

*Cassique*

DESIGNING  
WITH NATURE 2025

ARCHITECTURAL  
REVIEW BOARD

STANDARDS  
AND GUIDELINES

November 13, 2025

Dear Property Owner:

A neighborhood of the caliber of Cassique can only be achieved with the utmost care in planning. The goal of Cassique's developers is to achieve an uncommon and visually pleasing blend of the natural beauty of some of the Lowcountry's most alluring landscapes, with distinctive and elegant man-made improvements. Tom Watson's Cassique course lies at the heart of the community, with most residential homesites interwoven among the fairways and greens, and others planned to be separate and very private.

This vision of development is embodied in a well-researched plan to guide home and homesite development, which has been implemented by Cassique's developers and will be administered through the Architectural Review Board.

Environmentally sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your homesite, the Lowcountry climate, existing vegetation, and topography of the building site. Cassique's most outstanding features are its alluring landscapes and natural beauty. The Architectural Review Board is committed to protecting and enhancing these precious assets. Thus, one of our primary objectives is to assist you in your planning efforts, and we stand ready to do so.

These standards and guidelines are intended to serve as your benchmark in the complex, yet rewarding, process of planning or improving a new home. While this document has proven to be a helpful tool in planning homes in Cassique, it can neither provide all the answers nor guarantee ideal solutions for every situation.

Nevertheless, as questions arise concerning your building plans, we and the staff at the ARB will be very pleased to assist you. We encourage you to participate, when possible, in presentations to the ARB as they are made by your architect, landscape architect, or builder.

We also hope that you, your architect, your landscape architect, and your builder will find these standards and guidelines helpful, and we encourage your questions and comments. If we may be of assistance, please do not hesitate to call on us.

Respectfully,

The Cassique Architectural Review Board

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# 1. INTENT OF THE GUIDELINES

Cassique enjoys a moderate climate, breathtaking natural beauty, controlled accessibility, and the professional and financial resources necessary to create a very private retreat for both seasonal and year-round residents without compromise or parallel.

Cassique's developer, Kiawah Development Partners, LLC (the Declarant), is dedicated to the same fundamental philosophy toward the environment and man's additions as has worked successfully for many years at nearby Kiawah Island, which has been developed by the Declarant's affiliate, Kiawah Resort Associates, L.P. The Declarant is dedicated to preserving, protecting, and enhancing this environmentally attuned community, and has the unique advantage of drawing upon years of accumulated development experience in establishing design and development guidelines for Cassique.

## 1.1. DESIGN OBJECTIVES OF THE ARCHITECTURAL REVIEW BOARD

The architectural design and construction philosophy of the ARB is that homes should generally be unobtrusive in form and color in order to complement their natural setting. The chief concern is that the residential community be homogeneous, with certain areas having more architectural diversity than others.

This philosophy suggests that each home be treated not as an individual creation or architectural entity arbitrarily placed on its site, but rather as a carefully planned addition to the natural setting which embraces the site and becomes one with it. Consequently, design solutions should extend beyond the building walls to include the entire site, varying in design to complement and enhance their natural surroundings. Designs and colors appropriate for the mottled shade of forest areas might be inappropriate for open or unwooded sites. Colors and textures of exterior building materials should be compatible with the light reflecting properties of the natural elements, such as tree bark, surrounding trees and shrubs, pine needles, natural grasses, and other vegetation.

## 1.2. FUNCTION OF THE ARCHITECTURAL REVIEW BOARD

The Cassique General Covenants delegate control of development in Cassique to the Declarant. Article III, Section 3.02 (b) of the Declaration of Covenants and Restrictions for Cassique provides as follows:

*"No building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within Cassique until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing by the Declarant, its successors or assigns.*

*One (1) copy of all plans and related data shall be furnished to the Declarant, which copy shall be retained in the records of the ARB. The approval or disapproval of plans shall be communicated by the ARB in writing, and disapproved plans and related data shall be accompanied by a statement of items found unacceptable. Refusal of approval of plans, location or specification may be based by the Declarant upon any ground, including purely aesthetic conditions, which in the sole and uncontrolled discretion of the Declarant shall seem sufficient.*

*No alteration in exterior appearance of any existing building or structure shall be made without approval by the Declarant."*

The Cassique Architectural Review Board (ARB) was organized for the purpose of controlling and enhancing community development, with the composition of members determined by the Declarant.

Should the Declarant elect in the future to delegate full responsibility for architectural control in Cassique to the Cassique Homeowners Association (CHA), the ARB would then be set up as specified in the *Cassique General Covenants*, and Section 4.03 of the *Declaration of Covenants and Restrictions, and Provisions and Bylaws for The Cassique Homeowners Association* (the “Cassique Association Covenants”).

ARB approval and the subsequent issuance of an ARB permit are the first steps in the process of constructing a home or undertaking exterior alterations and maintenance. Complete sets of construction documents displaying the ARB stamp of approval must be used in following all normal procedures administered by Charleston County for obtaining zoning and building permits. An encroachment permit, obtainable from the ARB, is also required.

The South Carolina Department of Environmental Services’ (SCDES) [Bureau of Coastal Management](#) (BCM) has jurisdiction over some elements of the building process in Cassique. The property owner and their representatives are solely responsible for compliance with BCM rules and regulations that apply to lots that border salt marsh, which are considered critical areas. The BCM also has jurisdiction for structures near these critical areas. All properties must comply with the State’s [Stormwater Management and Sediment Reduction Act](#) and the [Charleston County Stormwater Management Plan](#).

The approval of the ARB relates to the harmony and compatibility of external design and site design optimization. The ARB does not, however, assume liability for structural design, material sufficiency, nor damage to a neighbor’s property during or after construction. ARB approval does not constitute any opinion or representation by the ARB that design plans comply with any municipal, state, or federal laws (e.g., Charleston County building codes).

### **1.3. PURPOSE OF THE STANDARDS AND GUIDELINES**

It is the purpose then of these standards and guidelines to encourage the construction of excellent architectural design that is appropriate to the surroundings and to the special conditions of climate and other environmental factors indigenous to Cassique. A strong sense of identity should be developed to create an attractive and harmonious addition to the community. These standards and guidelines are intended also to assist property owners during the design, construction, alteration, and maintenance of their residences; to protect the property values of all property owners throughout the community; and to provide professional aesthetic evaluation for all construction requiring ARB approval through a systematic review process.

These standards and guidelines called for by the Cassique General Covenants are amended from time to time by the ARB as deemed necessary. The ARB will adjust project review to accommodate the dynamic nature of regulations set by other entities with jurisdiction in Cassique, i.e., building code adoptions and revisions, flood plain requirements, etc.

### **1.4. VARIANCES**

Rules and guidelines on building setbacks (whether on the subdivision Plat of Record or not), lot coverage, building height, square footage, and other aspects of building and site design including landscape alterations are determined by the ARB, and variances may be approved by the ARB to preserve prominent trees, minimize disruption to unique topography, to accommodate an irregularly shaped lot, or when the ARB determines in its sole discretion that a variance is otherwise appropriate to the site.

All determinations are unique to the requested condition, are not precedent-setting, and are final and binding on all concerned. If a variance is approved by the ARB, a variance from Charleston County may be required as well. When applying for variances, ample time for accommodation of review requirements

by the Charleston County Board of Zoning Appeals (BZA) should be considered.

Variances should be clearly identified, showing the extent of the variance (i.e., distance, area, percentage, etc.) and should include a completed [Variance Request Form](#). Insufficient information or an incomplete form may result in the disapproval of a variance request. See [2.2.2.1. NONCONFORMING CONDITIONS AND COMPLIANCE](#) for additional information about existing homes.

Only variances specifically requested and approved in writing shall be considered granted and valid. It is the responsibility of the property owner and their representatives to identify and request variances to these standards and guidelines.

### **1.5. LOT COMBINATIONS, SUBDIVISIONS, AND PROPERTY LINE CHANGES**

Any lot combination, subdivision, or property line change must receive approval from the Declarant and the ARB before submittal to Charleston County's [Register of Deeds \(ROD\) Office](#). For changes to properties with CHA easements, review and approval from the CHA is also required.

During ARB review, setbacks will be determined, and existing building setbacks may potentially be adjusted. In particular, side yard building setbacks are likely to be increased depending on the specific circumstances. Reduced massing in areas near side yard building setbacks and reduced lot coverage may be required as well.

Of note, lots subject to conditioned area maximums are considered as one property once combined, and therefore, the maximum is not increased unless specifically addressed by deed or by ARB approval.

For combined lots, or adjoined lots owned by the same property owner, formal landscaping should be limited to the buildable area and may not exceed forty percent (40%) of the property's high ground.

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## **2. DESIGN GUIDELINES**

One of the major goals of every architect, landscape architect, and builder working in Cassique should be to integrate harmoniously every man-made structure with its surrounding natural environment. As each site is unique, it is necessary to prepare a thorough site analysis before the design of every project. The ARB will closely scrutinize the overall design concept and how well it relates to its surrounding environment.

In addition to detailed site data, more general information about the surrounding physical environment must be included. Consideration should be given to prominent and potential views, orientation for privacy from the street, neighbors, golf courses, etc. The materials, scale, and form of nearby homes should also be taken into account. These factors are important in blending the proposed design with the existing neighborhood fabric.

The design of each home must also address the prominent climatic characteristics of the community. The warm temperatures suggest every home should have adequate cooling capabilities. Designs should take advantage of the cooling breezes by providing for cross ventilation. With the majority of the days being sunny, there is potential for using passive and active solar systems.

After preparing the site analysis, the uniqueness of each site becomes apparent. Because of each site's unique characteristics, a residential design that is appropriate on one site may not be equally appropriate for another site. Therefore, the repetitive use of residential designs or the use of stock plans for single-family homesites is generally inappropriate.

By following these design guidelines, LEED for Homes Sustainable Site points are easily attainable, and property owners and their design teams are encouraged to pursue accreditation while undergoing the design of the home.

### **2.1. LANDSCAPE**

Cassique's natural setting offers a unique environment that must be acknowledged and preserved as a framework for development. The community's special natural environment is ecologically fragile and is difficult to replace once it has been disturbed. The guidelines are intended to indicate the seriousness with which the ARB approaches alterations to Cassique's vegetation.

#### **2.1.1. GENERAL REQUIREMENTS AND DESIGN OBJECTIVES**

These landscape guidelines are intended to protect the property values of all property owners throughout the community, as Cassique's most outstanding feature is its natural beauty. The guidelines should be used to define the appropriate site planning and landscaping for each lot. The basic objectives of a landscape architect preparing site and landscape plans for a home in Cassique should be:

1. To minimize the impact of the home on the surrounding natural environment, and to see that the site's existing landscape is preserved in its natural state, insofar as possible.
2. To enhance the built environment and integrate buildings and other structures into the surrounding natural environment.
3. To consider both long and short views to and from a project.

The entire site must be planned. If areas are to remain natural, they should be indicated as such on all submittals. The genus and species of trees and major understory vegetation must be identified and indicated on surveys and landscape plans.



All proposed landscaping for new homes and major landscape improvements to existing homes must be prepared by a landscape architect licensed to practice in the State of South Carolina.

### **2.1.2. EXISTING VEGETATION**

Significant trees and areas of understory vegetation are essential, natural, and aesthetic resources. They play a critical role in purifying air and water, providing wildlife habitat, enhancing natural drainage, and controlling erosion. These trees and shrubs contribute to the quality of life in Cassique and are an inseparable part of its historical legacy. As such, the ARB is most concerned with trees and shrubs and has established these standards and guidelines to ensure their preservation.

The following are general guidelines that must be adhered to regarding existing vegetation:

1. Pruning in sensitive areas: lagoon edges, marsh edges, maritime forests, and along golf course edges contain some of the most sensitive vegetation within the community and must be reviewed by the ARB. Natural drainage patterns, erosion control, and wildlife habitat may be easily disturbed by careless over-pruning.

In addition, areas near marsh edges may be subject to further restrictions imposed in connection with the [\*Stormwater Management and Sediment Reduction Act\*](#). Therefore, pruning in these areas is prohibited unless with ARB approval following an onsite review with the certified arborist once a home is framed.

In all cases where such pruning is allowed, it shall be kept to a minimum, conform to existing natural patterns of growth, and be completed by a certified arborist. Pruning should occur after the home has been framed and views are established.

2. View corridors may be established from time to time by deed, plat, or other written agreement. Tree removals and pruning within these corridors are allowed following ARB review and approval.
3. Natural vegetated buffers, especially along lot edges, shall be preserved and enhanced with native species in an informal manner. Trees, shrubs, and other understory vegetation should remain dense from ground level up to ten (10) feet and remain intact unless associated with approved site development.
4. In the case of lots abutting golf courses, that portion of any golf play area within thirty (30) feet of the rear property line shall, in general, conform to the overall landscaping pattern for the golf course fairway area. Permission from the ARB and golf course owner will be needed if seeking to alter or remove any natural vegetation within thirty (30) feet of any property line bordering a golf course. The ARB will facilitate obtaining the latter services and approvals.
5. On undeveloped lots, the ARB allows existing vegetation of three (3) inches DBH and smaller caliper to be removed within the buildable area in order to aid in site development design. All debris material must be removed or chipped and scattered. This work may be completed following notification to the ARB with submittal of the [\*Vegetation Removal Request Form\*](#) and a site plan, plat, or pictures showing the access point and area to be impacted. See [\*5.8. VEGETATION REMOVAL GRAPHIC FOR UNDEVELOPED LOTS\*](#) for more information.
6. View stands are permitted to be erected within the buildable area of undeveloped lots. Notification of a view stand should be sent to ARB with submittal of a plat or tree survey, noting the location, along with pedestrian access to the stand.

Violations of the above guidelines may result in substantial fines and mitigation requirements. If vegetative mitigation does not thrive after nine (9) months from installation, replacement is required.

### **2.1.3. GRADING AND DRAINAGE**

Every possible effort shall be made by each property owner's landscape architect to develop site plans consistent with the natural grading pattern. Excessive fill is discouraged so as to integrate homes closely with the existing terrain. It is critical that the drainage system and any applicable easements within the immediate area of the site be integrated into the overall landscape design.

1. For new driveway installation or driveway replacement, plans must be submitted for review and approval before construction. The intent is to ensure drainage of roads and/or rights-of-way is not negatively impacted by construction and follows the development plan for stormwater conveyance within a respective right-of-way.
2. It is the responsibility of the property owner and their consultants to ensure that proposed grading and drainage do not negatively impact nearby properties.
3. Open-loop geothermal systems will not be approved as they may adversely affect the drainage of neighboring properties and are not environmentally sensitive.
4. The ARB encourages the creative use of low-impact development practices for stormwater management. Examples of these include but are not limited to pervious paving systems, preservation of vegetated buffers, rain gardens, and rain harvesting with rain barrels and cisterns. For more information on these applications, see the Kiawah Conservancy's [Nature-Based Solutions Manual for Kiawah Island](#).

### **2.1.4. HARDSCAPE**

Hardscape, including but not limited to driveways, guest parking, walkways, and amenity areas, should complement the residence and provide continuity between it and the surrounding vegetation.

#### **2.1.4.1. DRIVEWAYS**

1. Each lot may have only one driveway access from the street. Curvilinear driveways are preferred as these add informality and screen direct views toward garage openings. Driveway elements (i.e., garage backout area, guest parking, etc.) must be screened from the street and adjacent properties. Straight-shot driveways are discouraged.
2. Where the driveway meets the street, the width of the driveway should be at least eighteen (18) feet. Driveways must be designed and constructed in a manner that will not interfere with and/or block street drainage.
3. Driveway width should be a minimum of twelve (12) feet on curves and ten (10) feet for straighter segments. Curved driveways should have a radius of at least fifteen (15) feet.
4. No driveway may be located closer than five (5) feet from side property lines.
5. A minimum width of three (3) feet for planting areas should be maintained between the driveway and the home.
6. Garage backout area should be a minimum of twenty-eight (28) feet from the garage doors, or the outermost foundation wall or column where garage doors are recessed, to the edge of paving. Where garage doors are recessed, structural elements such as walls or columns in front of garage doors should be considered when accounting for the maneuverability of vehicles.
7. Driveway functionality and garage access are the sole responsibility of the property owner's design team. Driveways must also meet fire department access requirements.
8. Where site conditions allow, pervious driveways are preferred. Approved materials include, but are not limited to, the following:

- Gravel (dark-colored)
- Pervious pavers or pervious concrete
- Brick
- Concrete with an exposed aggregate, salt void, or tabby finish
- Other materials that are subdued and natural in tone. Light-colored or attention-getting driveway materials are not allowed.

Hardscape material, which may be pervious, is required in the right-of-way between the property line and street. Contact the ARB for a list of approved paving materials.

For information on the benefits of pervious paving systems, see the Kiawah Conservancy's [\*Nature-Based Solutions Manual for Kiawah Island\*](#).

9. A four (4) inch PVC conduit (Schedule 40) is required under the driveway in the area of the right-of-way, three (3) feet from the edge of the street, with an invert eighteen (18) inches below grade. The conduit should extend twenty-four (24) inches beyond both sides of the driveway and be capped at both ends. See [3.2.4. FINAL REVIEW](#) for more information.
10. Driveways and other hardscape located within a right-of-way or easement may be subject to removal. If removal is required, the property owner will be responsible for replacement.

#### **2.1.4.2. GUEST PARKING**

1. Parking for at least five (5) vehicles (including those located inside garages) is desired to assure the property owner's convenience and to preserve the ambiance of the streets in Cassique.
2. Guest parking outside of a garage must be a minimum depth of eighteen (18) feet and a minimum width of seventeen (17) feet (to accommodate two (2) vehicles). Where site conditions warrant, guest parking spaces may be separated.

#### **2.1.4.3. WALKWAYS**

1. The primary walkway to the front entrance should be at least fifty-four (54) inches wide.
2. Secondary walkways should be no more than forty-two (42) inches wide.
3. No walkway may be located closer than five (5) feet from side and/or rear property lines.
4. Walkways to the street or golf course should be of a dark color, should end a minimum of five (5) feet from the property line, and should not be visible from the street or golf course.

#### **2.1.4.4. AMENITY AREAS**

1. Recreational amenity areas such as putting greens, tennis and basketball courts, or other similar activities should be located within the buildable area.

Surfaces for recreational amenity areas shall be counted as primary lot coverage even if constructed with pervious surfaces.

2. Noise factors and disturbances to neighbors will be considered in determining the position of amenity areas and structures.
3. Evergreen landscaping shall screen amenity areas from neighboring properties.

#### **2.1.4.5. ACCESSORY ELEMENTS**

1. The ARB discourages the use of fountains, arbors, decorative garden walls, or other yard art. If

approved, such items must be included in the lot coverage calculations as primary coverage.

2. When allowed, any landscape accessory elements over three (3) feet tall should be located within the buildable area and screened from the view of neighboring properties. Substantial evergreen landscape screening may be required as well.

### **2.1.5. SOFTSCAPE**

Softscape, including but not limited to trees, shrubs, lawns, and groundcover, should complement the residence and provide continuity between it and the surrounding vegetation. Softscape shall be planted so that there is not an unplanted area greater than one hundred (100) square feet.

Native plantings shall supplement natural areas to create an added sense of privacy as well as texture and beauty. Creative landscaping solutions will always be favored on homesites, especially those that maximize privacy for those on the Cassique golf course.

Areas outside the buildable area with existing vegetation are to be preserved, with any changes to be approved by the ARB. Natural vegetation left in essentially undisturbed condition (pruning, tree care, and enhancement by adding indigenous species being exceptions) will reinforce the informality of the distinct, evergreen ambiance intended for Cassique.

1. Architects and landscape architects should incorporate the existing vegetation into their plans and add to it in such a way as to produce a feeling of modest cultivation that blurs the line between man-made elements and the natural environment. Property lines should disappear with the use of continuous landscaping.
2. The use of native flowering trees and shrubs, both perennials and annuals, of soft coloration is encouraged. The extent and complexity of landscaping will depend upon the unique features offered by the site, the property owner's desires, the design of the residence, the nature of existing vegetation, and the configuration of the property.
3. Care should be used in the selection of plants and flowers for size, salt-tolerance, drought-tolerance, and wildlife-resistance.

For additional information and resources on native plant species, see the Kiawah Conservancy's [\*Native Plant Guide\*](#).

4. Landscape plans may not indicate the use of invasive species listed in the US Department of Agriculture's revised 2003 [\*Nonnative Invasive Plants of Southern Forests: A Field Guide for Identification and Control\*](#). These species must be removed during site development if they exist on the property.
5. Softscape planted within a right-of-way or easement may be subject to removal. If removal is required, the property owner will be responsible for replacement.

#### **2.1.5.1. TREES**

All properties in Cassique are subject to the following tree count, preservation, removal, and replacement guidelines. Compliance with the minimum tree count requirements does not grant the property owner the right to clear existing trees without ARB approval.

##### **a. MINIMUM TREE COUNT REQUIREMENTS**

For a developed lot, the minimum tree count requirements are one (1) tree of three (3) inches DBH or greater caliper per 1,000 SF of gross lot area (palms count as one-third (1/3) of a tree) and seventy percent (70%) of existing trees on the lot. Additionally, each lot must contain a

minimum number of healthy trees of an approved type as described below:

1. A minimum of two-thirds (2/3) of the trees proposed as part of the development of a lot must be native species (Oak, Magnolia, Hickory, Palmetto, etc.).
2. All trees required for mitigation must be native species. If palms are used for mitigation, they must be refoliated.
3. Chinese Tallow/Popcorn trees may not be included in the count of existing trees, as they are an invasive species and shall be removed during the development of a lot.
4. At the sole discretion of the ARB, each lot abutting the golf course is required to add a minimum of three (3) to four (4) grand trees totaling twenty-four (24) inches DBH or greater caliper on the golf course side unless existing tree cover does not allow such additional planting.

**b. TREE PRESERVATION, REMOVAL, AND REPLACEMENT**

1. It is encouraged that all Oak, large Pine, Magnolia, and Palmetto trees be saved, including, when possible, those inside the buildable area.
2. All Oak trees twenty-four (24) inches DBH and greater must be preserved unless the ARB determines there is no reasonable design solution that would save the tree(s). For every Oak tree with a caliper of twenty-four (24) inches DBH and greater that is removed, the property owner may be required to plant trees for which the total caliper is equal to or greater than the total caliper of the trees removed. Mitigation trees shall measure a minimum of six (6) inches DBH.
3. Live Oaks that are sixteen (16) inches DBH and greater caliper, and within twelve (12) feet from the foundation, may require pre-treatment by a certified arborist when construction commences, and may require additional treatment at the conclusion of construction, especially if a variance is granted due to the location of the tree.
4. The removal of any tree, except Chinese Tallow/Popcorn trees, or any area of understory vegetation without the notification to and approval by the ARB is prohibited. A certified arborist must be consulted on, and ARB approval obtained before, the removal of limbs that are six (6) inches and greater in diameter.
5. Tree removal required to develop the property (i.e., the building footprint and paved areas) may require planting of additional trees as mitigation at the ARB's discretion.
6. Should any Oak or other specimen tree fall within the building footprint approved by the ARB, then the ARB, in its discretion, may require mitigating replacement by way of Oaks or other trees. The preferred species of replacement trees shall be native species such as Oak, Magnolia, Hickory, or Palmetto. Depending upon the number of trees removed and the landscaping planned by the property owner, the requirement of replacement trees may be waived or, in the ARB's discretion, other plant material and/or shrubs may be substituted where visually appropriate.
7. Oak trees six (6) inches DBH and greater that are removed outside the building footprint may require mitigation at the ARB's discretion, should the ARB allow such removal.
8. In exercising its discretion with respect to these standards and guidelines, the ARB shall take into consideration, among other factors, the number and species of trees removed; any hardship to the property owner; the remaining trees, shrubs, and other plant species existing on the lot; any additional plantings proposed as part of the landscape plan; the size, shape, and topography of the lot; the size, species, and value of proposed replacement trees; the

characteristics of the neighborhood, including its general topography, existing tree canopy, and plant species; and other relevant factors.

9. The ARB may consider brief delays in installation due to severe weather conditions that may adversely impact the health of installed material.

#### **2.1.5.2. SHRUBS**

1. Foundation plantings must be at least half the height of the foundation as measured from the finish grade to the first habitable floor and encompass the entire home. The ARB may require larger plantings to help soften tall foundations.
2. Fifty percent (50%) of all shrubs installed must be a minimum size of seven (7) gallons. The remaining installed shrubs must be a minimum size of three (3) gallons.
3. Straight-line plantings in the form of hedges along the property lines are discouraged unless part of an overall neighborhood landscape plan.
4. Planting beds near side property lines must be planted in an informal manner and blend with adjoining properties in both plant material and design. Native species are encouraged along these edges.
5. The use of native plants throughout is recommended to reduce irrigation needs and support native habitat.

#### **2.1.5.3. LAWNS, GROUNDCOVER, AND MULCH**

1. Lawns should be minimal in area, located within the buildable area, and heavily screened with evergreen landscaping. Natural grass lawns must be sodded as opposed to seeded or sprigged.  
  
Artificial grass is an allowed material for lawns, contingent upon ARB review and approval of submitted samples, and shall count towards secondary lot coverage unless it is used for a putting green or similar recreational use, in which case it shall count towards primary lot coverage. Artificial grass is not allowed in rights-of-way.
2. Groundcover is encouraged in shaded areas where it is difficult to grow grass.
3. Mulch is required so there is no exposed bare dirt on the site. Acceptable mulch material includes pine straw and hardwood bark of natural coloration. Gravel and artificial or brightly colored mulch are not allowed.
4. Roadside rights-of-way and areas of nearby lots that are damaged or disturbed during construction must be regraded and resodded or mulched and revegetated.

#### **2.1.5.4. IRRIGATION REQUIREMENTS**

Due to the rapid drying rate of Cassique's sandy soil, irrigation systems must be included in the landscape plan to sustain the initial landscape planting.

1. Drip irrigation is required in non-sodded areas as it will also reduce maintenance and improve the appearance of the yard.
2. ARB highly encourages moisture-sensing devices for water conservation.
3. The ARB may require the use of rain sensor gauges on irrigation systems.

Approval of a landscape plan is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control, to add additional screening, to correct damage from construction activity, or for other

reasons as deemed appropriate by the ARB.

## **2.2. ARCHITECTURE**

The architectural design concept for Cassique is that buildings and structures should be generally unobtrusive in form, material, and color in order to complement their natural setting. Homes should reflect the established architectural expression of the Cassique development. Only after extensive site information has been collected and site development concepts have been formulated, giving due consideration to neighboring properties, should the building development be considered.

Designs should take inspiration from the architecture of the British Arts and Crafts movement, blending English country styling with vernacular elements of the Carolina Lowcountry.

Almost all homes in Cassique will have two fronts – one facing the street, the other the Cassique golf course. The designs should present tasteful, aesthetically pleasing facades, with no back of the home readily apparent.

### **a. DESIGN TRANSITION CATEGORIES**

As Cassique developed, a transition of design style became inherent in bridging the British Arts and Crafts influence with Cassique's coastal environment. The following categories should be used as guideposts to determine the level of appropriate design transition within the community:

**Category 1** – Sports Pavilion Campus (Garden Cottages), Dennison Lane, Old Cedar Lane, Championship Court

- Strong adherence to the traditional British Arts and Crafts aesthetic.

**Category 2** – Core of neighborhood, including LeMoyne Lane before the bridge, Tom Watson Lane, Nicholas Carteret Circle, Charles Voysey Lane, Black Tupelo Lane, Raynor Lane and pond, and golf facing homesites and all front elevations in The Estuary

- Reliance on the British Arts and Crafts aesthetic, with broadening of design expression limited by context and as exemplified by existing homes.

**Category 3** – Eagle Islands, Clubhouse Village, rear elevations of marsh facing homesites in The Estuary

- More allowance of transitional design elements that adapt to coastal influence, while maintaining key British Arts and Crafts influences such as roof massing (pitch and dormer style), materials/colors, ground plane relationship, and fenestration patterns.

### **b. SUPPLEMENTAL GUIDELINES**

Varying areas of Cassique have specific guidelines that are unique. It is important that the property owner, architect, landscape architect, and builder must obtain the current [Cassique Supplemental Guidelines](#) for designing and building in these areas.

### 2.2.1. SINGLE-FAMILY HOMES

Residential properties in Cassique conveyed to individual buyers are subject to extensive deed restrictions and architectural covenants designed to establish strict control of land use and ensure that all residences are attractive and appropriate to their neighborhood. These restrictions and the site analysis data form a basis for the beginning of site development concepts.

Successful residential design solutions are those in which it is difficult to distinguish between elements that are a part of the building and those that are a part of the landscape design. Site utilization, interior spaces, exterior spaces, and landscaping concepts should be integrated with the environmental features in the creation of a successful design.

1. Thoughtfulness must be exercised when developing a concept for site utilization. The best access to the site, as shown in the site analysis, should be the beginning of vehicular circulation areas, including driveways, guest parking, garages, and garage backout areas.
2. In order for a lot's driveway to accommodate fire department access requirements, careful evaluation of existing vegetation should occur before determining the proper site access.
3. In some instances, driveways may be required to share ingress/egress to a collector street for a limited distance with the adjacent property owner(s).
4. Areas of the home should be organized to take advantage of site conditions, with particular attention given to entry, living, sleeping, and service needs. Resident and visitor circulation patterns should be resolved as well.
5. Large or imposing mansions, which draw undue attention to themselves, are not appropriate. From the fairways, homes should appear as silhouettes, having no jarring elements or bright colors to detract from the elegance of the Cassique golf course.
6. Emphasis on lush, green vegetation will be accomplished by property owners developing landscape strategies geared to preserve, feature, and enhance the natural vegetation found throughout these homesites.
7. While homes may incorporate each property owner's preferences, thoughtful care as to size, form, color, height, and materials is paramount. Home designs that successfully bridge the massing and detail influence of British Arts and Crafts architecture with the coastal environment are preferred.

#### 2.2.1.1. BUILDING SETBACKS

Building setbacks are dimensioned from the property line or the BCM critical line, whichever is most restrictive. In the absence of setbacks specified on the setback graphics, recorded deeds and/or covenants, the typical setbacks required by the ARB are:

TYPICAL SETBACKS FOR LOTS IN CASSIQUE	
Front	25 feet (street)
Side	30 feet (golf, lagoon, marsh) / 25 feet (street) / 15 feet (open area, lot)
Rear	30 feet (golf, lagoon, marsh) / 20 feet (open area, lot)



For **Garden Homes, Golf Cottages, Clubhouse Village, The Burn, and Upper Burn** lots in the Cassique Planned Development District (PDD), the minimum setbacks required by the ARB are:

MINIMUM SETBACKS FOR CASSIQUE PDD	
Front / Street Side	10 feet / 5 feet (garage / studio)
Interior Side	5 feet (house) / 0 feet (garage / studio)
Rear	10 feet
BCM Critical Line	30 feet (average) (No less than 20 feet)

The ARB may consider altering setbacks for larger and/or irregular sites. **It is imperative that the property owner and/or architect obtain from the ARB a reading on specific setbacks before proceeding to the conceptual stage.** For setback information on specific properties, please contact the ARB office.

#### **a. BUILDABLE AREA**

Building setbacks, and sometimes easements, delineate the buildable area, that portion of a lot upon which a house may be constructed. This area is sometimes specified on the subdivision plat and on specific exhibits attached to recorded deeds or homeowners association covenants.

The following items are to be located fully within the buildable area:

1. The building footprint, including but not limited to porches, elevated decks, cantilevered floors, covered areas such as roof overhangs greater than twenty-four (24) inches in depth, and stairs.
2. Detached and semi-detached ancillary structures.
3. Mechanical stands and platforms, either freestanding or cantilevered, for HVAC equipment, generators, pool equipment, etc.
4. Pools elevated above half the height of the first floor and all pool equipment.
5. Recreational amenities such as putting greens, tennis and basketball courts, and other similar recreational amenities.
6. Yard art elements over three (3) feet tall.

#### **b. LIMITED BUILDABLE AREA**

Depending on unique site conditions, lots may be designated with a limited buildable area that allows for secondary structural elements such as half-height pools and open decks, at-grade pools and open decks, or patios to be constructed beyond the standard buildable area, provided that vegetated buffers along sensitive property lines are preserved.

**As applicable, refer to the deed, neighborhood covenants and/or the [Cassique Supplemental Guidelines](#) for relevant limited buildable area restrictions.**

Development in the non-buildable areas will generally include only access ways such as driveways, walkways, boardwalks, or, in a few instances, boat dock entries.

#### **2.2.1.2. LOT COVERAGE**

Lot coverage guidelines ensure, at a minimum, open space of approximately sixty percent (60%) or more, and limitation of ground coverage to thirty-three percent (33%) or less for each lot. Lot coverage is

calculated by dividing the area of proposed development by the high ground area (see [5.1 DEFINITIONS](#)) of a property. Development coverage is classified as either primary or secondary lot coverage. Allowable lot coverage percentages for primary and secondary elements are outlined below:

**ALLOWABLE LOT COVERAGE BY HIGH GROUND AREA (SF) OF LOT**

<u>PRIMARY</u>	<u>SECONDARY</u>	<u>TOTAL</u>
33.00 %	7.00 %	40.00 %

For lots located in the Cassique PDD, allowable primary lot coverage percentage includes the house, garage, and pool cavity only and is limited to the following, unless further restricted by the [Cassique Supplemental Guidelines](#):

**ALLOWABLE LOT COVERAGE BY HIGH GROUND AREA (SF) OF LOT**

<u>PRIMARY</u>	<u>SECONDARY</u>	<u>TOTAL</u>
60.00 %	NA	60.00 %

**a. PRIMARY LOT COVERAGE**

Elements included in primary lot coverage are characterized as being required and/or impervious in nature. The following elements shall be included in the primary lot coverage calculations:

1. The building footprint, including but not limited to porches, elevated decks, cantilevered floors, covered areas such as roof overhangs greater than twenty-four (24) inches in depth, and stairs.
2. Required driveway elements (i.e., driveway, garage backout area, and guest parking spaces) made of impervious or pervious materials. See [2.1.4.a. DRIVEWAYS](#) for minimum requirements.
3. The primary walkway leading to the front entry, made of impervious or pervious material.
4. Masonry retaining walls of any height and wood retaining walls more than thirty-six (36) inches in height.
5. Contained areas raised thirty-six (36) inches or more from the existing grade. See [5.1 DEFINITIONS](#).
6. Amenity areas and elements, including arbors, pools, putting greens, firepits, fountains, tennis or basketball courts, and any at-grade impervious areas or walkways, should all be included in primary lot coverage.
7. Mechanical stands and platforms, either freestanding or cantilevered, for HVAC equipment, generators, pool equipment, etc. Where equipment is mounted to the side of a building and open to below, the equipment footprint shall be included.
8. Where a closed-loop geothermal system is proposed, an allowance for an appropriately sized mechanical stand or cantilevered platform shall be included as primary lot coverage, and a location reserved within the buildable area should the geothermal system not be installed.

**b. SECONDARY LOT COVERAGE**

Elements included in secondary lot coverage are characterized as not being required and pervious in nature. The following elements shall be included in secondary lot coverage calculations:

1. Pervious secondary walkways, boardwalks, and pervious at-grade patios within thirty (30) inches of the existing grade.

2. Contained areas less than thirty-six (36) inches above the existing grade.
3. Uncontained areas thirty-six (36) inches or more above the existing grade. See [5.1 DEFINITIONS](#).
4. Driveway elements set in a pervious manner that are not required.

These, along with the primary lot coverage elements, may not exceed the total allowable lot coverage of a lot based on its total high ground area.

In the case of flag lots, the entry access, or *pole* area, of the flag lot and primary elements within it may be excluded from calculations for the lot coverage percentage. See [5.3. LOT COVERAGE GRAPHIC](#) for more information.

#### **2.2.1.3. BUILDING SIZE**

The recorded covenants, Contract of Sale, recorded plat(s), and/or deed to a lot stipulate the minimum and/or maximum conditioned area that may be enclosed in a residence built on a lot. These minimums and maximums are intended to ensure discreet structures that consider unique site conditions. The minimum size of the first floor (also set forth in such documents) may be regulated by the ARB.

Building size shall be determined by the ARB based on lot location, trees, neighboring homes, and other factors that affect the site. The ARB may, at its discretion, disapprove a submittal that is inappropriate for the site, regardless of the maximum allowed conditioned area.

In determining building size, the following criteria should be used:

1. The layout of conditioned and unconditioned (screened and covered) areas shall be measured from the outside face of exterior walls for each level, including stairs and mezzanines.
2. For area calculations of unconditioned spaces, measure from the centerline of walls that separate conditioned and unconditioned spaces.
3. Vaulted spaces that are open to below shall be calculated at fifty percent (50%) of the potential floor area.
4. Stair areas shall be calculated at one hundred percent (100%) for each floor.
5. Where a third-floor level is allowed, the conditioned area shall be no greater than half of the area of the largest floor below.
6. Attic areas that may accommodate a minimum ceiling height of six feet-eight inches (6'-8") or include an egress-sized window and are accessible other than by a ladder shall be included in conditioned area calculations.

#### **2.2.1.4. BUILDING HEIGHT**

The intent of Cassique's building height standards is to minimize the massing on each site and nestle structures within each lot's natural or added vegetative setting while affording only filtered views of the Cassique golf course and the marshes of the Kiawah River. Viewed from their perimeters, homes at Cassique should never appear to overpower the natural landscape and vegetation.

Building heights shall be determined by the ARB based upon lot location, tree cover, neighboring homes, covenants provisions, deed restrictions, County zoning and building regulations, and other factors affecting the site.

1. The overall height of the dominant roof forms shall be limited to no more than thirty-five (35)

feet as measured from (i) the lot's Natural Grade, or (ii) the Minimum First Finished Floor Elevation (MFFFE), whichever is higher.

2. Exceptions to the height limit may include chimneys and other minor elements of the structure.
3. In the case of unique hardships, special aesthetic considerations, or as allowed by the [\*Cassique Supplemental Guidelines\*](#), the height limit may be varied upward by the ARB, subject to the approval of any other governmental entity having jurisdiction. In such cases, taller designs must receive ARB approval before preliminary review.
4. The ARB office should always be contacted to confirm height restrictions for individual properties.

See [\*5.1. DEFINITIONS\*](#) for *Base Flood Elevation, Building Height, Minimum First Finished Floor Elevation, and Natural Grade*.

#### **2.2.1.5. BUILDING FORM**

The building form of every residence should be a carefully planned addition to the natural setting and embrace its site.

1. Building forms should provide interest and be compatible with neighbors. Large homes can be made to appear smaller and small homes to appear larger by the manipulation of shapes and massing, and by the effective use of decks, carports, garages, and screened porches.
2. Extreme care shall be taken to shape the building around specimen trees and groves of smaller trees. Asymmetrical homes and/or deck exteriors will be required to save trees twelve (12) inches DBH and greater.
3. Homes shall be designed with one or two habitable floors. The first floor should be dominant and located no higher than the Minimum First Finished Floor Elevation.

The second floor shall be positioned within all or most of the roof structure, with allowance for carefully composed dormers for light and views.

4. Roof forms should complement the design of the home, the natural surroundings, and neighboring designs.  
  
Roofs should have gables, or modified gable ends, with pitch ranges of 8/12 to 14/12 (12/12 is preferred) for functional and aesthetic reasons on dominant roof forms. Lower pitches may be acceptable when deemed stylistically appropriate by the ARB.
5. Second-floor balconies are not favored but may, in some cases, be permitted if minimal in size, embedded within the roof, and screened from neighboring views.
6. Detached and semi-detached garages are preferred except where the size of the lot or other factors dictate otherwise.

Parking underneath main structures is discouraged, may be prohibited in some cases, and will not be approved by the ARB except in rare circumstances of hardship and when other measures are taken to lower the overall massing expression.

7. Open decks and pools may be added on the golf course side of homes, employing up to fifty percent (50%) of the limited buildable area depicted on the setback graphic, provided their height is no greater than half of the distance between the existing grade and the first floor.
8. Appropriate outbuildings may include garages, guest quarters (including garage apartments), studios and workshops, garden pavilions, greenhouses, gazebos, and pool houses.

### 2.2.1.6. ARTICULATION

The aesthetic appearance of a structure depends greatly upon the complementary articulation of many architectural elements such as roofing, siding, fenestration, and details.

1. Fenestration should be selected and located to provide for views, light, privacy, and natural ventilation.

Doors and windows must be compatible with the architecture of the home and detailed with mullions that adequately simulate the appearance of separate panes of glass where divisions are proposed. Between-glass window grills are not allowed.

Decorative glass for windows and doors is generally discouraged. If proposed, details and elevations must be submitted for review.

Windows in garages should be kept to a minimum in both size and number to reduce the visibility of stored vehicles from neighboring properties and streets.

2. Walls, fences, and architectural screens should be used to provide privacy, enclose service yards and HVAC equipment, and reduce the scale of large massing. Trash containers should comply with Charleston County and CHA regulations.
3. Spiral stairs located on the exterior of homes are discouraged. When allowed, spiral stairs shall be integrated with the architecture or obscured from view with an architectural screen.
4. Detailing of fascia and soffits; wall bases, corners, and friezes; doors, windows, and openings; and decks and porches should have common elements that help unify the appearance.
5. Chimney hoods or pots are required to screen flue caps and/or spark arresters. Gas fireplaces and/or similar appliances that require venting to the exterior shall have through-roof vents concealed within a chase that simulates a traditional chimney. Through-wall vents are strongly discouraged in locations where vents cannot be screened with architectural or landscape elements.
6. Louvers or lattice at foundations and gables should be detailed using substantial materials that indicate form and depth. Decks and stairs must have either louvers or lattice underneath unless deemed architecturally appropriate.
7. Skylights and light tubes are rarely approved. When allowed, these must be tinted to avoid nighttime glow and may only be located where not directly viewed from neighboring properties or primary view corridors.
8. Shutters should be consistent from elevation to elevation as applicable and must appear to be dimensionally operational and equipped with appropriate hardware.
9. Columns should be proportionally consistent with the style of the home. Columns greater than one story in height are generally considered inconsistent with Cassique's architectural context.
10. Solar panels may be incorporated into the roofscape or installed on an ancillary structure, provided views are screened from neighboring properties. When approved, solar panels are to be installed using a low-profile rack-mounting system and shall appear integral to the overall roof design, taking into consideration form, materiality, and color. The use of roof wells, parapets, and other building elements to screen solar panels is strongly encouraged. Roof materials with integrated photovoltaics will be considered on a case-by-case basis.
11. Exposed piping is discouraged, but where necessary, it must be painted to match the adjacent color and screened with evergreen landscaping or an architectural screen.
12. Mechanical stands and platforms, either freestanding or cantilevered, should be designed so that their appearance is integrated with the architecture of a home in their height, detailing, materials,

and color.

13. Electric meters must match the adjacent color to which they are mounted and be screened with evergreen landscaping.
14. Finials and other decorative roof elements must be approved in advance of installation.

#### **2.2.1.7. MATERIALS AND COLORS**

Elegant, classical materials long associated with fine country homes will be favored. Emphasis should be on natural and blending colors that complement and reflect the natural vegetation hues.

1. The ideal color range of materials and colors should generally be muted and neutral colors to reflect and blend with nature's hues.
2. The use of natural wood, stucco, brick, and metals is encouraged, while the use of imitation or lower-quality materials is discouraged.
3. Exterior surfaces shall be Cedar shingles, authentic stucco or tabby, clapboard, milled PVC shingles, or vertical board and batten.
4. There is a distinct preference by the ARB for transparent and semi-transparent stains so as to blend with the natural surroundings. Stain finishes (weathering, semi-transparent, semi-solid, and solids, with solids the least preferred), rather than painted surfaces, allow the wood texture to appear and are preferred. Additionally, stains should have a flat finish for siding and a flat or satin finish for trim.
5. Preferred stain colors include warm grays, dark charcoal gray, forest and olive greens, midtone and lighter tans, and colors complementary to the nearby environment. Cool shades of colors are rarely acceptable, and contrast between colors on the home should be limited.

Lighter color palettes may require additional layers of evergreen landscaping to nestle the home into the natural environment. If additional layers of evergreen landscaping are not possible, darker color palettes will be required.

6. Materials and colors will be evaluated by the ARB during the review process through the submittal of renderings, sample boards, and an onsite material and color mock-up in advance of painting, staining, and installation of finish materials.

To encourage blending with natural vegetation, the ARB's Value Finder (see [5.1 DEFINITIONS](#)) should be used to gauge acceptable ranges of color value on proposed finish materials. Colors may have a different value depending on the material to which they are applied. The Value Finder may be obtained from the ARB office for use in evaluating selections for the material and color sample board required at final review, the onsite material and color mock-up during construction of new homes, and repainting as part of maintenance or improvements to existing homes.

The following information should be used as a guide for selecting exterior finishes (see the [Cassique Supplemental Guidelines](#) for use of alternative materials in select locations):

##### **a. ROOFING**

1. Roofing materials are *limited* to the following, all being of a dark coloration intended to blend unobtrusively with the tree canopy:
  - Natural Cedar shakes
  - Hand-crimped 40 lb. tin (field-painted, *not* pre-finished), authentic copper and zinc

- Authentic slate
- Concrete tiles

All other proposed roofing materials shall be held to a similar standard of quality.

2. Vents and similar elements penetrating roofs should be painted to blend with the roof color and located away from the front elevation and other prominent or highly visible sides of the home.

#### **b. SIDING**

1. Siding materials should have a matte finish. The use of garish and overly bright colors is uniformly prohibited.
2. Applications that utilize a combination of siding materials (e.g., lap siding and shingles, etc.) should have the materials applied in such a manner that relates to and articulates the overall massing hierarchy and composition of the building.
3. For the body of the home, the lightest acceptable value for stucco and wood siding is a value of two (2).
4. Thin cementitious clapboard or shingle siding must be at least a value of four (4).
5. Thicker and/or heavily textured manufactured siding may have a value of three (3).
6. The use of plywood siding is never allowed.

#### **c. TRIM**

1. Trim color should be applied to door and window trim, fascia, soffits, columns, balustrades, and pedestrian doors only.
2. Trim around garage doors may be the primary trim color only if the design of the garage doors is fully integrated with the architecture. Sufficiency of integration must be determined in writing at the time of evaluation during the review process.
3. Unless otherwise approved in writing, corner trim elements and bay window projections are to be painted or stained the same as the body color of the home.
4. Bandboards around the body of the home may be either the siding color or foundation color, as most appropriate. Contrasting trim color is usually applied to bandboards only at porch and deck locations or in very limited situations deemed appropriate by the ARB.
5. The lightest acceptable value for trim must be at least zero (0).
6. The siding and trim colors must have a value difference of three (3) or less, where the trim color is lighter than the siding color. Where trim is darker than the siding, contrast may exceed three (3) values with approval from the ARB.

#### **d. FENESTRATION**

1. Door and window colors should be uniform around the building and may not be lighter than a value of zero (0).
2. Front doors may be of a unique design, color, and material to signify importance, but should also be in keeping with the building's overall aesthetic and color palette. Other doors of a unique design will be considered by the ARB on a case-by-case basis.
3. In unique cases where composition, massing, and/or materiality indicate, doors or windows in

such instances may differ in color but should complement and harmonize with the overall color palette.

4. All foundation fenestration and trim, including garage doors, pedestrian doors, and louvers, should match the foundation or adjacent siding color or be of a non-contrasting color. Garage doors may be fabricated of a high-quality wood and stained a darker color than the foundation color or adjacent siding color.

#### **e. DECKS AND TERRACES**

1. Decks may be finished with natural hardwoods, treated pine, thermally modified wood products, and some composite decking products. Decking materials should be natural in appearance and harmonize with a home's color palette. Decking materials that appear unnatural will not be approved.

Please contact the ARB office for a current list of approved and unapproved decking materials, or to request ARB review for appropriateness of other decking materials.

2. Terraces may be finished with masonry materials such as brick, stone pavers, or similar materials that are subdued and natural in appearance. Light-colored or attention-getting finish materials are discouraged.

#### **f. MASONRY**

1. Foundation walls, chimneys, and other similar elements may be brick (e.g., Old Savannah / Charleston Gray, or other similar brick), genuine stucco, or authentic tabby. The exact nature of the materials and colors thereof shall be approved by the ARB in advance.
2. Homes with a masonry exterior may have a lighter to mid coloration.
3. Tabby-finished stucco foundations should have a mid-value coloration for the finish coat and a low-contrast shell mix.
4. For homes that incorporate brick elements, vibrant and brightly colored brick is not allowed. Mortar color may blend with the brick or be lighter in contrast.
5. Stone foundations may be allowed by the ARB provided that they are harmonious with the surrounding landscape.
6. Homes that utilize a combination of masonry materials (e.g., stucco and brick) should have the materials applied in a manner that relates to and articulates the overall massing hierarchy and composition of the building.

#### **g. ACCESSORY ELEMENTS**

1. Shutters may be of a complementary color, either darker or lighter than the primary siding color, but must have a value difference of three (3) or less.
2. Exterior exposed pool finishes shall not be garish or overly bright.
3. Gutter and downspout colors must match the surface to which they are attached, except when copper or other similar high-quality material, or a finish that simulates such a material (e.g., a bronze finish).
4. Chimney elements such as hoods, pots, and trim shall not be garish or overly bright and should harmonize with the material and color of the chimney itself.
5. Flashing should match the color of adjacent materials unless copper or other similar high-quality material is used.



6. Railings should be consistent with the overall architectural style of a home. Metal railings are preferred to blend with a home's siding or be dark in coloration. Glass railings are not permitted.

#### **2.2.1.8. SUPPORT FACILITIES**

1. Every home is required to have an enclosed service yard suitable for trash containers, bicycles, etc.
2. HVAC equipment, water heaters, generators, above-ground propane tanks, and similar equipment must be screened from view with an architectural screen, shown on elevations, and shall not encroach upon setbacks, inclusive of screening.
3. Noise-generating exterior equipment, including but not limited to chillers, generators, pool equipment, and HVAC equipment, must be baffled using both barrier and absorption components.
4. Antennae for televisions and radios, weather stations, and satellite dishes are discouraged on roofs and prominent locations and should be installed in attics, service yards, or well-screened areas of the landscape, and must be approved by the ARB before installation.
5. Yard art, as defined in [5.1. DEFINITIONS](#), shall be located within the privately used area of a property and screened from neighboring views.
6. The ARB discourages the use of insect abatement systems that are not environmentally sensitive.
7. Clotheslines are not allowed.

See [2.2.3. APPURTENANCES](#) for additional information.

#### **2.2.2. EXISTING HOMES**

The primary purpose of the covenants and guidelines is to foster the creation of a community that is aesthetically pleasing and functionally convenient for all residents and visitors. These restrictions governing existing homes require every property in Cassique to be maintained in a manner conforming to these standards and guidelines.

##### **2.2.2.1. NONCONFORMING CONDITIONS AND COMPLIANCE**

Development in Cassique, similar to other communities, may result in some properties having future nonconforming conditions, such as building setback encroachments and lot coverage that exceeds allowable maximums.

##### **a. COMPLIANCE ENHANCEMENT**

When considering alterations to an existing structure that has nonconforming conditions, the ARB strongly encourages greater compliance with these standards and guidelines. Alterations should not increase the degree or severity of nonconforming conditions. At its discretion, the ARB may require the elimination or reduction of nonconforming elements. Proposed alterations that would otherwise increase nonconformance may be offset by reducing or eliminating other existing elements in order not to exceed the nonconforming conditions.

##### **b. MASSING ALTERATIONS TO EXISTING SETBACK ENCROACHMENTS**

The following method should be used as a guide for determining the approximate massing of varying types of structures when designing an alteration to an existing home or building with a building setback encroachment.

The factor for a proposed increase in massing where a building setback encroachment, having been previously approved by the ARB, currently exists is 1:2.5. Unapproved encroachments are not eligible for an increase in massing.

Example: To approximate the allowable footprint for the massing of a new roofed, one-story addition in the same location as an existing open raised deck encroaching into a building setback, divide the existing structure's area over the building setback by 2.5. The resulting area is the allowable footprint of the proposed increase in massing to replace the footprint of the open deck.

1000 SF = Area of existing open deck encroachment  
1000 SF ÷ 2.5 = 400 SF  
400 SF = Area of allowable roofed, one-story addition

The intent is to provide a means with which to evaluate the impact of a proposed increase in massing with the removal of an existing encroachment.

New variances for alterations to existing homes may be approved by the ARB to save prominent trees, minimize disruption to unique topography, to accommodate an irregularly shaped lot, or when the ARB determines in its sole discretion that a variance is otherwise appropriate to the property's development history and current site conditions. Variances should be clearly identified and should include a completed [Variance Request Form](#). Insufficient information or an incomplete form may result in the disapproval of a variance request.

Approval of a variance is unique to the requested condition, is not precedent-setting, and is final and binding on all concerned. All new variances for alterations to existing homes must comply with [1.4 VARIANCES](#). Variance approval from Charleston County may also be required, and ample time for Charleston County BZA review requirements should be considered.

#### **2.2.2.2. MAINTENANCE AND IMPROVEMENTS**

No alteration, including constructive maintenance, painting, staining, or reroofing, affecting the exterior appearance of any building, structure, or landscape shall be made without prior approval of the ARB. A request for approval must be submitted to the ARB, including a completed review form, the review fee and deposit, and all drawings necessary to define the proposed scope of work. See the ARB [website](#) for current fees and deposits, or contact the ARB office for additional information.

Additional information, such as a landscape plan, material and color samples, site stakeout, etc., may be requested when appropriate. Please note that the ARB will assess existing conditions that do not conform to current standards and guidelines and may require correction as part of the proposed work. See [2.2.2.1.a. COMPLIANCE ENHANCEMENT](#) for more information. When approved, an ARB permit must be issued before commencement of any site clearing, material delivery, painting, or construction.

The ARB classifies work performed on existing buildings into three categories. The following should be used as a guide when considering work to be done on an existing building or property.

##### **a. MAINTENANCE**

Maintenance includes, but is not limited to, the following: 1) foundation repairs, 2) painting and staining touch-up, 3) stucco and brick repairs, 4) deck repairs and resealing, 5) roof repairs, 6) rescreening of porches, 7) door and window replacement, 8) rot repairs, and 9) driveway repairs. Power washing is not considered maintenance and does not require an ARB permit.

## **b. MINOR IMPROVEMENT**

Minor improvements include, but are not limited to, the following: 1) screening of existing porches, 2) door and window replacement, 3) whole home siding or roof replacement, 4) adding or enlarging mechanical stands, 5) minor landscape improvements (e.g., installing a rain garden, revising a fence location, altering walkways, adding landscape lighting, and altering driveway material), and 6) dock/boardwalk/erosion control improvements.

## **c. MAJOR IMPROVEMENT**

Major improvements include, but are not limited to, the following: 1) alterations to the building footprint or conditioned area, 2) alterations to the roofscape or massing, 3) pool and/or deck additions, 4) elevating buildings, 5) major landscape improvements (e.g., adding an at-grade patio or substantial alterations to existing plantings or grading), and 6) adding or rebuilding docks or erosion control methods.

When proposed alterations greatly change the overall footprint, height, scale, massing, or aesthetics of an existing building, a major improvement will be subject to the full review process, similar to that of a new home.

If added scope of work significantly changes the permit type, additional review may be required. It is the responsibility of the property owner and their contractor to notify the ARB should maintenance and improvements expand beyond the permitted scope of work. Please contact ARB staff for further information and assistance with the classification of alterations.

In the event of a major community-wide natural disaster, see the [\*ARB Disaster Guidelines\*](#) for procedures related to expedited review and approval of repairs, alterations, and demolition of damaged buildings and structures.

### **2.2.2.3. LANDSCAPE MAINTENANCE, IMPROVEMENTS, AND TREE REMOVAL**

Every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings or yards that would diminish the beauty of the neighborhood as a whole or a specific area.

#### **a. MAINTENANCE**

1. Formally landscaped beds and lawns must be maintained and screened from other properties. Return of such areas to a native state is encouraged and will be reviewed as a landscape improvement.

#### **b. IMPROVEMENTS**

1. Improvements to existing landscape require a landscape plan prepared and stamped by a SC licensed landscape architect. The addition of plants to an existing landscape may be performed by either a landscape architect or a landscape designer.
2. Any proposed alterations to landscaping, such as fences, fountains, lighting, play structures, driveways, walkways, landscape structures, and yard art, must be approved by the ARB.
3. For larger properties, or adjoining lots owned by the same property owner, formal landscaping should be limited to the buildable area and may not exceed forty percent (40%) of the property's high ground.

### **c. TREE REMOVALS**

1. Tree removals, except Chinese Tallow/Popcorn trees, for existing homes will not be approved unless the tree is damaged, diseased, or a threat to the home. A completed [Vegetation Removal Request Form](#) and review fee must be submitted to the ARB office. ARB staff will review the tree removal request and determine appropriate mitigation if required.
2. Any tree that is approved for removal will generally require mitigation with native hardwoods. Mitigation must be installed within ninety (90) days of approval. A deposit for tree removal will be required when mitigation is deemed necessary.
3. A property owner may be required to replace significant trees that die due to natural causes to ensure that the minimum tree count requirements for the lot are maintained.
4. In the event of a major community-wide natural disaster, see the [ARB Disaster Guidelines](#) for procedures related to expedited tree removals.

See [2.1. LANDSCAPE](#) and [2.1.6. TREE PRESERVATION, REMOVAL, AND REPLACEMENT](#) guidelines for additional information and guidelines before planning landscape maintenance, improvements, and tree removals.

#### **2.2.2.4. DEMOLITION OF EXISTING HOMES AND BUILDINGS**

Demolition of existing homes and buildings may be approved with the following guidelines being adhered to:

1. The demolition contractor will be required to hold a current business license with Charleston County and should be insured and bonded. Membership in the [National Demolition Association](#) is encouraged.
2. Demolition work shall comply with the requirements in [4.3.7. DEMOLITION](#).
3. Cleared areas must be neatly mulched and maintained. See [2.1.5.c. LAWNS, GROUNDCOVER, AND MULCH](#) for more information.
4. If naturalization is intended instead of redevelopment, a revegetation plan must be submitted.
5. Demolition proposed as part of a new home or building under active ARB review may be applied for after preliminary approval. Revegetation of the site access and any needed vegetated buffer enhancement of the site must be completed within three (3) months if:
  - a. the review process is abandoned or delayed for more than six (6) months following the last ARB approval, or
  - b. construction is abandoned or delayed more than 6 months from the issuance of an ARB permit.

Full naturalization of a site may be required by the ARB if construction does not commence within 6 months of an ARB permit.

6. For redevelopment of lots after demolition, the minimum number of trees shall comply with the original number of trees on the lot at the time of its initial development; provided, however, the ARB may require additional trees depending on the existing tree canopy and topography of the lot at the time of redevelopment and/or reduce or eliminate the requirement for additional trees.

See [3.3.4. DEMOLITION REVIEW](#) for submittal requirements.

### **2.2.3. APPURTENANCES**

All exterior alterations to a structure or site require prior approval from the ARB. The following are specific guidelines for the design or alteration of appurtenances.

#### **2.2.3.1. MAILBOXES**

Each home is required to have a standard mailbox with the appropriate lot number or assigned street number routed into the crosspiece. The design, color, construction, and installation of every mailbox are required to conform to Cassique Graphic Controls for mailboxes. See [5.7. STANDARD MAILBOX](#) for more information.

#### **2.2.3.2. SIGNAGE**

The use of any sign, including those for the identification, renting, or selling of a property, is prohibited. Single-family homes may be identified only by the graphics included on the mailbox as specified by the graphic controls included in the Appendix. Property owners' names, house names, and street numbers shall not be placed on the front of homes or on signs placed on lots. Limited temporary signage for golf tournaments or other community events must be approved in advance and removed within twenty-four (24) hours of the event's conclusion.

#### **2.2.3.3. RECREATIONAL EQUIPMENT AND VEHICLES**

The storage of personal watercraft, boats, and campers in yards or driveways is prohibited and instead shall be stored out of sight in garages or below houses.

#### **2.2.3.4. LIGHTING**

All exterior lighting shall be installed so as not to disturb neighbors or impair the vision of traffic on nearby streets. No home or yard lights should be directed toward surrounding homes, the golf course, the river, or land masses. Additional standards and guidelines are as follows:

1. Landscape plans must indicate all proposed exterior landscape lighting. The use of exposed, non-hooded spotlights will not be approved. Low-voltage, high-quality metal fixtures are encouraged.
2. Exterior lighting should be limited to areas where there will be pedestrian movement and should be extinguished when not in use. Motion-sensor lighting is not allowed.
3. Lighting must be located fully within the property lines and is not allowed within street rights-of-way.
4. The source of exterior electric lights must be shielded. Only gas lanterns are allowed to have their illuminating source visible.
5. Floodlights are discouraged. A maximum of two switched floodlights, or similar types of lighting attached to soffits and fascias, when allowed, must be hooded, low-voltage, located at a first-floor eave or similar location, and approved in advance.
6. Exterior lighting towards or near the marsh is strongly discouraged. Only dim, low-mounted walkway lighting shall be allowed in these sensitive areas.
7. Landscape lighting, especially up-lighting of trees, should be limited in scope as it is intended to accent a truly unique or special natural feature. This type of lighting may be allowed at the discretion of the ARB. Shielded path lighting is preferred along with indirect lighting to accent important trees and create a soft glow at night.

Because each design and site is unique, lighting plans will be evaluated based on the unique characteristics of the site. The ARB has discretion to disallow plans that introduce excessive lighting into

the landscape.

#### **2.2.3.5. FENCES AND GATES**

All fence and gate designs must receive ARB approval, and an ARB permit is required before installation.

1. Solid fences or walls, where permitted, should be located within the building setbacks and integrated with the architecture.
2. Open fences must be located a minimum of ten (10) feet from property lines and not within the Habitat Preservation Zone on marsh edges, whichever is more restrictive, and should be limited to a portion of the side or rear yard, in order to allow the blending of landscaping with neighboring properties. Yards abutting the golf course are additionally restricted to maintain the vegetated buffer.

For lots with side and rear setbacks ten (10) feet or less from the property lines, fences may be located along the setbacks inside the buildable area, provided there is sufficient width for evergreen landscaping between the setback line and property line.

3. Maximum fence height, including lights and post caps, shall not exceed five (5) feet.
4. Overly elaborate fence and gate designs, including spiked pickets, are not allowed. Instead, fences should be of a simple design and of a dark color. No chain link or similar fencing is permitted.
5. In all cases, fences should be heavily screened with continuous evergreen landscaping of a size and density to substantially shield and soften the impact of the fence for its entire length at the time of installation.
6. Entry gates or piers are discouraged. When allowed, they must be located within the buildable area and may not exceed the height of any associated fence. In the case of flag lots, gates or piers must be aligned with the buildable area of adjoining properties.

#### **2.2.3.6. SATELLITE DISHES**

Satellite dish placement requires ARB notification. A twenty (20) inch diameter or less satellite dish, or 1 meter if required by FCC regulations, may be placed on the roof of a home provided it is not visible from the street and is properly screened from nearby properties.

If ground placement is necessary, the location shall be in areas least obtrusive to views from streets or nearby properties. The dish must be painted a color that will blend with the surrounding roof or landscape.

#### **2.2.3.7. AMENITY AREAS**

Amenity areas such as putting greens, tennis and basketball courts, play structures, or other similar amenities must be approved by the ARB, located within the buildable area, count towards primary lot coverage regardless of material, and be screened with evergreen landscaping from neighboring properties and streets.

The ARB requires that structures associated with amenity areas be of a color that blends in appearance with the surrounding environment. At its discretion, the ARB may require additional evergreen landscaping to screen such elements.

#### **2.2.3.8. STORM PROTECTION**

Installation of storm protection systems for doors and windows requires review and approval by the ARB.

1. All elements of the system must match the color of the surface to which they are attached and should integrate with the architecture of the home.
2. The ARB encourages the use of removable panels and hinged shutters where applicable.
3. Storm protection systems may only be utilized when the community is in imminent danger due to a Hurricane Warning by the [National Weather Service](#).
4. Systems must be removed or disengaged immediately after the warning is removed and may not be used as a means of securing property during property owner absences.

#### **2.2.3.9. DOCKS**

Installation of, and alterations to, all docks at critical areas requires prior BCM, ARB, and Charleston County approval. If located along the golf course, approval from the ARB and the golf course owner is needed.

1. Dock structures should be fabricated with natural and blending materials; however, aluminum gangways are allowable. Wood materials may not be painted or stained.
2. Boat lifts, when allowed, should be minimal in form.
3. Covered pierheads are limited to community docks.

#### **2.2.3.10. EROSION CONTROL METHODS**

Erosion is considered the loss of high ground within a short timeframe. Active erosion is typically established through the noticeable movement of the surveyed BCM critical line as evidenced by changes to the vegetative and topographic character of the shoreline, such as exposed bare dirt, lack of natural vegetation, exposed roots, and/or undercutting, scouring, slumping of high ground, etc.

Erosion control methods that are natural in appearance, with native species plantings, are preferred. Such methods may not be suitable for addressing water infiltration due to natural low-lying areas, unusually high tides, or storm events.

Applicants are encouraged to submit for ARB pre-conceptual approval of an erosion control method before engaging a professional engineer and submitting for BCM approval and permit. The following methods require BCM approval if located in proximity to the BCM critical line and may require Charleston County approval.

Stamped drawings and current survey must be included with the submittal, showing the area and extent of the installation as well as details of the proposed scope of work.

##### **a. LIVING SHORELINE AND MECHANICALLY STABILIZED EARTH WALLS**

Living shoreline installations are encouraged where appropriate, as these methods allow for the stabilization of land while providing habitat, and are natural in appearance. Mechanically stabilized earth (MSE) wall systems should be natural in appearance, not negatively impact existing vegetation, trees, or adjacent grades, and incorporate native species plantings. MSE wall systems are to be considered when there is evidence of more significant erosion. If located along the golf course, approval from the ARB and the golf course owner is needed.

For more information on living shorelines, see the Kiawah Conservancy's [Nature-Based Solutions Manual for Kiawah Island](#).

## **b. BULKHEADS**

Installation of, and alterations to, all bulkheads at critical areas requires prior BCM, ARB, and Charleston County approval. The application of bulkheads will only be considered when there is evidence of active erosion. If located along the golf course, approval from the ARB and the golf course owner is needed.

1. Where bulkheads are approved, they should be fabricated with natural and blending materials.
2. The use of riprap may be allowed in limited circumstances and, when approved, must be located below the mean high water line.
3. Landscape plantings shall be required to mitigate exposure of bulkheads from marsh views and connecting bulkheads should always be consistent in design and materials. See [1.2. FUNCTION OF THE ARCHITECTURAL REVIEW BOARD](#) for additional information.

### **2.2.3.11. POOLS**

Pool installation and modification require ARB approval and must be performed by a licensed pool contractor in keeping with the following:

1. Pools and decks are allowed to be at the first-floor height, provided they are located entirely within the buildable area.
2. Pools may be located within the limited buildable area, provided they are half the height of the home's foundation.
3. All pools and decks shall be densely screened by mature evergreen landscaping from neighboring homes, the street, and especially the Cassique golf course.
4. Pool cavities, and associated decks and patios, must be included in lot coverage calculations.
5. The proximity of tree canopies should be carefully considered when determining pool placement, as requests for tree removals due to leaf debris will not be approved.
6. The color of pool elements, including but not limited to vertical surfaces at the waterline and infinity edge troughs that are visible from nearby lots, must be approved by the ARB before installation.
7. Saltwater pools are strongly encouraged, as potential discharge from traditionally chlorinated pools into the community's stormwater system will adversely affect the environment.
8. Hot tubs and spas shall be integrated into decks and patios and screened from neighboring views.

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## **3. REVIEW PROCESS**

### **3.1. DESCRIPTION OF THE PROCESS**

The ARB reviews all new construction, exterior improvements, and maintenance proposed in Cassique for high-quality architectural design and characteristics appropriate to the surroundings, the special conditions of climate, and other environmental factors indigenous to the area through an organized review process that is systematic and uniform.

#### **3.1.1. AESTHETIC OBJECTIVES**

Architects and landscape architects should strive to develop a strong sense of identity within a framework of visual continuity that creates an attractive and harmonious addition to the community.

Aesthetic issues considered by the ARB range from the scale of the site down to fenestration details. These may include, but are not limited to, neighborhood compatibility, site relationships, and design consistency. Neighborhood characteristics will be considered during the review of the proposed building's materials, style, colors, mass, height, and conditioned area. The existing vegetation, tree canopy, root systems, and existing grade will be considered during the review of building mass and site development. Window style, pattern and division, detailing, and overall proportion will be reviewed for consistency with the proposed architectural style.

It is not the intention of this ARB to stifle creativity in producing a strong identity, provided the design conforms to the recorded covenants and these standards and guidelines. However, through its review process, the ARB may disapprove any proposed construction on purely aesthetic grounds where, in its sole judgment, such action is required to protect the enduring natural beauty and attractiveness of an area.

#### **3.1.2. ARB MEETINGS**

The ARB generally meets on the second (2nd) Thursday of every month, or more often if the caseload dictates. During the meetings, the ARB reviews new home submittals and substantial major improvements to existing homes, considers variance requests and due diligence matters, and hears appeals from property owners and design and construction professionals. Agenda items and appointments may be arranged by contacting the ARB office at (843) 768-3419 or [ARB@Kiawah.com](mailto:ARB@Kiawah.com).

#### **3.1.3. ARB STAFF**

The ARB staff shall assist property owners, architects, landscape architects, builders, and other professionals with the review of the design, construction, and alteration of homes in Cassique. ARB staff are available to promptly reply to questions and advise on meeting the objectives of these standards and guidelines.

Every project will be previewed by ARB staff before conceptual, preliminary, and final review by the ARB members. ARB staff will also review stakeouts and submittals for acceptable construction documents, specifications, landscaping plans, material and color samples, and make recommendations to the ARB members on appropriateness or inappropriateness of a proposal.

ARB staff will not present a project to the ARB for review unless all submittal requirements are satisfied.

#### **3.1.4. SUBMITTALS**

Submittals to the ARB for new homes and buildings, and major improvements to existing homes and buildings, must be made by an architect registered in the State of South Carolina and having a current

business license. Required drawings and submittal forms must receive conceptual and preliminary approval before submitting for final review.

Conceptual review submittals are due no later than noon on the Wednesday before the scheduled ARB meeting. The ARB strongly encourages personal presentations of conceptual review submittals by architects, landscape architects, and property owners.

Preliminary and final review submittals are due by noon on the Friday before the scheduled ARB meeting. All requirements shall be completed, or the ARB may refuse to review a submittal.

To be considered at an ARB meeting, submittals shall be accompanied by the appropriate ARB form and completed in full. Variance requests must be submitted on a completed [Variance Request Form](#) and clearly indicated on the drawings.

For all submittals, drawings shall include the following:

1. The correct property address.
2. The review being requested (i.e., conceptual, preliminary, or final review).
3. North arrow on all site plans (architectural, grading and drainage, tree and understory protection, and landscape plan) and floor plans. Plans should be oriented with plan north to the top or left.
4. Graphic scale on site plans, floor plans, and elevations.
5. All text (i.e., labels, notes, call outs, dimensions, topographic contour lines, and spot elevations, etc.) shall be easily legible.

Any review fees due must also be paid in full for a submittal to receive consideration for final approval.

### **3.1.5. APPROVALS AND PERMITS**

All design approvals are valid for six (6) months from their date of issuance. Should a six (6) month approval period expire, resubmittal for reapproval is required before submitting for the next review.

An ARB permit may be issued only after final approval is granted by the ARB. The review process should begin early enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by Charleston County must be followed as well. No site clearing, material deliveries, or construction may begin without first obtaining an ARB permit.

If construction of an approved structure has not commenced within six (6) months of final approval, a resubmittal for final review is required.

## **3.2. NEW HOME REVIEW PROCESS AND SUBMITTAL REQUIREMENTS**

### **3.2.1. SITE ANALYSIS**

The site analysis is a critical first step in conveying to the ARB the characteristics of the site and the appropriateness of a proposed design.

The architect and landscape architect are required to attend a site analysis meeting with ARB staff before beginning the review process. The purpose of this meeting is to familiarize attendees with the site; to evaluate the health and location of specimen trees, other vegetation, and existing topography; and to increase the property owner's and design team's awareness of ARB issues. This information should be represented graphically and sealed by the landscape architect on the Site Analysis Drawings.

A digital submittal of a topographic and tree survey and all other pertinent site data must be submitted to the ARB staff before the site analysis meeting. The meeting shall be rescheduled if the submittal is not received in a timely manner.

**a. TOPOGRAPHIC AND TREE SURVEY**

The topographic and tree survey for the property must be prepared by a South Carolina registered land surveyor and dated within twelve (12) months of its submittal. The survey must be at 1/8" = 1' - 0" or 1" = 10' - 0" scale and is required to show the legal description of the property, including the following:

1. Recorded property lines, easements, and building setbacks.
2. The topographic contour lines of the lot, along with spot elevations for existing curbs, the street, and neighboring lot curbing.
3. The location, genus, and species of all Oak trees three (3) inches DBH and greater, and all other trees six (6) inches DBH and greater.
4. Any unique natural features of the site.
5. Driveways, walkways, garages, and roof heights of buildings on adjoining properties.
6. Current BCM critical line.
7. Utility locations.

The accuracy of surveys is extremely important as this will influence the design of the residence. Inaccuracies can often lead to significant delays and/or increased project costs if not addressed promptly. Survey error will not be considered a hardship in support of a variance.

When preparing the survey, surveying crews shall keep disturbance to existing vegetation and other site features to a minimum. Excessive disturbance may result in fines.

**b. ANALYSIS OF SITE CONDITIONS**

The analysis should be drawn on a copy of the topographic and tree survey and should include, but is not limited to, the following:

1. Oak trees twenty-four (24) inches DBH and greater, and highlighted in red.
2. Hardwood trees twelve (12) inches DBH and greater, and highlighted in green.
3. Areas and characteristics of natural or dense understory vegetation, including unique or unusual site features.
4. Existing Oak canopy delineated.
5. Locations of damaged or diseased trees.
6. Locations of trees restricted from removal with respective ground area delineated by shading or hatching. See [2.1.6. TREE PRESERVATION, REMOVAL, AND REPLACEMENT](#) guidelines for criteria.
7. Existing grading and drainage patterns.
8. Sun movement analysis and breeze directions.

### **c. PROPOSED SITE DEVELOPMENT**

The proposed site development should be drawn on a copy of the topographic and tree survey and should include, but is not limited to, the following:

1. View orientation(s).
2. Major features on site and adjoining properties within twenty-five (25) feet of property lines.
3. Building footprint, including but not limited to porch, deck, and pool locations, with approximate area requirements.
4. Site access.
5. Areas requiring minimal and maximal privacy.
6. Potential variances should be clearly and specifically addressed in writing and highlighted on drawings.

All variances must be brought to the attention of the ARB during the review process. Only variances specifically approved in writing shall be considered granted and valid. A [Variance Request Form](#) must be submitted in addition to the standard review forms if seeking a variance for the project.

### **3.2.2. CONCEPTUAL REVIEW**

As early as the property owner, architect, and landscape architect are able to identify design objectives, a digital set of plans should be submitted for conceptual review. Schematic sketches, dimensioned drawings, models, and perspectives are most appropriate for conceptual submittals. These plans should consist of tentative drawings that reflect the general form, spatial relations, materials, articulation, and circulation patterns. Active involvement by the landscape architect is required during the initial layout of site plans. One (1) complete digital set of drawings is required. See the [Conceptual Submittal Checklist](#) available on the ARB website. The ARB staff will preview all submittals and will not present a project to the ARB for conceptual review unless the following are complete and legible.

#### **a. CONCEPTUAL REVIEW FORM**

The [Conceptual Review Form](#) must be completed in full, and the information on the form must correspond to information on the drawings, or the submission will be considered incomplete. A South Carolina licensed and registered architect and landscape architect must be listed on the form in the appropriate fields.

#### **b. LETTER OF INTENT**

The letter of intent shall include, but is not limited to, the following:

1. A description of the site with particular attention to unique characteristics, challenges, and opportunities.
2. A summary of how the proposed design addresses the above.
3. The description and reasoning for any variances that are being requested.

#### **c. SITE PLAN**

The site plan shall include the following:

1. The site plan shall be drawn by the landscape architect at a scale of 1" = 20' - 0".
2. The site plan shall show the ground floor level plan of the house with dimensions

demonstrating conformity with all required easements and building setbacks.

3. Surveyed trees, both those to be preserved and those to be removed, must be indicated.
4. Driveway, guest parking, garage backout area, walkways, and other at-grade hardscape with dimensions.
5. HVAC equipment or closed-loop geothermal fields, electric meter, and service yard, if applicable.
6. Show major features on adjoining properties within twenty-five (25) feet of the property line.

The following lot coverage calculations shall be included:

1. The area of the building footprint (all conditioned and unconditioned areas).
2. The area of all first-floor decks, porches, and stairs.
3. The area of all driveways, walkways, pools, and HVAC equipment. When a closed-loop geothermal system is proposed, an allowance for a minimally sized mechanical stand or cantilevered platform within the buildable area should be included.
4. The total of these areas in square feet (area of development).
5. The total high ground area of the lot in square feet.
6. The area of primary, secondary, and total lot coverage and expressed as a percentage of the total high ground area of the lot.
7. Any variances to the standards and guidelines must be clearly noted and highlighted.

#### **d. PLANS**

Floor plans and roof plan drawn at 1/8" scale depicting the layout of conditioned and unconditioned (screened and covered) areas with calculations as described in [2.2.1.3. BUILDING SIZE](#). Plans for all proposed floor areas, including garages, ground floor level, or attics, must be included.

#### **e. ELEVATIONS**

The exterior elevations shall include the following:

1. Elevations drawn at 1/8" scale showing all exterior sides of the proposed structure.
2. Base Flood Elevation (BFE), Minimum First Finished Floor Elevation (MFFFE) and proposed first floor elevation, maximum building height and proposed building height, interior floor levels, and existing and proposed finish grade.
3. For designs that include detached or semi-detached massing, submittals should include elevations between structures.
4. All materials, such as wood, stucco, and masonry elements of all exterior walls, shall be accurately and fully depicted.
5. The elevations may be rendered with shadows depicting roof and/or deck overhangs, and changes in wall plane or massing, but should not mask design elements beyond.
6. One sheet shall include all exterior sides of the proposed building at 1/8" scale.

## **f. PERSPECTIVES AND MODELS**

Perspective sketches and models are encouraged at conceptual review, although not required.

After reviewing the project, the ARB will either grant conceptual approval or provide reasons for the rejection of the submittal and offer suggestions for improving the project. If the conceptual drawings include substantial changes, either by request from the ARB or the property owner, they must be resubmitted and receive conceptual approval before proceeding to preliminary review. Conceptual approval is valid for six (6) months from the date of issuance. All necessary forms are provided on the ARB [website](#).

### **3.2.3. PRELIMINARY REVIEW**

The preliminary review submittal is prepared after conceptual approval, incorporating changes, if any, from review of the conceptual submittal. One (1) complete digital set of drawings is required. See the [Preliminary Submittal Checklist](#) available on the ARB website. The ARB staff will preview all submissions and will not present a project to the ARB for preliminary review unless the following are complete and legible.

#### **a. PRELIMINARY REVIEW FORM**

The [Preliminary Review Form](#) must be completed in full, and the information on the form must correspond to information on the drawings, or the submission will be considered incomplete. A South Carolina licensed and registered architect and landscape architect must be listed on the form in the appropriate fields.

#### **b. RESPONSE TO COMMENTS**

A written response to comments, if any, from the previous review should be submitted.

#### **c. REVIEW FEE**

This fee is for the review process. Please contact the ARB office for the most current review fee schedule. See the ARB [website](#) for current fees, or contact the ARB office for additional information.

#### **d. PRELIMINARY STAKEOUT**

The home shall be staked out on the lot with stakes at least two (2) feet tall, marking all corners. A string shall connect all stakes outlining the shape of the home, including but not limited to porches and decks, stairs, raised planters, pools, all driveway elements, walkways, and at-grade seating areas. The deadline for completing the preliminary stakeout is noon on the Friday before the ARB meeting, or the submittal will not be reviewed.

#### **e. SITE PLAN**

The site plan shall include the following:

1. This plan must be 1/8" in scale, must include overall dimensions (depth and width) of the home, and must demonstrate conformity with all required easements and building setbacks.
2. The site plan must show the ground floor level plan.
3. Driveways, guest parking, garage backout area, and walkways must be located, appropriately dimensioned, and proposed materials specified.
4. Proposed driveway dimensions should include length, width, and radii.

5. HVAC equipment or closed-loop geothermal fields, electric meter, and service yard, if applicable. In closed-loop HVAC systems, borehole locations must be located on the site plan.
6. Any variances to the standards and guidelines must be clearly noted and highlighted.

**f. LOT COVERAGE GRAPHIC**

Provide a lot coverage graphic showing areas and measurements of all elements included in the calculations of the lot coverage, as well as any secondary pervious elements. See [5.3. LOT COVERAGE GRAPHIC](#) for an example.

**g. TREE AND UNDERSTORY PROTECTION PLAN**

The tree and understory protection plan shall include the following:

1. Drawn at a scale of 1" = 10' or 1/8" = 1' - 0" and includes the building setbacks.
2. Tree protection fencing should be located within ten (10) feet of the foundation wall unless there is a unique site condition that warrants a greater distance.
3. Site clearing limits as delineated by the tree protection fencing, trees proposed for removal, areas of dense understory vegetation, areas where existing vegetation is to be preserved, and areas where the existing grade will be disturbed must be noted.
4. Construction material storage, dumpster, and portable toilet locations must also be shown and should be located within the property lines.

**h. GRADING AND DRAINAGE PLAN**

The grading and drainage plan shall include the following:

1. Drawn at a scale of 1" = 10' or 1/8" = 1' - 0" and includes the building setbacks.
2. The roof plan.
3. Demonstrate that existing trees and vegetation to be preserved are not damaged by fill dirt.
4. Proposed grading showing existing roadside swale and flow patterns, if applicable, and demonstrate that drainage flow does not adversely impact nearby properties, roadside swales, and that stormwater flow within the CHA easement will not be impeded.
5. Spot elevations at all building corners, base of all stairs, garage doors, and other at-grade entrances.
6. Spot elevations for the top and bottom of planters, retaining walls, etc., if applicable.
7. Spot elevations for the driveway, including but not limited to regular intervals where it meets the property line and the street, the center of the driveway, and all corners of the driveway.
8. The landscape architect must include a note on the grading and drainage plan for the builder that states: *"Final grading must be completed in such a way that it does not adversely affect drainage or vegetation on nearby properties or roadside swales."*

Additional information may be requested in case of irregular conditions, including but not limited to nearby properties not in conformance with these standards and guidelines, existing drainage in disrepair, and atypical drainage patterns.

#### **i. PLANS**

Floor plans and roof plan drawn at 1/4" scale depicting the layout of conditioned and unconditioned (screened and covered) areas with calculations as described in [2.2.1.3. BUILDING SIZE](#). Plans for all proposed floor areas, including garages, ground floor level, or attics, must be included.

#### **j. ELEVATIONS**

The elevations shall include the following:

1. Elevations at 1/4" scale showing all exterior sides of the proposed structure.
2. Base Flood Elevation (BFE), Minimum First Finished Floor Elevation (MFFFE) and proposed first floor elevation, maximum building height and proposed building height, interior floor levels, and existing and proposed finish grade.
3. For designs that include detached or semi-detached massing, submittals should include elevations between structures.
4. Substantial portions of exterior walls that appear obliquely on elevations should also be shown orthogonally with either partial or full supplemental elevations.
5. All materials, such as wood, stucco, and masonry elements of all exterior walls, shall be accurately and fully depicted.
6. Gutters and downspouts must be shown if proposed.
7. One sheet shall include all exterior sides of the proposed building at 1/8" scale.

#### **k. BUILDING SITE SECTION**

The building site section shall include the following:

1. Drawn to scale as necessary.
2. Base Flood Elevation (BFE), Minimum First Finished Floor Elevation (MFFFE) and proposed first floor elevation, maximum Building Height and proposed Building Height, and existing and proposed finish grade.
3. Floor and ceiling heights of each habitable floor.

After reviewing the project, the ARB will either grant preliminary approval or provide reasons for the rejection of the submittal and offer suggestions for improving the project. If the preliminary drawings include substantial changes, either by request from the ARB or the property owner, they must be resubmitted and receive preliminary approval before proceeding to final review. Preliminary approval is valid for six (6) months from the date of issuance. All necessary forms are provided on the ARB website at [KiawahARB.com](http://KiawahARB.com).

Once preliminary approval has been issued by the ARB, applicants are encouraged to apply for Charleston County zoning review. Charleston County zoning submittals may require approval from the County's BZA. Consult with County staff for submittal requirements.

#### **3.2.4. FINAL REVIEW**

The final review submittal is prepared after preliminary approval, incorporating changes, if any, from review of the preliminary submittal. One (1) complete digital set of drawings is required. See the [Final Submittal Checklist](#) available on the ARB website. The ARB staff will preview all submissions and will



not present a project to the ARB for final review unless the following are complete and legible.

**a. FINAL REVIEW FORM**

The [\*Final Review Form\*](#) must be completed in full, and the information on the form must correspond to information on the drawings, or the submission will be considered incomplete. A South Carolina licensed and registered architect and landscape architect must be listed on the form in the appropriate fields.

**b. RESPONSE TO COMMENTS**

A written response to comments, if any, from the previous review should be submitted.

**c. FINAL STAKEOUT**

If requested, the preliminary stakeout must be updated to reflect any changes in the location of the building footprint, driveway, walkways, or any additional trees to be removed.

**d. SITE PLAN**

Similar to preliminary review requirements, including any changes, proposed utility services, and the location of a four (4) inch PVC conduit.

**e. LOT COVERAGE GRAPHIC**

Similar to the preliminary review requirements, including any changes.

**f. TREE AND UNDERSTORY PROTECTION PLAN**

Similar to the preliminary review requirements, including any changes.

**g. GRADING AND DRAINAGE PLAN**

Similar to the preliminary review requirements, including any changes.

**h. SCHEMATIC LANDSCAPE PLAN**

A schematic landscape plan prepared by a South Carolina registered landscape architect showing the following:

1. Drawn to scale at 1/8" = 1' – 0" or 1" = 10'.
2. Location of the home, driveway, and walkways with proposed landscaping concepts as intended to help integrate the building with its environment.
3. Representation of all planting material to scale, including existing trees to remain. Include a proposed plant schedule indicating size, quantity, common and scientific name, and variety.
4. Tree analysis chart showing minimum tree count requirements. Mitigation trees should be shown and highlighted.
5. Location and details of landscape lighting with a complete light fixture schedule and cutsheets, walkways, fences, pools, decks, at-grade patios, play structures, and garden structures.
6. Adequate landscape screening for HVAC equipment, service yards, trash enclosures, and electric meters. Foundation plantings must be half the height of the foundation wall.
7. Height of mature vegetation proposed for location within deeded, platted, or implied view

corridors (such as along side yard building setbacks on flag lots) must be noted.

8. Fence location and fence height, if desired or required for a pool.
9. Hardscape materials, design, and layout.

**i. PLANS**

Floor plans and roof plan drawn at 1/4" scale depicting the layout of conditioned and unconditioned (screened and covered) areas with calculations as described in [2.2.1.3. BUILDING SIZE](#) and all information necessary for construction. Plans for all proposed floor areas, including garages, ground floor level, and attics, must be included.

**j. ELEVATIONS**

Similar to preliminary submittal requirements.

**k. COLORED ELEVATION(S)**

A colored elevation must be submitted showing the proposed color application. The entire front elevation must be rendered, and partial elevations throughout the home are encouraged. This is to ensure design elements that may require unique color application are considered so that color issues in the field may be avoided.

**l. MATERIAL AND COLOR SAMPLE BOARD**

Because color is essential to the overall success of a home, and because color chips often vary greatly from actual applications on varying materials, the ARB requires colors and finishes to be submitted on actual samples of materials proposed for use on a single sample board. An image of the sample board should be included as part of the digital submission.

**ARB review of samples submitted at the time of final review does not constitute final approval of the color palette.** Final approval will only be given after review of the onsite material and color mock-up during the construction of the home. See [5.4. MATERIAL AND COLOR SAMPLE BOARD](#) for more information.

**m. BUILDING SECTIONS**

In addition to the preliminary building site section, building sections at 1/4" scale, as many as necessary, for clarification or construction.

**n. FOUNDATION AND FRAMING PLANS**

Plans at 1/4" scale showing locations and sizes of foundation and framing elements, and how they relate to nearby trees.

**o. ELECTRICAL, MECHANICAL, AND PLUMBING PLANS**

Plans at 1/4" scale showing necessary information, including but not limited to the location of the electric meter, HVAC equipment, generator, water heaters, and propane tanks.

**p. DETAILS**

Submit details, including but not limited to the following:

1. Typical wall section.

2. Exterior trim.
3. Door and window details.
4. Exterior walls, fences, or screens.
5. Railings and/or built-in seating.
6. Porch and screen porch sections.
7. Architectural screening for HVAC equipment, generators, water heaters, pool equipment, propane tanks, rain barrels, and other similar items.

#### **q. SPECIFICATIONS**

A full set of specifications must be submitted that defines the quality of all work and materials. Specifications may be included in the drawings.

After reviewing the project, the ARB will either grant final approval or provide reasons for the rejection of the submittal and offer suggestions for improving the project. If the final drawings include substantial changes, either by request from the ARB or the property owner, they must be resubmitted and receive final approval before submitting for an ARB permit. Final approval is valid for six (6) months from the date of issuance. All necessary forms are provided on the ARB [website](#).

### **3.3. EXISTING HOME REVIEW PROCESS AND SUBMITTAL REQUIREMENTS**

These standards and guidelines require existing homes in Cassique to be maintained in a manner that fosters a community that is aesthetically pleasing for all residents and visitors. As stated in the Cassique General Covenants, *“No building, fence or other structure shall be erected, placed, or altered nor shall a building permit for such improvement be applied for on any property within Cassique until the proposed building plans, materials, specifications, exterior colors or finishes, plot plan (showing the proposed location of such building or structure, drives, and parking areas), landscape plan, tree replacement/supplement plans, and construction schedule shall have been approved in writing...”*

When submitting for review of maintenance, minor, and major improvements, submittals must include the appropriate information and documentation that sufficiently describes the proposed work as outlined below:

#### **3.3.1. MAINTENANCE REVIEW**

Maintenance consists of replacement-in-kind repairs of existing homes. See [2.2.2.2.a. MAINTENANCE](#) for more information, and contact the ARB with questions about maintenance review, approval, and permitting. Maintenance reviews and permits may be requested by contacting and submitting necessary documentation and materials to the ARB.

It is the responsibility of the property owner and their contractor to notify the ARB should replacement-in-kind repairs expand beyond the permitted scope of work or if additional work considered to be a minor or major improvement becomes necessary or desirable.

#### **3.3.2. MINOR IMPROVEMENT REVIEW**

Minor improvements require an increased level of review by ARB staff, as these typically include aesthetic alterations to a property. See [2.2.2.2.b. MINOR IMPROVEMENTS](#) for more information, and contact the ARB with questions about minor improvement review, approval, and permitting. Submittals for minor improvement reviews must include, when applicable, but are not limited to the following:

#### **a. MINOR IMPROVEMENT REVIEW FORM**

The [Minor Improvement Review Form](#) must be completed in full, and the information on the form must correspond to information on the drawings, or the submission will be considered incomplete.

#### **b. DRAWINGS AND DOCUMENTATION**

One (1) digital set of drawings and documentation shall be submitted that clearly defines and explains the proposed scope of work. Drawings shall be legible, to scale, and include, as applicable, but not limited to the following:

1. Photos and/or drawings of existing areas and elements of the home being improved.
2. Photos, specifications, and/or drawings of the proposed scope of work, products, materials, and finishes.

After reviewing the project, the ARB will either require changes or grant approval. To obtain an ARB permit after receiving review approval, see [4.2.1. ARB PERMIT](#). ARB and Charleston County permits must be displayed before site clearing, material delivery, or construction may begin.

It is the responsibility of the property owner and their contractor to notify the ARB should minor improvements expand beyond the permitted scope of work, or if additional work considered to be a major improvement becomes necessary or desirable.

#### **3.3.3. MAJOR IMPROVEMENT REVIEW**

A major improvement will be subject to the full review process, similar to that of a new home, should the proposed scope of work greatly change the overall height, scale, massing, or aesthetics of the building. Examples of major improvements that are candidates for the full review process include, but are not limited to, elevating a home to comply with FEMA flood requirements, adding additional stories to a home, significant expansion of the building footprint, and changing the architectural style. See [2.2.2.2.c. MAJOR IMPROVEMENTS](#) for more information, and contact the ARB with questions about major improvement review, approval, and permitting.

Submittals that do not require the full review process must include, when applicable, but are not limited to, the following:

#### **a. MAJOR IMPROVEMENT REVIEW FORM**

The [Major Improvement Review Form](#) must be completed in full, and the information on the form must correspond to information on the drawings, or the submission will be considered incomplete. A South Carolina licensed and registered architect and landscape architect must be listed on the major improvement review form in the appropriate fields as applicable.

#### **b. LETTER OF INTENT**

The property owner or their representative shall inform the ARB as to the purpose of the proposed major improvement with a letter of intent.

#### **c. AS-BUILT SURVEY**

An as-built survey is required for any major improvement that alters the existing lot coverage of a property. At completion of the work, an updated as-built survey reflecting changes to the lot coverage must be submitted before the final ARB inspection. See [4.4.4. FINAL INSPECTION AT](#)

[CONCLUSION OF CONSTRUCTION](#). The as-built survey shall be dated within twelve (12) months of the submittal and include the following:

1. Legal description of the property.
2. Recorded property lines, easements, and building setbacks.
3. Current and prior BCM critical lines where applicable.
4. Footprint of all existing built elements on the property, pervious and impervious.
5. Conditioned area if there is a maximum.
6. Roof ridge height.
7. Lot coverage calculations, including primary and secondary coverage elements.

The ARB may require additional survey information on specific trees that appear to be impacted by proposed alterations.

#### **d. DRAWINGS AND DOCUMENTATION**

One (1) digital set of drawings shall be submitted that clearly defines and explains the proposed alterations. Drawings shall be legible, to scale, and include, as applicable, but not limited to the following:

1. Existing site plan, lot coverage graphic, floor and roof plans, and elevations.
2. Photos of all sides of the existing house.
3. Demolition site plan, floor and roof plan, and elevations.
4. Proposed site plan, lot coverage graphic, floor plans, roof plan, and elevations.
5. Tree and understory protection, grading and drainage, and landscape plans may be required depending upon the scope of work proposed.

See [3.1.4. SUBMITTALS](#) and [3.2.3. PRELIMINARY REVIEW](#) for more information on drawing submittal requirements.

#### **e. IMPROVEMENT REVIEW FEE**

The improvement review fee is determined by the ARB based on the scope of work. The fee shall be paid at the completion of the review process and before the issuance of an ARB permit. See the ARB [website](#) for current fees, or contact the ARB office for additional information.

#### **f. MATERIAL AND COLOR SAMPLES**

Samples are important for major improvement review because of the need for matching existing materials. When changing the color of a home, color samples must be applied to the home for review by ARB staff. An [Onsite Color Review Form](#) must be completed and submitted to the ARB for review and approval. See [2.2.1.7. MATERIALS AND COLORS](#) for more information on material and color guidelines.

After reviewing the project, the ARB will either require changes or grant approval. To obtain an ARB permit after receiving review approval, see [4.2.1. ARB PERMIT](#). ARB and Charleston County permits must be displayed before site clearing, material delivery, or construction may begin.

#### **3.3.4. DEMOLITION REVIEW**

Before applying for an ARB permit for demolition, the following should be submitted for ARB review and approval:

1. An as-built survey dated within twelve (12) months showing existing conditions.
2. A demolition site plan indicating the extent of demolition as well as tree protection fencing for trees, natural areas, existing landscaping, and unique topography during demolition.  
Revegetation of the site access and any needed vegetated buffer enhancement must be shown.
3. A descriptive plan and timeline for plant succession in mulched areas if naturalization is intended.

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## **4. CONSTRUCTION PROCESS**

### **4.1. GENERAL REGULATIONS**

These standards and guidelines are designed to enhance Cassique's overall appearance to residents and visitors alike. They are not intended to restrict, penalize, or impede those who adhere to them.

Repeated violation of these standards and guidelines may result in the suspension of a building permit until corrections have been made by the builder. Additionally, a builder who repeatedly violates either the letter or spirit of these standards and guidelines may be required to post a larger construction deposit or, in the extreme, be prohibited from working in Cassique.

#### **4.1.1. COMMUNITY ACCESS**

Access to Cassique is controlled by the CHA. All incoming vehicles must stop at the security gate for identification and permission to enter.

All builders of residences in Cassique must have at a minimum an active Residential Builder License issued by the State of South Carolina and a current business license.

Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about the community. Vehicles may be periodically searched to protect all builders and property owners from theft of materials and equipment.

#### **4.1.2. HOURS OF OPERATION**

The hours of operation allowed for construction workers in Cassique are from 7:00 am to 7:00 pm, Monday through Friday, and 8:00 am to 5:00 pm on Saturday. No construction work will be performed on Sundays or national holidays, unless approved by the CHA Director of Security. Charleston County and CHA may have more restrictive hours for holidays.

#### **4.1.3. CONDUCT AND APPEARANCE**

The conduct and appearance of all construction workers is the responsibility of the builder. Construction workers shall adhere to the following:

1. Loud vehicles and speeding are not allowed within Cassique.
2. All construction vehicles must be parked on the construction site unless approved by the CHA for parking in the street.
3. Construction workers are not allowed to loiter about within the community.
4. Loud music from radios and disturbance of property owners or guests will not be allowed at any time.
5. Construction workers are required to wear shirts and shoes.

#### **4.1.4. CONSTRUCTION DURATION**

The construction of all residences must be completed within eighteen (18) months from the date of issuance of an ARB permit, with all exceptions and/or extensions requiring ARB approval.

#### **4.1.5. VIOLATIONS**

Violations that are discovered will be documented by ARB staff, and the builder will be notified to make

corrections. Each violation that is not corrected within ten (10) business days will again be documented, and a new fine may be levied. Copies will also be sent to the property owner and the architect or landscape architect as appropriate.

#### **a. FINES**

Once the initial notice has been sent to the builder, all future violations, nonconforming conditions, or unapproved exterior changes to the approved building plan will be documented, and a fine levied against the posted construction deposit. Additional fines may be levied as well. A copy of the report will be sent to the builder, the architect, and/or the landscape architect, and the property owner. The amounts of the fines are subject to periodic increases at the sole discretion of the ARB. See the ARB [website](#) for the current list of fines.

#### **b. APPEALS**

An appeal of a fine or decision must be made within ten (10) business days of issue by submitting an [Appeal Application Form](#) and supporting documentation to the ARB office for consideration by the board members. An appointment may be scheduled during an ARB meeting for discussion of the issue. The subsequent determination will be final and binding to all concerned.

#### **c. LEGAL ACTION**

The ARB may elect to pursue legal action if it deems such recourse appropriate in resolving violations and collecting fines.

### **4.2. BEFORE CONSTRUCTION**

After completing the review process and receiving final approval of the stakeout and construction documents from the ARB, several steps shall be followed before any site clearing, material deliveries, or construction may begin.

#### **4.2.1. ARB PERMIT**

An ARB permit must be obtained for all new homes and for maintenance, minor and major improvements, and demolition of existing homes. The receipt of an ARB permit does not preclude the necessity of also obtaining Charleston County zoning and building permits. Such permits are required for construction, along with any additional permits from other agencies that may be necessary (e.g., to build a dock, a permit from BCM is required). Please be aware that nonconforming conditions inadvertently not addressed during or before permitting may not be considered approved. For permit submittal requirements, see the list below:

#### **a. NEW HOME PERMIT REQUIREMENTS**

Submit the following items to obtain an ARB permit for new homes:

1. One (1) digital set of construction documents.
2. Completed [Construction Application Deposit and Agreement Form](#).
3. ARB review fee (if not already provided per preliminary submittal checklist) and construction deposits.
4. Cassique encroachment permit.
5. Install tree protection fencing.



#### **b. MAINTENANCE PERMIT REQUIREMENTS**

An ARB permit for maintenance may be obtained online by contacting the ARB and submitting the following:

1. Completed [\*Onsite Color Review Form\*](#), if applicable.
2. Completed [\*Construction Application Deposit and Agreement Form\*](#).
3. ARB review fee and construction deposit.
4. Cassique encroachment permit.
5. Provide a current business license waiver if appropriate.

#### **c. MINOR IMPROVEMENT PERMIT REQUIREMENTS**

Submit the following items to obtain an ARB permit for minor improvements:

1. Completed [\*Onsite Color Review Form\*](#), if applicable.
2. Completed [\*Construction Application Deposit and Agreement Form\*](#).
3. ARB review fee and construction deposit.
4. Cassique encroachment permit.
5. Provide a current business license waiver if appropriate.

#### **d. MAJOR IMPROVEMENT PERMIT REQUIREMENTS**

Submit the following items to obtain an ARB permit for major improvements:

1. One (1) digital set of construction documents.
2. Completed [\*Construction Application Deposit and Agreement Form\*](#).
3. ARB review fee and construction deposits.
4. Cassique encroachment permit.
5. Install tree protection fencing for which the ARB has required tree and understory protection in its review.

#### **e. DEMOLITION PERMIT REQUIREMENTS**

Submit the following to obtain an ARB permit for demolition before such work may begin:

1. An as-built survey dated within twelve (12) months.
2. A demolition site plan.
3. A descriptive plan and timeline for plant succession if naturalization is intended.
4. Completed [\*Demolition Construction Application Deposit and Agreement Form\*](#).
5. ARB review fee and demolition deposits.
6. Cassique encroachment permit.

Upon receipt of the required items, the ARB will review the permit submittal. Once the submittal requirements have been satisfied, an ARB permit will be issued within ten (10) business days.

For new homes and some major improvements, the following shall be completed after receipt of an ARB

permit and before the start of construction:

1. Order and install the construction sign. See [5.5. CONSTRUCTION SIGN](#) for more information.
2. Apply for a Charleston County zoning permit and building permit.
3. If applicable, obtain approvals for lots adjoining the golf course.
4. Post the ARB permit, Charleston County permits, and the Cassique encroachment permit at the construction site.
5. Place the dumpster and portable toilet on the construction site per the locations approved during the review process.

#### **4.2.2. CONSTRUCTION SIGN**

Every construction site for new homes must have a construction sign. Maintenance, minor, and major improvement construction sites do not require a sign, but one may be installed if desired. Several area sign companies have the specifications required by the ARB for construction signs. Only the following information shall be placed on the sign:

1. Property owner(s) and hometown
2. Architect
3. Landscape architect
4. Builder

Telephone numbers and other information are prohibited. See [5.5. CONSTRUCTION SIGN](#) for more information.

The ARB supports property owners, architects, landscape architects, and builders in advancing sustainable building practices in Cassique. In acknowledging those efforts, the ARB allows for whole green building and/or site and landscape certifications (e.g., [LEED](#), [ZERH](#), etc.) to be displayed on construction signs. See [5.6. CONSTRUCTION SIGN WITH GREEN BUILDING CERTIFICATION](#).

#### **4.2.3. WILDLIFE**

If a bird of prey, alligator, bobcat, or other wildlife den or nest is discovered during site clearing, the ARB office and Charleston County must be contacted before continuing work.

#### **4.2.4. DE-WATERING**

Many properties require de-watering before and during construction, which must continue constantly for extended periods of time. If this is necessary, please adhere to the following:

1. All water removed from the site must be discarded to the nearest storm drain managed by the CHA. Water should never be drained onto neighboring properties, including lagoons and marshes.
2. Pumps with low decibel ratings are preferred. In addition, pumps should be muffled with sandbags to keep vibration noise to a minimum.
3. The ARB recommends pre-notification to neighbors when de-watering is scheduled for an extended period of time.

#### **4.2.5. SITE CLEARING**

Site clearing may begin in preparation for construction, in keeping with the following requirements. See [4.3.4.b TREE PROTECTION](#) for additional standards and guidelines on protective fencing of areas and individual trees to be preserved.

1. No site clearing may occur without first obtaining an ARB permit.
2. Any clearing between the building setbacks and the property line requires onsite approval by the ARB.
3. The builder shall be responsible for locating existing utilities before any excavation. Berkeley Electric (see [5.2. RESOURCES](#) for contact information) must be contacted for the delivery of any additional conduit and specifics on its placement.
4. At the conclusion of site clearing, submit dated photographs to the ARB office.

#### **4.3. DURING CONSTRUCTION**

All construction in Cassique will be under observation by the ARB. Compliance with the standards and guidelines of the construction process and the permitted construction plans will be checked and reviewed on a regular basis. See [4.4. INSPECTIONS](#) for further information.

##### **4.3.1. CONSTRUCTION SITE ACCESS**

1. Access to the construction site should be limited to the proposed driveway location. Access over or through adjacent properties is expressly forbidden.
2. Over-sized material deliveries require arrangement with Cassique Security at least two (2) business days before arrival at the security gate. Any costs incurred must be borne by the builder.
3. Care should be taken when loading trucks hauling construction waste so as not to have it spill over while in transit. Builders will be held responsible for waste and debris falling from construction vehicles.

##### **4.3.2. CONSTRUCTION SITE APPEARANCE**

It is imperative that all construction sites be maintained in a clean and tidy manner at all times. If not so maintained, the ARB may impose fines and, in some cases, issue a stop work order.

1. All construction materials must be kept within the property lines, and a clear street right-of-way should be maintained.
2. No construction waste or trash shall be strewn about the site or piled openly. This requirement shall be strictly enforced as untidy sites present a negative image to visitors and property owners.
3. Fires are not allowed on construction sites under any circumstances.

##### **4.3.3. MATERIAL STORAGE AND WASTE DISPOSAL**

1. Material storage areas should be in an inconspicuous area of the construction site and should be neat and orderly. The use of an adjacent property for access or material storage without written permission from the adjacent property owner is prohibited.
2. Temporary storage structures approved by the ARB may be used to store materials, provided the structure is minimal in size. Storage structures may not be used as living quarters, nor may any home undergoing a major improvement be used as living quarters by construction workers.
3. The ARB discourages the placement of construction trailers on residential construction sites. In

the event that the ARB approves a construction trailer, a minimum-sized, industry-standard trailer must be used. The construction trailer must not be marked with logos or graphics, must be screened by vegetation, and must be removed once the home is complete.

4. At the end of each workday, construction materials must be stored neatly and all construction waste placed in a commercial dumpster.

#### **4.3.4. ONSITE REQUIREMENTS**

Construction sites for new homes and significant major improvements must include the following (and may apply to minor improvements and maintenance):

##### **a. TEMPORARY EQUIPMENT, FACILITIES, AND SIGNAGE**

1. Commercial dumpster – A commercial dumpster is required on each construction site and shall be emptied when necessary.
2. Portable Toilet – Each construction site is required to have a portable toilet at all times for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes.
3. Temporary Utilities – Temporary utilities must be installed in a neat manner. The temporary power pole must be at least fifteen (15) feet from the front property line, installed plumb, and not used for the placement of signs. Installation of the sanitary sewer and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.
4. Construction sign and permits – See [5.5. CONSTRUCTION SIGN](#) for more information.

##### **b. TREE PROTECTION**

The ARB requires tree protection fencing to enclose the entire work area of the construction site, creating natural areas to be preserved. These preserved areas are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from the ARB. No Oak trees over three (3) inches DBH or other trees six (6) inches DBH may be removed or pruned at any time without prior ARB approval.

All tree protection fencing must be maintained until the completion of construction, and all construction materials and vehicles must remain outside of the preserved areas. Extra care shall be taken with tree protection fencing to avoid injury to any trees not approved for removal.

##### **c. VIEW CLEARING AND PRUNING**

Removal or pruning of trees and vegetation for views shall not occur until the home is completely framed. View clearing and pruning requires onsite approval by the ARB. See [2.1.2 EXISTING VEGETATION](#) for more information.

##### **d. DEAD TREES**

Trees that die due to damage during construction must be replaced with mitigation trees. See [2.1.6. TREE PRESERVATION, REMOVAL, AND REPLACEMENT](#) for more information.

##### **e. OTHER REGULATIONS**

All properties are subject to the SCDES stormwater runoff regulations. These regulations require strict compliance with the Stormwater Management Plan before pruning any vegetation, moving

soil, or otherwise doing any construction on the property. A violation may result in civil penalties as well as other adverse action. Erosion control measures should be installed before applying for an ARB permit.

Should the ARB determine, in its sole discretion, that a construction site is not being maintained properly, it may undertake to bring the site into compliance and may deduct related costs from the construction deposit and/or impose additional fines.

#### **4.3.5. CHANGES DURING CONSTRUCTION**

Builders must have the architect and/or the landscape architect submit proposals for any exterior changes for ARB review before implementation of such changes. Changes shall be clearly identified and coordinated on all relevant drawings and be accompanied by a completed [Construction or Design Change Application Form](#). Failure to do so may result in fines.

In the event that the builder, architect, or landscape architect of record changes during the construction process, the ARB should be promptly notified. A change of builders requires submittal of a new [Construction Application Deposit and Agreement Form](#) with a deposit from the new builder before the ARB will refund the original builder's initial deposit. In the case of a landscape architect change, submittal of a new sealed landscape plan is required.

The Cassique General Covenants grant the Declarant power to make corrections to any unapproved exterior changes or to clean up an unacceptable lot. These charges will be deducted from the construction deposit.

#### **4.3.6. DELAYS AND ABANDONMENT**

Should construction progress cease for more than ninety (90) days, the ARB must be notified immediately. Measures may be required to minimize impact to neighboring properties should a cleared construction site become abandoned. Incomplete construction sites are detrimental to their neighborhoods; therefore, once construction has begun, a project must be completed as approved and permitted.

#### **4.3.7. DEMOLITION SITES**

The removal of debris from demolition sites shall be coordinated in advance and shall comply with [4.3.1. CONSTRUCTION SITE ACCESS](#). Site cleanliness and access shall comply with [4.3.2. CONSTRUCTION SITE APPEARANCE](#). Unless otherwise approved by the ARB, demolition and revegetation of the site access and any needed vegetated buffer enhancement of the site must be completed within three (3) months of the issue date of an ARB permit.

#### **4.4. INSPECTIONS**

Four (4) mandatory onsite inspections will be conducted by the ARB on all new homes and major improvements as applicable to the scope of the project. A special inspection of a construction site will be made upon receipt of a request that cites a specific violation.

##### **4.4.1. FOUNDATION SURVEY AND SITE CONDITIONS**

The first inspection shall occur when the foundation walls are just above grade. At this time, the builder must notify the ARB with the submission of a foundation survey that includes the following:

1. Legal description of the property.
2. Recorded property lines, easements, and correct building setbacks.

3. BCM critical line as applicable.
4. Foundation footprint.
5. Distances from all foundation corners to the nearest property lines.

The ARB will review the foundation survey and inspect the construction site conditions for the following:

1. Foundation placement conforms with the approved drawings.
2. Framing has not commenced before ARB inspection.
3. Portable toilet is located at least twenty-five (25) feet from the street and in an inconspicuous location.
4. Tree protection fencing is installed according to approved plans and in satisfactory condition.
5. Construction site is clean and orderly.

Should the first-floor framing be constructed before submitting the foundation survey, or if dated photographs are not submitted at the conclusion of site clearing before construction commences, a fine may be imposed and withheld from the construction deposit. In some cases, a stop work order may be issued until the foundation survey is submitted and corrections are completed.

During the foundation construction and subsequent framing, approval shall be obtained from the ARB in advance of removal and/or pruning of Oak trees three (3) inches DBH and greater, other trees six (6) inches DBH and greater, or alteration of existing land topography outside the tree protection fencing.

#### **4.4.2. MATERIALS AND COLORS MOCK-UP**

The second inspection shall occur during the onsite review of materials and colors, usually occurring during the framing of the home. An onsite mock-up must be erected to show the proposed finish materials and colors, and should include the following:

1. Foundation walls, louvers, etc.
2. Siding
3. Trim (window, doors, soffits, eaves, bandboards, cornerboards, etc.)
4. Roof materials (including secondary and decorative elements)
5. Accessory elements (shutters, louvers, etc.)
6. Horizontal finishes for porches, decks, and terraces (decking, pavers, etc.)
7. Fenestration – door and window units may be mocked up to simulate proposed finish colors

In order to view each sample in its proper context, the onsite mock-up must be placed close to the home, unless otherwise directed by the ARB. Once the onsite mock-up has been finalized and is ready for ARB review, an [Onsite Color Review Form](#) must be completed and submitted with a photo of the completed onsite mock-up to the ARB office.

ARB staff will perform an onsite inspection and return the *Onsite Color Review Form*, either issuing approval or comments indicating adjustments that are required.

Should the builder not submit an *Onsite Color Review Form* before finish materials and colors are applied to the building, a fine may be imposed and withheld from the construction deposit in addition to any adjustments required to comply with ARB guidelines.

#### **4.4.3. FINAL LANDSCAPE PLAN**

The third inspection shall occur during the onsite review of the final landscape plan. The final landscape plan submittal is due sixty (60) days before the substantial completion of construction. The landscape architect and ARB staff will meet onsite to review landscape issues, including but not limited to the following:

1. Number of new trees required to meet ARB guidelines.
2. Tree mitigation requirements, if any.
3. Tree locations to achieve filtered views.
4. Screening of service and parking areas.
5. Foundation and property line plantings.
6. Final driveway layout and repair of any right-of-way damage.
7. Grading and drainage.
8. Fence layout and landscape lighting.
9. Any adjustments that are needed to accommodate changes made during the course of construction.

While requirements for the final landscape plan submittal are similar to the [SCHEMATIC LANDSCAPE PLAN](#) described in [3.2.4. FINAL REVIEW](#), the schematic landscape plan is not to be used in place of the final landscape plan.

Should a final landscape plan not be submitted before installation of landscape material, a fine may be imposed and withheld from the construction deposit in addition to any adjustments required to comply with ARB standards and guidelines.

#### **4.4.4. FINAL INSPECTION AT CONCLUSION OF CONSTRUCTION**

The final inspection at the conclusion of construction shall be conducted after the installation of landscaping. A copy of the final inspection shall be sent to the property owner and builder, noting final construction approval or items requiring correction.

If a final inspection has not been requested within a year of the date of the certificate of occupancy, the ARB may absorb the construction deposit as a fine, and notice of items requiring correction may be sent to the property owner and builder. Any unapproved changes that require corrections must be completed before the final inspection will be approved. Neither the assessment of fines nor their payment relieves the property owner of compliance with these standards and guidelines.

When the construction of a new home, or improvement, maintenance, or demolition of an existing home has been completed, the property owner and builder must satisfy several requirements and complete all items below on the corresponding final inspection checklist before requesting the final inspection by ARB staff.

##### **a. NEW HOME AND MAJOR IMPROVEMENT FINAL INSPECTION CHECKLIST**

The following items shall be completed before final inspection for new homes and major improvements:

1. Complete construction and remove construction debris.

2. Remove portable toilet, temporary utilities, and construction sign.
3. Install landscaping and a standard mailbox.
4. Submit an as-built survey that includes the following:
  - a. Legal description of the property.
  - b. Recorded property lines, easements, and building setbacks.
  - c. BCM critical line as applicable.
  - d. Footprint of all built elements on the property, pervious and impervious.
  - e. Conditioned area if there is a maximum.
  - f. Roof ridge height.
  - g. Lot coverage calculations, including primary and secondary coverage elements.
5. Submit the [Landscape Certification Form](#) – the ARB requires the landscape architect of record to complete and sign a *Landscape Certification Form* certifying that the landscape design is installed in general conformance and the intent of the approved plans.
6. Request and submit an encroachment inspection sign-off by calling the ARB at (843) 768 – 3419.
7. Submit color photos of all sides of the house to the ARB.
8. Request ARB final inspection.

**b. MINOR IMPROVEMENT AND MAINTENANCE FINAL INSPECTION CHECKLIST**

The following items shall be completed before final inspection for minor improvements:

1. Complete construction and remove construction debris.
2. Remove portable toilet and temporary utilities, if used on site.
3. Request and submit an encroachment inspection sign-off by calling the ARB at (843) 768 – 3419.
4. Request ARB final inspection.

**c. DEMOLITION FINAL INSPECTION CHECKLIST**

The following items shall be completed before final inspection for demolition:

1. Neatly mulch cleared areas.
2. Revegetate site access and complete vegetated buffer enhancements as approved by the ARB.
3. Contact the ARB office to request a final inspection. The demolition deposit will be returned after a satisfactory inspection of the site.
4. If redevelopment is planned, no construction activity may commence following demolition until an ARB permit is issued.

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## 5. APPENDIX

### 5.1. DEFINITIONS

**Adjacent** – 1) Next to, near, or close. 2) Next to or within one hundred (100) feet. Example: Adjacent properties include those properties with any portion being located within one hundred (100) feet of any boundary of the subject property.

**Adjoining** – Touching or bounding at a point or along a line, bordering, contiguous. Example: Adjoining properties include those properties with any border that is shared in part or in whole with that of the subject property.

**Amenity Areas** – Any defined area apart from a primary or ancillary structure that facilitates a recreational or leisure activity, including but not limited to putting greens, tennis and basketball courts, play structures, pools, and seating areas.

**Appurtenances** – Architectural accessories, including but not limited to play structures, pools, docks, bridges, walls, mailboxes, etc.

**At-Grade** – At-grade refers to building elements (decks, patios, pools, walkways, etc.) that are eighteen (18) inches or less from the existing grade.

**Base Flood Elevation (BFE)** – Height of the Base Flood, usually in feet, in relation to the National Geodetic Vertical Datum in the Flood Insurance Study Report, or average depth of the Base Flood above ground surface as determined by FEMA.

**Buildable Area** – Area within allocated building setback lines where building can occur.

**Building Footprint** – The area of a lot covered by elements of a building, including but not limited to conditioned area, cantilevered projections, porches, elevated decks, pools, and stairs.

**Building Height** – The vertical distance from (i) a lot's Natural Grade, or (ii) Minimum First Finished Floor Elevation (MFFFE), whichever is higher, as measured in feet and stories, to the ridge height of the dominant roof form, exclusive of minor accessory elements such as chimneys. Building Height in stories is the number of habitable floors (stories) exclusive of the area below the first finished floor. One-half story is a habitable floor which has a conditioned area that is no greater than one-half the conditioned area of the largest level below.

**Caliper** – The measured diameter of a tree in inches (bark to bark) at breast height (see DBH definition).

**Cassique General Covenants** – The Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property in Cassique (recorded in the Charleston County ROD Office in Book K356, Page 612 and as amended).

**Contained Areas** – Areas of ground surrounded by walls on four (4) sides and raised above the existing grade.

**Critical Areas** – An operational area that requires specific environmental control because of the equipment or information contained therein. Areas of fragile habitat growth that typically border salt marsh and lagoons, including all areas designated as critical areas by the Bureau of Coastal Management of the South Carolina Department of Environmental Services.

**DBH** – Diameter at breast height (approximately 4.5 feet above ground).

**Fence** – Any barrier, structure, or installation that may enclose, surround, or mark off any part of a yard. All fence references include deer, electric, wood, louvers/lattice, aluminum, and woven-wire mesh fences, etc.

**Fenestration** – Any opening in a building’s envelope, including doors, windows, and skylights.

**Finish Grade** – The average elevation of a lot after construction; provided, however, that finish grade shall be consistent with the natural grading pattern.

**Ground Floor Level** – The lowest constructed floor level, habitable or not, that is accessed directly from the adjacent exterior finish grade, excluding crawlspaces.

**Habitable Floor** – Any occupiable conditioned level of a building or structure that meets the minimum spatial requirements required by the local building code.

**Habitat Preservation Zone** – That portion of any marshland residential lot located within thirty (30) feet of the BCM Critical Line to be preserved substantially in its present natural state. In order to preserve the natural appearance and scenic beauty of the property and to provide cover for animals which habitually move along the marsh edges, there shall be no removal, destruction, cutting, trimming, mowing, or other disturbance or change in the natural habitat in any manner, other than as specifically permitted by the Cassique Covenants within such areas. Limited clearing for views and breezes shall be permitted once the home is completely framed. Only native vegetation and low-impact structures such as boardwalks and pervious foot paths are allowed.

**High Ground** – The portion of a lot located landward of the BCM critical line for lots abutting or containing marshland, including acreage seaward of the BCM baseline up to the mean high water (MHW) line for oceanfront properties that extend to the MHW line. Freshwater wetlands without a BCM critical line are considered high ground.

**Lot**– Development parcel identified in a subdivision plat recorded in the Charleston County ROD Office.

**Limited Buildable Area** – A delineated area of a lot that allows for minor structural elements to be constructed beyond the standard buildable area, provided vegetated buffers along sensitive property lines are preserved. See specific neighborhood supplemental guidelines for more information.

**Minimum First Finished Floor Elevation (MFFFE)** – The current FEMA Base Flood Elevation (BFE) + Charleston County freeboard + a sixteen (16) inch allowance for structure. Minimum First Finished Floor Elevation (MFFFE) corresponds to “lowest floor” referenced in Charleston County and FEMA regulations.

**Natural Grade** – The average ground elevation of a lot or development parcel before development activity.

**Open-loop Geothermal Systems**– Geothermal heat pump or irrigation system that uses groundwater from a conventional well as a source of heat transfer or water use.

**Personal Watercraft** – Canoes, kayaks, stand-up paddleboards, jet skis, etc.

**Pervious** – The characteristic of a hardscape material that allows stormwater to pass through and be absorbed into the ground.

**Service Yard** – The portion of a yard area enclosed by a wall or fence for the purpose of concealing mechanical equipment, utilities, trash containers, and other similar elements.

**Uncontained Areas** – Areas of fill dirt considered secondary lot coverage that are not surrounded by walls and raised thirty-six (36) inches or more above the existing grade.

**Value Finder** – The official value chart used to determine the lightness value of the combined effect of paints and stains applied to various exterior claddings, manufactured finish products, and natural finish materials.

**Yard Art** – Decorative elements or objects that are placed in yards or on the outside of houses (that are not part of the approved plans). Yard art includes, but is not limited to, such items as fountains, columns, sculptures of all types, weathervanes, flagpoles, etc. These items are monitored by CHA.

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## 5.2. RESOURCES

### LINKS:

[Cassique ARB Standards and Guidelines](#)

[Cassique Frequently Asked Questions](#)

[Cassique ARB Forms](#)

[Cassique Survey Requirements](#)

[Cassique Schedule of Fees and Deposits](#)

[Cassique ARB Disaster Guidelines](#)

### CONTACTS INFORMATION:

Cassique Architectural Review Board  
[843-768-3419](tel:843-768-3419) | [www.CassiqueARB.com](http://www.CassiqueARB.com)

Cassique Homeowners Association  
[843-768-9480](tel:843-768-9480) | [pm.cassique@ravenelassociates.com](mailto:pm.cassique@ravenelassociates.com)

Kiawah Conservancy  
[843-768-2029](tel:843-768-2029) | [www.kiawahconservancy.org](http://www.kiawahconservancy.org)

Berkeley Electric  
[843-559-2458](tel:843-559-2458) | [www.berkeleyelectric.coop](http://www.berkeleyelectric.coop)

Charleston County Zoning & Planning Department  
[\(843\) 202-7200](tel:843-202-7200) | [www.charlestoncounty.org/departments/zoning-planning/](http://www.charlestoncounty.org/departments/zoning-planning/)

Charleston County Building Inspection Services Department  
[\(843\) 202-6930](tel:843-202-6930) | [www.charlestoncounty.org/departments/building-inspection-services/index.php](http://www.charlestoncounty.org/departments/building-inspection-services/index.php)

Bureau of Coastal Management  
[843-953-0200](tel:843-953-0200) | [www.des.sc.gov/programs/bureau-coastal-management](http://www.des.sc.gov/programs/bureau-coastal-management)

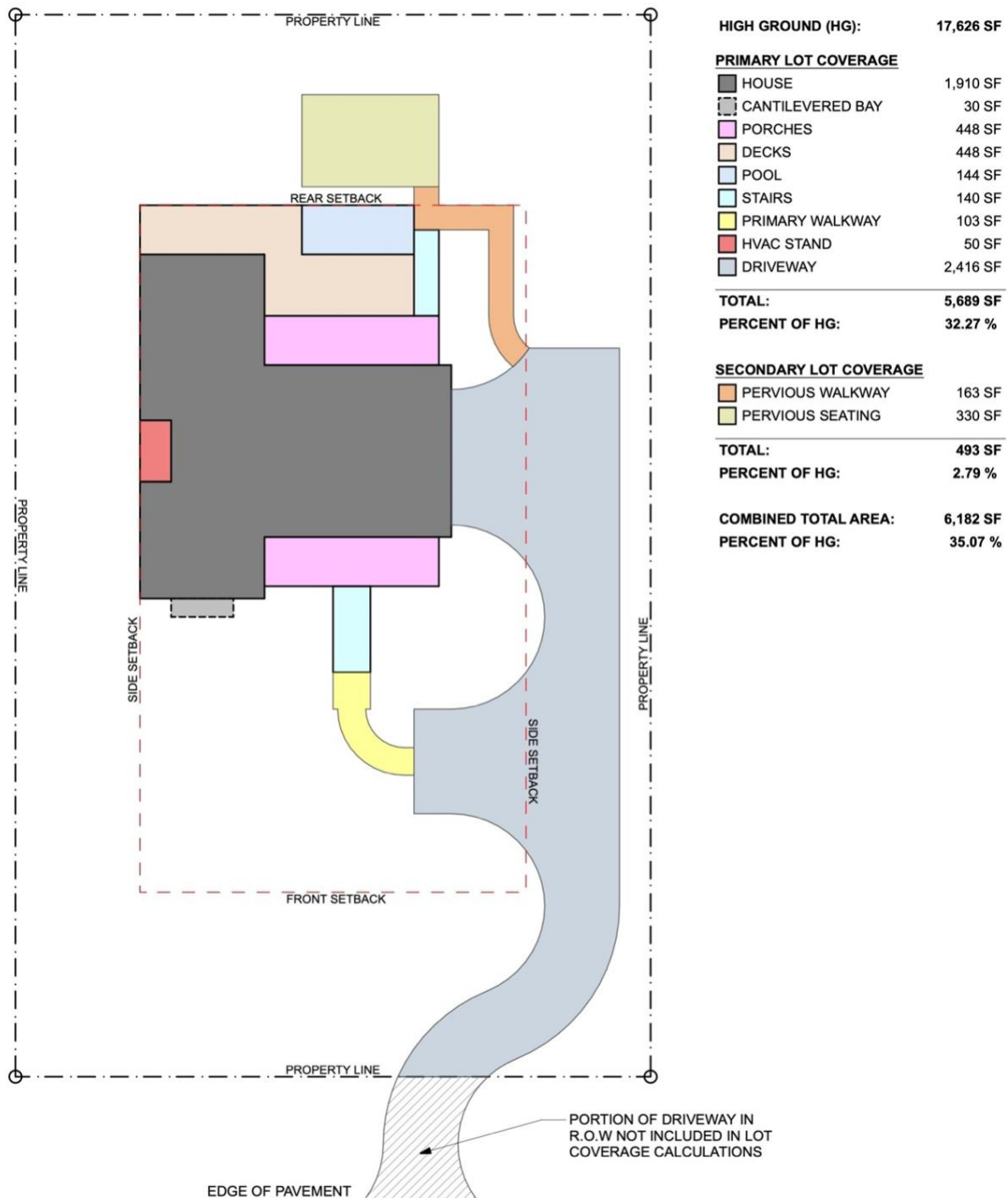
Register of Deeds Office  
[843-958-4800](tel:843-958-4800) | [www.charlestoncounty.org/departments/rod/-deeds](http://www.charlestoncounty.org/departments/rod/-deeds)

US Green Building Council  
[800-795-1747](tel:800-795-1747) | [www.usgbc.org/](http://www.usgbc.org/)

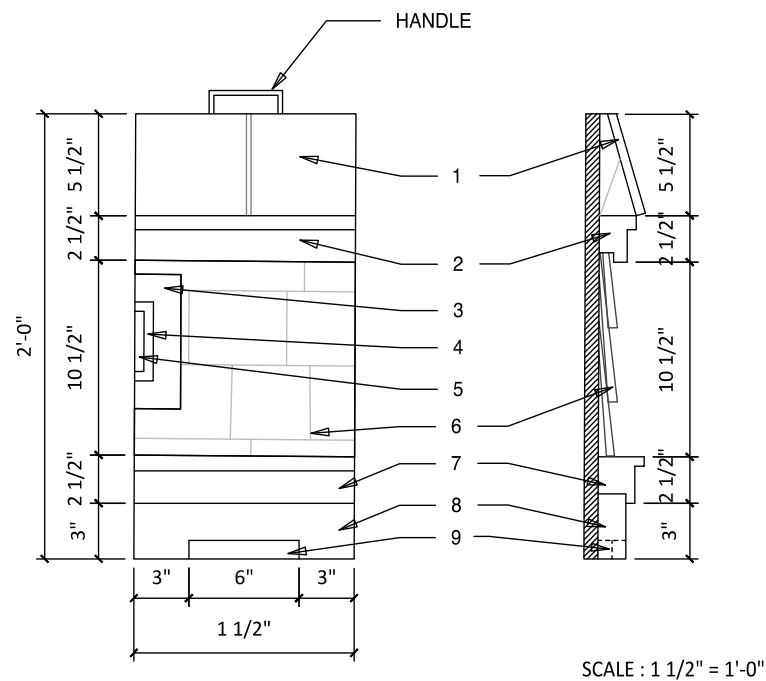
[\*Return to Table of Contents.\*](#)

### 5.3. LOT COVERAGE GRAPHIC

The Lot Coverage Graphic example below is intended for illustrative purposes only and does not include all possible site development scenarios. Please contact ARB staff for questions and/or clarifications.



### 5.4. MATERIAL AND COLOR SAMPLE BOARD



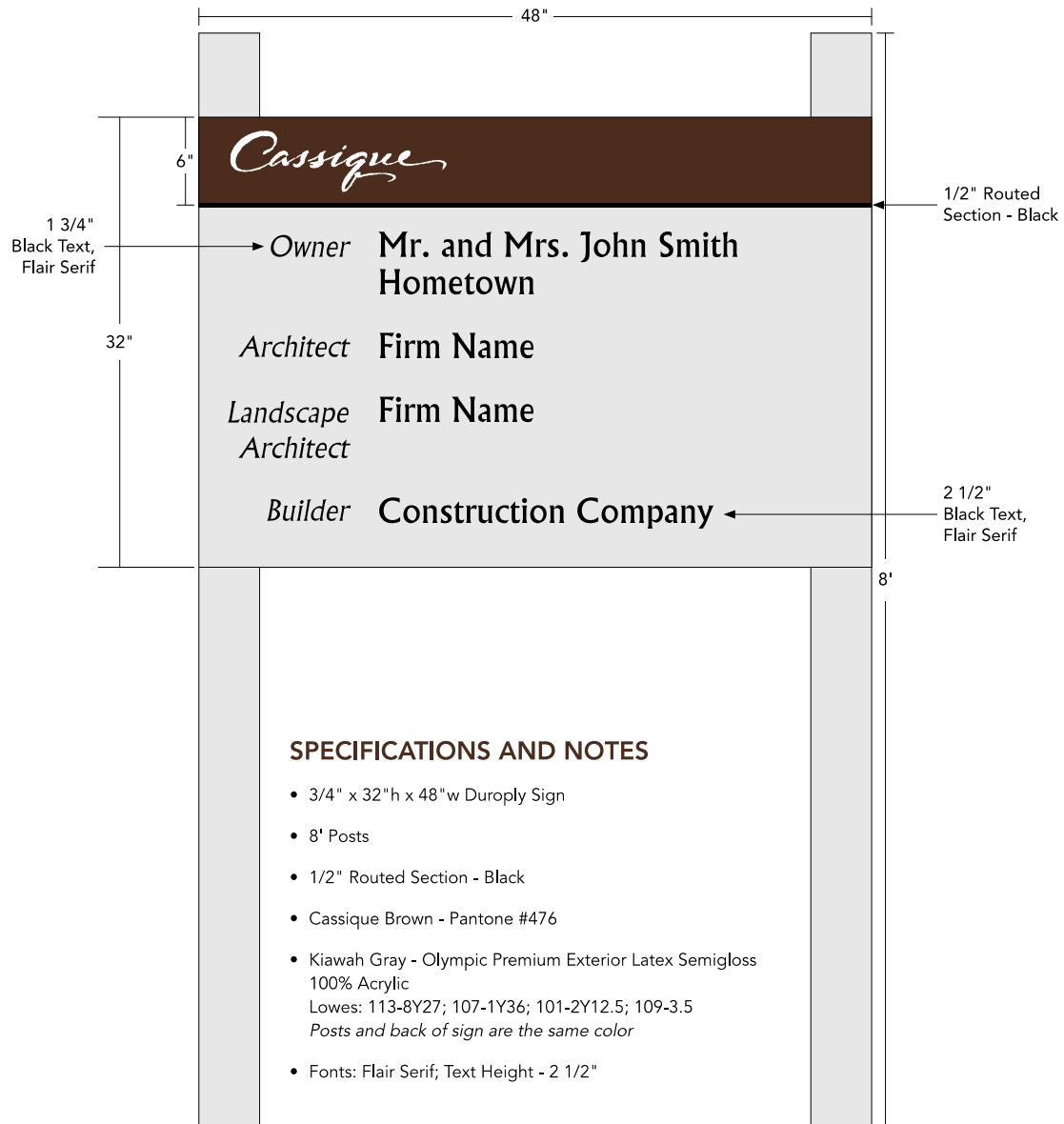
Building Materials and Finishes require a completed Onsite Color Review Form and review of Onsite Sample Board for Final Approval.

Key	Exterior Materials	Material	Manufacturer/Color
1	Roofing		
2	Primary Trim		
3	Secondary Trim		
4	Windows / Doors		
5	Window Glass	[painted black for sample]	
6	Siding		
7	Bandboard		
8	Foundation		
9	Louvers / Lattice		

Architect:	MATERIAL SAMPLE BOARD FOR ARB FINAL REVIEW	Property Owner:
Meeting Date:		Address Johns Island, SC

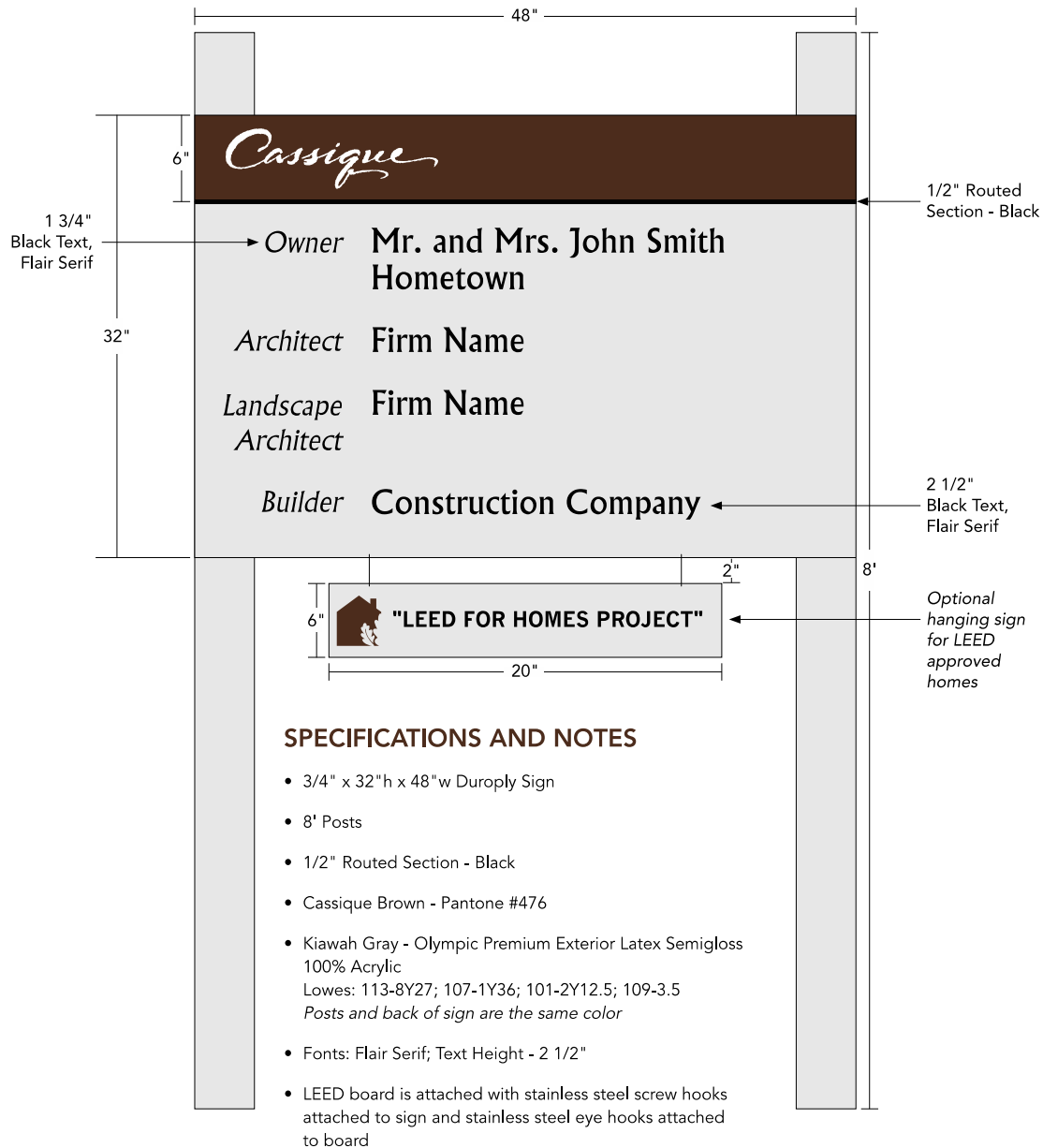
## 5.5. CONSTRUCTION SIGN

### CASSIQUE ARCHITECTURAL REVIEW BOARD CONSTRUCTION SIGN GRAPHICS



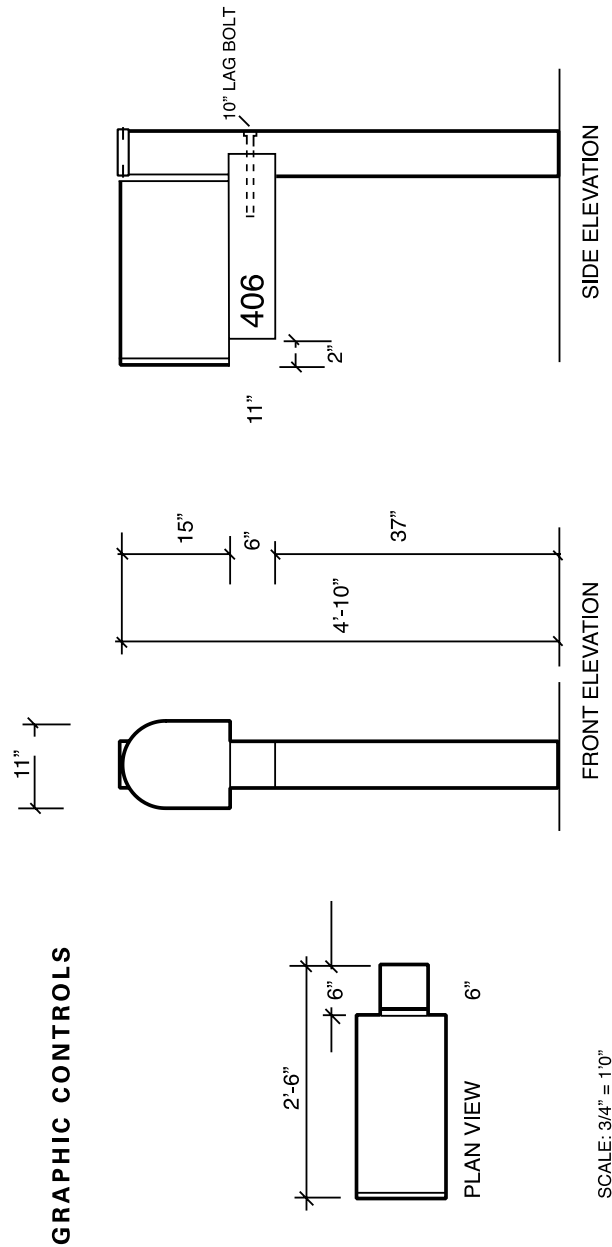
## 5.6. CONSTRUCTION SIGN WITH GREEN BUILDING CERTIFICATION

### CASSIQUE ARCHITECTURAL REVIEW BOARD CONSTRUCTION SIGN GRAPHICS





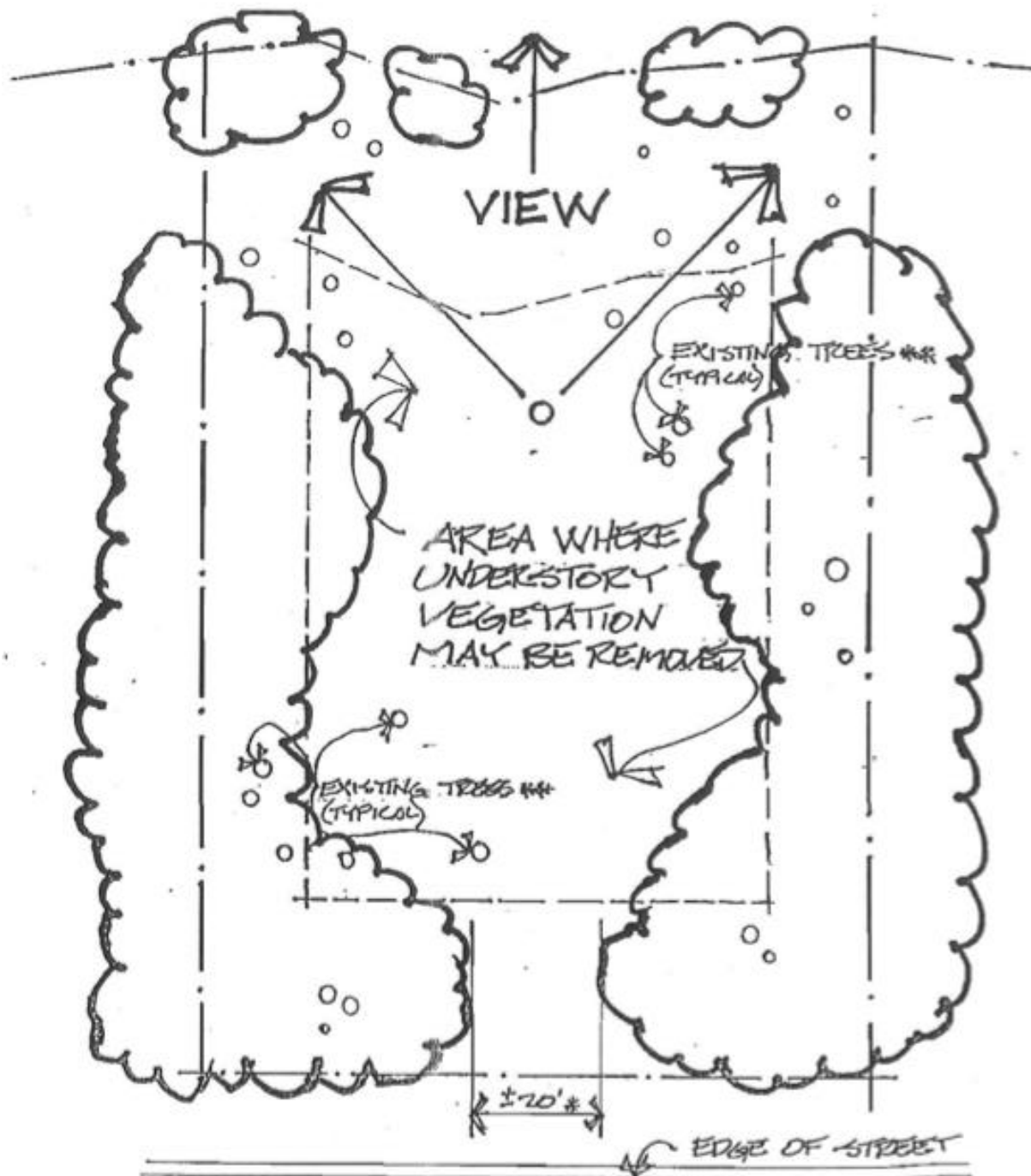
5.7. STANDARD MAILBOX



**SPECIFICATIONS AND NOTES:**

- A mailbox is required for use at all residences. Its purpose is to give emergency service personnel and visitors a consistent device for locating property owners' addresses.
- The mailbox shall be #2 standard rural size. Material for the post and arm is 6" x 6" treated Yellow Pine with an overall length of 7'-0". A 10" lag bolt is required in the connection of the arm to the post.
- The graphics on the arm are flat, black, 3" hand routed numerals (Times Bold).
- The mailbox shall be copper. The post and arm shall be stained Night Horizon.
- Care should be taken to properly treat post to prevent decay or attack from termites.
- Single-family homes shall be identified only by the graphics as specified above.
- 5.7" x 5.7" x 1.2" copper cap at post with fasteners at front and back sides.

## 5.8. VEGETATION REMOVAL GRAPHIC FOR UNDEVELOPED LOTS



\* ±20' ENTRY ACCESS MAY BE RELOCATED  
DUE TO EXISTING TREES & TOPOGRAPHY.

\*\* EXISTING TREES MAY NOT BE REMOVED WITHOUT  
ARB APPROVAL

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*Cassique*

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