



# The Crescent

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## Design Standards and Architectural Guidelines

**REVISED 08/23/2016**

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This document is divided into nine sections. These sections and a brief description of their contents are set forth below:

- **Section 1 - Introduction**
- **Section 2 - Philosophy** - Describes the philosophy by which the ACC is governed.
- **Section 3 - When Approvals Are Required** - Discusses when ACC approval is required.
- **Section 4 - Composition of the ACC** - Sets down the general rules for who is on the ACC, what constitutes a quorum, and voting procedures.
- **Section 5 - Special Conditions** – Not used.
- **Section 6 - Planning Your House** - This section gives general information about planning your house.
- **Section 7 - General Criteria** - This is a large section which delineates the specific rules that governs those items which the ACC oversees.
- **Section 8 - Architectural Review Process** - Describes the ACC process.
- **Section 9 - Construction** - This section pertains to construction activities.
- **Section 10 - Violations of the Rules and Regulations** - This section describes the typical violations of the ACC that occur and the fines that may be imposed as a result of those violations.

## 1. INTRODUCTION

This document describes the Architectural Control Committee (ACC) process including when and how it applies to property in The Crescent. It is the responsibility of every property owner to understand and follow this process. If there are any questions, please contact the ACC Chairman.

Most property owners will eventually require ACC approval for something that they wish to do to their property. This may be as simple as removing a tree or changing the color of their house or as complex as building a new house. A familiarization with these tables and Appendix A will avoid misunderstandings and facilitate a satisfactory construction process.

## 2. PHILOSOPHY

The Crescent is fortunate to be located in an area of great natural beauty. The rolling terrain, water features, and beautiful trees combine to create an aura of tranquility unmatched in the Carolina Low Country. Simply stated, our philosophy is to protect this unique setting; to ensure that all structures built at The Crescent add to the beauty and quality of the community rather than detract from it.

Aesthetic and ecological quality of The Crescent requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing new construction or additions and alterations at The Crescent are administered by an **Architectural Control Committee (ACC)** appointed by the Board of Directors

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of The Crescent Property Owners' Association, Inc. The goal of this Board is to encourage construction of homes of good architectural design, quality, and proper size, compatible with the area. Architectural style may vary consistent with maintaining a highly compatible appearance throughout The Crescent. Vivid color and radically different styles will not be permitted. All styles and exterior colors must be approved by the ACC. Homes should be planned and designed with particular attention to design and aesthetic appearance of the exterior and the use of such materials as will, in the judgment of the ACC, create an attractive and harmonious blend with the existing homes and the natural surroundings. The ACC may disapprove the construction or design of a home on purely aesthetic grounds, where, in its judgment, such disapproval is required to protect the continuity of design or values of the neighborhood and of other homeowners. Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the ACC feels that the repetition of such actions will have any adverse effect.

With that philosophy in mind, The Crescent ACC will be guided by these general concepts:

- Preventing excessive or unsightly grading, indiscriminating earth moving or clearing of property, removal of trees and vegetation that could cause disruption of natural water courses or scar natural landforms.
- Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot, with surrounding residential lots and structures, and does not necessarily block scenic views from existing structures or tend to dominate any general development or natural landscape. The Crescent will encourage a variety of compatible architectural styles. Even so, English Tudor, Spanish and Mediterranean styles are viewed as inappropriate for a southern low country setting, as may be some of the more modern designs.
- Ensuring that the architectural design of structures and their materials and colors are visually harmonious with The Crescent's overall appearance with natural landforms and native vegetation, and with development plans, officially approved by The Crescent ACC and any governmental or public authority, if any, for the areas where the proposed structures are to be located.
- Ensuring the plans for landscaping provide visually pleasing settings for structures on the same lot and on adjoining or nearby lots, and blend harmoniously with the natural landscape and adjacent landscaping.
- Ensuring that any development, structure, building, or landscape complies with the provisions of the covenants.
- Promoting building design, construction techniques, and landscaping designs that respond to energy consumption and environmental quality consideration such as heat loss, air emissions, and run-off water quality.
- Directing the architecture of The Crescent away from styles that dominate the landscape toward architecture that is harmonious with the landscape and therefore conforms to the objectives of the covenants.



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- The ACC will continually evaluate the building styles and techniques at The Crescent to determine those that have fulfilled development objectives. A feature, color, or an entire home presently existing will not be construed as a precedent for repetition.
- It is not necessary for every custom home at The Crescent to be unique; however, frequent repetition of designs within a neighborhood will not be acceptable. Although building costs may continue to escalate, it is not in the interest of The Crescent to permit lesser quality development in response to cost considerations.
- Speculative builders provide an important service within the community by providing homes for people who do not wish to build a custom home. The same standards will be applied in reviewing designs submitted by speculative builders as for all other applicants.

The design guidelines include both specific requirements of the Declaration of Covenants for The Crescent and Provisions for The Crescent Property Owners' Association, Inc. and requirements derived from covenants so as to provide aesthetic harmony and compatibility with surrounding buildings, environment, and topography.

### **3. WHEN APPROVALS ARE REQUIRED**

Article VI of the Declaration of Covenants, Conditions and Restrictions for The Crescent provides for the establishment of an Architectural Control Committee (ACC) **to review and approve any proposed installation, construction or alteration of any Structure on any Homesite**. All plans shall be submitted to the ACC for approval (i) as to whether the proposed installation, construction or alteration is in conformity and harmony of external design and general quality with the existing Community-Wide Standard and (ii) as to the location of Structures with respect to topography, finished ground elevation and surrounding structures. To the extent necessary to carry out such purpose, the ACC shall have all of the powers and duties to do each and everything necessary, suitable, convenient or proper for, or in connection with, or incidental to, the accomplishment of such purpose, including, without being limited to, the power and duty to approve or disapprove plans and specifications for any installation, construction or alteration of any Structure on any Homesite.

### **4. COMPOSITION OF THE ACC**

The ACC shall consist of at least three individuals appointed by the Property Owners Association Board of Directors. The members of the ACC shall appoint a chairman from among their members and may appoint from among their numbers such other officers and subcommittees of the ACC as they shall from time to time determine necessary.

The ACC will be assisted by a Registered Professional Architect(s), licensed in the State of South Carolina, who will review plans and make comments as necessary in accordance with the ACC Standards, etc.

### **5. NOT USED**

### **6. PLANNING YOUR HOUSE**

A home is a significant investment, and construction practices may vary in different parts of the country. It is required that you consult an architect or approved designer familiar with the overall

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design concepts of The Crescent to help you plan your home. Each house must be designed for a specific site and for the particular needs of the owner.

Homes do not have to be placed square with the street or setback lines. The building area under roof should not exceed 30% of the lot size, and a minimum of 60% of the lot shall be landscaped or in its natural state. The calculations of the exact percentages are the responsibility of the architect/engineer and will be clearly shown on the site plan.

### 7. GENERAL CRITERIA

Most of the designs for single family houses constructed in The Crescent have been submitted by property owners building for their own use. Each house must be designed so that it does not adversely affect the neighboring homes. This shall include (but not be limited to) the style, the size of the house, the location of the house on the lot, the landscaping and where applicable, fencing, pools, or other features which are not directly connected to the house. It is important to realize that the overall impact of a house design involves issues of taste and judgment, many of which cannot be reduced to measurable standards such as square footage, setbacks, roof pitch or similar items. ***A house which meets all of the statistical criteria may be unacceptable for purely aesthetic reasons, and the ACC has the authority to make subjective judgments of this nature.***

Following are some specific standards to be considered in planning any construction in The Crescent.

#### 7.1 REQUIRED FLOOD PLAIN ELEVATION

As is common to all coastal areas, the federal government requires that the elevation of the first heated and air conditioned living space be above the level of possible flood waters expected at statistically-predicted 100-year intervals. You will need to verify your property's minimum elevation requirements.

#### 7.2 EXTERIOR DESIGN

In evaluating the exterior appearance of a home, the ACC takes into consideration all elements of design which contribute to a successful design resolution. These include, but are not limited to the following:

- **7.2.1 Site Utilization** - Site utilization is the relationship of proposed construction to existing natural and man-made features; views to and from the home and adjacent structures; effect upon the streetscape, common open space, neighbors, drives, parking, and landscape treatment. *[At The Crescent, special site restrictions exist for marsh front, waterfront and golf fairway lots. The objective of these site restrictions is to protect the natural environment and/or ensure site and landscaping compatibility with adjacent property.]*
- **7.2.2 Scale** - Scale is the relationship of proposed structure to surrounding structures and site size in terms of lot coverage, height, width, and overall visual impact. The house shall not be too large or too small for the lot. ***The size of the house shall be consistent with neighboring houses.*** The location of the house with respect to the front setback line shall be consistent with the locations of neighboring houses.
- **7.2.3 Massing** - Massing is the relationship of the elements of the structure to one another.
- **7.2.4 Fenestration** - Fenestration is the relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used and the manner in which fenestration is detailed.

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- **7.2.5 Roofscape** - Roofscape is the relationship of roof shapes and treatment to the overall design concept of the home to ensure that the design will represent a comprehensive design solution.
- **7.2.6 Aesthetics** - Aesthetics refers to the overall design quality based on the judgment of the ACC.
- **7.2.7 Above-Garage Rooms** - A room over a garage shall blend with the main portions of the house in style, massing, proportion and roof line. Poor proportions shall be avoided. The garage element shall not be a predominant feature of the overall design. An increased setback for the two-story garage may be required in order to reduce the impact on the street and/or adjacent structures. Access to an above-garage room shall be only from the interior of the dwelling or the garage. Exterior access to an above-garage room is prohibited.

### 7.3 BUILDING DEVELOPMENT STANDARDS

Specific development standards relating to land use, building type, building height, building quality, minimum living area and location of dwellings and structures on lots are contained in The Crescent's Covenants and Restrictions and its various Addenda. All design efforts must be preceded by careful investigation of the restrictions pertaining to the specific lot on which construction is planned. For reference, the most commonly applied standards and rules-of-thumb follow. Where any of these standards conflict with the Covenants and Restrictions, the latter will govern.

- **7.3.1 Minimum and Maximum Square Footage** (Heated/Air Conditioned Space). Except as noted below, there are no maximum limitations. However, the ACC may reject a particular design if it feels that the house is too large for the lot or the house is not consistent with the surrounding houses.
  - 7.3.1.1 Lots in Heritage Bay Section - Minimum 1,800 square feet plus an attached 2 car garage. Garage depth shall not be less than 19 feet 6 inches.
  - 7.3.1.2 Lots in Victory Point Section – Minimum of 2,400 square plus an attached 2 car garage. Garage depth shall not be less than 19 feet 6 inches.
- **7.3.2 Setbacks** – Each dwelling which is erected on a Homesite shall be situated on such Homesite in accordance with the building and setback lines on the recorded plat, unless otherwise approved by the ACC. For purposes of this requirement all uncovered porches, patios, decks, awnings, eaves, gutters and other such overhangs will not be considered in violation thereof, even if such Structure shall extend beyond said building and setback lines, unless the ACC has established such a requirement as part of its approval of a Structure or has otherwise established setback requirements. Any proposed encroachment into setback must be clearly identified by the applicant and approved by the ACC during Concept or Preliminary reviews. Although not recommended, encroachments will be considered on a case by case basis. Additionally, any set back encroachments approved by the ACC are subject to ultimate disposition and approval by Beaufort County.
- **7.3.3 Building Height** – All houses must be limited to two stories above grade or the minimum height established by the Federal flood zone regulations, if applicable. In no case will the height of the Structure measured from its highest point to finished grade at the building line exceed thirty-five (35) feet. The finished floor elevation shall not exceed five (5)

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feet above the minimum FEMA Base Flood Elevation or natural grade, whichever is greater. A third story is permitted, but must be located within the attic area of the first two floors.

Exterior walls shall be a minimum of ten (10) feet in height when measured from the finished floor elevation (FFE) to the top of the plate at the exterior wall. The minimum height of the foundation wall from the finished grade at the exterior of the Structure to the FFE will be eighteen (18) inches.

- **7.3.4 Materials and Colors** - The materials and colors selected for the exterior of your house are very important to its appearance and are expected to be in harmony with the character and natural surroundings of the community. See Table 3 for currently approved colors.

Wood, brick, conventional stucco, cementitious lap siding (e.g., hardi-plank) and other materials as approved by the ACC, in combination with subdued earth-tone colors are appropriate on any lot. **Minimize use of non-indigenous materials such as stone.** Exterior finish materials shall be of the highest quality. Exterior materials of plastic, vinyl (except for shutters), metal (except for roofs) or other reflective materials will not be approved. Woods used for siding or trim shall be durable by type and/or treatment. Wood, brick, conventional stucco and other materials proposed for exterior use must be submitted to the ACC and approved before installation. Outside vents shall be painted to match the surface they are mounted on.

The roof of a building is a major feature of its design, and the roofing material selected is very important. The proposed roofing material, color and application will be critical parts of the ACC's design evaluation. Roof shingles must be of material with a minimum weight of 300 lbs. per square (100 sq. ft.). Colors and configurations that do not call attention to the roof should be chosen. Exaggerated roof slopes both high and low should be avoided. Roof vents shall be painted to blend in with the roof. Low profile roof ventilators will be used.

Chimney exteriors shall be masonry conventional stucco or siding construction. Prefabricated chimney flue caps shall be screened with metal or other noncombustible material shroud for both safety and ornamentation.

Good quality windows and doors are required. Wood frame, wood frame encased by extruded aluminum or covered with a pre-formed rigid vinyl (PVC), or solid vinyl may also be used. Spec sheets are required with the application. Aluminum awnings, jalousie type windows or aluminum single-hung windows are not permitted. Window shutters are appropriate when sized to match window openings and mounted to appear functional. Large areas of glass without division are not encouraged.

Samples of all exterior materials, colors and textures must be submitted at the time of application for preliminary review. Color samples must be submitted on 6 inch by 6 inch samples of the actual material to which it will be applied. The samples must be mounted on a single 24 inch by 24 inch board.

- **7.3.5 Off-street Parking and Driveway** – Off-street turnarounds or backup areas must be provided to avoid the danger of backing from a driveway directly into a street. In addition to

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the garage, a driveway turnaround area at least 16 feet in width (capable of accommodating two cars) is required as off-street parking for each residence.

Every house must have a defined driveway constructed of textured concrete or brick pavers or a combination thereof. Driveways may be parallel to side property lines. Driveways near side property lines should be minimized where possible to permit a buffer of landscape material. The first ten (10) feet of the driveway or up to the edge of the sidewalk closest to the Structure shall be constructed of brick pavers. Brick veneers are not an acceptable alternative to this requirement.

Driveways in the Victory Point section require the use of brick pavers (one brick wide) approximately every fifteen (15) feet. A course of brick pavers (one paver wide) should also be used between the hammer head at the top of the driveway and (i) the garage entry point, (ii) the off-street parking area and (iii) the front entry.

Driveway access to the street is limited to a single access point unless the street property line is in excess of one hundred twenty (120) feet. The outer edge of driveway paving material will have a minimum dimension of fifteen (15) feet from the property line where it joins the street.

Off-street parking and driveways within fifteen (15) feet of property lines must be screened from adjacent property or road with landscape materials. Where a lot fronts on more than one street, access from the secondary street is preferred. Where possible, driveways should be curved gently for aesthetic purposes. All driveways must be at least 12 feet wide.

Reflectors are not permitted.

- **7.3.6 Garages** – Garages must be designed to be compatible with the architecture of the home. Garage doors must be of the overhead type of raised panel design and made of wood, Masonite or steel clad, or suitably coated to resemble wood. Spec sheets are required with the application.

Electric garage door operators are required. Detached garages should be connected to the house by a covered breezeway. Except on corner lots no garage will open toward any street and corner lot garages must open towards the secondary street. Only side and court yard loading garages are permitted. Garage door colors must be approved by the ACC. The color of the garage door must match or blend with the color of the house. The use of accent colors for the garage door is not acceptable.

Garages must have finished interior walls. Minimum interior depth of the garage is 19 feet 6 inches.

All garages will accommodate a minimum of two cars. Carports are not permitted.

- **7.3.7 Outbuildings** - The types of outbuildings permitted will vary by lot size and The Crescent Covenants and Restrictions which must be consulted before the design of any outbuilding is begun. If the lot's size permits an outbuilding (such as a pool house, guest suite or playhouse); the outbuilding must be compatible with the main house. It is recommended that outbuildings be of the same material and colors as the house. Greenhouses and gazebos are permitted if approved by the ACC. Pre-manufactured

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buildings are not acceptable at any time. Under no circumstances may an outbuilding be constructed prior to construction of the main house.

- **7.3.8 Fences** - Fence plans will be drawn on a previously approved site plan or landscape plan and will show elevation of one section of fence and must be submitted to the ACC for approval prior to construction. Fences may be approved provided they are attached to the house as an architectural extension.

Fences are not permitted to enclose or define any portion of the property lines of individual home sites. Property owners shall not install a fence that extends beyond the property lines.

Only open fencing is permitted in The Crescent. The only acceptable fence is a black aluminum fence that is four (4) feet in height. Wood, wire or chain link fences are not acceptable.

- **7.3.9 Deer Fences** – Deer fences are **not permitted** in The Crescent.
- **7.3.10 Television and Radio Signal Receiving and Sending Devices** - Television antennae, towers or similar devices are not permitted. Small satellite dishes (less than one meter in diameter) are permitted to be installed on the exterior of a residence. The location of the dish must be approved by the ACC. Care should be taken to locate the dish so as not to be seen from the street, the golf course or neighboring homes. In addition, the wire must be painted to match the house. Two satellite dish locations must be submitted with the application.

No exterior speaker, horn, whistle, bell or other sound device, which is unreasonably loud or annoying, except security devices used exclusively for that purpose, shall be located or used in any location within The Crescent.

- **7.3.11 House Numbers and Nameplates** - Each house shall display the number assigned as a street address on the front of the house where it is clearly visible from the street. Letters or numbers may be used, however, letters or numbers must be a minimum of 3 inches and a maximum of 4 inches in height and a minimum of 1/2 inch wide. Nameplates may not be mounted on any part of the Structure.

A primary purpose of house numbers is to assist emergency personnel when answering calls. Location of house numbers should facilitate rapid identification.

- **7.3.12 Exterior Lighting** - The design and location of all exterior lighting is subject to the approval of the ACC. Lights shall not be of such intensity, location or direction as to adversely affect adjoining property owners. Exterior lighting must be shown on the plans and spec sheets must be provided.

Night lighting should be directed downward and confined to drives, paths and steps for safe pedestrian movement. Walkway illumination sources should be concealed into steps, walls, bollards and handrails whenever possible to avoid direct view of light sources. Lighting used to accent vegetation should be subtle, subdued and hidden from view.

Colored lighting is not acceptable.

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- **7.3.13 Service Areas** – Service areas are required for all new homes. Such areas must be made entirely of materials and colors compatible with the house.

Plans must include at least one service yard, adequate in size to contain all outside equipment and storage including, but not limited to, heat pump compressors, electric, telephone and cable TV service connections, water treatment equipment, swimming pool pumps, filters, heaters and any exposed piping, irrigation system controls, trash receptacles, and any maintenance equipment not otherwise stored.

The service yard must have a concrete floor and visually-solid enclosing walls not less than five feet six inches (5' 6") in height above the service yard slab; be of compatible material with the house siding and be of the same color, and have a self-closing latched access gate. The location(s) shall be planned to be as visually unobtrusive as possible, utilizing house walls and offsets wherever possible while providing convenient access for trash removal and utility service.

Any proposed encroachment into setbacks must be clearly identified by the applicant and approved by the ACC during Concept or Preliminary reviews; encroachments into both side setbacks will not be considered under any circumstances. Service yards are considered a part of the main structure and must be positioned entirely within the required setback areas. All other conditions will be judged on an individual basis.

- **7.3.14 Equipment Enclosures** - All exterior equipment not contained within a service yard including, but not limited to, additional heat pump compressors, pool equipment, water treatment equipment, etc. shall be totally enclosed with visually-solid screening walls to a height of the greater of five feet six inches (5' 6") or six inches (6") above the highest part of any equipment enclosed therein.

The enclosure must blend with the house, and landscape plantings alone may not be used to screen exterior equipment. A poured slab must fill the entire area defined by the screening walls. Any attached equipment enclosure must meet the same requirements as the service yard.

- **7.3.15 Mailboxes and Signage** - All mailboxes will conform to The Crescent Community Standard.

Homes shall be identified only by the property owner's surname and house number mounted atop of the mailbox with vinyl reflective letters and numbers. The font shall be either ARIAL BLACK or HELVETICA BOLD with heights of 1.2 inches and 2.8 inches for the owner's surname and house number, respectively. Owner's name or house name shall not be placed on the front of the home or on signs placed elsewhere on the property, except on the approved construction signs place by the developer. The standard color for the mailbox and post assembly is Rustoleum Satin Black # 7777.

- **7.3.16 Modifications to an Existing House** – The front view of a home from the street is the most critically judged aspect of the exterior of a house. The ACC will take special care to ensure that modifications to the home that are visible from the street are aesthetically in harmony with the individual and neighboring properties. ACC approval is required for any of the following modifications to an existing house:

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- A. Any modification which:
  - 1. Requires a building permit. This does not include modifications that only affect the interior of the house.
  - 2. Alters the footprint of the house (for example, a screened porch or deck).
  - 3. Changes the external appearance of the house (for example changing from siding to conventional stucco).
  - 4. Changes the house color (roof, siding, trim, door, or accent colors).
  - 5. Modifies the driveway or sidewalk.
  - 6. Adds a skylight.
  - 7. Repainting or restaining (including repainting and restaining with the same colors). **Painted front doors and shutters must be of the same color or one of the approved color combinations set forth at [TABLE 3 - CRESCENT HOME STANDARDS \(UPDATED JANUARY 2015\) APPROVED COLORS and ACCENT COLOR COMBINATIONS](#).**
- B. The addition of a satellite dish.
- C. The addition of a new structure on the lot. For example: a pool, pool enclosure, gazebo or fence.
- D. Tree removal (for any tree which is more than 6 inches in diameter (measured four feet off the ground).

ACC approval must be obtained before any of these modifications is started. The same standards that apply to the construction of a new house also apply to modifications to an existing house.

If there is any doubt about whether or not your modification requires ACC approval, please contact the ACC before you start.

- **7.3.17 Landscape Accessory Structures** - Accessory structures such as playhouses, doghouses or dog runs are not permitted without specific approval of the ACC. If approved, these structures must be well hidden.
- **7.3.18 Swimming Pools** - Pool equipment shall be placed inside an enclosure, see Section 7.3.14, Equipment Enclosures. Top of pool construction may not be over 2 feet above existing grade unless integrated into terraced construction and with ACC approval.

Backwash is not permitted to be discharged into the sanitary sewer system, storm water sewer system, or onto the golf course, and must be contained on the lot.

The size, shape and siting of swimming pools must be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements. Pool and equipment enclosures must be architecturally related to the house and other structures in placement, mass and detail. Unobtrusive bronze screening is preferred. "Bubble" covers, bright aluminum pool enclosures and bright screens are not acceptable.

No pools shall encroach into building set back areas.



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- **7.3.19 Solar Energy Collection Panels** – The following standards apply to the placement of solar energy collection panels:
  - All solar collection devices should be designed to minimize visual impact from the street, golf course and lagoon views.
  - Panels must be roof mounted and parallel with the roof.
  - Preferred location is on the rear elevation of the house.
  - Total square footage of panels may not exceed the average power required by the residence.
  - Installations on posts or other locations not on the house will not be considered.
  - The approval process will be on a case by case basis with consideration given to aesthetics and sun reflection from the panels.

**7.4 REPETITIVE DESIGNS** - Some house designs may be unacceptable for a particular lot because of similarity to homes in the immediate neighborhood. If, in the judgment of the ACC, the massing, basic style, roof lines, exterior materials, colors or other features of a home are too similar to those of its neighbors, the design will not be approved.

### 7.5 ROOF OVERHANGS AND OVERVIEWS

- **7.5.1 Roof Overhangs**, including gutters, shall not encroach beyond the property line.
- **7.5.4 Overviews** - Over viewing of the living and recreational areas of adjacent properties from second floor doors, windows, balconies, decks, etc. is prohibited. Where overviews of adjacent properties would occur, wall extensions and/or screen walls are required to maintain privacy.

### 7.6 UTILITIES

- **7.6.1 Water** - Beaufort-Jasper Water & Sewer Authority operates a central water system throughout the plantation. Private wells are not allowed except for irrigation purposes or as part of a residential heating/cooling system.

Closed loop water source heat pump systems are permitted in The Crescent provided the holes bored for the loop are no deeper than sixty (60) feet below natural existing grade and shall be drilled a licensed South Carolina well driller.

- **7.6.2 Sewer** - Beaufort-Jasper Water & Sewer Authority operates a central wastewater collection system which serves the all lots in the plantation. Individual disposal systems such as septic are not permitted.
- **7.6.3 Utility Connections** - The appropriate utility companies shall provide underground connections to water, sanitary sewer, electricity, telephone, and cable TV. The installation of all utilities to homes with The Crescent will be installed meeting the specifications prescribed by the providing utility.
- **7.6.4 Propane Tanks** - Two locations of propane tanks are permitted in The Crescent as approved by the Fire Marshal and in accordance with NFPA Document 58:

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- Vertical tanks can be installed next to the home and must be one color, such as gray or silver. Such tanks must be screened with adequate landscaping so that the tank is not visible from the road or golf course.
- Tanks that are required to be away from the home must be buried.

### 7.7 LANDSCAPING

- **7.7.1 Objectives** - Considerable effort has been expended on careful land planning, conservation and enhancement of the natural environment throughout The Crescent. Suitable landscaping for your home is an essential part of our effort to create a quality development sensitive to its existing surroundings. The object of landscaping is to complement your house and not to compete with it for interest. Some of the functions of plant materials are accent, softening, separation or screening, shade, framing and background. It is the policy of the ACC that a landscaping plan must accompany all new architectural submissions.
- **7.7.2 Landscaping Guidelines** - The ACC recognizes that the landscape plan is subject to change as the construction process unfolds. However, before the ACC can grant permission to begin construction, it must have received and approved a detailed preliminary landscape plan that has been developed by a qualified landscape professional.

Any changes to the landscape plan that involves the design, size, quantity, or location of the plants must be submitted to the ACC for approval. The ACC may withhold a significant portion (or all) of completion deposit until the landscaping is completed to the ACC's satisfaction.

All grass will be installed as sod. Acceptable species are: Fescue, Zoysia, Centipede and St. Augustine. St. Augustine is not permitted if contiguous to golf course turf.

The following are specific standards to assist you in submitting your request.

- Landscaping must be adequate to properly complement the house and site.
- Landscaping must be harmonious with the natural environment of The Crescent. Proposed plant materials and their configuration must be suitable to local climate and wildlife conditions. While it is difficult to recreate the natural landscape, new planting must appear compatible with the old.
- No trees measuring 6" or larger in diameter at a height of 4 feet above original grade and more than 10 feet from the perimeter of new construction may be removed without the approval of the ACC. Care should be exercised to protect all other trees from equipment damage and/or filling. Barriers and tree wells should be used for protection. See sections 7.7.7 and 9.2.4.

The following proposals will be denied:

- Unwarranted removal of specimen trees.
- Intensive use of plants with forms or colors not native to the area.
- Earth fill that threatens existing trees.
- Large unplanted windowless walls.

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- **7.7.2 Landscaping Review Process** - The landscape plan is a basic part of the architectural submission and is subject to the review and approval process of the ACC. The landscape plan must be submitted by a professional landscape designer.
- **7.7.3 Restricted Plant Materials** – Plants that are very unlike local coastal vegetation or those plants associated with exotic effects must be avoided. Use of materials and site furniture that are inconsistent with the character of The Crescent and the low country coastal area should be avoided. Fountains and other decorative lawn ornamentation must be approved by the ACC.
- **7.7.4 Use of Earth Mounds** - As with plant materials, any earth forms used should be consistent with the natural setting. Generally, the topography of the coastal area is very flat. Earth can add interest to a home site, but if used, should be done with great sensitivity. Nothing looks more artificial than a small earth mound rising abruptly from a flat landscape. An earth mound with gentle slopes can require a rather large open area to blend naturally into the existing topography of the site. Since earth fill on roots can kill existing trees, earth mounds must be held away from the trunks of trees. Any mound must be indicated on the plan.
- **7.7.5 Landscape Plans** - One of the primary responsibilities of the ACC is to ensure that when The Crescent is completely developed, the product will be attractive and harmonious with the surrounding environment. Toward this end, the degree of attention and sensitivity shown in the landscape treatment of each individual lot becomes very significant. The ACC encourages a more maintained appearance with areas of lawn and shrubs. A condition of approval from the ACC to proceed with construction is the owner's agreement to implement the landscape plan submitted with the architectural drawings for the house. The intent of the landscape requirements is to enhance the building.

Plans for any landscaping, grading, excavation, or filling of lots must be approved by the ACC and conform to the following guidelines:

- Landscaping plan will be drawn on a copy of previously approved site plan, will show existing plants and trees, and will indicate trees to be removed. Common name, size and mature size will identify new plants and trees.
  - Landscaping plans will be submitted at the same time as house plans.
  - All construction, including landscaping, in street right-of-way must be approved by the ACC on behalf of The Crescent Property Owners' Association, Inc. It is the responsibility of the homeowner to ensure lot landscaping includes street right-of-way to edge of pavement and to all property lines.
  - A landscaping plan that uses rock or crushed rock or pine straw as a predominant element will not be accepted.
  - In general, proposed plant material should be easily available, salt tolerant, unappetizing to deer, drought resistant and cold hardy.
- **7.7.6 Planting Design** –

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- A simple massing of plant materials is generally the most effective method of creating a successful planting scheme. Lawn areas are encouraged in open areas around homes where sunlight is available for a good portion of the day. Otherwise, wooded areas should be preserved and enhanced by the selective introduction of ground cover and edge plantings. Plant material, berms, fences and walls should also be incorporated in to the design of outdoor spaces for functional use such as to provide screening and privacy.
- At driveway entrance, for reasons of safety, no planting which obstructs sight lines at driveway entrances (between 2' and 6' above streets and roadways) shall be permitted.
- **7.7.7 Tree Protection** - The ACC may designate specific trees, which must be protected through the clearing and construction phases with barriers erected at least 5' from the trunk of trees.
- **7.7.8 Other Considerations** –
  - Walks, retaining walls, or other hardscape improvements will be identified by material and dimensions, including height above finished grade (can be shown on site plan).
  - Exposed foundation walls on street-facing façade will be planted with a minimum of 5-gallon plants spaced to cover exposed wall in a not less than 2 years.
  - All landscape improvements and sodded areas will be covered by an irrigation system.
  - Landscaping of lots adjacent to the golf course will be additionally required to landscape the areas of said lot adjacent to the golf course and if the plan calls for grass, the acceptable grasses are: Fescue, Zoysia, Centipede or St. Augustine. St. Augustine grass will not be permitted if contiguous to golf course turf

## **8 ARCHITECTURAL REVIEW PROCESS**

Plans for all construction in The Crescent must have the "Seal" of a Professional Architect registered by the state of SC affixed thereto, and must be approved by the ACC.

Subsequent alterations or additions may also require, at the discretion of the ACC, the "Seal" of a Registered Professional Architect. Any alteration or addition requires architect-sealed plans and a completion deposit. Exceptions will be considered on a case by case basis. Significant improvements such as pools, garages, and detached buildings also require completion deposits.

Exterior color changes must be approved by the ACC.

The following policies and procedures will be followed.

### **8.1 APPLICATION FORM**

Application must be made on the "Application to Construct in The Crescent ". A blank form is attached to these standards. Applications are complete only when review fee is paid, the

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application completed and signed by all parties involved, and the materials list is completed. Incomplete applications will not be reviewed.

### **8.2 MEETINGS**

The ACC currently meets at least once each month at The Crescent. The times and dates are subject to change. Complete applications received by the Property Manager no later than the close of business two weeks prior to the scheduled meeting will be reviewed. Except as noted below, the ACC does not allow applicants to attend the meetings.

If an applicant wishes to attend a meeting for a special purpose, the request (with the reason for attendance stated) must be received at least one week prior to the next scheduled ACC meeting. The ACC Chairman will make the decision whether or not to allow the applicant to attend the meeting and the applicant will be notified of the decision.

### **8.3 ARCHITECTURAL CONTROL COMMITTEE**

The submitted plans must conform to the general criteria as indicated in Section 7 of this document. However, the ACC may reject an application based solely on the judgment of its members without citing specific ways to remedy the deficiencies found. Applicants will receive a decision from the ACC by US mail or fax. Only owners and/or authorized agents as listed on the application will receive notification.

### **8.4 APPEALS PROCESS**

When the ACC disapproves a design or a change from the approved plans during construction, the applicant must submit amended plans to comply with the ACC comments. If the applicant feels that (i) the ACC position is not reasonable, (ii) he has not been given due consideration, or (iii) a hardship can be proven, the applicant may within 10 days after receipt of notice of any decision which in the opinion of the applicant is unsatisfactory file a written request to have the matter in question reviewed by the ACC. The matter with respect to which such request was filed shall be submitted to and reviewed promptly by the ACC, but in no event later than 30 days after the filing of such request. The decision by a majority of the members of the ACC with respect to such matter shall be final and binding.

This same process may be followed to appeal fines/assessments levied by the ACC.

### **8.5 CONCEPT REVIEW**

The ACC requires the submission of a rough site plan prior to a formal review submission. The ACC will provide a non-binding opinion of the suitability of the major concepts. No fee will be charged, and no stake-out or underbrush clearing are required at this time.

### **8.6 SITE PREPARATION**

Prior to preliminary review, the lot must be bush-hogged and cleared of all underbrush. Corner lot monuments or steel pins must be located, staked out and strung with the lot lines and outlines of proposed buildings, drives and walkways clearly indicated. Trees that are to be removed must be clearly identified with red, pink, or orange ribbon. Do not mark trees that are to remain. Note: If the tree and topography survey does not properly identify the existing trees, the request may be

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denied. Also note that the removal of any tree within the SC Department of Health and Environmental Control – Ocean and Coastal Resource Management (OCRM) setback requires approval from the county. The ACC will not consider any tree removal in the OCRM setback until Beaufort County approval is obtained. **No tree removal is permitted at this time.**

### 8.7 PRELIMINARY APPLICATION

While it is permissible to combine the preliminary and final applications, the ACC recommends that the applicant submit a preliminary application for its comment prior to the preparation of construction drawings. In this manner conceptual errors may be resolved and the possibility of a lengthy review period avoided. The preliminary application should include one set of plans and the following supporting information:

- **8.7.1 Site Plan and Analysis**
  - **8.7.1.1 Tree Survey** - Provide a tree survey that clearly identifies the species, location and diameter of all trees six inches (6") or larger in diameter at a height of 4 feet (4'), as well as the location of significant clusters of smaller trees.
  - **8.7.1.2 Site Plan Scale** - Draw site plan at a scale of 1/8" = 1' superimposed over the existing tree survey.
  - **8.7.1.3 Trees** - Show and identify species and diameter of all trees as described above, and indicate trees to be removed and reason for removal. Note tree removal limitations in Section 7.7.1, page 17.
  - **8.7.1.4 Topography** - Show existing and proposed topography. Show fill plan. Draw arrows to indicate the direction of drainage. You are responsible for avoiding any unfavorable drainage impact on neighboring property. Certain lots may require a drainage plan designed by a certified civil engineer. Please refer to paragraph 8.7.1.10.
  - **8.7.1.5 Boundaries** - Show property boundaries, location of house and setbacks from all lot lines. Indicate overhang by means of a dotted line.
  - **8.7.1.6 Elevations** - Show elevations at a scale of 1/4": finished floor, lot corners, edge of roadway and height of highest ridge line to finished grade.
  - **8.7.1.7 Site Development** - Indicate site development, including walks, driveways and parking areas, patios, decks, fences, etc.
  - **8.7.1.8 Neighboring Houses** - Show the corners of neighboring houses and indicate their FFE (Finished Floor Elevation).
  - **8.7.1.9 Natural and Man-Made Features** - Designate natural or man-made features which could affect the design.
  - **8.7.1.10 Drainage Plan** - The builder is required to submit a drainage plan that has been prepared by a professional engineer who is qualified by the state of South Carolina to prepare a drainage plan. The preparer of the drainage plan must sign and affix his seal to the plan.
- **8.7.2 Floor Plans** - Floor plans should conform to the following requirements:
  - Draw to a minimum scale of 1/4" = 1 foot.
  - Show changes in level, relationship to important site features, etc.
  - Show location of service entrances for electric, telephone and cable TV within service yard as well as the location of the propane tank, if applicable.
- **8.7.3 House Elevations** – House elevations should conform to the following requirements:
  - Draw to same scale as floor plans.

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- B. Show all elevations.
- **8.7.4 Landscaping** - Show proposed landscaping, indicating general massing of plants and trees and intended use of plant materials. This plan should be superimposed over the site plan, but must be separate.
- **8.7.5 Bush-hogging** - Lot must be bush-hogged, staked and strung out prior to Preliminary Review. Only lots that have been bush-hogged and staked will be reviewed. A fine of \$50 will be assessed if the ACC visits a site which has not been bush-hogged or staked out.
- **8.7.6 Submission of Typical Building Materials** - On the form provided in the application, indicate the name, grade, and description of proposed exterior materials. Provide physical samples of colors applied to a sample of the material to be used and roofing material. The samples should be not less than 6 inch by 6 inch actual material samples mounted on a single 24"x24" board. An application will not be reviewed without these exterior samples. Where applicable, manufacturer's name must be supplied (roofing, doors, windows, etc.). **The material sample board must be included with the preliminary application.**

### 8.8 FINAL APPLICATION

Two complete sets of documents shall accompany the final application. Each sheet of drawings and the first page of other documents shall include the lot number, street name, applicant's name, architect and date of drawings. Revised submittals for final approval shall be a complete set of plans. All drawings must be to scale.

- **8.8.1 Site Plan** - Show all information required for a preliminary submittal as set forth in Section 8.7.1. Drawings must identify all materials, be full-dimensioned and show the roof plan (unless shown on a separate drawing) and exterior lighting, if any.
- **8.8.2 Landscape Plan** - A separate landscape plan, superimposed over the site plan, show the location, bounds, numbers and species of all plants, trees, shrubs and ground covers (Common and Latin names), as well as the size of shrubs to be planted with initial and mature height and girth noted. A plant schedule is required including total number of each species, gallon sizes at installation, type and square footage of sod, etc.
- **8.8.3 Floor Plans** - The following requirements shall apply to floor plans:
  - Draw to a minimum scale of 1/4 inch = 1 foot.
  - Show any changes in floor level.
  - Show all dimensions.
  - Include door and window symbols and schedules.
  - Show all attached decks, patios, fences, ornamentation, aquatic elements (pools, ponds, etc.) and other appurtenances including detail of the service yard(s) enclosure
  - Show locations of service entrances for electric, telephone and cable TV within service yard(s) as well as the location of the propane tank(s), if applicable.
- **8.8.4 Elevations** - The following requirements shall apply to elevations:
  - Draw to a scale of 1/4 inch = 1 foot.

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- Show all exterior views of the house including those which will be partially blocked from view by garages, fences or other parts of the building.
  - Indicate all exterior finish materials and colors
  - Show finished floor elevations and existing and proposed grade lines.
  - Show all exterior openings.
- **8.8.5 Details** - Draw the following to a minimum of 1/2 inch = 1 foot:
    - Wall section
    - Window head/sill detail
    - Service yard detail
    - Rake Detail
    - Corner Detail
    - Screen porch detail
    - Railing/column details
    - Detached fencing details
    - Indicate roof slope
    - All drawings must be to scale.

### 8.9 FEES

A processing fee is required with all ACC submissions to help offset the cost of architectural reviews. A Completion Deposit fee is also required upon receiving final approval and prior to issuance of a Building Permit. The purpose of the Completion Deposit is to ensure that the completed house complies with the approved plans and the ACC Standards. Any fines that may be incurred during the construction process will be deducted from the deposit and the balance (if any) will be refunded. The Schedule of Fines on pages 33 and 34 lists the amounts assessed for various violations. The "Application to Construct in The Crescent" in Appendix A contains a list of fees for all construction.

- **8.9.1 Initial Inspection** - Prior to preliminary review of plans by the ACC, clear the site of under-brush, stake and string the lot lines and an outline of the proposed buildings, drives and walkways. Flag only trees to be removed. Remove tags from trees not to be removed. Use red, pink, or orange ribbon. Re-stake and string the lot as necessary if requested changes were required by the ACC.
- **8.9.2 Permitting** - After ACC approval of the final application, but prior to the issuance of a Crescent Building Permit to start clearing and construction, the applicant or his builder should install the builder's sign at the construction site. Upon verification of adherence, a Crescent Building Permit will be issued. Temporary toilet facilities and construction refuse dumpster must be placed on site prior to any construction activity. The entrance must be turned towards the construction site. If extensive site clearing is required, the ACC will allow a delay in the placement of the portable toilet and dumpster until the site is cleared, however, the site still must be kept clear of trash and unsightly debris.
- **8.9.3 Foundation Survey & Elevation Certificate** - After the issuance of a Batter Board Permit by the ACC batter boards may then be erected on the lot. **Prior to installing any foundation or pouring a slab, the owner will cause a Foundation Survey to be performed by a registered South Carolina Surveyor showing the exact location and**



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elevations of foundations/slab on site plan. The results must be in accordance with the ACC-approved site plan. A Sealed Survey and Elevation Certificate must then be submitted to the ACC for approval prior to installing foundation or pouring the slab. Foundation surveys are also required for garages, barns, pools, detached buildings and significant additions.

- **8.9.4 Final Inspection** - When the buildings and landscaping are complete and a Certificate of Occupancy has been received from the Building Department of Beaufort County, the applicant must provide a copy of the C.O. to the ACC Administrator and request a final inspection in writing to ensure conformance with all approved plans. The Completion Deposit will be returned after an inspection has determined that (i) construction has caused no damage to the surrounding area, (ii) all construction (including materials, colors, drives, decks, etc.) has been completed in accordance with the approved building plan, and (iii) landscaping has been installed in accordance with the approved landscape plan. Any violations of the Rules and Regulations of The Crescent will be deducted from this deposit.
- **8.9.5 Additional Inspections** - Additional inspections such as a dry-in inspection and a driveway inspection may be performed by the ACC when they deem them to be appropriate.

### 8.10 COMPLETION

Total project, including landscaping, must be complete within sixty (60) days of issuance of Beaufort County Certificate of Occupancy OR one year from The Crescent permit date, whichever comes first regardless of whether the residence will be occupied at that time.

### 8.11 OCCUPANCY

All exterior construction, including painting, drives, and decks must be completed prior to occupancy, plus Certificate of Occupancy received, and final inspection completed and approved. Penalties may be assessed for violations. In addition to obtaining a Certificate of Occupancy from Beaufort County, all exterior construction, including painting, drives, and decks must be completed and final inspection conducted by an ACC member. Penalties may be assessed for violations or changes that were not approved by the ACC. Requests for exceptions to this requirement must be made in writing to the ACC prior to moving into construction.

## 9 CONSTRUCTION

The purpose of this section is to inform both the owner and the builder of policies and procedures required or suggested by The Crescent which will eliminate potential problems and further ensure the construction of a quality house. It is important to remember that the Covenants and Restrictions of The Crescent require that once a permit is issued, all work must be completed within one year. No home may be occupied until (i) all exterior construction, including painting, driveways and landscaping has been completed, (ii) a Certificate of Occupancy has been granted by the Beaufort County Building Inspector and presented to the ACC, and (iii) a final inspection is completed to the satisfaction of the ACC. Written requests for exceptions due to special circumstances must be submitted to and approved by the ACC in advance. Some lots may require approval by the OCRM.

### 9.1 PRE-CONSTRUCTION ACTIVITIES

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- **9.1.1 Crescent 30-Day Batter Board and Clearing Permit** - Except for under-brushing, stake-out and stringing, no work may be done on a lot prior to receiving approval of the ACC. **In no event may trees be removed or earth moved prior to ACC approval and issuance of a Crescent 30-Day Batter Board and Clearing Permit.**
- **9.1.2. Government Permits** - All required governmental permits must be obtained and copies provided to the ACC before the ACC will issue a **Crescent 30-Day Batter Board and Clearing Permit.**

### 9.2 DURING CONSTRUCTION

- **9.2.1 Changes** - Any exterior changes to approved plans desired during construction must be submitted to the ACC for approval using the New Construction - Change Request Form (see page 39). No work on an exterior change may begin prior to ACC approval. There will be a \$100 fee each time a change to an approved plan is submitted that requires a review by the ACC and the ACC staff architect. This includes tree removal. Failure to request approval will result in a \$500 fine per occurrence and may result in a "stop work" order. There will not be a charge for changing the selected colors, but there may be a fine if the colors are changed without approval.
- **9.2.2 Portable Toilet and Dumpster** - A portable toilet and a construction refuse dumpster must be in place before work begins. They must be maintained during the entire construction process. In placing the portable toilet, the entrance must face the rear of the construction site, not the road or neighboring lots. Beyond the portable toilet facility and dumpster no other temporary structures or trailers may be placed on a lot without the written permission of the ACC. If allowed, such structures may never be used as residences and may not remain on the lot after construction has been completed.
- **9.2.3 Site Access** - The access point to the construction site between the edge of the road pavement and the front property line shall be no more than fifteen feet (15') wide, and is limited to one (1) entrance only. It is suggested that, whenever possible, the site access be in the same general location as the permanent driveway entry. An entrance drive consisting of crushed stone must be in place prior to the clearing of the lot, placement of fill or delivery of materials to the site. The entrance drive shall not be less than twelve feet (12') nor more than fifteen (15') feet wide and shall not be less than twenty feet (20') deep from first point of access to the building lot. Access to a building site by means of adjacent property will not be allowed. Parking of workers' vehicles/equipment will be limited to the construction lot only. The edge of the road pavement shall be protected from damage by construction vehicles.

All service and construction vehicles shall be parked in a manner where adjacent property owners will not be inconvenienced in any manner upon entering or exiting their property from or to the roadway.

Any damage to the road pavement, curbing, or the road right-of-way caused by construction activity must be restored to the original condition before the project will be considered complete. Final compliance will not be approved until all damaged areas are satisfactorily

## THE CRESCENT - DESIGN STANDARDS AND ARCHITECTURAL GUIDELINES REVISED 08/23/2016

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restored. Failure to comply with the above requirements during construction may result in assessments levied and/or a stop work order. The total cost of necessary repairs of damage to the street, curbs, common areas or adjoining lots will be charged to the owner of the property.

- **9.2.4 Site Clearing and Tree Protection** - No lot may be cleared or construction otherwise started without a Crescent permit. Where appropriate, culvert and fill and/or road shoulder protection must be in place. Site clearing is subject to the construction hours and Sunday/holiday restrictions.

During the entire period of construction *Tree Protection Zones* shall be established and maintained for each tree preserved on the site in accordance with Section 106-1648 of the Beaufort County Zoning and Development Standards Ordinance. Such section of the Ordinance includes but is not limited to requirements or limitations related to:

- Erection of encroachment barriers of not less than four feet in height;
- Prohibition on changes in grade within the tree protection zone of greater than two (2) inches; and
- Protection from excessive compaction during construction

The tree protection zone shall be a circle with a radius of one foot for every inch of DBH (diameter at breast height) or five feet, whichever is greater.

- **9.2.5 Roadways** - Roadways in front of and adjacent to site shall be cleaned at the end of each workday, as needed, of dirt, mud, muck and debris.
- **9.2.6 Site Maintenance** The site is to be maintained in an organized and workmanlike manner. At the end of each work day all trash and unusable material cutoffs are to be placed in the dumpster. All remaining materials will be neatly stacked.
- **9.2.7 Materials** - No materials may be placed in the right-of-way or on adjacent property even on a temporary basis.
- **9.2.8 Disposal** - There are no disposal areas available in The Crescent, nor is there a pit for obtaining fill dirt.
- **9.2.9 Utility Connections** - A water meter must be installed after final approval of the ACC so that construction water is available. Contact Beaufort-Jasper Water and Sewer Authority. Palmetto Electric Cooperative will provide a temporary power source during construction. Application for this service may be made at Palmetto Electric's office. An inspection of the service connection by the Beaufort County Inspection Department is required before the service can be activated. All utility services at The Crescent are buried in the street rights-of-way. Before digging in a right-of-way it is required that you ask each utility to identify the location of their lines to prevent damage.
- **9.2.10 Drainage and Erosion Control** - Prior to and during all construction activity, including the clearing and filling of the lot, the following protective actions must be taken: Water Drainage Control; Soil Erosion Control; Road Pavement and Curb Protection; Road Right-of-Way Protection and Tree Protection. **It is the responsibility of the general contractor to prevent drainage and erosion onto any adjacent property whether private or common.**

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- **9.2.10.1 Water Drainage** - Water drainage shall be directed into the drainage system including road swales, ditches, culverts or lagoons. This shall be accomplished by means of rough grading, earth berms, swales, and drain lines or by retention entirely within the construction site property lines. Storm drain inlet protection measures to prevent soil and debris from entering storm drain drop inlets shall be applied to all such drains affected by the construction site
- **9.2.10.2 Soil Erosion** - Soil erosion shall be controlled entirely within the construction site property lines in such a manner as to prevent the erosion of soil onto any adjacent properties, roads, or into any drainage system or lagoon.
- **9.2.10.3 Run-off** - Hay bales or silt fences must be placed to control run-off and/or spoilage into the coastal critical line of lots abutting marsh or water as well as all other lots. Protection of wetlands is closely monitored by the SC Dept. of Health and Environmental Control (DHEC), as well as the ACC and the POA.
- **9.2.10.4 Drainage Control** - After completion of the foundation work, the general contractor shall establish the finish grade at the perimeter of all new construction no more than six inches (6") below any wood finish. Earth should be sloped away from the house to a minimum of ten feet (10') on all sides. Drainage restrictions apply at the sides of all lots. When house construction is complete, and before any landscape work may begin, all planned fill must be in place and the lot brought to final grading.

### THE FAILURE TO CONTROL DRAINAGE AND EROSION MAY RESULT IN ASSESSMENTS LEVIED, A STOP-WORK ORDER, AND THE COST OF ALL REQUIRED RESTORATION WORK.

- **9.2.11 Burning** - No burning of any kind will be permitted. Debris from clearing (i.e., tree stumps, branches, logs, underbrush, etc.) and from construction (i.e., scrap wood, drywall, packaging materials, etc.) must be disposed of off The Crescent at an appropriate disposal site.
- **9.2.12 Tree Removal** – No living trees measuring six inches (6") or larger in diameter at a height of two feet (2') above original grade and more than ten feet (10') from the perimeter of new construction may be removed without proper justification and approval of the ACC. Please note that the fact that a tree is messy or that the owner/builder feels that the tree is an undesirable type is not a sufficient reason for removal. The final decision on tree removals will be made prior to final approval.
- **9.2.13 Material Storage** - The storage of materials should be in an inconspicuous area of the site and contractors are required to make frequent clean-ups of surplus materials, trash, wrappers, etc. A refuse dumpster must be maintained on each site for the disposal of construction debris, trash and litter. All dumpsters are to be emptied when level full so that overflow of trash does not occur. Dumpsters cannot be placed on POA right of way. If a complaint from a property owner is received about unkempt conditions, Security will verify the information and then notify the builder and owner. If the job site is not cleaned

## THE CRESCENT - DESIGN STANDARDS AND ARCHITECTURAL GUIDELINES

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immediately upon notification, a \$100 penalty per day will be assessed against the owner of the property (see Table 3, page 47).

- **9.2.14 Signs** - One sign identifying the contractor and/or architect may be displayed on the lot. This sign must not exceed four square feet in area, will be mounted on a square post of not less than 4 inches by 4 inches and must be in harmony with the design standards of The Crescent. In addition, there will be mounted on this post a DOCBOX Model #10102 or equivalent permit box for the protection of permits, plans and other documents. The sign is to be displayed facing the road; no sign will be displayed directly facing the golf course. When the job is completed, the sign, permit box and post must be removed immediately. No other signs will be displayed at any time.
- **9.2.15 Access and Work Hours** - Construction access to The Crescent is allowed between 7 am. and 5 pm. Monday through Saturday. Work is to be performed on Monday through Friday only between 7 a.m. and 6 p.m. Eastern Standard Time (during winter months) and from 7 am. to 7 pm. Daylight Savings Time (during summer months). Work is restricted to the hours of 8 am to 5 pm on Saturdays. No construction activities are to be conducted on Sundays or holidays.
- **9.2.16 Radio Playing and Other Nuisances** - The playing of radios, tapes, etc. at volume levels that disturb surrounding neighbors is not be permitted.
- **9.2.17 Workers' Accoutrements** - Workers are not allowed to bring children, pets, firearms or any other type of weapon to the job site.
- **9.2.18 Fishing by Workers** - Workers are not allowed to fish in The Crescent lagoons nor are they permitted use of community pools or tennis courts.
- **9.2.19 Dumping of Trash** - The Crescent does not have a dump. There will be a two hundred dollar (\$200.00) penalty for dumping refuse of any type on The Crescent property.

### 9.3 Water and Sewer

- **9.3.1 Broken Water and Sewer Lines** - Builders are financially responsible for the repair of any water or sewer line broken during construction. If a builder damages or breaks a water or sewer line, Beaufort-Jasper Water & Sewer Authority should be contacted immediately.
- **9.3.2 Backflow Preventers** - All temporary water service during construction must have backflow preventers installed. This is a requirement of the South Carolina Department of Health and Environmental Control.
- **9.3.3 Water Meters** - Water meters will normally be installed from one to five working days after a meter request has been submitted to Beaufort-Jasper Water & Sewer Authority.
- **9.3.4 Sewer Tap Location** - A request for sewer tap location must be made to Beaufort-Jasper Water & Sewer Authority at least two working days before the plumber plans to make connection.
- **9.3.5 Sewer Cleanouts** - Sewer cleanouts must be installed in all lines connected to the Beaufort-Jasper Water & Sewer Authority sewer system.

## **10 VIOLATIONS OF THE RULES AND REGULATIONS**

The assessments for violations of the rules and regulations of The Crescent are presented in Fine Payment Schedule dated 10/01/2014 pages 1 and 2 of 2 (see pages 33 and 34 of this document). The ACC reserves the right to assess these fines.

A successful completion of a final ACC inspection is required prior to occupying a new house. It is common for these inspections to uncover items that must be fixed. This requires a re-inspection. If the violations are significant, the ACC may not give approval to occupy the house. If the house is occupied without ACC approval, there can be a fine of \$100 per day. This will be deducted from the home owner's completion deposit. At the ACC's sole discretion, the ACC may permit occupancy when only minor infractions are found during the final inspection. However, the completion deposit will not be returned until all discrepancies have been addressed to the ACC's satisfaction.

A successful completion of a final ACC inspection is required before any completion deposit can be returned. In the event that the corrections required by the final inspection are not addressed within one year of the final inspection or date of occupancy, whichever comes first, the entire completion deposit will be forfeited and the money will be transferred to the general POA account.

**10.1 Removal of Unauthorized Construction** - The ACC reserves the right to require the builder / owner to remove any unauthorized or unapproved construction, whether new or an addition to an existing structure, at the sole expense of the owner / builder.

**10.2 Legal Recourse** - The ACC reserves the right to seek legal recourse, at the owner's sole expense, for satisfaction of any differences arising from violation of any standard requirements or unanswered requirements of the ACC.

## **11 DISCLAIMER**

Plans and specifications are not reviewed for engineering or structural design or quality of materials, and by approving such plans and specifications neither the ACC, the members thereof, nor the Crescent Property Owners Association assumes liability or responsibility therefor, nor for any defect in any Structure constructed from such plans and specifications. Neither the ACC, the Board of Directors of the Crescent Property Owners Association, nor the officers, directors, members, employees and agents of any of them shall be liable in damages to anyone submitting plans and specifications to any of them for approval, or to any Owner of property affected by these Restrictions by reason of mistake in judgment, negligence, or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve or disapprove any such plans or specifications. Every person who submits plans or specifications and every Owner agrees that he will not bring any action or suit against the Association, the ACC, the Board or the officers, directors, members, employees and agents of any of them to recover any such damages and hereby releases, remises, quit-claims and covenants not to sue for all claims, demands and causes of action arising out of or in connection with any judgment, negligence, or nonfeasance and hereby waives the provisions of any law which provides that a general release does not extend to claims, demands and causes of action not known at the time the release is given.

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<b>TABLE 1</b>					
<b>CHECK LIST Documents to Obtain From Builder</b>	<b>Prelim App</b>	<b>Final App</b>	<b>After Batter Boards in Place</b>	<b>Construction Complete</b>	<b>Other</b>
<input type="checkbox"/> Copy of County Building Permit		X			
<input type="checkbox"/> Insurance Certificate – General Liability – Crescent POA as Additional Insured		X			
<input type="checkbox"/> Insurance Certificate – Commercial Auto Liability – Crescent POA as Additional Insured		X			
<input type="checkbox"/> Insurance Certificate Proof of Coverage – Worker Compensation		X			
<input type="checkbox"/> Copy Of SC Contractor License		X			
<input type="checkbox"/> Permit Fee \$300 Payable To Crescent POA		X			
<input type="checkbox"/> Refundable Performance Deposit \$5,000 Payable To Crescent POA		X			
<input type="checkbox"/> Plan Review Fee \$750 Payable To Crescent POA	X				
<input type="checkbox"/> Completed Application To Construct In The Crescent	X				
<input type="checkbox"/> Completed Qualification Statement And Affidavit For Approval Of General Contractors And Private Builders	X				
<input type="checkbox"/> Receipt For The Crescent Design Standards and; Article VII Of The General Covenants And Restrictions; Fine Payment Schedule Dated 10/01/2014		X			
<input type="checkbox"/> Foundation Survey and Elevation Certificate			X		
<input type="checkbox"/> Copy of County Certificate of Occupancy				X	

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<b>TABLE 2</b>					
<b>CHECK LIST Documents to Deliver to Builder</b>	<b>Prelim App</b>	<b>Final App</b>	<b>After Batter Boards in Place</b>	<b>Constructi on Complete</b>	<b>Other</b>
<input type="checkbox"/> The Crescent Design Standards and Architectural Guidelines		X			
<input type="checkbox"/> Article VII of the General Covenants and Restrictions		X			
<input type="checkbox"/> Fine Payment Schedule Dated 10/01/2014		X			
Batter Board and Clearing Permit					
<input type="checkbox"/> Other					



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**TABLE 3 - CRESCENT HOME STANDARDS (UPDATED OCTOBER 2014) APPROVED  
COLORS**

<b>Stucco Colors</b>
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**STO Stucco - Essence DPR Finishes - #307 - SWIRL; #306  
MEDIUM SAND and #310 Fine Sand**

VT039230	Revere Almond
VT039233	Revere Antique Ivory
VT039262	Revere Linen
VT039267	Revere Pebble
VT039240	Revere Everglade
VT039256	Revere Wicker
VT039246	Revere Sandalwood
VT039259	Revere Maize
VT039237	Revere Canyon Clay
VT039243	Revere Dover Gray
VT039252	Revere Sandstone
VT039227	Revere Snow White
VT039249	Revere Pearl

<b>Cementitious Plank Colors</b>
----------------------------------

<b>Duron Name * #</b>	<b>Number</b>	<b>SW Equivalent</b>	<b>SW Number</b>
Angelica Blossom	7711W	Friendly Yellow	SW6680
Stucco Greige	8693M	Diverse Beige	SW6079
Meadowlark	8724M	Sands of Time	SW6101
Summer Fog	8533M	Uncertain Gray	SW6234
Summer Fog	8533M	Gris	SW7659
Dauphin Gray	8773M	Dorian Gray	SW7017
Dauphin Gray	8773M	Pussywillow	SW7643
Stone Lion	?????	Stone Lion	SW7507
		Tony Taupe *	SW7038
		Jersey Cream *	SW 6379
		Pure White *	SW7005
		June Bug *	SW 2019

\* Included in initial Crescent Home Standards established by Centex  
# Duron paints no longer available - acquired by Sherman Williams

**TABLE 3 - CRESCENT HOME STANDARDS (UPDATED JANUARY 2015) APPROVED COLORS and ACCENT COLOR COMBINATIONS**

<b>Mid American Vinyl Shutters - SW Cross Over Paints</b>			
<b>Shutter Color</b>	<b>Number</b>	<b>Door Color</b>	<b>Number</b>
White	001	There are no direct Sherman-Williams cross over colors for the Mid American Vinyl Shutter Colors. The Sherman-Williams retail store in Sheridan Park has scanned the Mid American colors into their computer color matching system and has developed custom door colors that are an exact match for the Mid American colors. The Crescent approved shutter color samples are located at the Sherman Williams retail store in Sheridan Park and Atlantic States Management Office.	
Black	002		
Wedgewood blue	004		
Musket Brown	010		
Burgundy Red	027		
Forrest Green	028		
Wineberry	078		
Midnight Green	122		
Midnight Blue	166		
Bordeaux	167		

<b>Approved Door and Shutter (Accent Color) Combinations</b>			
<b>Door Color</b>	<b>Number</b>	<b>Shutter Color</b>	<b>Number</b>
White	001	Black	002
Burgundy Red	027	Black	002
Wineberry	078	Black	002

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**SCHEDULE OF FINES**

The following is a schedule of fines that may be levied when a property owner or general contractor violates the Covenants or Design Standards and Architectural Guidelines. Such fines will be charged to the property owner and, if levied in connection with a construction project, may be deducted from the property owner's compliance deposit if not paid when billed.

A stop order or other actions may also be taken for serious and/or repetitive actions.

<b>TYPE OF VIOLATION</b>	<b>AMOUNT OF FINE</b>
Clearing of site without stake out approval or obtaining a Crescent Batter Board and Clearing Permit. Unauthorized tree removals	\$500 per violation. Contractor could be expelled from the Crescent
Construction does not conform to plans approved by the ACC	\$500 per violation. Contractor could be expelled from the Crescent
Failure to build, finish and landscape in accordance with plans approved by the ACC	Fines up to amount of compliance deposit
Occupancy of new home without approval before final compliance inspection is completed	\$100.00 per day
Work not completed in twelve months. Extensions may be requested in writing but must be approved by the ACC	\$100.00 per day
Failure to control water drainage and/or soil erosion	\$200.00 per violation plus restoration costs
Damage to road pavement, curbs and road right of way	\$200.00 per violation plus restoration costs
Trespass onto adjoining lots or POA property by personnel, vehicles, equipment, materials storage , etc.	\$50.00 per violation plus restoration costs and \$25.00 per day until issue is successfully remediated

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<b>TYPE OF VIOLATION</b>	<b>AMOUNT OF FINE</b>
Failure to provide adequate trash receptacles or failure to keep the sight clear of debris	\$50.00 per violation plus restoration costs and \$25.00 per day until issue is successfully remediated
Failure to provide, properly site and maintain portable toilets facing rear of construction site	\$25.00 per violation plus \$25.00 per day until in compliance
Failure to control exterior lighting	\$100.00 per violation
Loud music, language or inappropriate personal behavior	\$100.00 per violation
Noncompliant and/or improperly placed signage	\$25.00 per violation
Improper hauling of trash	\$50.00 per violation plus cleanup cost
Spills on road or right of way	\$50.00 per violation plus cleanup cost
Open fires	\$500.00 per violation
Pets, children or unauthorized personnel on construction site	\$25.00 per violation
Contractors fishing in lagoons	\$25.00 per violation
Carrying of firearms	\$100.00 per violation plus permanent expulsion from The Crescent
All violations of Article VII and the Design Standards and Architectural Guidelines not specified above	\$25.00 per day until in compliance

Appeals of violations and/or fines are to be submitted in writing to the ACC through ATLANTIC STATES MANAGEMENT COMPANY. An explanation of circumstances and appropriate justification should be included in the appeal. A written response from the ACC will be forwarded within 30 days of the receipt of the appeal. All payment of fines is the responsibility of the property owner – no exceptions.

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**APPLICATION TO CONSTRUCT IN THE CRESCENT** (see <http://thecrescent.us/board-info2/acc-forms> for fillable application package)

Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

<b>Owner(s)</b>	<b>Builder</b>
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Telephone _____ Fax _____	Telephone _____ Fax _____
<b>Architect</b>	S.C. Contractor License # _____
Name	<p><b>NOTE:</b> The Applicant(s) must thoroughly read and comply with the requirements of the Design Standards and Architectural Guidelines</p> <p>Has this house ever been built within The Crescent Subdivision: _____</p> <p>If yes, where? _____</p> <p>_____</p>
Address	
City	
Telephone _____ Fax _____	
S.C. Registration # _____	

**For New Construction**

**Concept Review Only** - No Fee Required. ACC opinion non-binding

**Preliminary ACC Review** - \$750 – made payable to THE CRESCENT POA must be paid at this time. Lot must be bush-hogged, staked and strung out.

**Final ACC Review** - No fee due at this time.

**Prior to Start of Construction –**

- Refundable performance deposit of \$5,000 made payable to Crescent POA
- Crescent building permit fee of \$300 made payable to Crescent POA

**Existing Homes** – see separate application forms at <http://thecrescent.us/board-info2/acc-forms>.

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**CHECKLIST FOR ACC SUBMISSIONS**

Site Plan on 1/8 Scale Indicating:

- Species and diameter of trees over 6" in diameter, noting any to be removed
- Outline of proposed topography, fill plan, direction of drainage
- Property boundaries, setbacks from lot lines to first vertical wall.
- Street access, drives, walks, patios, decks, fencing, etc.
- Elevation of lot corners, first floor, culvert inverts, edge of roadway.
- Layout of pipe under driveway (if needed), including inverts of neighboring culverts upstream and downstream and direction of flow.

Foundation Plan if other than slab on grade

Service yard detail, location and screening

Landscape Plan and schedule showing location, species, initial and mature size (height and girth) and quantity of shrubs, trees, and ground covers, type and square footage of sod.

Floor plans at 1/4" scale with:

- |                              |                                    |
|------------------------------|------------------------------------|
| _____ Changes in floor level | _____ Door and window schedules    |
| _____ All dimensions         | _____ Attached decks, fences, etc. |

Elevations drawn to 1/4" scale showing:

- |                                |                             |
|--------------------------------|-----------------------------|
| _____ All exterior views       | _____ All exterior openings |
| _____ Exterior finish material | _____                       |

Wall section drawn to 1/4" scale showing

- |                  |                                     |
|------------------|-------------------------------------|
| _____ Roof Pitch | _____ Patio Section, if appropriate |
|------------------|-------------------------------------|

Color Samples on 6"x6" piece of actual material, mounted on 24"x24" foam board.

Roofing Samples

Other Materials

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**SCHEDULE OF EXTERIOR MATERIALS AND COLORS**

Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

Item	Material Name & Number	Manufacturer / Model # or Name
Siding		
Stucco		
Brick		
Roofing		
Fascia		
Trim		
Soffit		
Shutters		
Front Door		
Exterior Doors		
Garage Door		
Windows		
Chimney		
Driveway		
Service Yard		
Swimming Pool/Spa		
Fireplace	Wood Burning _____ Propane* _____ *If propane, indicate location of tank(s) on site plan.	

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## ACC FEES & COMPLIANCE DEPOSITS

### New Home

#### NON-REFUNDABLE –

- *Plan Review Fee* payable to THE CRESCENT POA - \$750 (submitted with drawings)
- *Crescent Building Permit* - \$300 payable to Crescent POA paid prior to start of construction.

**REFUNDABLE –** *New Construction Performance Deposit* - \$5,000 paid prior to start of construction.

**Major Addition/Renovations:** To include major structural changes, i.e. total replacement of roof, siding, stucco, change roof line, addition of swimming pool, major concrete work, excavation and heavy material delivery.

- **NON REFUNDABLE –** *Plan Review Fee* payable to THE CRESCENT POA - \$300.00 (submitted with drawings)
- **REFUNDABLE –** *Construction Performance Deposit* - \$1,000.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

**Minor Additions:** To include deck, fences, porch enclosures, patio, minor driveway extensions, dormer addition or other minor additions.

- **NON-REFUNDABLE –** *Plan Review Fee* - \$300.00 (submitted with drawings) \*
- **REFUNDABLE –** *Construction Performance Deposit* - \$500.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

**Minor Repair/Replacements:** To include minor repairs, including but not limited to, stucco, brick work, roofing, siding, and/or other repair/replacement **that include material removal or delivery.**

- **NON-REFUNDABLE –** *Plan Review Fee* - \$300.00 (submitted with drawings) \*
- **REFUNDABLE –** *Construction Performance Deposit* - \$500.00 (separate Owner check payable to Crescent POA paid prior to start of construction.)

**Repainting – Exterior** (New or Same Color:)

- **NON-REFUNDABLE –** Review Fee - N/A
- **REFUNDABLE –** *Performance Deposit* - \$250.00

**Landscaping:**

- **NON-REFUNDABLE –** Review Fee - N/A
- **REFUNDABLE –** *Performance Deposit* - \$250.00

\* May be waived at the discretion of the ACC.

**APPROVALS ARE GOOD FOR SIX MONTHS. After that, owner will have to go through the entire submittal process again.**



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**NEW CONSTRUCTION – CHANGE REQUEST FORM**

**The Crescent ACC**

Owner \_\_\_\_\_ Builder \_\_\_\_\_

Lot # \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_ Emergency Tel. No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Brief Description of Change(s) from ACC Approved Plans:

(Attach revised or marked-up plans for siting or exterior design changes; attach samples for color changes – 8 1/2" x 11")

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(Use other side of form if more space is needed)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Printed name of person submitting this form: \_\_\_\_\_

\_\_\_\_\_ Owner \_\_\_\_\_ Architect \_\_\_\_\_ Builder

Phone No. \_\_\_\_\_ (if different from above)

E-mail \_\_\_\_\_ (if different from above)