while under construction, in a neat and tidy fashion.
8. Adhere to permitted working hours of Monday – Friday 8am-6pm; Saturday 9am-5pm. **Work is strictly prohibited on Sundays and Federally recognized holidays; Thanksgiving Day, Christmas Day, New Years Day, 4<sup>th</sup> of July, Labor and Memorial Day.**
9. Purchase of materials or construction items prior to receiving ARB approval.

## ARB Review Decisions

Upon receipt of a properly completed Application, the ARB will review Applicant's plans and specifications and render one of three (3) types of decisions in writing:

1. **APPROVED**
2. **APPROVAL WITH CONTINGENCIES**
3. **DENIED**

In the event an Application is denied, Applicants must make appropriate changes and resubmit for re-review.

## Appeal

If an Application has been denied, or the approval is subject to limiting conditions which the Applicant feels are unsubstantiated, the Applicant may request a hearing before the ARB to justify his/her position, which must be requested in writing and scheduled accordingly. Following the adjournment of the hearing, the ARB will review its decision and notify the Applicant of the final decision within ten (10) days of the hearing. If the Applicant is not satisfied with the ARB's final decision, the Applicant may request a hearing before the Board of Directors, in writing. The owner will be notified, in writing, if the request is granted.

## Written Approval

ARB decisions will be communicated in writing via email, along with any comments and/or limiting conditions, to the email listed on the ARB Application. **WORK CANNOT COMMENCE WITHOUT PRIOR WRITTEN ARB APPROVAL**

## Modifications to Active Approved Applications

Any modifications to an approved ARB Application must be submitted on the ARB Amendment Application form for review. **WORK CANNOT COMMENCE WITHOUT PRIOR WRITTEN ARB APPROVAL**



## Approval Expiration

Applicants must begin construction within one hundred twenty (120) days of written ARB approval. Failure to do so will result in revocation of the approval without prior notice from the ARB. Time extensions may be granted by the ARB if a written request is received within ninety (90) days of receipt of ARB written approval. The project must be completed in accordance with the approval within twelve (12) months of the date of ARB written approval.

## Additions/Remodeling/Improvements

ARB submissions for changes, modifications, alterations, and improvements to the exterior of existing homes must submit a completed Application for Building Alterations and all necessary plans. This includes any exterior painting, for any color other than the originally approved color(s). All work must be completed no later than six (6) months from the date of the ARB approval. **No work shall commence without prior written ARB approval.**

## Construction or Improvement Inspections

Periodic inspections may be made by the ARB, while under construction, to determine compliance with the approved ARB application. A final inspection will be conducted to verify the work was completed as approved. Upon any completion of construction it is the applicant's responsibility to notify the ARB to initiate a final inspection. Escrow money will be not returned until after ARB has conducted and approved the final inspection.

## New Construction Completion

All work must be completed no later than one (1) year from the date of the ARB Approval. An extension may be granted by submitting a written request to the ARB no less than thirty (30) days prior to the one-year anniversary date of the ARB Approval. **NOTE: Extensions are not guaranteed as all extension request decisions will be based on necessity and hardship. Fines will apply if an extension is not requested and/or granted.**

## ARB Review and Documents

In order to provide a systematic and uniform review of the proposed construction, the ARB Application must adhere to the criteria and steps outlined below:

### STEP ONE: ARB Review

The Applicant must provide the following items:

1. **Completed ARB Application**
2. **Complete set of working drawings.**
3. **Application plans must include the following:**

A. **Site Plan**

Scale 1" = 20' (max)	_____
Property lines	_____
Set back(s)	_____
Footer	_____
Right of ways	_____
Driveways	_____
Sidewalks	_____
Patio/Deck(s)	_____
Walkway(s)	_____
Pool	_____
Culvert(s)	_____
Drainage Plan (with elevations referenced to the curb)	_____
Dwelling Perimeters (1 <sup>st</sup> /2 <sup>nd</sup> floor)	_____
Roof Line/Overhang	_____

B. **Floor Plans**

Scale 1/4" = 10'

Floor plans patio/decks: materials, finish, color chips.

C. **Exterior Elevations**

Show elevations and use of materials on all building sides

D. **Building Sections**

Scale 1/4" = 1' minimum

Roofs: Structure, Materials, Manufacturers

Walls: Structure, Materials, Manufacturers

Fascia and Trim: Construction Materials

E. **Window and Door Schedule**

Window Specifications: manufacturer type, finish, color  
(provide pictures)

F. **Driveways and walkways**

Materials, finish

G. **Drainage**

Drainage Landscape Architect or Engineer Designed

H. **Exterior Colors, finishes, materials**

Specifications

Manufacturers

Materials/finishes/models

Samples/Product Photos/Color Chips

Color Boards

4. **Landscape Plan:**

Builder must submit landscape plan with the ARB application and it must include the following:

Scale 1" = 20'

Drainage Pattern

Easements

Right of ways

Existing trees

Plant material/grass

(type and size must be indicated)

Surface material/shrubs/trees

(type and size must be indicated)

Exterior lighting details

Irrigation

5. **Builder must meet on the appropriate lot, at a pre-scheduled time, to review stakeout and plans with the ARB. NOTE: The lot must be staked prior to the scheduled time of review.**

**STEP TWO:**

Receipt of ARB approval. **CLEARING OF LOT OR ANY TYPE OF CONSTRUCTION IS PROHIBITED WITHOUT PRIOR WRITTEN ARB APPROVAL.**

**STEP THREE:**

**Site Preparation**

Perimeter fencing, stoning entrance, protection of remaining trees, porta john screened with lattice and trash receptacle in place for regular clean up. **NOTE: No advertising signs of any kind are permitted on any developed or undeveloped site.**

## Modifications to Active Approved Applications

Any modifications to an approved ARB Application must be submitted on the ARB Amendment Application Form for review. **WORK CANNOT COMMENCE WITHOUT PRIOR WRITTEN ARB APPROVAL**

### ARB Requirements

1. Compliance with all deed restrictions as found in the Declaration of Covenants and Restrictions for Ricefields.
2. Preservation of the natural character of the site.
3. Emphasis on the aesthetics of exterior architectural and landscape design.
4. One story home – 1,800 square feet  
2-story home - 2,000 square feet
5. All proposed exterior lighting shall be detailed on plans submitted. No exterior lighting shall be permitted which would create a nuisance to adjoining property owners
6. Pre-wiring for cable.
7. Requirement for a minimum 7/12 roof pitch with cedar shakes, cedar shingles, slate, selected fiberglass shingles.

### Dwelling Size/Minimum Standards/Single Family

All residences shall conform to the following standards:

1. **Square Footage:** 1-story dwelling: 1800sf is required for minimum living area  
2-story dwelling: 2000sf is required - 1200sf net is minimum on first story
2. **Enclosed Garage:** Minimum two (2) car
3. **Driveways:** Must be approved non-porous material
4. **Front Set-Back:** 25 ft
5. **Side Set-Back:** 10 ft for a single story  
15 ft for a two-story and drainage easement
6. **Rear Set-Back:** 15 ft when abutting another lot  
20 ft. when abutting a pond

### Exterior Elevations

Exterior elevations will be reviewed for traditional architectural design and materials and also for aesthetic appearance as it relates to the overall dwelling and its relationship to other homes within Ricefields.

#### **Exterior Elevations for MILL CREEK – PHASE 7**

1. Minimum first floor elevation for residences shall be **3 feet** from the finished grade.
2. Residences constructed on pilings or piers must conceal and/or substantially screen the pilings or piers and perimeter area underneath the first floor, through the use of louvered panels, garage doors or other screening methods approved by the ARB.
3. Foundation walls must be screened through the use of approved plant material around the entire perimeter of the house.
4. Foundation vents facing any street must be designed and trimmed as a significant architectural detail.
5. HVAC compressors, LP gas tanks, irrigation pumps, and the like, must be adequately screened from view.
6. Enclosed parking for a minimum of two (2) vehicles.

### Exterior Materials

1. The selection of exterior materials shall be harmonious with the architectural motif of each dwelling and the community as a whole. Depending on specific applications, the following materials have been approved by the ARB:

- a) **Wood/Hardi-plank:** board and batten; lap siding; cedar shake (roof); tongue and groove siding
  - b) **Vinyl/Clapboard:** Will be considered on its own merit.
  - c) **Stucco:** Approval is subject to application, texture and use of other primary materials
  - d) **Masonry:** Natural stone and brick
  - e) **Windows:** Wood or color compatible aluminum frame.
2. Each Applicant must submit to the ARB an exterior Color Plan showing the color of the roof, exterior walls, shutters and trim together with samples and/or color swatches. The ARB takes into consideration how the Color Plan conforms to the natural color scheme of Ricefields.

### **Roof Pitch/Roofing Materials**

1. The minimum roof pitch shall be 7/12
2. All roof stacks, flashings, and metal chimney caps shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible.
3. Approved roofing materials include cedar shakes, cedar shingles, metal, slate, and selected asphalt/fiberglass shingles.
4. **Design Duplication** - Applicants should select lots and home plans so as not to construct repetitious designs within close proximity.

*Approval of plans for a specific site does not imply approval on another lot by the ARB.*

### **Grading/Clearing/Drainage**

1. **No bulldozing or clearing of trees shall commence WITHOUT PRIOR WRITTEN APPROVAL.** Fill should not be deposited at any location without prior written ARB approval. Cut or fill shall be replanted with material which shall blend with native vegetation. Cuts and fills shall be designed to compliment the natural topography of the site.
2. Trees remaining on site shall have reasonable root protection in place.
3. Applicant shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties. Applicant shall provide rip-rap, silt socks for storm drains or other forms of erosion control as may be required by the ARB.

### **Landscaping**

1. A landscape deposit of **\$1,750.00** shall be required for each application. All easements and right-of-ways shall be in accordance with the ARB specifications and maintained by the prospective homeowner.
2. A Landscape Plan indicating the location of the home, driveway, walkways and where landscaping will be installed.
3. Landscape Plan must include a legend indicating the type, size and location of proposed landscaping.
4. The Landscape Plan must include a drainage plan and how water will flow away from home and neighboring homes on all sides.
5. Trees or bushes with a diameter of 6 inches or more (measured at 2 feet above grade) must be noted on the Site Plan, Tree Survey, and Landscape Plan. Specimens scheduled for removal must be included on the Site Plans and tagged with colored ribbons on-site for inspection along with the final stakeout. **In no case shall trees with a diameter of 6 inches or more (measured at 2 feet above grade) be removed without prior written approval of Georgetown County and the ARB.**
6. In the case of excessive tree loss, as determined by the ARB, mitigation of trees may be required.
7. Show any planned irrigation.



## ***MILL CREEK – SPECIAL REQUIREMENTS***

Department of the Army Permit No. SA-26-94-1340 (G) provides for protection of a 20 foot vegetative buffer on **lots 220 and 232**. Paragraph 1 of the Restrictive Covenants for Wetland Preservation for the lots prohibits any clearing of this vegetative buffer. As clarification, the Ricefields ARB and Georgetown County may permit the removal of certain trees within the buffer that it inspects and determines if diseased or dead and a threat to life or property. The height of the buffer may obstruct the view of the Ricefields and the breezes, the buffer may be pruned to a height of not less than 42" from grade. **No shrub or tree that measures two (2) inches at a height of four (4) feet from grade may be topped by pruning.** Such shrubs or trees may be limbed up to a maximum of sixteen (16) feet from grade provided such trimming does not deform the shrub or tree in the opinion of the ARB. (October 1999).

### **Garages/Driveways/Sidewalks/Exterior Lighting**

1. All buildings shall have a minimum of an enclosed two (2) car garage.
2. No curb side parking areas may be created by extending any portion of the street pavement.
3. Sidewalks, if required, shall follow grade at top of curb unless otherwise approved by the ARB.
4. All driveways shall be made of an approved non-porous material.
5. All proposed exterior lighting shall be detailed on plans. No exterior lighting shall be permitted which would create a nuisance to the adjoining property owners.

### **Swimming Pools**

**Due to the volume of heavy equipment traffic in the construction of swimming pools an impact fee of \$1,750.00 will be required for all new pool construction.**

1. The elevation of the top of any swimming pool construction on any lot may not be over two (2) feet above the natural grade. No above ground pools are permitted.
2. Swimming pools shall not be permitted on the street side of a residence.
3. No swimming pools, pool decks, screened enclosures or patio/decks shall be located outside of minimum building setback areas.
4. All swimming pools must be enclosed by a minimum four (4) foot fence of an approved design.

### **Utilities/Service Areas**

**Screening:** All accessory utilities including, but not limited to, HVAC units, gas tanks, water softeners, pool equipment, irrigation systems/timers, meters, transformers, and other utility service equipment, etc., shall be screened with hardscape and/or softscape materials to screen from street view and adjoining properties. All must be located in the rear or side yards.

### **Accessory Structures**

**No temporary or permanent accessory structures such as playhouses, tool sheds, tree houses, dog houses, etc. shall be permitted without specific prior written approval of the ARB.**

Accessory buildings such as pool houses, gazebos, potting sheds, tool houses, doll houses, pergolas and similar structures may be constructed if the following standards are adhered to, and an application and fees are submitted.

1. **Size:** Open or enclosed structures may not exceed a total of 200 sq ft. All drawings must be at an accurate scale.
2. **Location:** No accessory building shall be located in any setback. No accessory building shall be located forward of the rear corner of the main residence. A plat map which includes the location of the proposed structure in relation to all setbacks and measurements to scale.
3. **Materials:** Accessory buildings shall be constructed of the same material(s) as the main residence.
4. **Colors:** Accessory buildings shall be of the same roof shingle, siding, brick, trim, shutter, window and door colors as the main residence. Color chips and/or samples must be included with the ARB application.
5. **Form:** Accessory buildings shall have the same shape as the main residence with a roof ridge height not to exceed 12 ft from natural grade. Application must include a rendering of the proposed structure.

6. **Landscape:** The application shall include a Site Plan indicating the lot setbacks, location of the existing structures, proposed footprint of the accessory building and pathways, planting beds and shrubbery to help blend the accessory building into the yard.

**Mailboxes** - Mailbox size, color, and name and address plates are standard. No exception will be made to the approved design. Maintenance of the mailbox and post is the responsibility of the homeowner.

**Awnings** - No awnings shall be permitted.

**Shutters** - All existing shutters must be maintained in good repair and/or replaced if damaged or missing. Any changes in color or design, must receive prior written ARB approval.

### **Exterior Repainting of Existing Homes**

Repainting of any existing exterior surface must submit an Application for Modification and provide color chips for exterior elevations. No repainting shall commence prior to receipt of written ARB approval. *\*The ARB Review Fee will be waived if repainting with the original color.*

### **Fences**

1. Entire homes may not be fenced.
  - a) Backyards may be fenced subject to the policy and procedures outlined herein.
  - b) Fences may not exceed five (5) feet in height.
  - c) Gate, corner and intermediate posts may be slightly higher.
  - d) Only black metal-like (aluminum/wrought iron) will be permitted. A picture of the intended fence must be included with the application.
  - e) The ARB's decision on the appearance of the design will be final.
  - f) No fence or fence walls shall be constructed, erected, or maintained on or around any portion of a lot that is in front of the minimum building setback line.
  - g) **Easements:** The location of any structure, including fences, must take into consideration existing specific and general easements of records contained in the Declaration establishing the Ricefields Property Owners Association. The easements have priority over any structure that may be approved for the homesite. Homeowners should consider the ease of removal if the POA requests removal in order to access or utilize the easements as reserved. Such removal will be the homeowner's responsibility, financially or otherwise.
2. **Perimeter Fences: Perimeter fences may not exceed five (5) feet in height and must be set back at least 6" from the property line.**

**Note: All structures must be installed in a professional manner. Posts and rails must be installed or constructed in a level condition.**

### **Walls/Screens**

In addition to perimeter yard fences, the ARB will accept applications for other related structures. The standards for these structures are as follows:

1. **Walls:** In some instances, the ARB may approve a solid or pieced privacy wall. In these applications the wall may not exceed four (4) feet in height and must be integral to the total residence design in color, materials and form.
2. **Screens:** Screening of accessory utility equipment, as referenced on page 7, requires ARB approval. Softscape or hardscape, or a combination of both, is permitted.

# Tree Policy

As a community we appreciate the benefits of maintaining a mature tree canopy. To that end, it is important that we recognize, emphasize and protect our trees which:

- Promotes clean air by converting carbon dioxide to oxygen and reducing the amounts of airborne pollutants.
- Root systems reduce soil erosion and storm water runoff.
- Provides screening which aids in the reduction of noise and provides shade.
- Helps moderate air temperature.
- Reduces wind velocity by creating wind breaks.

## Definitions:

**Tree/Bush** – As provided for in the Ricefields' Covenants / Restrictions (Book 446 Page 212) any tree (including pines) having a diameter of 6" or more and measured two (2) feet above ground level.

**Caliper** – Diameter of a tree measured in inches.

## Unauthorized Removal

The policy adopted by the Board of Directors, July 20, 2005 provides for a **\$250.00** fine for failing to secure prior approval for tree removal. In addition, there will be a fine of **\$500.00** per tree removed. The board also has the option, as provided for in the Covenants and Restrictions, to require the replacement of the same size tree at the owner's expense.

## Guidelines for Tree Removal

Any species of tree that are six (6) inches or more in diameter and more than two (2) feet above grade level will be considered a protected tree and may only be removed under the following conditions:

1. The tree is dead.
2. Diseased, dying, or promotes the health of surrounding trees, which must be documented by an Arborist and provided to the ARB.
3. The tree is causing structural damage.
4. Acts of God or nature.

## Procedure for tree removal request:

An owner wishing to remove any tree must submit a completed **Application For Tree Removal (AFTR)** to the ARB. It is the responsibility of the owner to obtain Georgetown County approval prior to submitting an ARB application for all trees 10" or more in diameter. Acknowledgement of receipt of the application will be sent within fifteen (15) days from the date of receipt. Forms are available through the Ricefields website at [ricefields.org](http://ricefields.org).

**No tree may be removed without prior written ARB approval in conjunction with any necessary Georgetown County approval.** All removals will be made in accordance with this policy. Tree removal(s) must be conducted within ninety (90) days from date of approval. **Tree removal(s) not completed prior to the expiration date must be resubmitted to the ARB for re-review.**

**\*\*REMAINING STUMPS MUST BE GROUND\*\***

## Tree Mitigation

Mitigation of trees may be required as a contingency for approval. Circumstances which will be taken into consideration are the following:

1. Number and species of tree(s) removed.
2. Location of tree(s) removed.
3. Number and species of trees remaining on the property.
4. Size of the lot.
5. Impact on the surrounding area.



Any tree that is removed may be subject to mitigation on a tree for tree basis.

An initial tree mitigation requirement will be included with the approval form but can be revisited once the tree(s) have been removed, and there is a better sense of the effect the removal(s) has on the property and community.

**Guidelines for Tree Mitigation:**

1. Replacement tree(s) must be a two (2) inch caliper or larger. Larger trees may be required and will be determined prior to any tree removal.
2. Willow and Bradford Pear trees cannot be used for mitigation. Willow trees may not be planted within 25 feet of a covered storm water drainage pipe.
3. A mitigated tree(s) must survive for three (3) years or must be replaced.
4. A mitigated tree(s) must be planted within the time specified by the ARB.
5. Mitigated tree(s) must be chosen from the list of suggested replacement trees, except in the case of the removal of a Live Oak. **A Live Oak must be replaced with a Live Oak.**
6. Any Live Oak must be replaced at a mitigation rate of 1 caliper inch per 2 caliper inches removed. This does not apply to trees within a proposed building footprint.
7. Any mature hardwood greater than 18-inch caliper must be replaced by another hardwood at a mitigation rate of 1 caliper inch per 3 caliper inches removed.
8. Mitigation does apply to trees on a lot not within the building footprint.

**Pine Tree Mitigation:**

Due to the number and distribution of pines within Ricefields, they will be mitigated under the following guidelines:

Number of Pines Removed	Number of Replacement Trees Required
1-4 Pines-----	1-2 Trees
5-8 Pines -----	2-4 Trees *
9-12 Pines-----	4-6 Trees **
13+ Pines-----	6+ Trees ***

- \* One tree must be a minimum of 3” caliper
- \*\* Two trees must be a minimum of 3” caliper
- \*\*\* Three trees must be a minimum of 3” caliper

*\*Owners should consult this policy and factor in the cost of possible tree mitigation when determining the total cost of a removal project.*

**This policy and the related procedures shall coordinate with the Ricefields Declaration of Covenants and Restrictions which shall take precedent.**

**Suggested Replacement Trees**

Red Maple	Sourwood	Honeylocust	Live Oak
River Birch	Longleaf Pine	American Holly	Cabbage Palmetto *
Pignut Hickory	White Oak	Black Walnut	Bald Cypress
Shagbark Hickory	Southern Red Oak	Eastern Red Cedar	Chinese Elm
Mockernut Hickory	Laurel Oak	Yellow-poplar	Hybrid Holly Varieties
Southern Catalpa	Overcup Oak	Southern Magnolia	Crepe Myrtle
Eastern Redbud	Water Oak	Sweetbay	Pecan
Flowering Dogwood	Willow Oak	Water Tupelo	Flowering Cherry
Common Persimmon	Black Oak	Black Tupelo	Maple

**\*Two (2) Palmettos = One (1) tree for mitigation purposes**



## ARB Fine Policy

The procedure and associated fines for all ARB related violations are as follows:

<b>VIOLATION</b>	<b>DAYS TO CORRECT</b>	<b>FINE</b>	<b>Continued Violation</b>
Commencing work without prior written ARB approval	5	Automatic \$250.00 each offense	\$25.00 per day on day 6 until approval is received
Incomplete Site Preparation requiring reinspection	5	\$100.00 each offense	\$50.00 per day until resolved
Working outside of permitted working hours	Warning	\$150.00 each offense	\$150.00 each offense
Unsightly work site	5	\$150.00 each offense	\$150.00 each offense without 5 days to correct.
Modification(s) without prior written ARB approval	5	Automatic \$250.00 each offense	\$50.00 per day on day 6 until approval is received
Tree removal without prior written ARB approval	30	1) Automatic \$250.00 2) \$500.00 per tree 3) Replace each tree removed with the same size tree at owner's expense.	\$50.00 per day on day 31 until trees are mitigated
Failure to complete project in allotted time as provided in ARB Guidelines.	0	Automatic \$250.00	\$50.00 per day until resolved and/or extension approved by the ARB
Failure to conduct work as approved	10	Automatic \$500.00	\$50.00 per day until resolved

# Application for Residential Construction

To: Ricefields Architectural Review Board      Return to: ARB Administrator or  
Community Manager

**Plans are not accepted for review without completed application, plans and applicable fees:**  
SUBMITTAL FEE \$5,750.00 – Make checks payable to Ricefields POA

ARB Review Fee                                \$250.00  
Single Family Home

Construction Impact Fee                 \$2,000.00  
(non-refundable)

New Home Construction Deposit        \$1,750.00  
(refundable less any fees or fines)

Landscape Deposit                          \$1,750.00

**TOTAL FEES DUE UPON  
DELIVERY OF APPLICATION    \$5,750.00**

**Please check items below prior to submitting**

_____ Boundary Survey	_____ Elevations (all sides)
_____ Tree Survey	_____ Site Plans
_____ Floor Plan	_____ Colors and Materials
_____ Landscape Plan	_____ Drainage Plans

All "Ricefields" First Floor Elevations must be 24" above grade. All "Mill Creek" at Ricefields First Floor Elevations must be 36" above grade. *See special requirements for Mill Creek in ARB Guidelines.*

**\*THIS ARB APPLICATION MUST BE COMPLETED BY THE OWNER AND/OR BUILDER IN IT'S ENTIRETY IN ORDER FOR THE ARB TO SCHEDULE FOR ARB REVIEW. IF NOT COMPLETED IN IT'S ENTIRETY THE APPLICATION WILL BE RETURNED TO THE OWNER AND/OR BUILDER AND WILL NOT BE SCHEDULED FOR ARB REVIEW UNTIL THE COMPLETED FORM(S) ARE RETURNED.**

Property Owner's Name/Current Address

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

Lot Number/Street

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

Day Time Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Application Submitted By:

\_\_\_\_\_ Owner  
\_\_\_\_\_ Architect/Designer  
as agent for Owner  
\_\_\_\_\_ Builder  
as agent for Owner

Architect/Designer Name/Address

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

Builder Name/Address

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

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

License # \_\_\_\_\_

Office Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Approval Request:

\_\_\_\_\_ Concept/Site  
\_\_\_\_\_ Preliminary/Conditional  
\_\_\_\_\_ Final

Type Residence:

\_\_\_\_\_ Permanent  
\_\_\_\_\_ Spec.

Square Footage:

	First Floor	Second Floor	Total
Heated Area	_____	_____	_____
Garage	_____	_____	_____
Screen Porches	_____	_____	_____
Deck or Patio	_____	_____	_____

**Exterior Materials:**

Samples will be requested by the ARB if the materials description is unclear.

	Color	Description	Manufacturer	Samples Submitted
Shingles	_____	_____	_____	_____
Siding	_____	_____	_____	_____
Stucco	_____	_____	_____	_____
Brick	_____	_____	_____	_____
Trim	_____	_____	_____	_____
Soffit	_____	_____	_____	_____
Fascia	_____	_____	_____	_____
Chimney	_____	_____	_____	_____
Deck Railing	_____	_____	_____	_____
Window Trim	_____	_____	_____	_____
Front Door	_____	_____	_____	_____
Garage Door	_____	_____	_____	_____
Shutters	_____	_____	_____	_____
Deck Floor	_____	_____	_____	_____
Driveways	_____	_____	_____	_____

**\*The Landscape Plan should clearly identify grassed areas, shrubs and trees by type and size. All HVAC compressors, electrical meters and any LP gas tanks must be screened as indicated in the ARB Guidelines.**

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**Owner/Contractor Certification**

This is to certify that I am the Owner (or the Owner's authorized agent) and the above information is accurate to the best of my knowledge. I understand no clearing or land disturbance will commence on the above property without Ricefields ARB's prior written ARB approval and notice to proceed. Further, I understand and agree that no changes will be made to this application and/or plans without submitting an Modification Application and obtaining prior written approval from the ARB.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ARB Comments:**

**Date:** \_\_\_\_\_

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**Approved:** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Conditional Approval:**

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**For Office Use Only:**

Fee Paid: \_\_\_\_\_

Received: \_\_\_\_\_

Date: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Distribution: \_\_\_\_\_ Ricefields ARB

\_\_\_\_\_ Owner

\_\_\_\_\_ Contractor

\_\_\_\_\_ Architect

\_\_\_\_\_ Other \_\_\_\_\_

# Ricefields Architectural Review Board Application for Lot or Building Alterations

revised 10/23

Building Alteration or Addition  
 Patio/Deck  
 Pool, including drainage plan  
 Fence

Accessory Structure  
 Driveway Alteration  
 Wall/Screening  
 Landscape Alteration  
 Change of paint color

Approved Application Modification

**Official Plat plan necessary** for all of the above except change of paint color and utility screening. Site plan must show the lot dimensions, building set backs, recorded easements, significant trees and landscape features in addition to the house & driveway location. Please also include any decks, porches, patios and pools. Please attach separately. **Two (2) full size copies** please

Include **samples of ALL materials**, finishes and colors. BE SPECIFIC Include physical samples of all components of the project. (i.e. - brick, siding, shingles, trim, shutters, fencing, pergola, concrete & paint colors) Please label all samples. Include gates, posts and dimensions for fencing.

3 additional **copies** of Plans that show all dimensions of alteration (to scale preferred) & Location on Lot

Description of the scope of work/project (attach separately if necessary)

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**Your application will not be processed or considered unless you have satisfied all of these application requirements.**

Application must be submitted at least 1 week prior to monthly ARB meeting. Usually 2nd Wednesday of the month. See [ricefields.org](http://ricefields.org) for schedule.

If the application details and specifications are not properly submitted, a delay is probable and a resubmission may be necessary.

All HOA fees and fines must be current for this application to be considered complete.

\$75 Submittal Fee, check payable to Ricefields POA

Property Owner's Name & Address (include separate mailing address if necessary)

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phone(s) \_\_\_\_\_ email \_\_\_\_\_

**I verify that the appearance and condition of my home and yard are, and will remain, in compliance with the ARB guidelines and Ricefields Covenants & Restrictions. Access while changes are being made until final inspection must be allowed to members of the ARB and/or BOD.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit via (e)mail or in person to the ARB Coordinator Sue Reid, 123 Commons Ct; suemreid@aol.com, 860-280-5910

# RICEFIELDS ARB APPLICATION CHECK LIST

OWNER(S) NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_ Lot # \_\_\_\_\_

PHONE(S) \_\_\_\_\_

EMAIL(S) \_\_\_\_\_

DESCRIPTION OF PROJECT:

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

PLAT MAP PROVIDED Y/N (Usually provided to you at closing, check with your Realtor, Attorney, or Georgetown county office if you can't locate a copy)

MATERIAL \_\_\_\_\_ APPLIED TO: \_\_\_\_\_

MATERIAL \_\_\_\_\_ APPLIED TO \_\_\_\_\_

MATERIAL \_\_\_\_\_ APPLIED TO \_\_\_\_\_

MATERIAL \_\_\_\_\_ APPLIED TO \_\_\_\_\_

\_\_\_ SAMPLES PROVIDED & LABELED? Y/N

COLOR \_\_\_\_\_ APPLIED TO \_\_\_\_\_

COLOR \_\_\_\_\_ APPLIED TO \_\_\_\_\_

COLOR \_\_\_\_\_ APPLIED TO \_\_\_\_\_

\_\_\_ SAMPLES PROVIDED & LABELED? Y/N

ADDITIONAL INFORMATION

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

I also acknowledge that the ARB and/or BOD will be granted access for inspections, during construction and after completion, to ensure compliance, and that failure to adhere to the application as submitted and approved by the ARB, may result in a stop work order and all remedies allowed by the Ricefields Governing Documents to ensure compliance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RICEFIELDS ARCHITECTURAL REVIEW BOARD  
APPLICATION FOR TREE REMOVAL**

No tree with a diameter of 6" measured 2 feet from the ground may be removed without prior ARB approval

Please review the Tree Mitigation & Removal section of the ARB Guidelines.

Reason for Removal:

\_\_\_\_\_ dead/diseased \_\_\_\_\_ causing structural damage \_\_\_\_\_ other (as determined by ARB or arborist)

Number of trees to be removed \_\_\_\_\_ Species of trees  
to be removed

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

\_\_\_\_\_ Prior Georgetown County approval required for trimming & removal

\_\_\_\_\_ Submit Plat plan with the house, driveway, and patios, etc. noted. Mark major trees on your property and indicate those you would like to remove

\_\_\_\_\_ Colored tape to mark the actual trees in your yard to be removed

***All stumps must be ground***

Mitigation Plan: (if necessary)

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

Property Owner's

Name(s) \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Lot # \_\_\_\_\_ phone(s) \_\_\_\_\_

\_\_\_\_\_ email(s) \_\_\_\_\_

I verify that the appearance and condition of my home and yard are, and will remain, in compliance with the ARB guidelines and Ricefields Governing Documents. Access while work is being done until completion must be allowed to members of the ARB and/or BOD to ensure compliance to the approved application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit via (e)mail or in person to the ARB Coordinator, Sue Reid, 123 Commons Ct.; suemreid@aol.com, 860.280.5910