

CHARLTON PLACE  
ARCHITECTURAL REVIEW COMMITTEE  
*Rules and Regulations*

Charlton Place Property Owners Association Inc.

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Architectural Review Committee

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Rules and Regulations

Dated: 7/14/20

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**SECTION. I. Preface**

**A. Charlton Place Introduction:**

Highway 22 Property, LLC. (herein after known as “Declarant”) is dedicated to the protection and preservation of the natural landscape and topography within the Charlton Place community. It is the intent of the Declarant and the Charlton Place Property Owner’s Association, Inc. (herein after known as the “POA”) to identify the described various landscape elements and basic principles needed to promote the preservation of the native landscape, blend new landscape materials into the existing forest boundary, and outline planting schemes to accent new improvements.

**B. Architectural Review Committee Statement:**

The Charlton Place Architectural Review Committee (here in after known as “A R C”), a committee under the POA, has updated, amended, and restated the following rules and regulations (the “Rules and Regulations”). These Rules and Regulations are in addition to and not a substitute for all restrictions set forth in the Declaration of Covenants, Conditions, and Restrictions on file in the Office of the Chancery Clerk of Madison County (the “DCCR”). Property Owners, builders, and/or contractors (collectively, the “Applicant”) agree to abide by these Rules and Regulations as well as the rules under the DCCR, and further acknowledge that the ARC reserves the right to amend these Rules and Regulations at any future time as it deems necessary.

**C. Intent of the Rules and Regulations:**

The intent of these Rules and Regulations is not to impose hardship, but to set and maintain a level of respect and professionalism among all builders and homeowners. Rules and Regulations are composed and established to provide Property Owners, Architects and Contractors with a set of parameters for the preparation of their drawings, specifications and plans. The authority for the Architectural Review Committee is established in Article X of the Declaration of Covenants, Conditions and Restrictions for Charlton Place of record in Book 2369 at Page 0304 and into which these rules and regulations are included by reference. The Rules and Regulations are incorporated in the Covenants and made a part thereof.

Great care has been taken in the planning, design and construction phases to insure aesthetic harmony within the Charlton Place Community. To this end it is of utmost importance that this special character not be compromised by architectural designs and site plans improperly conceived, unresolved or poorly executed. Only those plans designed by professional Residential Designers or Architects whose qualifications are approved by the Architectural Review Committee will be accepted.

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The criteria used in determining the qualifications of a Designer or of an Architect will be within the sole province of the Architectural Review Committee. This document is to be used solely as a reference tool and decision-making guide for the Architectural Review Committee. It is by this resource which decisions shall be made regarding residential design in general.

For this reason, an Architectural Review Committee (herein shall be referred to as the “ARC”) shall review and approve all construction, designs and plans for:

- Consideration of primary site design requirements.
- Sensitivity to the existing landscape features of each site.
- The visual relationship or physical impact on surrounding homesites by the proposed home.
- Excellence of architectural design.

By encouraging quality and attention to detail, and adherence to the requirements and recommendations of the Architectural Review Committee and these Rules and Regulations the aesthetic harmony, natural tranquility and overall property values at Charlton Place shall be enhanced and preserved. Please understand that there will be no compromise in the enforcement of the Rules and Regulations. We appreciate the commitment in making Charlton Place a better community.

**D. Disclosures**

These Rules and Regulations may be amended or supplemented from time to time. Advise the Developer in writing that you are in the process of design, landscaping, etc., and to advise you of any change in these guidelines in a timely manner.

Charlton Place intends to enforce these regulations for the protection of all Property Owners. Failure to abide by these rules may result in the loss of your privilege to enter the gate, forfeiture of deposit, stoppage of construction, liens being filed against the property and/or prosecution to the full extent of the law.

No statements contained herein shall be construed to invalidate, impair, or supersede and regulations, codes, or rules enacted by the state, county, or any other political subdivision encompassing the Charlton Place Community.

**SECTION. II. Architectural Review Committee – General Information**

The Charlton Place Architectural Review Committee is established in accordance with the DCCR for Charlton Place, and is made up of a minimum of three (3) persons. The ARC shall be appointed by the Declarant as long as the Declarant owns of record any Parcel, any of the Property or any Additional Property subject to Annexation. Thereafter, the ARC shall be appointed

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by the Board of Directors. The Committee members are appointed for two-year terms by the Board of Directors of the Charlton Place Property Owner's Association.

The ARC is charged with the regulation and ultimate approval of all external design decisions and considerations for all properties. As such, the ARC will interpret and enforce the Rules and Regulations. Additionally, the ARC will make value judgments and recommendations regarding both the specifics and the intent of the Rules and Regulations. The ARC meets on an as-needed basis within fourteen (14) days after receipt of all plans and specifications, acting on the concurrence of a majority vote.

**SECTION. III. Submittal Requirements**

**A. Notice**

Rules and Regulations for Charlton Place are revised from time to time. If you do not share these Rules and Regulations with your Contractor, Designer, Engineer and Landscape Architect and insist upon their strict adherence to these Rules and Regulations, your submittal will likely be unacceptable. Three sets of complete plans and one pdf set shall be submitted at least forty-five (45) days prior to the date you wish to start construction. (Refer to the Submittal Plan Check List "Appendix 2. Reference B.") to verify the submitted materials meet ARC Submittal requirements.

All proper forms shall be submitted by the property owner or his agent to the ARC. Included with the application shall be such plans and documents and other information as specified in the following sections and as requested by the ARC. Written approval by the ARC shall be received before commencement of any clearing, grading or construction activity. The authority to approve building, site, and landscape plans is vested solely in the ARC.

**B. 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 plans. (Refer to "Appendix 2.Reference A." Approved Architects, Landscape Architects, and Designers herein.) Majority of all plans that are turned down are because of unacceptable grading, site, architectural, and landscape plans. Only submittals from those approved by the Architectural Review Committee shall be accepted.

**C. Builder Requirements:**

**(1). Builders Approval**

To Become an approved builder in Charlton Place, the builder/ contractor shall complete, submit, and have approved Forms A and B with appropriate attachments (Refer to Appendix 1 herein).

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The Builder Provisional Approval is based on the application with the intent of only the first project within Charlton Place. Strictly adhering to the Rules and Regulations shall set grounds for future projects within Charlton Place. Failure to comply with the ARC, these Rules and Regulations, and the DCCR may result in further projects being disapproved or revoked.

Failure to comply with these items or failure to follow ARC approved plans will result in the use of the damage deposit for any repairs, cleanup, completion of the unfinished portions of the project or fines incurred pursuant to ("Section IV.B." herein) without notice to the Applicant. Additionally, the ARC, on behalf of the POA, may enforce any of these Rules and Regulations to the extent necessary pursuant to the DCR, including a judgment against you and/or the property for the amount expended to remedy the situation and all costs incurred therewith.

(2). Property Owner's Approval

To build a home on your intended parcel, the Property owner shall have an approved builder on file with the ARC. The Property Owner shall follow all steps in the Design Review Process (Refer to Section IV herein), and the General Rules for All Property Owners Contractors and Service Personnel (Refer to Section VII. herein).

D. Submittal Requirements:

All Design Review submittal requirements are as follows:

- (a.) Shall have a builders approval on file with the Charlton Place ARC
- (b.) Shall have a copy of the filed deed to the parcel under review (proof of ownership)
- (c.) Shall have completed Design Review Application form A-F (Refer to Appendix 1 herein)
- (d.) Shall have checks for applicable fees and deposits  
(ARC Schedule of Fees and Deposits; Refer to Appendix 1 herein)
- (e.) Shall have all three (3) sets of Architectural, Grading, Site, and Landscape Plans and submit an electronic (pdf) copy which meets all Plan Requirements (Refer to Section III.E. herein)

E. Plan Requirements: (Refer to Appendix 2 "Submittal Plan Checklist" Refer. B. herein)

(1). Grading Plan Requirements:

A grading concept will be required as part of the ARC submittal that would indicate house finished floor elevations, surrounding relative grades, swale locations and proposed direction of water flow. No grading or drainage activities shall result in water being diverted onto neighboring lots, negative impacts on neighboring properties or downstream properties. Proposed erosion control measures shall be indicated on the plan in accordance with development, county and MDEQ requirements.

(2). Site Plan Requirements:

The Site Plan with all proposed structures indicated, all horizontal layout information as well as critical dimensions and materials, building setbacks, easements, with material and finishes of all hardscape elements labelled, so that the builder will be able to implement the designer's intent.

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Dimensions needed to site the house on the Parcel should be illustrated on this plan. The Site plan grading plan and the landscape plan shall all reflect the same layout of the site improvements.

(3). Architectural Floor Plan and Elevations Requirements:

The Floor plans and Elevations at 1/4 scale showing overall dimensions, area of structure, heated and cooled square footage, and overall height dimensions shall be provided. Descriptions and samples of all exterior materials, roof materials and color will also be included.

(4). Landscape Plan Requirements:

The Landscape Plan, at same scale as Site plan (or larger), will indicate all plant quantities, sizes and spacing, with both common and botanical names included.

Large scale trees (Trees that have a mature height of 30' or greater) shall be a minimum of 2" caliper and minimum 10' tall at time of planting.

Medium or small scale trees (Trees that have a mature height of less than 30') shall be a minimum of 6' tall at time of planting.

The minimum shrub material size shall be 3 gallon, however larger 7 gallon plant material shall be required around air conditioning equipment or in other locations where screening may be required.

A minimum of (2) 2" caliper Oaks (Variety to be chosen by owner) shall be planted in the front of each home.

All house sides shall be fully landscaped. Special attention shall be given to house sides facing toward streets or lake. Locations of air conditioning condensing units shall be considered carefully to limit their view from streets or lakes. Their screening shall be a point of special focus.

(5). Final Construction Specifications.

Final Construction Specifications shall include all external material color and paint or stain color, As listed by manufacturer's number, for all exterior finishes, including roofing.

Paint color samples must be included in the submittal with the location of each color clearly noted on the form or building elevations.

(6). Tree Survey.

All significant trees onsite shall be noted on the siteplan and provisions made to save existing trees as possible. Submit information for ARC review.

SECTION. IV. Design Review Process

A. Review of Design Submissions:

The ARC has established the following procedures for review of grading, site, architectural, and landscape designs. Homeowners, builders and architects shall participate fully in the architectural review process. In addition to the design review procedures, the applicant for design review is encouraged to contact the ARC during the design process for clarification of the Rules and Regulations and design review comments and/or changes. Design approval shall be effective



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for a period of six (6) months from the final approval date upon the approved set of plans; thereafter, commencement of construction shall require re-approval. The application for approval, fees and all other materials specified herein for Committee consideration shall be sent to:

Charlton Place Architectural Review Committee  
c/o Home-Land Neighborhood Management  
P.O. Box 320248, Flowood, MS 39232  
Tel: 601-326-7325-Call for delivery appointment  
[www.homelandmgt.com](http://www.homelandmgt.com)

It is the sole responsibility of the Property Owner to acquaint his or her architects, advisors and Contractors with the architectural review process and the Rules and Regulations, compliance with the design review process and the Rules and Regulations being the joint and several obligation of the Property Owner and his agents and contractual participants. Compliance with all local and state governmental regulations and obtaining all necessary permits and fees shall be the obligation of the Property Owner. A fee of \$1,000.00 payable to the Charlton Place Architectural Review Committee indicating that the payment is for Architectural review along with Damage deposit & the lot number notation is required with the Application to offset the cost of architectural consultants for the ARC. The ARC shall not consider applications from parties who do not own a proposed parcel in which is submitted for review.

It is important to understand that any deviation from this process may cause unnecessary delays and/or additional costs to the Property Owner, as well as revocation of building permits and/or withholding a certificate of occupancy. If, at the time of submitting the application and the presentation of various documents and materials to the ARC in support of owner's project, and such documents and materials are considered inadequate or in some respects do not meet a) requirement(s) or b) standard(s) set forth herein for the proposed improvements, the Property Owner shall effect such changes, amendments or clarifications as necessary to meet and comply with the specifications and requirements of the Rules and Regulations as interpreted or recommended by the ARC. For the second or for any subsequent hearing for the consideration of Property Owner's petition and presentation of supporting materials, the Property Owner shall pay to Charlton Place ARC the amount of \$150.00, which amount shall be tendered at the time of filing for the rehearing of the ARC.

**B. Damage Deposit Policy as of July 14, 2020:**

(1) In addition to the Architectural Review Fee as described in Appendix 1 herein, the Property Owner or Contractor shall place a cash deposit with the Architectural Review Committee at the time of submittal for final design approval. This deposit, (hereinafter "Damage Deposit"), as established by the Committee is \$2,500.00. This deposit will be refunded upon completion of all work, improvements and landscaping, and upon acceptance by the Committee provided there is no damage by the Owner and/or his Contractors or agents to public and private improvements, common areas, or other parcels within the community\* and all trash and debris have been disposed of on a timely basis according to these Charlton Place Rules and Regulations. The damage deposit may be forfeited if the applicant has not complied fully with their approved submittal drawings and forms as determined by the ARC. In the event Declarant finds he must intervene in order to resolve any job site issue, i.e. non-compliance with any approved submittal, trash or mud removal, silt fence installation or maintenance, access drive conditions, or

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similar issues, the damage deposit shall be forfeited to the extent these funds are used to resolve the issue. Declarant is not obligated to intervene but can and will intervene if Declarant is of the opinion that intervention is necessary to protect the interest of other parcel owners, Declarant or the Charlton Place Community. Payment of the deposit and fee shall be made with two separate checks in the amount of \$2,500.00 for damage deposit fee and \$1,000.00 for the ARC fee payable to the order of Charlton Place Architectural Review Committee ("ARC") \* In the event said Deposit is reduced because of some act of, action or failure to act or noncompliance by Owner as stated herein, then upon demand of the ARC the Owner shall within fifteen (15) days, restore the balance to the amount set forth in this paragraph.

(2) The Applicant acknowledges that the ARC has the right to deposit such damage deposit in an interest bearing account as designated by the POA. The Applicant hereby agrees that all such interest that accrues on the damage deposit shall be earned by the POA and become the property thereof. Applicant hereby waives any rights in and to the interest so accrued.

**C. Design Review Process**

- (1) The Applicant shall inform the ARC prior to commencement of any construction activity of any type on any residential Parcel and of the Applicant's intentions to build.
- (2) The builder/contractor of the property shall have an approved builder application on file with the ARC.
- (3) The applicant may submit plans for a preliminary design review with the ARC to help avoid unnecessary design revisions and delays in the construction process. This process helps avoid problems before too much time and money is invested in preparation of plans for design review. The ARC strongly recommends the Applicant become familiar with the Charlton Place DCCR and Rules and Regulations prior to obtaining an application.
- (4) The Applicant shall submit the Architectural Review Application "Appendix 1" herein, payment for the damage deposit and architectural review fee (see Schedule of ARC Fees and Deposits), a copy of the filed deed to parcel under review, and three (3) copies of each plan, one (1) pdf copy and the specifications. Plans should include all items enumerated on the Submittal Plan Checklist (Refer to Appendix 2 Reference B. herein).
- (5) The ARC will send an approval/disapproval letter within forty-five (45) days after submitted plans. If disapproved, the Applicant should consult with the ARC on the procedure to bring the plans within guidelines.

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**SECTION V. Site Design Guidelines**

These Site Design Guidelines provide site planning suggestions and community element guidelines to set common standards for the development of exterior spaces throughout the Charlton Place Community.

**A. Site Planning:**

The siting of a house is critical and important design decision. The site plan concept developed for each homeowner should reflect functional needs, but also be sensitive to the site's unique characteristics, neighboring properties, and inherent design opportunities.

**1. Siting:**

The Architectural Review Committee will consider each site independently, but will give extensive consideration to the impact that each individuals' plan may have upon the adjacent home sites and view corridors. All proposed home locations are subject to the review and approval of the Architectural Review Committee. Care must be taken to locate each structure, whenever possible, so as not to infringe upon view corridors, adjacent structures and home sites, and natural amenities of the area.

Considerations in this regard include:

- a. Physical terrain of the site.
- b. Views from project site and street.
- c. Views from Lake #1, Lake #2 and the project site from adjacent parcels and lake view parcels.
- d. Natural amenities, including trees, landscaping, existing lakes, water and drainage channels/ swales.
- e. Driveway access.
- f. Height of structures.
- g. Fences and opening devices.
- h. Service areas and screening methods for garbage cans, utilities and/or outside storage.

**2. Drainage:**

Drainage considerations for individual sites play an important part in the overall ecological balance of the site. Water runoff for each individual building site shall be handled by adequately sloping all areas so that runoff can be directed to the natural drainage areas or to storm drainage facilities. Runoff from the site must be contained on the site until conveyed to lake, street, or suitable natural drainage pattern that will not negatively affect property owners downstream. This information must be illustrated on the grading plan submitted for ARC approval.

Silt fences and other appropriate erosion control measures are required to be installed prior to beginning any construction or sitework. All erosion control devices are to be installed per the Mississippi Department of Environmental Quality's Storm Water Prevention Plan (SWPP). Silt fences and other erosion control devices shall be maintained until all landscaping is in place and the land is stable with natural vegetation.

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3. Grading and Landscaping:

The design and development concepts of the Charlton Place Community call for maintenance of The environment in as much of the original condition as possible. As the inherent beauty of Charlton Place is the land and its natural features, all plans should be designed to complement and enhance rather than compete with or destroy this beauty.

The Architectural Review Committee is particularly conscious of site utilization and potential and requires that, whenever possible, the existing trees and natural terrain not be disrupted. The Committee requests that all structures be designed to fit the unique attributes of the specific lot, so that the natural terrain of the area is preserved rather than compromised.

a. Grading:

All grading reviews will be subject to the jurisdiction of the Architectural Review Committee and will be considered individually for each parcel. Recommendations or demands will be based upon individual parcel location, terrain, soil conditions, drainage, cuts and fills, and whatever other conditions the Committee believes impact upon the site and community grading design.

b. Landscaping:

Landscaping and planting plans should be submitted with construction documents. Plans should show all plant material and bed designs, as well as type of sod to be used. Seeding of parcels shall be allowed in large open areas. Great care should be taken to make sure that seeding is done properly and mulched to assure good cover. The damage deposit will not be refunded until adequate lawn cover is established. Erosion control measures must be maintained in place until such lawn cover is achieved to prevent erosion and siltation from leaving the site. With the abundance of mature trees within sections of Charlton Place natural mulching will be allowed as part of the landscaping plan. However, a definition of 'Natural' does not allow for uncontained growth and unsightly weeds

Solid sod will be used in areas close to the dwelling, pool, other structures, and for shoreline stabilization on all lake parcels. The majority of the front yard should be sodded or landscaped. A good guideline for the sodding of the front of the yards shall be an area the width of the dwelling from the front planting beds to the street. Sodding is required on both sides of the driveway for a minimum distance 6 feet. Any additional areas disturbed by construction must be sodded or seeded as approved by the ARC. Indicate the proposed extents of each on the submittal to the ARC.

See Section III.E.4 for additional landscape requirements.

B. Setbacks:

The following setback recommendations are for the purpose of general guidance.

1. Minimum Building Setbacks

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Actual setbacks for all home sites are subject to approval by the Architectural Review Committee, with views and streetscapes of utmost importance.

Minimum Front Setback: one-hundred feet (100')

Minimum Side Setback: fifty feet (50')

Minimum Rear Setback: one-hundred feet (100')

The one-hundred foot (100') front setback will be reviewed on a lot-by-lot basis. If this dimension needs to be modified for any reason to better achieve the desired layout, a request should be presented to the Architectural Review Committee for approval. Placement of houses on adjacent lots and natural building sites on vacant lots will be strong factor in determining the position of the house. If there is any question as to the appropriate siting of the dwelling, the Architectural Review Committee should be consulted prior to development of any plans. Final house location must be reviewed and approved by the ARC. All county minimum setback requirements must be complied with.

In order to preserve the aesthetics of the lakefront and to protect water quality for the enjoyment of all Charlton Place residents, a "buffer zone" of at least one-hundred feet (100') shall be in force around the lakes. The Architectural Review Committee is required by the Mississippi Department of Environmental Quality to preserve the "buffer zone" in its natural state and, thus, requires Charlton Place property owners to do likewise. Any construction within the "buffer zone" shall be in accordance with the intent of this section and shall consider the following:

a. Impervious Structures:

Within the "buffer zone" there should be no construction or erection of impervious structures or surfaces. This does not include linear structures such as piers or pervious walkways.

b. Biocides, Pesticides and fertilizers:

The use of Biocides, Pesticides and fertilizers shall be restricted in the "buffer zone". Landscaping should be minimal and consist of native species of trees, shrubs and grasses typical of the area.

2. Accessory Structures:

Accessory Structures are specifically prohibited from any residential parcel within the Charlton Place Community. Portable buildings or similar structures are permitted only during construction. Barns and structures to house livestock are prohibited on lake front lots and may only be allowable on lots on the East side of Windemere Blvd that are greater than 15 Acres in size and must be approved by the Architectural Review Committee and developer. (Gazebos, pool houses, workshops, guesthouses or similar structures are not considered to be Accessory Structures, but are categorized as "Auxiliary Structures," and may be constructed, pending approval from the Architectural Review Committee.)

3. Auxiliary Structures:

Garden structures, gazebos, work shops, pool houses, guest houses and similar Auxiliary Structures require the same front setbacks from the property lines as that of the residence. The Auxiliary Structures require a minimum setback on rear and sides in keeping with development and county building setback requirements from property lines. These setbacks may, however, be increased if so desired by the Architectural Review Committee.

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4. Temporary Structures:

No structure of a temporary nature, tent, shack, mobile home garage, barn, motorhome or other out-building will be used at any time as either a temporary or permanent residence on any residential parcel or common parcel within the Charlton Place Community. Trailers or temporary buildings used for construction activities or storage will be allowed during the construction of a residence.

5. Swimming Pools:

The location of swimming pools, therapy pools and spas (including hot tubs) or tennis courts should consider: The shape, color and siting of swimming pools or tennis courts shall be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements. Tennis courts as well as pool and equipment enclosures shall be architecturally related to the house and other structures in their placement, mass and detail. No above ground pools will be approved. All pools must be of in ground gunite type construction or as approved by the Architectural Review Committee. No liner pools will be allowed.

Swimming pools, spas or hot tubs shall be located behind the rear of the dwelling. Setbacks will be one-hundred feet (100') from the mean water line of any lake parcel. All locations are subject to approval by the Architectural Review Committee. All swimming pools, spas, or hot tubs shall be enclosed by a structure or fence complying with these design guidelines provided herein for auxiliary structures, wall and fences. Gates and fencing must comply with all governing applicable codes and requirements and must have code compliant self-closing and self-latching hardware. See fencing section for additional information. See fencing section for additional fencing requirements in Charlton Place.

6. Exterior Lighting

All exterior lighting shall be approved by the Architectural Review Committee. Exterior pool and landscape lighting shall not infringe upon nearby parcels or streets. All accent and security lighting should utilize sharp cutoff designs or low voltage, direct-task type fixtures and should be as close to grade as possible. Floodlights or spot lights attached to the cornice, soffit, wall, or eaves of the home are not allowed. Lighting in these areas should be recessed or of a low profile design in order to not be seen at a distance and may not create a nuisance for neighboring properties.

C. Community Element Guidelines:

The intent of these Community Element Guidelines and standards is to insure a continuity of specific elements at the streetscape. These include both public (developer) and private (property owner) constructed items, which include the following:

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1. Sidewalks
2. Mail Receptacle
3. Retaining Walls and Courtyard Walls
4. Fencing and Screening
5. Storage Areas
6. Materials Storage
7. Driveways and Motor courts
8. Security Gates
9. Landscaping
10. Exterior Decorations, Antenna, Garbage, etc.

1. Sidewalks:

Public sidewalks are not required in the Charlton Place Community. Where applicable, all sidewalks are subject to review by the Architectural Review Committee.

2. Mail Receptacle:

Standards with mail receptacles located in the right-of-way will be purchased and installed by the owner of each parcel, upon receiving written approval on final plans and specifications for construction of each residence from the Architectural Review Committee. The mailbox illustrated in the attached Appendix 3 and manufactured by Custom Creations, Inc. Contact: Kevin Dykes 601-936-7779 will be standard throughout the Charlton Place Community.

3. Retaining Walls and Courtyard Walls:

If a retaining wall is used, it shall be faced with one of the following materials:

- a. Stone
- b. Brick
- c. Stucco
- d. Uniformly-sized landscape timbers

Crossties are not acceptable; nor can a concrete block retaining wall be left exposed. If a courtyard wall is used, it shall be faced with one of the following materials:

- e. Stone
- f. Stone and wood
- g. Stone and decorative metal fence
- h. Brick
- i. Brick and wood
- j. Brick and decorative metal fence
- k. Stucco

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All Courtyard walls shall match the principle structure veneer. All materials shall be approved by the Architectural Review Committee prior to installation.

4. Fencing and Screening:

Fences should be considered as an extension of the architecture of the residence.

They should serve to make a transition between the mass of the architecture and the natural forms of the site. The area between dwellings may be improved to provide a private courtyard for the exclusive use of the Property Owner. Such areas may be private and screened from view. All walls and fences should be designed to be compatible with the total surrounding environment and should not block natural views. Fences, walls and hedges should be considered as design elements to enclose and define courtyards, to extend and relate the building forms to the landscape, as well as to assure security and privacy elements. All walls, fences, and their location shall be approved by the ARC prior to their installation.

If a fence is used, it shall be constructed with one of the following materials only:

- a. Wood (open space fencing) -Farm Fencing that has been approved by the ARC may be allowed along perimeter property lines.-No opaque "Good neighbor" wooden fencing is allowed at Charlton Place.
- b. Decorative Metal
- c. Stone
- d. Stone and wood (open space fencing)
- e. Stone and decorative metal
- f. Brick
- g. Brick and wood (open space fencing)
- h. Brick and decorative metal

All walls and fences shall have a maximum height of seven feet (7'), with the columns extending to seven-and-one-half feet (7'6"). All Privacy and sight-proof fences are not allowed on any property line within the Community. No fence of any type shall be located on the property within thirty feet (30') of the edge of the road pavement.

Lattice and louvered screens may be used in limited interior portions of the site but not as property line fences. All wood material should be left natural or coated with semi-transparent stain. Care should be taken that no fence will block views from adjacent property owners toward lakes. No fencing shall be allowed within thirty feet (30') of waters edge. All fencing and screening is subject to Architectural Review Committee approval.

5. Storage Areas:

All outside storage areas shall be fenced or screened in accordance with requirements of the Architectural Review Committee. For this purpose, no fence or screen shall be closer to any street or parcel boundary line than the established setback line. The provisions of this section shall apply to mechanical and similar or other storage buildings and structures i.e. "auxiliary structure" not directly connected to the dwelling. All storage areas shall be properly located, noted and shown on the site plan for approval from the Architectural Review Committee. Air conditioning units shall be placed to limit the visibility of the equipment and shall be screened by a fence, wall or mature plant material, (7 gallon min. at time of planting).

6. Materials Storage:



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No building material or bulk storage of any kind or character shall be placed or stored upon a Parcel within the Property until the Owner is ready to begin improvements. Building materials, dumpsters, portable toilets or other construction-related appurtenances shall not be placed or stored on a private or dedicated road or within thirty feet (30') of the edge of the road pavement. No such building materials shall be placed or stored on property lines during construction.

7. Driveways and Motor Courts:

Driveway curb returns shall be formed with an approved seven (7') foot radius and shall be formed to appear integral to the side of the street to which such returns connect. The drive apron must comply with the standard drive apron detail in appendix 3. Driveways, motor courts and vehicular areas will be paved, so as to provide dust-free, all weather surfaces. Straight drives are not allowed, some curvature of the drive will be required. Several driveway material options are recommended as follows:

- a. Concrete (broom finished or stamped only)
- b. Brick
- c. Interlocking Pavers
- d. Asphaltic concrete

The design of the driveway should take into account the topography, existing trees and design of the house. Long linear driveways along the side of the dwelling and back to the garage, with no consideration for guest parking or the front entryway, should be avoided. A landscaped transition between the driveway and street is required. All parking areas shall provide, in addition to parking space, adequate driveways and space for movement of vehicles. Final design and materials are subject to approval by the Architectural Review Committee. During construction, the builder shall contact the ARC for onsite review and approval of drive alignment and drive apron forms prior to pouring concrete.

8. Security Gates:

Any security gate installed by an owner on any Parcel of the Charlton Place Community must meet the requirements of the fire code of the Madison County Fire Department and be no less than thirty feet (30') from the edge of the road pavement. All security gates installed by any owner on any Parcel shall be in continuity of said dwelling by means of same exterior materials and are subject to ARC review and approval.

9. Landscaping:

Each house within the Charlton Place Community shall be landscaped appropriately, as determined by the overall budget for the house. Landscaping often becomes an afterthought or area that requires severe cuts, due to overspending on the dwelling. Proper planning should be taken to avoid this situation. A foundation planting of a single row of shrubs and/or ground cover is not acceptable. The planting shall extend around the entire perimeter of the dwelling and structures proposed should be extended into the yard by massing groups of like plant. Views from adjacent streets or lakes shall be considered when determining additional landscape provisions.

10. Exterior Decorations, Antenna, Garbage, etc.:

Except with the prior written approval of the Architectural Review Committee, no radio, or television antenna or dish may be affixed to an exterior wall or roof of any structure, or mounted

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in the Parcel; provided that a satellite dish no larger than eighteen inches (18”) in diameter shall be permitted if located out of public view. All equipment, utility meters, garbage cans, service yards, wood piles or storage piles on any property shall be kept screened by adequate planting or fencing so as to conceal such items from the view of the private drives, streets and/or dedicated roofs (if any).

Each dwelling shall have as an appurtenance a fenced or screened area to serve as a service yard for garbage receptacles, storage receptacles, electric and gas meters, firewood, air conditioning equipment and permitted antennae. These and other unsightly objects, fittings and materials shall be so placed or stored that they are concealed from view from any street, common area or community facility.

**SECTION VI. Architectural Design Guidelines**

These Architectural Design Guidelines are established to insure continuity within the Charlton Place Community. It is not the intent of these guidelines to limit flexibility. However, by defining a range of materials and unit choices for individual dwellings, a general framework is established from which individual decisions may be made.

**A. Exterior Walls:**

Exterior Wall surfaces shall be composed of one of the following materials:

1. Brick
2. Natural Stone
3. Authentic Stucco

Other Materials, in which may be used for accenting, include:

1. Fiber Cement Board
2. Cypress
3. Cedar

Materials other than those listed above may be submitted and used if approved by the Architectural Review Committee.

**B. Windows and Doors:**

All windows and doors shall be of materials as approved by the Architectural Review Committee. All windows, where applicable, shall be true or simulated divided light. No insert or grids shall be allowed. Aluminum or metal windows are prohibited. In general, the typical 6'-8" head height is prohibited, unless otherwise approved by the ARC. The minimum window and door header height shall be 8'-0" above finished floor level. Window types, sizes, style, trim, and location shall be

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appropriately designed and selected to be compatible with the homes overall design, style, and character.

All window types (double-hung, casement or awning) may be incorporated into a single designed structure as long as the proportion of each individual window type is vertical. True or simulated divided lite windows will be required on the front façade of all homes. (4 over 4 minimum- but can vary depending on the window proportions) A more simple lite pattern may be considered on the sides and rear of the residence. Submit for ARC approval. The intent of this requirement is to create a more traditional or classical design direction, as best fits with the architectural style of the structure. All window types shall be clearly noted on all submitted plans. All window treatments/curtains that are visible from the street shall be white or lined with a white material. All Garage windows shall be treated with full length closed inside shutters or pulled curtains with white lining.

C. Shutters:

If shutters are used, the horizontal dimensions shall be exactly one-half (1/2) of the window width. All shutters shall be hinged, operable, and sized to the opening with operable shutter dog hardware. All shutters shall be constructed of wood using the following designs:

1. Louvered (fixed or operable blades)
2. Paneled (raised or flat recessed)
3. V-groove or beaded boards (tongue and groove construction)

D. Garage Doors:

The location, massing, and scale of a garage will not compete with or overwhelm the primary body of the house. Garage forms, design, materials, and detailing should be similar in quality to the house. A garage which is visible from the street or public view will receive careful design attention and should complement the primary façade. Single bay “carriage” style garage doors are encouraged and preferred. Each single-family dwelling shall have an attached Garage, accommodating no less than two (2) automobiles. Garages for motorhomes, boats, and trailers are allowed, subject to review and approval by the Architectural Review Committee. All garages shall be finished inside and shall be equipped with automatic overhead doors. Entry to garages on lake parcels shall be from the side or via side-entry motor court. No rear entry shall be allowed if the residence faces a lake or pond.

Garage doors may be either steel or wood construction. If steel, the door will be of a paneled design. If wood, the door shall consist of one of the three designs: raised panel, panel molding applied to flush door, or lattice design applied to a flush door.

E. Chimneys:

All Chimneys shall be of masonry construction (brick and clay flue liner) or approved prefab units. The exterior portion of the stack shall only be treated with one of the following materials:

1. Natural Brick

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2. Authentic stucco
3. Stone veneer

F. Roof Shingles:

Roof shingles shall be at least an “Architect’s Series” fiberglass with a minimum twenty-five (25) year warranty. Hip and ridge treatments are encouraged, preferring Decker concrete with grouted seams. However, the preferred roofing shall be:

1. Treated wood shingles or cedar (18” long, with a 6” exposure) with a minimum twenty-five (25) year warranty.
2. Slate (new, used or synthetic)

G. Roof Pitch:

The minimum Roof Pitch shall be 10/12 for the main structure of the house. Other roof pitches are subject to approval by the Architectural Review Committee. The eave height shall not be less than ten feet (10’) from grade.

H. Gutters and Flashing:

All flashing (valleys, drips, etc.) visible from the street or lake shall be of copper, bronze metal or other approved material by the Architectural Review Committee. Gutters and Downspouts shall be of copper or bronze metal. Half round gutters and round downspouts are preferred. Gutters are not required.

I. Lake Structures:

No dock, pier, boathouse or other structure of any kind shall be erected on any parcel unless specifically approved by the Architectural Review Committee. Placement must consider views from adjacent lots. All such constructions shall be of materials that have been osmose treated or the equivalent thereof, as determined by the Architectural Review Committee. Creosote treated materials may not be used.

Decks or piers may not extend more than twenty four feet (24’) into the water. Pier platforms measured on the side most closely paralleling the shoreline shall be limited to twenty four feet (24’) in width. Any piers or decks constructed on the water shall allow unimpeded use of the lake. Neither seawalls nor bulkheads are required at this time, but if seawalls are constructed must be constructed in accordance with the Charlton Place standard detail. If and when seawalls shall be required, it shall be installed no closer to the water than one foot (1’) above the control elevation of the lake. All structures are subject to ARC review and must be submitted for approval prior to construction.

J. Alternative materials and Details:

All alternative materials to those listed above in the Architectural Design Guidelines are subject to approval by the Architectural Review Committee. Any alternative materials shall express the natural integrity of the material and alternative details shall be adequately supported by the architectural design.

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K. Rear Building Elevation:

While the front building elevation is important as it presents to the street, the rear elevation should also receive a similar level of detail to break up the rear façade and add interest. This is especially important on lake front lots.

**SECTION VII. General Rules for All Property Owners Contractors and Service Personnel**

The following rules apply to all Charlton Place Property Owners, whether or not the lot is improved, Contractors and service personnel while on Charlton Place premises.

A. In the event construction in the field differs from that which has been previously approved the Committee will address solutions as quickly as possible by conferring with property owner and Contractor as a first step. A halt to construction and/or withholding a certificate of occupancy are steps available to Developer via the covenants and the law, and Developer and the Association will aggressively enforce these Rules and Regulations. Inasmuch as the Builder is aware of and informed as to all terms and conditions of the Rules and Regulations, any variance of construction from the approved plans will be presumed intentional by the Builder, and in addition to the remedies set forth above, that the Builder and principals thereof will be prohibited from subsequent construction projects in Charlton Place. Whether or not a variance is material will be within the sole and unfettered discretion of the Architectural Review Committee.

B. One of the key elements in setting the tone for a residential development is control of signage. No signs, other than Developer signage or a sign approved by the Architectural Review Committee to announce coming occupants, architects, and Builders for homes immediately starting or presently under construction, will be permitted. There will be no "For Sale" signs or "Info Boxes" placed within the property or used in the community, except by Developer. Signs not in conformance will be removed and discarded and the associated cost charged to the Property Owner.

C. No material or equipment deliveries are allowed through the main entrances. All material and equipment deliveries are required to enter through the construction entrance only.

- D.
- (i) No trailer trucks transporting gravel or dirt to be used for any purpose are allowed nor will they be permitted to use any street or easement in Charlton Place.
  - (ii) No truck or other vehicle hauling or transporting building materials nor any vehicle providing laborers or other persons involved in engineering, planning or development, repair or restoration shall use the main entrance but shall enter and exit through the construction entrance only.
  - (iii) In the event there is any violation of this provision by any party providing or engaged in the above service such violation shall ipso facto prohibit any further use or traversing of any street or roadway in Charlton Place until Declarant in

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writing grants permission of use. This prohibition is applicable to any individual, or any other party violating this rule and to any company or entity as to which the party violator is an employee or agent.

E. Contractors are required to keep their job sites as neat and clean as possible. Trash and discarded materials will be removed daily. ALL trash stockpiled for removal shall be located on street side of lot until removed. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed and the cost incurred therefore will be billed to the responsible party or deducted from the Damage Deposit.

F. Contractors will use only the utilities provided to the immediate lot on which they are constructing improvements. Landscaping, construction, maintenance, repair and restoration shall use the construction entrance only.

- G. (i) Any damage to streets and curbs, common areas, utility or drainage systems, street lights, street markers, mailboxes, walls, etc. may be repaired by Highway 22 Property, LLC. with such costs to be the responsibility of the Property Owner and deducted from the Damage Deposit.
- (ii) For the first violation without damages the owner and/or owner's agent will receive a warning unless the violation is flagrant. On the second occurrence of such violation, at the discretion of the Board of Directors, Owner shall forfeit the deposit made under Section II.D., hereinabove, or make restitution upon terms and conditions suitable and satisfactory to the said Committee.

H. There will be no washing of any truck on the streets, on adjoining lots or on common areas. The residue or "left-overs" of any concrete delivery truck shall be washed out or removed while the vehicle is on the construction site, a process which shall be approved by the Property Owner since the Property Owner is ultimately responsible, or in areas specifically designated by Developer for that purpose.

I. Operators of vehicles are required to see that they do not spill or allow any spill of any polluting, contaminating or damaging materials while within the Community. If spillage of a load occurs, operators shall report any spill and shall be responsible for immediate clean up. Such cleanups done by Declarant or POA personnel will be billed to and paid by the responsible party or at Declarant or POAs' option deducted from the Damage Deposit.

J. If any telephone, cable TV, electrical, waterline, etc. is cut or damaged, it is the Property Owner's responsibility to report such an accident to proper service company personnel within 30 minutes.

K. All personnel working in the community are to insure that they will keep all areas in which they work, or through which they travel, free of discarded materials such as lunch bags and refuse materials. Objects shall not be thrown out of cars and trucks. Stock piling of any materials on adjacent lots or common areas is not allowed.

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L. Loud radios or noise will not be allowed within the subdivisions. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction or following construction.

M. No vehicles (trucks, vans, cars, etc.) may be left in the subdivision overnight. All construction equipment and vehicles may be left on the site while needed, but shall not be kept or parked on the street.

N. No Contractors or Contractors' personnel will be permitted to hunt, fish or bring pets or boats, inside Charlton Place.

O. Contractor shall provide a portable toilet to each job site.

P. No temporary storage trailers or buildings are allowed except as may be a necessary adjunct to construction.

Q. The Property Owner is charged with giving the required notice of the terms and conditions hereof to his or her Contractor, laborer or service personnel, and shall be responsible for and insure their compliance with the conditions set forth herein.

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**APPENDIX 1**

**BUILDER APPLICATION**  
**FORM A**

**I. General Information:**

Company Name: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**II. List Primary Lender and Three Current Credit References:**

Contact Name	Phone Number	Address	Business Name
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**III. List Customer Reference:**

Contact Name	Phone Number	Address
1. _____	_____	_____
2. _____	_____	_____

**IV. Address and Date of Completion of the Last Five Houses Built:**

Address	Lot #	Date of Completion
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Shall Have Attached All Of The Following To Be Considered For Submittal:**

- V. Attach A Copy Of Your Mississippi Builders License.
- VI. Attach A Copy Of Your Liability Insurance (MINIMUM OF \$500,000.)
- VII. Attach A Copy Of Your Workman's Compensation.
- VIII. Attach Exterior Pictures of Last Five Houses Completed.
- IX. Provide Full Disclosure Of Any Litigation Pending or Active.

THE INFORMATION PROVIDED IS TRUE AND ACCRUATE.

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_



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**APPENDIX 1**

**BUILDER/ CONTRACTOR INSURANCE VERIFICATION  
FORM B**

The undersigned builder/ contractor herein verify there is in place workers compensation coverage on the general contractor, all subcontractors, laborers, and all other individuals working on the following described property.

The builder/contractor agrees to hold harmless and indemnify the Highway 22 Property, LLC, its Architectural Review Committee and/or committee members for all occurrences that take place on the work site or in connection with this project.

PARCEL NUMBER: \_\_\_\_\_

Further, said builder/ contractor acknowledges and agrees that the Rules and Regulations of the Highway 22 Property, LLC. and its Architectural Review Committee (ARC) shall be followed. All approvals shall be obtained prior to any work commencing upon any said lot. The builder/ contractor acknowledge that new homes cannot be occupied until a final approval has been given and approved in writing by the Charlton Place ARC.

\_\_\_\_\_  
Builder/ Contractor (print full name)

DATE \_\_\_\_\_

\_\_\_\_\_  
Builder/ Contractor (signature)

DATE \_\_\_\_\_

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**APPENDIX 1**

ARCHITECTURAL REVIEW APPLICATION  
FORM C

NOTICE: All submittal requirements shall be submitted to the Charlton Place ARC no later than 4:00 p.m. the Monday prior to the ARC meeting. The ARC meets as needed unless otherwise noted by the Architectural Control Coordinator.

**Applicant Information:**

Date: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Heated & Cooled Sq. Ft.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Builder Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Architect/Designer Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Landscape Architect/ Designer Information:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Type of Review: \*check review that applies**

\_\_\_\_\_ Initial Review Fee \_\_\_\_\_ Re-submittal Review Fee

\_\_\_\_\_ Post Review Fee \_\_\_\_\_ Addition Review Fee

**Estimated Cost of Improvement / Start / Finish Dates:**

Estimated cost of improvements to lot: \_\_\_\_\_ Estimated Start to Finish Date: \_\_\_\_\_

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**APPENDIX 1**

**ARCHITECTURAL CONTROL ACKNOWLEDGEMENT  
FORM D**

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**Permission to Enter Property:**

Permission is hereby granted for members of the ARC to enter on the property to make reasonable observations of the construction site.

Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

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**ARC Rules and Regulations:**

I have fully read, understand, and I agree to comply with the Charlton Place ARC Rules and Regulations.

Agreed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Plan Approval:**

I fully understand that Plan Approval shall be valid for a period of six (6) months only from the final approval date upon the approved set of plans in which I will receive, and commencement of construction thereafter will require re-approval and that construction must be complete within a maximum period of 12 months after beginning construction. I understand that the project must be constructed in accordance with the drawings and information approved by the Architectural Review Committee.

Agreed to by the Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**DESIGN IS HEREBY APPROVED SUBJECT TO "REDLINE" REVISIONS ON PLANS:**

Architectural Control Coordinator, Charlton Place

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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**APPENDIX 1**

All Color selections must be included with this form with their locations noted here or on the building elevation drawings.

**PLAN SPECIFICATIONS  
COLOR AND MATERIALS  
FORM E**

Exterior Finish: Brick Selection:	_____	Color Name:	_____	Refer. Number:	_____
Mortar:	_____	Color Name:	_____	Refer. Number:	_____
Stucco:	_____	Color Name:	_____	Refer. Number:	_____
Stone Selection:	_____	Color Name:	_____	Refer. Number:	_____
Siding:	_____	Color Name:	_____	Refer. Number:	_____
Trim:	Material: _____	Color Name:	_____	Refer. Number:	_____
Shutters:	Material: _____	Color Name:	_____	Refer. Number:	_____
Windows:	Material: _____	Color Name:	_____	Refer. Number:	_____
Front Door:	Material: _____	Color Name:	_____	Refer. Number:	_____
Garage Door:	Material: _____	Color Name:	_____	Refer. Number:	_____
Columns:	Material: _____	Color Name:	_____	Refer. Number:	_____
Porch:	Material: _____	Color Name:	_____	Refer. Number:	_____
Chimney:	Material: _____	Color Name:	_____	Refer. Number:	_____
Roof:	Material: _____	Color Name:	_____	Refer. Number:	_____
Drive:	Material: _____	Color Name:	_____	Refer. Number:	_____
Walks:	Material: _____	Color Name:	_____	Refer. Number:	_____
Patio/Terrace:	Material: _____	Color Name:	_____	Refer. Number:	_____
Fence:	Material: _____	Color Name:	_____	Refer. Number:	_____

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**APPENDIX 1**

Courtyard/:     Material: \_\_\_\_\_ Color Name: \_\_\_\_\_ Refer. Number: \_\_\_\_\_  
Retaining/Walls

Pool/ Spas:     Material: \_\_\_\_\_ Color Name: \_\_\_\_\_ Refer. Number: \_\_\_\_\_

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**APPENDIX 1**

Outdoor      Material: \_\_\_\_\_ Color Name: \_\_\_\_\_ Refer. Number: \_\_\_\_\_  
Structures

**ARC SCHEDULE OF FEES AND DEPOSITS**  
**FORM F**

Each applicable fee shall be submitted with plans. All damage deposits and ARC fees shall be written out into two completely separate checks for depositing purposes. All review fees shall be accompanied by a copy of the filed deed to the parcel under review for proof of ownership.

**1. Initial Review Fees and Damage Deposits:**

- (a) Initial Review Fee \$1,000.00

Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Architectural review & the lot number

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- (b) Damage Deposit \$2,500.00

Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Damage deposit & the lot number

- (c) Re-submittal \$150.00 (For Architectural, Site & Grade, and Landscape alterations) Make check payable to Charlton Place Architectural Review Committee indicating that the payment is for Architectural review or Damage deposit & the lot number

**2. Post-Construction Fees:**

\*If not included with Initial Review Fee submittal the following fees shall apply:

- (a) Residential Addition \$250 Fee (heated & cooled, non-heated & cooled areas) Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

- (b) Damage Deposit \$1,000.00 (Residential Additions)

Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

- (c) Minor Review Fee \$150 (Fences, Courtyard Walls, Pools, Spas, other structures etc.)

Make check payable to Charlton Place indicating that the payment is for Architectural review or Damage deposit & the lot number

A pool construction application must be submitted with proposed pool drawings, damage deposit, and minor review fee.

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**APPENDIX 2**

CHARLTON PLACE APPROVED LANDSCAPE ARCHITECTS & DESIGNERS  
REFERENCE A.

Garry Graves Landscape, Inc.	Flowood, MS 39232
Garry Graves 601-939-5442	
Griffin & Egger Landscape Architects	Jackson, MS 39211
Rick Griffin 601-977-0073	
Powell Place Landscape Services, Inc.	Jackson, MS 39232
Terry Powell 601-720-5000	<a href="http://www.powellplaceinc.com">www.powellplaceinc.com</a>
Madison Planting & Design Group	Canton, MS 39046
Kirk Cameron 601-898-0775	<a href="http://www.mpdg.net">www.mpdg.net</a>
McCrary & Associates, LLC.	Madison, MS 39110
Andy McCrary 601-906-3477	<a href="http://www.mccrarydesigns.com">www.mccrarydesigns.com</a>
Michael Gibson Landscape Architect, Inc.	Madison, MS 39130
Michael Gibson 601-853-3323	<a href="http://www.mglainc.com">www.mglainc.com</a>
Trent Rhodes Landscape Architect, PA	Ridgeland, MS 39158
Trent Rhodes 601-992-0070	

CHARLTON PLACE APPROVED ARCHITECTS & DESIGNERS

David Wilson Architect	Madison, MS 39110
David Wilson 601-856-1096	<a href="http://www.davidwilsonarchitect.com">www.davidwilsonarchitect.com</a>
Design Studio, Inc.	Ridgeland, MS 39157
Uriel Pineda 601-898-9710	<a href="http://www.designstudioplans.com">www.designstudioplans.com</a>
Greg Roberts Architect	Baton Rouge, LA 70810
Greg Roberts 225-766-8664	
Inspirations Design Group	Madison, MS 39110
AJ Jones 601-707-5649	<a href="http://www.inspirationsdesign.net">www.inspirationsdesign.net</a>
Thompson Residential Designs, Inc.	Madison, MS 39110
Lisa Thompson 601-856-1004	
Scott Morgan Architect	Ridgeland, MS 39157
Scott Morgan 601-898-3280	<a href="http://www.scottmorganarchitect.com">www.scottmorganarchitect.com</a>
Ballou Design Group, LLC	Meridian, MS 39301
Will Ballou 601-527-3971	<a href="http://www.balloudesigngroup.com">www.balloudesigngroup.com</a>

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Final Grading Plan Requirements:

- \_\_\_\_\_ Final Grading Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Proposed waterflow direction indicating proposed waterflow all over site
- \_\_\_\_\_ Proposed surrounding grade elevations at house corners relative to finished floor elev.
- \_\_\_\_\_ Proposed house structure location
- \_\_\_\_\_ Show and label all retaining wall location(s) and height(s)
- \_\_\_\_\_ Show and label Finished Floor Elevation
- \_\_\_\_\_ Show and label all existing and proposed drainage features
- \_\_\_\_\_ Drainage pipe showing location, material, size
- \_\_\_\_\_ Show and label all swales and other surface drainage
- \_\_\_\_\_ Show and label all hardscapes such as driveway, walk, patio- location and grade
- \_\_\_\_\_ Show and label location of temporary gravel access for construction vehicles
- \_\_\_\_\_ Show and label locations for all silt fence installation

Final Site Plan Requirements:

- \_\_\_\_\_ Final Site Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ All Property boundaries and building setbacks
- \_\_\_\_\_ All utility and drainage easements
- \_\_\_\_\_ Finish floor elevation and garage finish floor elevation
- \_\_\_\_\_ Critical Dimensions to layout house on Parcel
- \_\_\_\_\_ Parcel Number
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ All adjacent streets to be noted, Temporary gravel drive location
- \_\_\_\_\_ Existing trees (trees over 4" caliper measured 1' above natural grade)
- \_\_\_\_\_ Existing and proposed drainage features
- \_\_\_\_\_ Driveways and sidewalks location, material, finish, and dimensions
- \_\_\_\_\_ Proper driveway apron detail (Refer to Appendix 3 herein)
- \_\_\_\_\_ All hardscape location, material, finish, and dimensions
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements,
- \_\_\_\_\_ All retaining/courtyard walls, fences, decks, piers-An illustration or detail will be required.
- \_\_\_\_\_ All pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ Impact of surroundings -All adjacent parcels, lakes, common areas to be noted



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Final Architectural Floor Plan Requirements:

- \_\_\_\_\_ Final Architectural Floor Plan to be drawn at 1/4" = 1'-0" scale
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ Plan shall note conditioned square footage
- \_\_\_\_\_ Overall dimensions of the structure should be clearly noted
- \_\_\_\_\_ Shall meet minimum square footage of 2,750 requirement per DCCR

Final Architectural Elevations Plan Requirements:

- \_\_\_\_\_ Final Architectural Elevations Plan to be drawn at 1/4" = 1'-0" scale
- \_\_\_\_\_ Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ Clearly note all exterior materials used –roof, veneer, columns, steps, rails, etc.
- \_\_\_\_\_ Plan Specifications/Color and Materials completed (Refer to Appendix 1.F herein)
- \_\_\_\_\_ All paint color samples and material identifications must be provided for review and the location of both color and material clearly noted on building elevations.
- \_\_\_\_\_ Finish floor elevation and garage finish floor elevation
- \_\_\_\_\_ Vertical Dimensions (overall structure, ceiling heights 10' - 1<sup>st</sup> floor, 9' - 2<sup>nd</sup> floor)
- \_\_\_\_\_ All appropriate exterior details and proportions to style of home
- \_\_\_\_\_ Chimneys: no exterior wood, clad, or metal veneer (Chimney cap required)
- \_\_\_\_\_ Three or more exterior veneers shall be discouraged
- \_\_\_\_\_ Doors are to be wood approved by ARC
- \_\_\_\_\_ Window lite patterns must be shown on building elevations
- \_\_\_\_\_ Doors and windows to be minimum 8'-0" tall in header height
- \_\_\_\_\_ Doors and window lites to be true or simulated divided lites
- \_\_\_\_\_ Shutters: shall be hinged/ operable/ sized to openings
- \_\_\_\_\_ Garage Doors minimum 8'-0" tall in height. Single bay doors preferred over double garage doors.
- \_\_\_\_\_ Dormers: shall be traditional or classic proportions, tight fitting to windows
- \_\_\_\_\_ Roof: slope less than 4:12 pitch shall be standing seam dark bronze metal or copper only, unless otherwise approved by the ARC.
- \_\_\_\_\_ Roof: sample, Main structure at front 10'V:12'H or steeper
- \_\_\_\_\_ Stucco – real cement stucco only
- \_\_\_\_\_ Encourage: thickened eave board in lieu of fascia board
- \_\_\_\_\_ Exposed shaped rafter tails
  - \_\_\_\_\_ Bracketed soffits
  - \_\_\_\_\_ Contrasting earth tones vs. white eave/fascia/soffit overhang
  - \_\_\_\_\_ at gables ends less than other areas of roof properly proportioned eave returns at gable ends vs. block
  - \_\_\_\_\_ Eave return overhangs at dormers proportionately less than at major roof

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Final Landscape Plan Requirements:

- \_\_\_\_\_ Final Landscape Plan to be drawn at reasonable scale (preferring 1"=20'-0" scale)
- \_\_\_\_\_ Landscape Architect's/Designer name, present address and telephone number
- \_\_\_\_\_ Owners' name, present address and telephone number
- \_\_\_\_\_ All Property boundaries
- \_\_\_\_\_ Parcel Number
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ All Existing trees (trees over 4" in caliper measured 1' above natural grade)
- \_\_\_\_\_ All Proposed trees (noting species, size, and caliper)-See required plant material sizes.
- \_\_\_\_\_ All Proposed shrubs & groundcover plantings (species, size, quantity and spacing)
- \_\_\_\_\_ All proposed lawn areas, noting location, limits, method of application (sod, seeding, hydro-mulching, etc.) and lawn species. All front lawn areas to shall be solid sodded only.
- \_\_\_\_\_ All proposed structure elevations (if not provided in Architectural Plans)
- \_\_\_\_\_ Proper driveway apron detail (Refer to Appendix 3 herein)
- \_\_\_\_\_ All hardscape such as Driveways, walks, patios, location, material, finish, and dimensions must be clearly noted on site plan.
- \_\_\_\_\_ All proposed free standing or accessory structures, features, and improvements,
- \_\_\_\_\_ All retaining/ courtyard walls, fences, decks, piers,
- \_\_\_\_\_ All pools, spas, courts (location, material, type, finish, and dimensions)
- \_\_\_\_\_ Landscape lighting -low voltage, direct task, close to grade
- \_\_\_\_\_ Impact of surroundings -All adjacent parcels, lakes, common areas to be noted

One (1) electronic pdf copy of all plans, forms and information stated-it is recommended that the pdf copy be sent prior to printing the three hardcopy sets in case revisions are required before printing.

Three (3) sets of all plans stated above accompanied with a properly labeled shipping tube

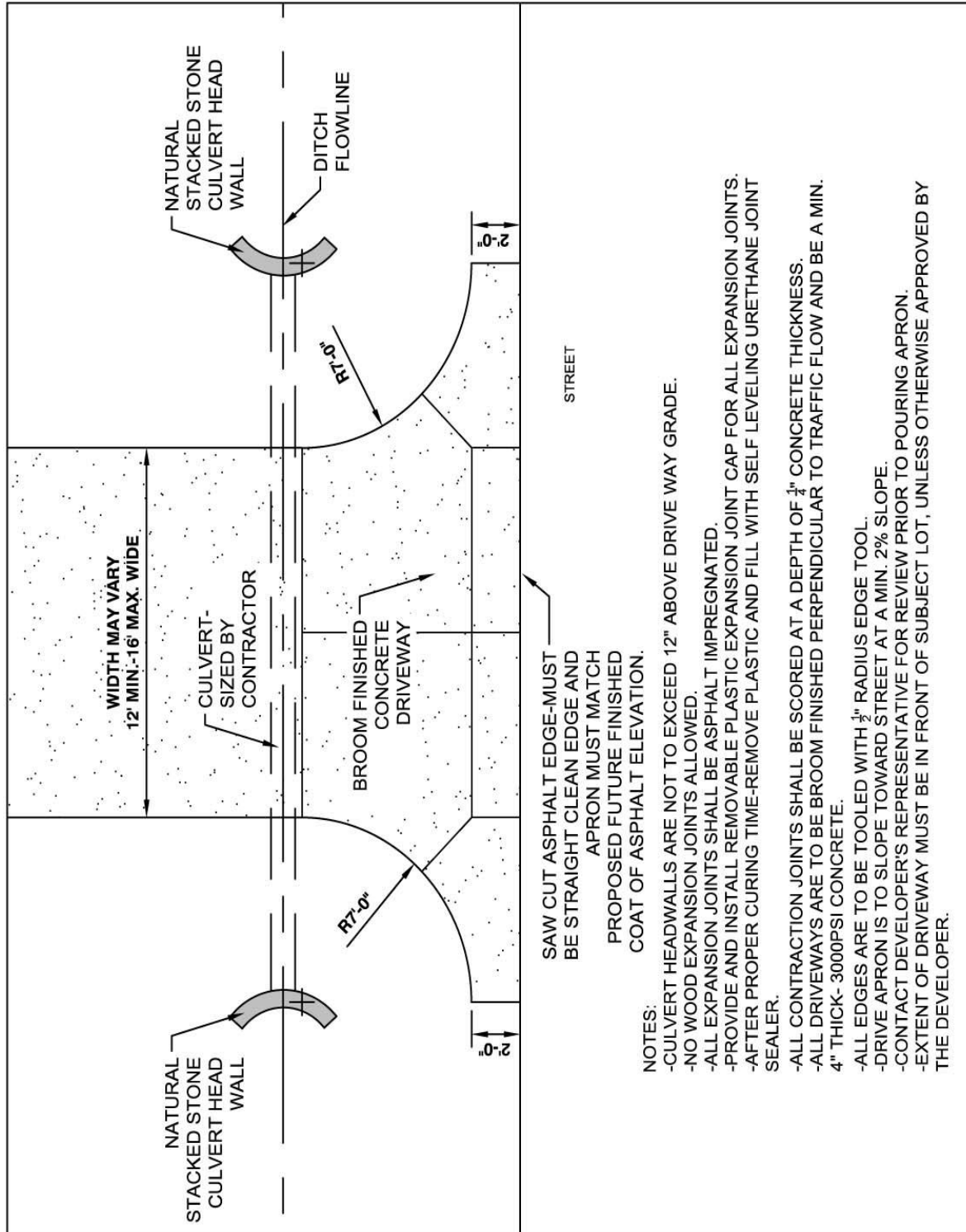
Copy of filed deed to parcel under review (Proof of Ownership)

Appropriate ARC Fees and deposits on two separate checks

A complete application (Appendix 1 herein Forms A-F)

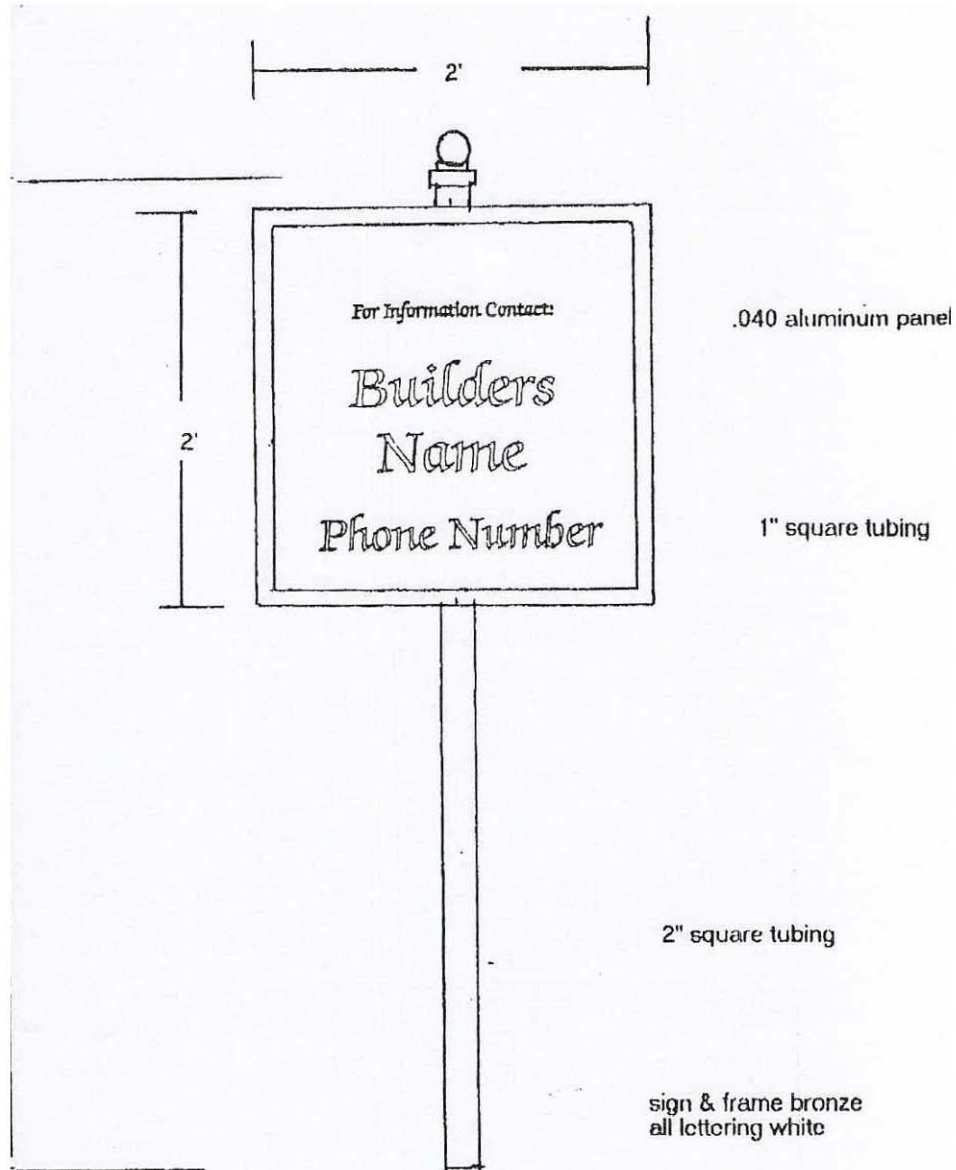
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**APPENDIX 3**  
**DRIVEWAY APRON DETAIL**  
**DETAIL A**



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**APPENDIX 3**  
**SIGNAGE AND INFO BOX**



\$175.00 plus sales tax, picked up at shop  
price includes standard lettering

**Outdoor Graphics, Inc.**  
105 Summer Ridge Drive  
Pearl, MS 39208  
(601) 939-0586

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APPENDIX 3  
MAILBOX DETAIL  
DETAIL C

Source: Custom Creations, Inc.  
Contact: Kevin Dykes  
Tel: 601-936-7779  
www.customcreationsofms.com

