



Summary

This document summarizes the architectural review procedure for I'On. It is designed to assist the owner, architect/designer and builder throughout the design review process. Following these procedures from conception to the final inspection will insure that your home and the homes of your neighbors reflect the overall vision of I'On as set forth in the Declarations of Covenants, Conditions and Restrictions for I'On and the Community Patterns for each neighborhood.

Contained in this document is an overview of the design review process, which explains the concept governing the design review. Also addressed in this manual are some general topics associated with the design review. A step-by-step outline is given of the review process and the information that is required for each review phase. Finally, the forms for making a design review submittal are included. In most cases your architect/designer or building contractor will be submitting these forms on your behalf. You will always be notified of the results of these reviews in writing.

The purpose of such a through and meticulous approach to traditional design is to lead you down the most efficient route to the goal of an appropriate and harmonious design for your home. The intent is also to ensure that your efforts result in a home, street, and neighborhood that give joy not only to you, but to all who pass through in years to come.

**PLANNING AND DESIGN COMMITTEE
DESIGN REVIEW PROCEDURES**

Table of Contents

SECTION I: Mission, Function, Powers and Duties

Mission and Function.....	3
Powers and Duties.....	4
Scope of Review	4

SECTION II: Design Review - General Information

Review of Design Submissions	5
Use and Approval of Design Professionals	5
Design Review Fees.....	5
Design Variances	5
Additional Meetings with the IDC.....	5

SECTION III: Design Review Process

Design Orientation Meeting.....	6
Conceptual Design Review.....	6
Preliminary Design Review	6
Final Design Review.....	7
Stakeout Review	7
Landscape Design Review	7
Final Inspection.....	8
Design Changes to Approved Plans.....	8
Alterations to Existing Structures and Lot Improvements.....	8

SECTION IV: Design Review Requirements

A-Conceptual Design Review Requirements	9
B-Preliminary Design Review Requirements.....	10
C-Final Design Review Requirements	12
E-Landscape Design Review Requirements.....	14

SECTION V: Design Review Forms

Form A	Conceptual Design Review Application
Form B	Preliminary Design Review Application
Form C	Final Design Review Application
Form D	Request for Stakeout Review
Form E	Landscape Design Review Application
Form F	Request for Final Inspection
Form G	Changes to Approved Design
Form H	Changes to Existing Structures

SECTION I
MISSION, FUNCTION, POWERS & DUTIES

1. Mission and Function

I'On is built in the great tradition of Lowcountry urban and architectural design. Over time memorable streets and civic spaces are being built within I'On. Framing and lining the streets and spaces is a collection of houses designed and constructed on the principles of traditional Lowcountry architecture. The end result will be neighborhoods, streetscapes, and houses that are timeless, classic and built for today as well as generations to come.

The purpose of the architectural review process at I'On is to rekindle an appreciation for an architectural and building philosophy rarely practiced today. Reestablishing the vernacular building tradition of the Lowcountry will facilitate the development of an endearing and enduring place. It is our hope that the last houses built in I'On will need no design review. Years from now, builders, architects and homeowners will recognize the tradition established in this neighborhood, and enthusiastically and capably continue to build on these traditions; then we will have realized our goal.

The I'On Company developed *The I'On Code* and the *Principles of Lowcountry Vernacular Design* to be used as design guidelines for all new and subsequent alterations on residential properties within I'On. Additional lot specific guidelines are contained in the Community Patterns for each neighborhood. All property owners and applicants for design review approval are advised to use these documents and/or appropriate historic precedents as tools and resources for the site planning, design, detailing and landscaping of any new structures or alterations.

Many different individuals design and build the houses in I'On. In order to work together to create a community, the design of each house should respond to the character of the street, park or square it faces. This calls for a coordinated approach to the design of the houses so they are harmonious with each other and form civic spaces and streetscapes of the highest quality.

In order to facilitate the design of sensitive, harmonious and timeless architecture and to protect the visual integrity and architectural spirit of I'On, The I'On Design Committee has established the Architectural Review Procedures contained in this manual. In addition to these requirements, all property owners are also bound by the provisions in the Declaration of Covenants, Conditions and Restrictions and the Bylaws of the I'On Assembly Inc. No structure on a residential lot within I'On shall be erected or altered until the proposed site plan, building plans, construction materials and colors have been approved in writing by the I'On Design Committee.

2. Powers and Duties

The I'On Design Committee (IDC) has been established to administer the architectural review for new construction and proposed additions or modifications to existing structures with I'On. The IDC is responsible for establishing and making available to Titleholders design guidelines, design review procedures, and design review submission requirements.

3. Scope of Review

The IDC reserves the right to review the plans, specifications, materials and samples submitted to them by the applicant, to verify that the proposed structures and/or alterations to existing structures conform to *The I'On Code*, and to approve the aesthetics of the proposed structure and its appropriateness to the surrounding neighborhood and the configuration of each lot.

In reviewing each application and related submissions, the IDC shall be guided by *The I'On Code*; however, *The I'On Code* shall not be the exclusive basis for its decisions. Compliance with *The I'On Code* does not guarantee approval of any application. The IDC may consider any factor it deems relevant, including harmony of external design with surrounding structures and environment and consistency with the visual themes established for I'On. Its decisions may be based purely on aesthetic considerations. Each Titleholder, by accepting a deed to Real Property in I'On, acknowledges that determinations as to such matters may be subjective and opinions may vary as to the desirability of attractiveness of particular improvements.

SECTION II
DESIGN REVIEW - GENERAL INFORMATION

1. Review of Design Submissions

The I'On Design Committee (IDC) has established the following procedures for the review of architectural and landscape designs. Homeowners, builders and architects are encouraged to participate fully and actively in the architectural review process. In addition to the required design review steps, the applicant for design review is encouraged to contact the IDC during the design review process for clarification of the architectural guidelines for I'On or design review comments.

The IDC will review design submissions as they are received and attempt to respond to them in a timely manner. After the plans have been reviewed, the plans will be returned to the applicant with written comments from the IDC.

Submissions should be sent to:

I'On Design Committee
159 Civitas Street
Mount Pleasant, SC 29464
843-971-1662

2. Use and Approval of Design Professionals

All plans for new structures and additions to existing structures shall be prepared by licensed professionals or otherwise qualified architects, landscape architects, engineers or other qualified designers. It is highly recommended that a team of qualified professionals be used in the preparation of the plans.

3. Design Review Fees

Design and Review Fees are established and set by the IDC. The IDC reserves the right to change or waive these fees from time to time. A list of fees is available upon request.

4. Design Variances

The IDC may authorize variances from compliance with the I'On Code or any of its guidelines and procedures with circumstances such as topography, natural obstructions or architectural merit. No variance shall be effective unless in writing nor shall it bind the IDC to grant a variance in other similar circumstances.

5. Additional Meetings with the IDC

If an application for design approval has been denied, or the approval issued by the IDC is subject to conditions which the applicant feels are unacceptable, the applicant may request a meeting with the IDC designated agents to discuss the plans and the IDC's reasons for denial.

SECTION III
DESIGN REVIEW PROCESS

1. Design Orientation Meeting

The Design Orientation Meeting is an introductory meeting with the I'On Neighborhood Design Coordinator (NDC). This meeting will cover the design guidelines, the design review process and general information about building a house in I'On. The applicant's architect and builder, if selected, are encouraged to attend this meeting. This meeting must take place within ninety (90) days of the executed contract.

2. Conceptual Design Review

The Conceptual Design Review is a preliminary review of the initial design concepts including, but not limited to proposed plans, elevations and images of design precedents. Form A and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the I'On Design Committee (IDC). The IDC reserves the right to request additional information in order to review the proposed improvements.

Upon reviewing the information received, the IDC will provide written comments to the applicant on the general design direction of the house, issues to be aware of as they move forward in the design review process, and potential opportunities to explore in their design. In order to get the greatest value out of this design review step, the applicant is encouraged to include as much information as desired to describe the intended architectural character and overall design direction.

3. Preliminary Design Review

The Preliminary Design Review is the first detailed review of the proposed plans for the improvements. Form B and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the IDC. The IDC reserves the right to request additional information in order to review the proposed plans. Per the Contract, this review must take place within one hundred and eighty (180) days of the executed Contract.

The landscape/construction completion deposit is due prior to the Preliminary Review. Design Fees, where applicable, must accompany the Preliminary Review submittal.

Upon completion of this stage of the design review process, the design will be approved without exception, not approved, or approved with conditions. If the design is approved without exception, the applicant may proceed to the Final Review. If the design is conditionally approved, the applicant may proceed to the Final Review provided design changes are made per the IDC's recommendations. If the applicant does not agree to make the required changes, the plans shall be considered not approved. If the plans are not approved, the applicant shall re-design and re-submit the plans to the IDC for reconsideration for Preliminary Design approval.

4. Final Design Review

The Final Design Review has been established to ensure that the applicant's designs for all improvements are in compliance with *The I'On Code*. This step in the review process is also to verify the incorporation of requirements and recommendations made by the IDC during the Preliminary Review. Form C and one (1) set of the documents listed in Section IV, Required Documents, should be submitted to the IDC. The IDC reserves the right to request additional information in order to review the proposed plans

Upon completion of this stage of the design review process, the design will be approved without exception, not approved, or approved with conditions. If the design is approved without exception, the applicant may proceed with the construction of the proposed improvement pending an approved Stakeout Review. If the design is conditionally approved, the applicant must submit the required modifications and additional information requested by the IDC. Once this information is reviewed and approved by the IDC, the applicant may proceed with the construction of the proposed improvements pending an approved Stakeout review. If the applicant does not agree to make the required modifications, the plans shall be considered not approved. If the plans are not approved, the applicant shall re-design and re-submit the plans to the IDC for reconsideration for Final Design approval.

5. Stakeout Review

The Stakeout Review has been established to verify that the placement of the house and ancillary structures is consistent with the approved design. The applicant or the applicant's builder is required to stake out the position of the house and ancillary structures. All trees, over 6" caliper to be removed shall be tagged and all corners of any buildings must be clearly staked.

Tree protection fencing, silt fencing and erosion control measures must be installed properly at the time of the Stakeout Review.

The applicant or the applicant's builder should request a Stakeout Review (Form D) from the IDC at least seven (7) days prior to the review. The homebuyer of the house being constructed is welcome to attend the Stakeout Review.

6. Landscape Design Review

The Landscape Design Review has been established to ensure the applicant's landscape design is in compliance with the established landscape standards.

Form E and one (1) set of the documents listed in Section IV, Required Documents, must be submitted to the IDC prior to the commencement of the installation of any landscape improvements. Deadlines for design submittal and installation completion shall be established as per Lot Purchase Agreement. The IDC reserves the right to request additional information in order to review the proposed plans.

7. Final Inspection

Upon completion of construction the applicant should submit Form F -- Request for Final Inspection to the IDC at least seven (7) days prior to requested inspection date. During the Final Inspection, the NDC will verify that the exterior of the house was built in substantial compliance with the approved design, and that landscape plan has been completed as submitted and approved by the IDC. Upon receiving an approved Final Inspection, the landscape/construction completion deposit will be refunded within seven (7) days. .

8. Changes to Approved Designs

Any changes, prior to or during construction, to the plans that were submitted and approved by the IDC at the Final Review, must receive written approval from the IDC prior to execution. In the event a change to the approved drawings is desired by the applicant, the applicant must submit Form G and drawings of the proposed change. Major changes/addition not previously approved during the Final Design Review, may require an additional design review and a requisite fee.

If changes are made without prior written approval from the IDC, the IDC has the right to require the applicant to remove, revise and replace the unauthorized change at the applicant's expense.

9. Alterations to Existing Structures and Lot Improvements

If an alteration to an existing structure and/or lot improvements is minor (including but limited to, change in paint color, fences, modifications/additions to landscaping, pools) the applicant shall submit Form H – Changes to Existing Structures, for minor improvements, and information fully describing the intended improvements to the IDC. A design fee must accompany this submittal. The IDC reserves the right to request additional information in order to review the proposed plans.

If an alteration to an existing structure and/or improvements is major (including but not limited to porches, new wings, garages, storage or garden sheds or additions), the applicant shall submit Form H – Changes to Existing Structures, for major improvements. The information required and the design review process is similar to that established for new house construction. A design fee must accompany this submittal

The IDC's approval, in writing, of the proposed alterations and/or improvements is required before work on the alterations and/or improvement may commence.

SECTION IV-A
CONCEPTUAL DESIGN REVIEW REQUIREMENTS

- 1. Form A**
- 2. References, Sources, Prototypes**
Any drawings, photographs, clippings, etc. that are being used for design inspiration.
- 3. Floor Plans** (optional, but recommended)
Minimum Scale 1/4"=1'-0"
- 4. Elevation(s)** (optional, but recommended)
Minimum Scale 1/4"=1'-0"
Showing:
 - openings, doors and windows;
 - exterior finish materials rendered.
- 5. Narrative** (optional, but recommended)
A brief statement outlining the site planning and design of the house.
- 6. Site Plan**
Minimum Scale 1/8"=1'-0" or 1"=10'
Showing:
 - North arrow
 - dimensioned property lines, including adjacent areas of Right-of-Way to edge of paving or pedestrian path
 - dimensioned footprint of home;
 - easements and/or setbacks, utilities
 - location of any trees 16" or greater in caliper, including protection zones required by Town of Mt. Pleasant Tree Ordinance, including those encroaching from adjacent property
 - all elements required by Community Patterns

SECTION IV-B
PRELIMINARY DESIGN REVIEW REQUIREMENTS

1. Form B

2. Site Plan:

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- North arrow;
- accurate lot lines including dimensions, metes and bounds;
- all buildings, structures, fences, setbacks, sidewalks, easements and street rights-of-way contiguous to the lot;
- required build-to-lines per *The I'On Code*;
- tree survey indicating all existing trees six (6) inches or greater in caliper identifying those to be removed, and tree protection zone of trees to remain, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
- building footprint with overall dimensions and distances between proposed structures and property lines;
- any proposed drainage improvements & erosion control devices
- roof overhangs shown as dashed lines;
- driveways, walks, landscape areas, hardscape areas, pools;
- all elements required by Community Patterns.

3. Grading Plan (if requested)

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- existing contours:
- any proposed changes
- any proposed drainage improvements and erosion control devices

4. Floor Plans

Minimum Scale 1/4"=1'-0"

Showing:

- all rooms, porches, landings and stairs on all structures;
- all windows and exterior doors with swings shown;
- overhangs of floors and roofs shown as dashed lines.

5. Elevations

Minimum Scale 1/4"=1'-0"

Showing:

- openings, doors and windows;
- exterior finish materials identified and rendered;
- all finish floor elevations and ceiling heights, dimensioned in relation to the finished exterior grade;
- eave and roof ridge(s) dimensioned in relation to the finished exterior grade;
- roof pitch(es).

- 6. Building Sections** (if requested)
(taken through major living areas)
Minimum Scale 1/4"=1'-0"
Showing:
- rooms - labeled;
 - eave, roof ridge(s), all finish floor elevations, and ceiling heights, dimensioned in relation to the finished exterior grade;
 - roof pitch(es).
- 7. Typical Wall Section**
Minimum Scale 3/4 " =1'-0", labeled and dimensioned
Showing:
- floor and ceiling heights;
 - foundation, wall, floor, and roof structure;
 - window head and sill heights;
 - porch foundation wall, pier screening, deck and framing, trim ceilings, columns, railings, eaves and roof, for all porch conditions.
 - eave and roof, detailed and dimensioned from grade
 - roof pitch(es);
 - exterior finish materials
- 8. Models, Perspectives and Renderings:** (optional, but recommended)
Scale model, perspectives or other three dimensional drawings showing the building and its site design.
- 9. Landscape/Construction Completion Deposit,** paid prior to submittal deadline
- 10. Design Fees,** if applicable, paid prior to submittal deadline. The IDC will not give consideration to any submittal without accompanying payment of applicable fees and completion deposit.

SECTION IV-C
FINAL DESIGN REVIEW

1. Form C

2. Site Plan:

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- North arrow;
- accurate lot lines including dimensions, metes and bounds;
- all buildings, structures, fences, setbacks, sidewalks, easements and street rights-of-way contiguous to the lot;
- required build-to-lines per *The I'On Code*;
- tree survey indicating all existing trees six (6) inches or greater in caliper identifying those to be removed, including protection zones including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
- any proposed drainage improvements & erosion control devices
- building footprint with overall dimensions and distances between proposed structures and property lines;
- roof overhangs shown as dashed lines;
- driveways, walks, landscape areas, hardscape areas, pools;
- landscape and hardscape elements required by Community Patterns;
- fences with dimensions, heights and materials;
- water, sewer, and electrical service;
- location of all exterior equipment, including, but not limited to, electric meter, air conditioning condenser, propane tank, pool equipment, etc.;

3. Grading Plan (if requested)

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- existing contours;
- any proposed changes.
- any proposed drainage improvements and erosion control devices

4. Floor Plans

Minimum Scale 1/4"=1'-0"

Showing:

- all rooms, porches, landings and stairs on all structures;
- all windows and exterior doors with swings shown;
- roof plan
- overhangs of floors and roofs shown as dashed lines.

5. Elevations

Minimum Scale 1/4"=1'-0"

Showing:

- openings, doors and windows;
- exterior finish materials, identified and rendered
- all finish floor elevations and ceiling heights, dimensioned in relation to the finished exterior grade;
- eave and roof ridge(s) dimensioned in relation to the finished exterior grade;
- roof pitch(es).

- 6. Building Section(s)** (if requested, taken through major living areas)
Minimum Scale 1/4"=1'-0"
Showing:
- rooms - labeled;
 - eave, roof ridge(s), all finish floor elevations, and ceiling heights, dimensioned in relation to the finished exterior grade;
 - roof pitch(es).
- 7. Typical Wall Section(s)**
Minimum Scale 3/4"=1'-0"
Showing:
- floor and ceiling heights;
 - foundation, wall, floor, porch, and roof structure;
 - window head and sill heights;
 - eave and roof, detailed and dimensioned in relation to the finished exterior grade;
 - roof pitch(es);
 - material designations - labeled and dimensioned.
- 8. Typical Porch Section(s)**
Minimum Scale 3/4"=1'-0"
Fully dimensioned and noted.
- for each type of porch;
 - show adjacent wall.
- 9. Exterior Details**
Minimum Scale 1 1/2"=1'-0"
Fully dimensioned sections and elevations, noted showing:
- eave and cornice details;
 - chimney details;
 - column details;
 - porch and railing details;
 - window-head, jamb and sill details;
 - door and door frame details;
 - major architectural elements, i.e. entry surrounds, balconies, bays, dormers, foundation vents, porch pier screening, etc.
 - exterior siding details (corner boards, foundation, jointing, brick bonds, etc.);
 - material designations - labeled and dimensioned.
- 10. Product and Material Samples**
Color samples for all exterior elements.

SECTION IV-E
LANDSCAPE REVIEW REQUIREMENTS

1. Form E

2. Landscape Plan

Minimum Scale 1/8"=1'-0" or 1"=10'

Showing:

- all elements required by Community patterns and the *I'On Code*, notated;
- plant schedule indexed to plan, showing location, quantity, species and planting size of landscaped materials;
- North arrow;
- all existing trees six (6) inches or greater in caliper to remain, including protection zones, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
- accurate lot lines, including dimensions, metes and bounds
- all buildings, structures, setbacks, easements, and street rights-of-way contiguous to lot to edge of pavement or pedestrian path
- locations, dimensions, materials, paving patterns, colors and textures of all hardscape elements, including driveways, walks, locations of all fence and/or wall types, and pools with dimensions and materials indicated;
- fences, gates and any built hardscape features indicating dimensions, heights and materials and details at minimum scale of 3/4"=1'-0"
- sheet flow, both existing and as modified by landscaping plan, showing drainage systems and erosion control;
- location of all exterior equipment, including, but not limited to, electric meter, air conditioning units, propane tanks, pool equipment, trash receptacles, including locations and type of screening for each.