

**ARCHITECTURAL REVIEW BOARD PROCEDURES & GUIDELINES**  
**Association of Royal Pines Country Club Estates, Inc.**  
**Beaufort, SC 29907**

The purpose of the Architectural Review Board (ARB) is to preserve the beauty of the Royal Pines community. The following outlines the process by which homeowner applications are reviewed and evaluated for construction or property alteration.

**INTRODUCTION**

Property owners should review the Protective Covenants, Restrictions and Affirmative Obligations of Royal Pines. While property owners have leeway in design and material selection for their homes, our basic principle is that homes should blend with and complement the natural surroundings, not compete with them. New construction should be of the same or higher quality as that of surrounding homes. With the minimum, low square footage allowed for houses, we expect exterior elevations to reflect favorably upon Royal Pines and be aesthetically pleasing.

The Royal Pines Homeowners Association ARB must approve:

- New construction of homes, garages, fences, sheds
- Additions to existing structures
- Tree removal if trees have greater than a 6" (six inch) diameter at the ground.  
EXCEPTION: If trees are located within 10' (ten feet) of the main dwelling, accessory building or approved site for same, approval is not required.

**FIRST STEP - Submission of Application**

Obtain an ARB application from the Royal Pines website ([www.royalpineshomeowners.com](http://www.royalpineshomeowners.com)) or from a Board member. Fill in the required information for location of construction and/or trees that will be removed. Submit the application and one (1) copy to the ARB representative. Information includes:

- A plat showing the home site and driveway and the site plan for the house or improvement. Identify setbacks from lot boundaries and location of walkways. Show dimensions of the lot and structure(s).
- Elevations for homes, sheds and garages
- Drainage plan for removal of surface water
- Floor plan
- List of proposed exterior materials and colors
- Fees: Include a three hundred dollars (\$300) fee when making a submission for a new house. If the house is started (including tree removal or excavation) prior to ARB approval, the fee will be five hundred dollars (\$500.00). A two hundred dollar (\$200) fee is required for applications for changes to existing homes including additions or out buildings. A twenty-five dollar (\$25) fee is required for applications for sheds, fences, pools, and minor additions. There is no fee for tree removal.

**SECOND STEP - ARB REVIEW**

After completing the ARB application, submit it to the ARB representative. It will be reviewed, usually within one week, and the ARB representative will contact you.

Evaluation criteria:

- **Site Utilization** - No clear cutting of lots will be permitted. Maximum consideration should be given to the appearance from the street and golf course, the preservation of specimen trees and the home's relationship to existing

neighbors' homes. Consideration and respect for the natural massing of vegetation and height of the tree canopy is encouraged. Ample side and rear setbacks that allow continuity of views by neighbors and unrestricted air movement are encouraged and will be given substantial weight by the ARB in the review and approval process.

- **DRAINAGE** - Like many coastal communities, Royal Pines has the potential for drainage problems. A complete drainage plan is required showing existing elevations with regard to the house, street, drainage ditches and ponds. New elevations must be shown on the plan to provide for positive drainage of the lot without diverting water to other home sites or the golf course.

- **SETBACKS** - Setbacks specified in the Covenants will be strictly enforced.

- **TREE SURVEY** - The design and location of the house will require removal of a minimum number of trees. Trees planned for removal must be marked for review by the ARB before beginning site preparation. Open spaces, which are greenbelts and are shown on the recorded plat of Royal Pines, will not be cut, cleared, trimmed or used for storage. They must remain undisturbed. We discourage the use of a bulldozer for clearing more than the general area for the house and drainage.

- **LANDSCAPING** - A landscape plan will be submitted. The plan will show the location and type of plants to be used and will delineate natural and grassed areas. Landscaping can be completed in phases with the first phase completed along with the house and the second phase completed within one year.

- **ROOF SCAPE** - Flat roofs will not be allowed.

- **SERVICE AREA** - The house should include an area to accommodate air conditioners, garbage cans, electrical service entrance and other potentially unsightly items. This area should be located with consideration of accessibility to service companies and should be screened from view by vegetation or low fences. **GARAGES** - Garages can be attached or detached. The ARB discourages carports and garage doors that face the street.

- **FENCES AND SCREENS** - Fences are not permitted around the perimeter of the home site. They are also not permitted forward of the house on the street facing side of the home. They may be used to screen service areas, patios and swimming pools. The ARB encourages the use of rough-hewn woods, masonry or natural plantings for fences and screening. Chain-link fences are discouraged and will be approved rarely and only if they are green, brown or black. Fences exceeding 4' in height will not be approved.

- **SHEDS** - The covenants allow for one accessory building (shed) per lot. New structures and alterations must be approved by ARB committee. The following guidelines apply:

- Structure may *NOT* exceed one story in height
- Structure may *NOT* exceed 200 square feet overall
- Structure shall be placed on the rear portion of lot, preferably not visible from the street
- Structure's appearance should be consistent with that of the main structure in material and finish. Metal or plastic sheds will not be considered for approval
- Structure shall remain in good repair
- Attaining municipality permitting is the responsibility of the homeowner

- **OTHER** - Building contractors must keep the site neat, clear and orderly. A dumpster should be on site to facilitate clean-up and should be removed promptly when no longer needed. Work on weekends and holidays is discouraged. The ARB recommends but does not require the use of an architect.