

**Checklist for Additions and Remodels Review**  
**Step 3: Final (Post-Construction) Review, page 1 of 2**

*(See Section III.A.2.3 of SIPOA Policies and Procedures for Residential Development)*

**Owner / Architect Certification of Complete Documentation for the Additions and Remodels Final Review**

I, \_\_\_\_\_, the Property Owner, or Owner's Representative, certify that each item below has been prepared in accordance with the SIPOA Policies and Procedures, indicated by my initials in the respective boxes in the column on the left. I have personally checked to ensure the materials accurately correlate to the plan documents submitted for this review.

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

Note: Incomplete submissions will not be reviewed.

**The Additions and Remodels Review applies to projects that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. This "Step 3" Checklist applies to the last of the three steps in the process.**

**Final Review Inspection:** At the end of construction, the Architectural Review Staff will conduct a Final Review to verify compliance with the approved plans and specifications with regard to aesthetics, the exterior of the residence, and the overall Site Plan (e.g., the completed residence exterior, the exterior hardscape, and the landscape/softscape).

<b>General Requirements and Timeline:</b>	<ol style="list-style-type: none"> <li>1. The submission shall be complete, properly assembled, and delivered to the SIPOA office.</li> <li>2. All architectural plans submitted to the ARC are to be prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C.</li> <li>3. The ARC will not review any plans if there is any unpaid assessment on the Property.</li> <li>4. Please note the following regarding activities that follow the Final Review: <ul style="list-style-type: none"> <li>• When the Final Review is approved, construction deposits plus interest less any assessments will be returned to the Property Owner and to the Contractor approximately five to seven (5-7) business days after the site inspection. If deficiencies are noted during the final inspection, the Property Owner and Contractor will be notified in writing via email or certified mail. The items noted are to be corrected within thirty (30) days of the date of the email or posting in the US mail.</li> <li>• The ARC may require correction of any unauthorized exterior changes to the approved building plan.</li> <li>• Failure to complete construction within twelve (12) months of the date of the Charleston County Building Permit (including all noted deficiencies) may result in an assessment against the construction deposits by the SIPOA per the SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.</li> </ul> </li> </ol>
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**Required Materials:**

	a. <b>Completed Request for Final Review form and Checklist for Additions and Remodels Review, Step 3-Final Review</b>
	b. <b>A copy of the Certificate of Occupancy</b> , if applicable

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	c. <b>A copy of the final As-Built Survey</b>
	d. <b>A PDF document of the required surveys and revised plans</b> if changes to the original plans were approved during the course of construction
<b>Work Items to be Completed Prior to Review:</b>	
	a. <b>Building construction, including all exterior painting and lighting</b>
	b. <b>Landscape plantings, irrigation system, and landscape lighting</b> , if applicable
	c. <b>Driveway and walkways</b> , if applicable
	d. <b>Removal of job site sign, color board, construction debris, dumpster, and job toilet from site</b> , if applicable
	e. <b>Removal of all temporary facilities and utility pole</b> , if applicable
	f. <b>Repair of any damage to right-of-way, common areas and adjacent properties.</b> Property Owners shall irrigate and sod those turfed areas of the right-of-way which have been damaged or destroyed during construction in accordance with the specifications in Appendix E. Where turf cannot grow, mulch or an ARC approved alternative shall be used
	g. <b>Repair of any damage to the roadway in front of the Property</b> , including pavement stains and concrete spills