



### **Pinckney Retreat Architectural Control Committee (ACC) Procedures**

1. A Pinckney Retreat approved builder should download all the ACC documents from <https://pinckneyretreat.org/acc/> review and ask questions. If the builder has not previously built in Pinckney Retreat, the ACC will review potential candidates for approved builder status. All builders must be licensed in SC with a portfolio of residential builds of similar quality and style as existing homes in Pinckney Retreat.
2. The builder will coordinate with a residential designer or architect, structural engineer, landscape designer and civil engineer to prepare the appropriate documents to submit to the ACC. *Only approved builder's designated point of contact may submit applications and communicate with the ACC during the design process.*
3. Builder submits a Preliminary Application. The specific plans needed are listed on the application. All site plans should show the existing trees with an "x" designating proposed removal.
  - o All the submission documents must be digital (PDF)
  - o The home design review fee check made payable to Pinckney Retreat Community Association shall be scanned and included in the digital submission and the paper check mailed to: **Manager, Coastal Resort Association Management (CRA Management)**, 1551 Sea Island Parkway, St. Helena, SC 29920 the home design review fee (\$1,200)
  - o Please include the Pinckney Retreat lot number and "Home Design Review" in the subject line
4. Once the ACC receives a complete application, payment and supporting documents, it will place the new home design review on the ACC meeting agenda. The ACC meets on the first Friday of each month and submission must be received one week prior.

5. The ACC may deny a design, approve a design with conditions or approve a design and will notify the applicant within a few days after the meeting. If/When a design is approved, the ACC will forward the recommendation to the Pinckney Retreat Board which will have 10 days to accept or overturn the ACC's recommendation.
6. If/ When the Pinckney Retreat Board accepts the ACC decision, the ACC will notify the applicant and request payment of the Road Usage Fee (\$1,000 Non-Refundable) and the Compliance Deposit (\$4,000 Refundable)
  - The separate Road Usage Fee and Compliance Deposit checks made payable to Pinckney Retreat Community Association shall be scanned and copies sent digitally to the ACC and the paper checks mailed to **Manager, Coastal Resort Association Management (CRA Management)**, 1551 Sea Island Parkway, St. Helena, SC 29920.
  - Please include the Pinckney Retreat lot number and "Road Usage Fee" and "Compliance Deposit" in the respective memos.
7. When the payments are confirmed, the ACC will notify the applicant in writing of the final ACC home design approval which the applicant can then share with the Town of Port Royal as part of their building permit application. Upon receipt of payment, a member of the ACC will contact you to schedule a pre-construction meeting.
8. Upon completion of the build, the builder will submit the Final Inspection and Approval form requesting the refund of the Compliance Deposit.

The ACC does not require a stake out as part of our design review process and does not recommend scheduling a site meeting until after your approved builder has submitted your home design application.