



BUILDER CONSTRUCTION PHASES CHECKLIST

The Waterbridge Architectural Review Committee (ARC) has created a builder checklist to assist the builders with the requirements of each phase of construction. The checklist includes the items to be dropped off in the drop-off box, the on-site requirements, and the submittal requirements to the ARC portal. This checklist does not replace the "ARCHITECTURAL DESIGN GUIDELINES AND BUILDER RULES."

Definitions:

- Drop-Off: This refers to dropping off the items in the gray drop-off box marked "ARC Application" at the entrance of the Waterbridge Amenities Center
- Submit: This refers to submitting items via the ARC portal WaterbridgeARC.com. **Each plan and document must be a separate file and the file name must describe the document.**
- Checks: The checks to be made payable to Waterbridge HOA, Inc. and denote the Lot Number.

To register a new home design, addition to existing home, or new swimming pool:

- Drop off the following:
 - o Fully completed and signed "APPLICATION TO COMMENCE DESIGN REVIEW" (Page2)
 - o Review fee check.

To request demarcation review:

- Submit the survey which needs to include:
 - o Topographic contours at 1' elevation increment (extend topography 10' into adjacent lots and show outline of the side of the house on adjacent lots.
 - o Existing hardwood trees with a caliper of 6" or greater (Do not document trees within wetlands).
 - o **Survey will need to show Signature and Seal by licensed surveyor.**
- Complete the following tasks on the job site:
 - o The lot must be staked at a minimum of the four corners. If there is a wetlands area, orange construction fence must be placed along that line. The surveyor needs to personally confirm wetland location.

NOTE: STARTING ANY SITEWORK BEFORE DEMARCATION REVIEW WILL RESULT IN A \$500.00 FINES FOR STARTING WORK BEFORE APPROVAL AND \$100.00 FOR EACH DAY THE WORK CONTINUES BEFORE DEMARCATION REVIEW.

To request a project review:

- Submit the following:
 - o Survey (see requirements above)
 - o Site plan
 - o Drainage plan
 - o Architectural plan
 - o Completed and signed specifications and drawing checklist (Pages 3 & 4)

To request pre-construction review:

- Get approval of the project by the ARC committee which will be reflected on the ARC portal
- Drop off the following:
 - o Road bond and compliance bond checks.
- Submit the following:
 - o Fully completed and signed “WATERBRIDGE CONTRACTOR BUILDER AGREEMENT INFORMATION, RULES, FINES” (Pages 12 to 14)
 - o If not already on record with the ARC:
 - A copy of the current Liability and Workmen’s Comp Insurance Certificates, listing the Waterbridge HOA, Inc, as the Certificate Holder
 - Copies of the South Carolina Contractor’s License and Horry County Business License
 - o Copy of Builder’s Risk Insurance
 - o Digital photos of curb in front of your lot where there are cracks or spalls
- Complete the following tasks on the job site:
 - o The property must be cleared in accordance with the Site Demarcation Review, including the organic material and identified trees.
 - o The home foundation footprint, including the garage, must be staked with a string on the basic outline of the home. Hub and tack will be accepted in lieu of the staking as long as it clearly identifies the basic home foundation footprint outline, including the garage.
 - o Provide a porta-potty with door facing away from street. It must be enclosed in a white lattice enclosure.
 - o Install a 4x8 panel on the street side of the porta-potty enclosure with samples of all materials and colors seen on the exterior of the home including walls, trim, foundation, shingles, and metal roof samples. Samples and colors are not approved until they are placed on the sample board and approved by ARC. Colors cannot be similar to the colors of the two houses on each side, and the three houses directly across the road.
 - o Place a lot number in 3” high letters on the sample board.
 - o Install a fully embedded silt fence (buried 4”-6” to meet Horry County Standard) around the perimeter of the site, except for opening for access at the street.
 - o Lay a stone driveway using 2”-3” surge stone placed 10 feet wide by 20 feet long, 5” deep minimum.
 - o Install a site identification sign facing the street with builder name.

NOTE: STARTING ANY CONSTRUCTION WORK BEFORE PRE-CONSTRUCTION REVIEW WILL RESULT IN A \$500.00 FINES FOR STARTING WORK BEFORE APPROVAL AND \$100.00 FOR EACH DAY THE WORK CONTINUES BEFORE PRE-CONSTRUCTION REVIEW.

Prior to framing start (after completion of the foundation):

- Submit the following:
 - o Copy of Builder’s Risk Insurance
 - o Post foundation survey with FFE

NOTE: STARTING FRAMING BEFORE SUBMITTING THE ABOVE FILES WILL RESULT IN A \$500.00 FINES FOR STARTING WORK BEFORE APPROVAL AND \$100.00 FOR EACH DAY THE WORK CONTINUES UNTIL THE ABOVE FILES ARE SUBMITTED.

To request dry-in review:

- Complete the following tasks on the job site:
 - o The home is framed
 - o The house is wrapped
 - o The windows and exterior doors are installed (front door can be installed at a later stage)
 - o The shingle roof is installed

To request design changes:

- Submit change request within 60 days of dry-in review:
 - o For architectural plan changes, submit revised plans and add note about the changes
 - o For driveway and / or patio changes, submit revised site plan with dimensions
 - o For landscape plan changes, submit revised landscape plan

To request final review:

- Complete the following tasks on the job site:
 - o The house exterior is complete and matched the final approved architectural plans
 - o The landscaping is complete and matched the final approved landscape plan
 - o The mailbox meeting the ARC requirements has been installed
 - o The following have been removed from the jobsite:
 - Dumpster
 - Porta-potty
 - Porta-potty screen
 - Sample board
 - Builder sign

To request bond release inspection:

- Complete ALL items listed on the final review report

Submit your requests for reviews and inspections to the ARC via the ARC portal when you are ready for that review or inspection. Site demarcation is the only review that requires the builder to be present and meet with the ARC committee member. We will endeavor to meet you within three working days. All other reviews and inspections will be performed by the ARC committee member.

Review and inspection requests made where items listed as required for that review or inspection are missing will result in a \$100.00 re-inspection fee and a three-day delay in re-inspection.

The Waterbridge ARC