

**Oyster Harbour Homeowners Association
c/o Waccamaw Management
605 Briarwood Drive Ste C
Myrtle Beach, SC 29572
info@waccamawmanagement.com**

NEW CONSTRUCTION APPROVAL REQUEST

(To be completed in Ink.)

Date of Submittal: _____ Licensed Builder: _____
 Lot #: _____ Builder NC License #: _____
 Physical Address: _____ Telephone #: _____
 Owner (s): _____ Telephone #: _____
ARC Review Fee (\$1500): Check # _____ (payable to: Waccamaw Management)
Road Maintenance Deposit (\$1000): Check # _____ (payable to: Oyster Harbour HOA)
Compliance Deposit (\$3000): Check # _____ (Payable to: Oyster Harbour HOA)

Please refer to the latest revision of the Oyster Harbour Homeowners Association Architectural Review Manual before submitting plans. Copies are available at the Management Office.

The Builder will furnish for review by the Architectural Review Committee the following:

THIS COMPLETED FORM WITH ONE (1) COMPLETE SET OF DRAWINGS.

PLEASE NOTE: Submittal must be complete in order to be reviewed. Each sheet of plans should be labeled in the lower right hand corner as to lot number, date, and sheet number. All drawings must be in original type. No hand written modifications will be accepted. One set of drawings will be retained by the Oyster Harbour HOA. The other set of drawings will be returned to the builder.

1. DRAWINGS REQUIRED

Scale: Based on Industry Standards.

Hand written notes reflecting changes to the original drawings are not acceptable.

- | | |
|--------------------------------------|--|
| 1. Site Plan- must indicate setbacks | 4. Second Floor Plan |
| 2. Foundation/Basement plan | 5. Elevations- with finish grade indicated |
| 3. First Floor Plan | 6. Landscape Plan- including retaining walls, names, sizes, and locations of plantings, etc. (this is just a preliminary plan) |

2. ADDITIONAL DOCUMENTS REQUIRED

1. A Topographical Survey (**REQUIRED**) w/trees 6" species or larger
2. Brunswick County Improvement Permit showing footprint of house, location of septic tank, and location of tile field.
3. Plan for proper erosion/drainage control

3. HOUSE PLANS AND ELEVATIONS

FLOOR PLANS- Square footage

First Floor _____ sq. ft Basement _____ sq. ft Garage _____ sq. ft
 Second Floor _____ sq. ft Total Heated Area _____ sq. ft

SPECIFICATIONS OF EXTERIOR MATERIALS **(SAMPLES OF EXTERIOR MATERIALS ARE REQUIRED)**

Materials listed must match submitted plans. Materials shown on plans supersede those listed below.

Materials: Manufacturers Name/Color	Materials: Manufacturers Name/Color
Brick _____	Windows _____ Shutters _____
Wood Siding _____	Vinyl Siding _____ Front Door _____
Roof _____	Trim _____ Gutters/Downspouts _____

4. IMPERVIOUS SQUARE FOOTAGE SURVEY

Submit Plans to: Oyster Harbour HOA, 605 Briarwood Dr. Ste. C Myrtle Beach, SC 29572

Licensed Builder or Owner Signature: _____

Printed Name of Licensee or Owner: _____

Oyster Harbour Homeowners Association
c/o Waccamaw Management
605 Briarwood Drive, Suite C
Myrtle Beach, SC 29572
info@waccamawmangement.com

Sub-Contractors List

Date: _____

Builder: _____

Telephone: _____

Owner: _____

Telephone: _____

Lot #: _____

Permit #: _____

Please list below the sub contractors that will be used on the job site listed above

Person or Company Name	Type of Work

As the General Contractor you are responsible for the actions of each of your sub-contractors and their employees while they are within the private community of Oyster Harbour HOA. Speeding Infractions and littering within the community will not be tolerated. Two (2) reported infractions of a sub-contractor will be grounds to ban the sub-contractor from entrance to Oyster Harbour HOA.

Printed name of Builder/Owner: _____

Signature of Builder/Owner: _____



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OHHOA Property Owner and General Contractor Acknowledgement

OHHOA requires that the property owner and the general contractor sign this acknowledgement in which the property owner is ultimately responsible for the actions of any and all contractors hired (general and sub) or that may be hired as a subcontractor under a general contractor’s contract with property owner.

Date: _____

Contractor: _____ NC Lic # _____

Owner: _____ Lot # _____

The above named contractor and property owner(s) by signing below each agree to the following statement:

- 1. We have received, understand, and will abide by the OHHOA ARC Guidelines.

Owner(s) Signature(s)

Date

Printed Name of Owner

Contractor’s Signature

Date

Printed Name of Contractor

OYSTER HARBOUR ARC FINAL INSPECTION REPORT

PART 1 – TO BE COMPLETED BY HOMEOWNER & BUILDER

Home Owner(s) Name: _____ Builders' Name: _____
OH Address: _____ Builder's Phone #: _____
Owner's Best Phone Contact; _____ Lot Number: _____
Owner's email: _____
Bond Deposits to be returned to: (circle one) Owner or Builder
Owner's signature: _____ Date: _____
Builder's signature: _____ Date: _____

Submit to OH ARC member after you have attached: Certificate of Occupancy & Certified As Built Survey

PART 2 – TO BE COMPLETED BY OH ARC

C of O attached	Yes	No	
As Built Verified	Yes	No	
Signage removed	Yes	No	
Porto-potty removed	Yes	No	
Building lot cleared of brush and debris	Yes	No	
Surrounding lots cleared of debris	Yes	No	
Roadway cleared of dirt/debris	Yes	No	
Road appropriately repaired	Yes	No	N/A
Culvert properly installed	Yes	No	
Adjacent lots seeded or repaired	Yes	No	N/A
Landscape completed as approved	Yes	No	Notes: _____
Construction completed as approved	Yes	No	Notes: _____
ROW appropriately sodded	Yes	No	
Swale in acceptable condition	Yes	No	
Comments/Concerns/Recommendations:			

OH ARC Representatives: _____ Date: _____

Inspection Passed Yes No

PART 3 – TO BE COMPLETED BY WACCAMAW

Reviewed by: _____ Date: _____
Construction Bond Returned: Yes/No Road Impact Bond Returned: Yes/No

RETURN COMPLETED COPY OF THIS REPORT and ANY ADDITIONAL DOCUMENTS TO OH ARC

LANDSCAPE INFORMATION – Minimum scale of 1" = 20'

Owner's Name: _____ Lot #: _____

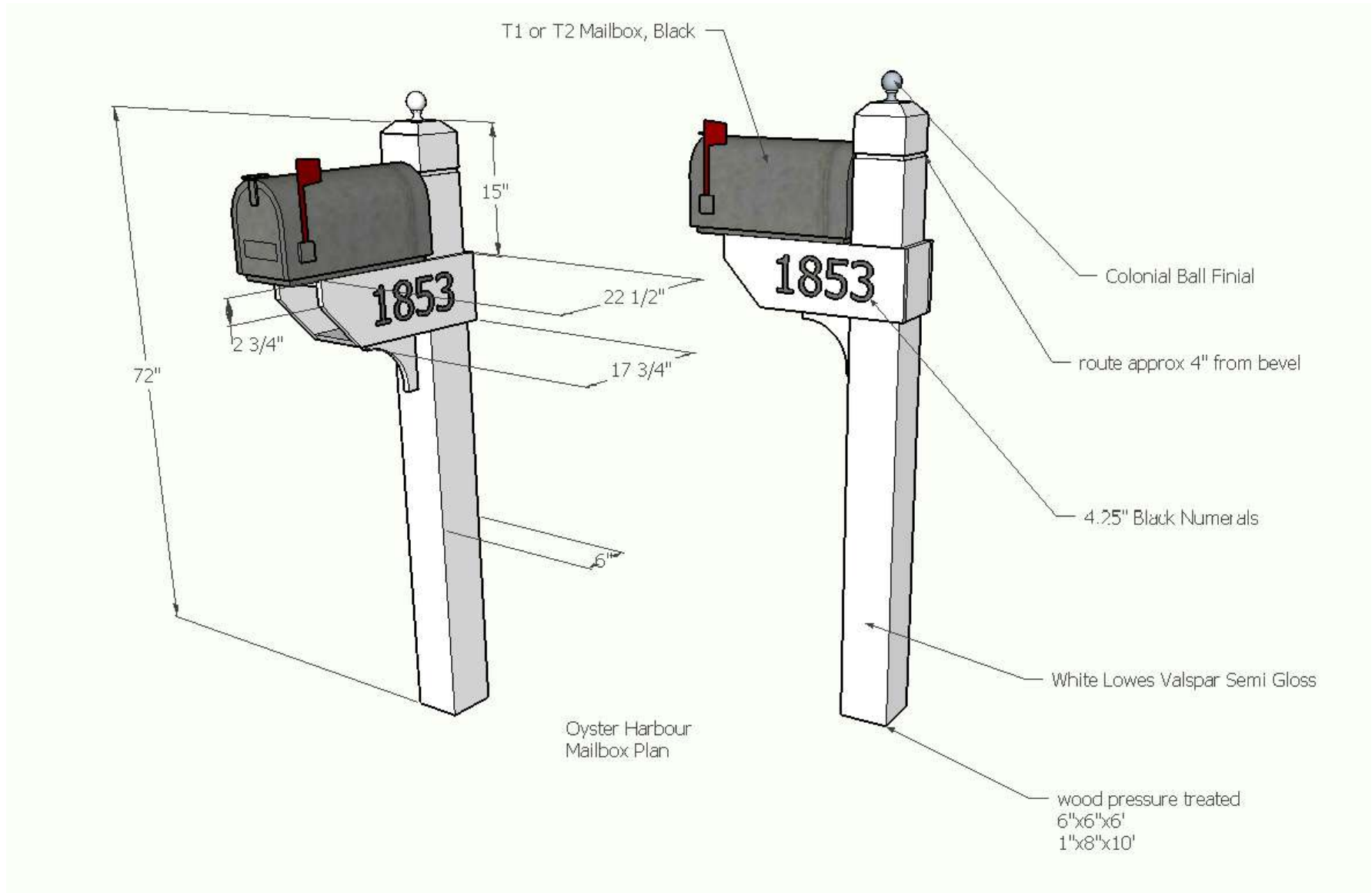
Designer's name, address, telephone and fax number: _____

Drawing must have:

- 1) North arrow and scale
- 2) Property lines with dimensions and bearings
- 3) Location of all existing trees over 6 inches in diameter
- 4) Location of all structures (including decks, HVAC enclosure, trellises, fences, gazebos, etc.), pavement and utilities
- 5) Outline of all structures and site elements shown on the Site Plan
- 6) Location of all lawn areas and shrub bed lines
- 7) Location of all proposed plant material
- 8) Plant list with quantities, common names, sizes and specifications
- 9) Additional drainage requirements not indicated on the submitted site plan
- 10) Location and specifications of all exterior lighting fixtures
- 11) Existing trees and vegetation to be preserved
- 12) Any trees to be removed not already shown on site plan
- 13) Outline of proposed tree and shrub locations showing circular symbols indicating mature spreads, lawn areas, ground cover and seasonal color areas with quantities and names indicated
- 14) Natural or mulched areas and any landscaped elements (arbors, trellis, fences, walls, stepping stones, etc.)
- 15) Locations of proposed landscape lighting indicating fixture type, bulb type and wattage
- 16) Irrigation plan showing head types and layout, piping, valves and controllers. Note: Sod and irrigation required on ROW.

Must be submitted no later than 10 days after house dry-in, i.e., roof, dry walls, doors and windows installed

Oyster Harbour Mailbox Design



Please refer to the current **ARC Design Guidelines** section on Mailboxes for details.

Revised 7-15-2019