

# Baxter Community Association, Inc.

3187 Colonel Springs Way, Fort Mill, SC 29708 | Phone (704) 886-2471 | Fax (803) 548-3591

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## Architectural Review Modifications Committee

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### REQUEST FOR IMPROVEMENT APPLICATION

In an effort to provide and protect each individual's homeowner rights and property value, and to maintain the aesthetic quality of Baxter, it is required that any homeowner or group of owners considering improvements to their deeded property which affects the structure of a building common to other homeowners, or improvements which are visible from other homes, including landscaping (front, side and rear yards whether fenced or not), submit a REQUEST FOR IMPROVEMENT APPLICATION to the Architectural Review Modifications Committee (REVIEWER(S)) prior to initiating work on planned improvements. Please note applications may take up to two (2) full weeks from the monthly submission deadline to process. If applicable, the ARC will provide documentation regarding the status of your application in writing.

Owner's Name: \_\_\_\_\_

Best Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please Check One:      Landscape Improvement: \_\_\_\_\_

Home Improvement: \_\_\_\_\_

#### What is the nature of the improvement that you propose?

(Example: planting additional trees, enlarging landscape beds, adding a patio, adding an addition, a porch or patio enclosure, satellite TV dish, etc.) Be as specific and detailed as possible:

#### Location of Improvement (check all applicable areas):

\_\_\_\_\_ Front of House

\_\_\_\_\_ Back of House

\_\_\_\_\_ Side of House

\_\_\_\_\_ Patio

\_\_\_\_\_ Garage

\_\_\_\_\_ Other

#### Materials you will use for the proposed improvements:

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## REQUEST FOR IMPROVEMENT APPLICATION

You may submit your application and all corresponding documentation by emailing to: [BaxterVillage@Kuester.com](mailto:BaxterVillage@Kuester.com). Please be sure all documents are sent as attachments and not imbedded in the email. You may also drop off a hard copy at the Community Center, 3187 Colonel Springs Way. Review the checklist below; **applications must be submitted IN FULL.**

### CHECKLIST:

This application, as well as the following applicable information, must be submitted in order to assist the REVIEWER(S) with the review of your application. It is the applicant's responsibility to provide hard copies of the supplemental information below. Please check those included with your application:

- ☐ **To scale site plan** showing: location of improvements (home or landscaping) with relationship to all buildings, walks, drives, etc. to property lines, setbacks and yard requirements; access path equipment and materials will take through your yard; locations of any storage pods, dumpsters, and/or port-a-johns.
- ☐ **To scale elevations** (all sides) and floor plans for all additions, exterior façade improvements, etc. If all details of addition will match existing home, please note as such.
- ☐ **All materials labeled clearly** so that Committee members can understand material transitions. This is necessary for both Home and Landscape Improvements.
- ☐ **Photographs, sketches or images** that mimic proposed improvement to help the Committee visualize the proposed improvement. (Include photographs of the area(s) in which improvements are being proposed showing the existing conditions. These photographs should be included for ALL applicable improvements, including: fencing, walls, porches, decks, arbors, pergolas, additions, landscaping, etc.)
- ☐ **Color swatch or sample** if an exterior color change is being proposed. Please include paint manufacturer and paint number. Additionally, you must include pictures of your home and the surrounding homes on both sides of your street for context.
- ☐ **Landscape (Site) Plan** showing location of all proposed landscape elements, including: materials, mulch type, and plant list indicating all proposed plant types. Please remember there is an Approved Plant List for Baxter available on [BaxterCommunity.com](http://BaxterCommunity.com) to assist in this process. (Color brochures or photographs should be included for ALL hardscape materials and/or landscape structures, e.g., pavers, stone, brick work, pergolas, arbors, garden sheds, etc.)
- ☐ **Irrigation layout-** shown on a scaled site plan. Pop-up drains must daylight at least 12" from sidewalk or roadway.
- ☐ **Fence Location-** shown on a scaled site plan. If your fence will be tied to your neighbor's fence (on one or both sides), written approval from your neighbor(s) is REQUIRED. Fences must be installed on property lines, not next to them.

### PLEASE READ:

I understand that the REVIEWER(S) will act upon this request at the next regular meeting. I also understand that if enough information is not included with this REQUEST FOR IMPROVEMENT APPLICATION, that it may be necessary to provide such information before a decision can be rendered. I also understand that I cannot begin this improvement until I have received written approval from the Committee. And, I understand that approval from the REVIEWER(S) does not guarantee the issuance of a Building Permit from York County Building Standards but approval is required for the issuance of a Building Permit.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
(For Committee Use Only)

- \_\_\_\_ Approved  
\_\_\_\_ Approved as noted  
\_\_\_\_ More information is requested  
\_\_\_\_ Rejected, see comments

\_\_\_\_\_  
Approval Stamp

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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# **Home/ Landscape Improvement Project Guidelines**

## **Baxter ARC Modifications Committee**

Upon receiving a successful approval of your application, you have only just begun. The Committee's goal to continue the enhancement of the aesthetics and enjoyment of Baxter hinges on the realization that the approval process is just the first step. The successful implementation of a project is the final important piece of the process that really brings out the best in the neighborhood. The implementation process includes many pieces that must come together to make it successful. This includes implementing a project in a mindful and respectful manner when it comes to our neighbors and visitors of Baxter. It is with this in mind that we provide the following "Home/ Landscape Improvement Project Guidelines" to help you implement your project with as minimal of an impact on your neighbors as possible.

1. Projects should be implemented within 3 months after approval has been given. Please be aware that the Committee understands that some plans are "Master Plans" and that they will be implemented over time. With that in mind, please be mindful of "hardscape" projects that cause more noise than simply planting shrubs and flowers. It is these hardscape projects (decks, arbors, trellises, pergolas, sheds, etc.) that need to be completed in a timely manner. If a project is not able to be completed within the 3 month timeframe, please contact the Committee to explain the circumstances and also discuss with your neighbors.
2. "Working hours" for projects should be confined to times that are respectful of others and provides the opportunity for quiet time during the week. Following are hours that are a good guideline:
  - a. Monday- Friday, starting at 7am and ending by 7:30pm.
  - b. Saturday, starting at 7:30am and ending by 6pm.
  - c. Sunday, starting at 12pm and ending by 6pm.

Note: late night work like sawing, routing, etc. could constitute a violation of the County Noise Ordinance and more importantly, is disrespectful to your neighbors.

3. When working with power tools outside (i.e. sawing, routing, power sanding, drilling, etc.), be considerate of the above stated hours and/or talk to your neighbors prior to doing this type of work. Simply let them know what you are working on and how long it may take.
4. If you are implementing a project and come upon some "field" issues that require your project to alter from the approved plan, please call the Committee for field approval of changes. (this may be done by telephone)
5. Be mindful of the delivery and storage of construction materials needed for your project. Materials should not be dumped in the public street and block traffic, stored out in the open where they visually impact the neighborhood for extended periods of time. Also, delivery times should be discussed with suppliers so the disturbance to neighbors at unreasonable hours of the day is eliminated or limited.
6. Although it is typically noted on applications, be mindful of how drainage patterns will be changed and how they could affect neighboring properties. In addition, have your contractor think through how irrigation runoff will affect neighboring properties.
7. Although it is typically addressed on applications, you are encouraged to think through all projects, with respect to both design and installation, and their impact on your neighbor. Whether it a fence on the property line, retaining walls near property lines, underground drainage, etc., projects cannot always be done without impact to your neighbor's yard. Please be mindful and discuss a plan up front so that as many surprises as possible can be eliminated up front. Remember, going on a neighboring property without permission is trespassing.
8. Make sure that you know your contractor and they have a good reputation for proper planning and construction of projects and good follow-up practices. Proper planning on the front end of a project will eliminate many phone calls and headaches along the way.
9. Make sure that your contractor is responsible and respects the neighborhood environment that he/ she is working in. They should be considerate of parking, noise, music, trash and debris, and the appearance of their workers.
10. Respect your neighbors and their right to some peace and quiet, minimal disturbances and a clean neighborhood!