

# IDC Application Review Process & Procedures Summary

The decisions of I'On IDC only apply to exterior changes on your property and are based purely on the overall aesthetics and architectural merit in I'On. Many factors are considered such as harmony with surrounding structures and environment along with those outlined in the Architectural Guidelines and in the I'On Code. Per the CC&R's, "The IDC may consider any factors 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 on purely aesthetic considerations. Each Titleholder, by accepting a deed to Real Property in I'On, acknowledges that determinations as to such matters are subjective and opinions may vary as to the desirability or attractiveness of particular improvements."

- Applications and all the submittal requirements for the project must be delivered to the IDC office, in one complete hardcopy application package by the submittal deadline and emailed in PDF format in one email for filing purposes. **Incomplete submissions will not be reviewed.** Late submissions will not be included on the upcoming IDC meeting agenda.
- The application submittal deadline is 12:00pm (noon) on the Tuesday prior to a scheduled IDC meeting. IDC meetings occur the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month unless otherwise noted.
- The IDC shall notify an applicant of its review decision, in writing, within thirty (30) days from receiving both the completed hardcopy & digital application package.
- Once a submission has been reviewed, the review fee is non-refundable. This policy includes expired and/or homeowner withdrawn applications.
- IDC approved projects must commence work on the project within six (6) months from the approval date. If work has not begun within six months from the approval date, the approval on that project expires and the project will be closed. Once an approval expires and the homeowner decides they want to move forward with that project, they will have to submit a new application with appropriate fees for IDC review and approval.
- If IDC approval is not given after an IDC review and additional items, revisions and/or material samples are requested by the IDC, then the requested revisions, items and/or materials must be submitted within 6 months from the original review date. If the requested items are not submitted within the 6-month time frame, then the application expires. Once an application expires, and the homeowner decides they want to move forward with the project, they will have to submit a new application with appropriate fees for IDC review and approval.
- If a homeowner withdraws the application or asks for the IDC to return their deposit on an unapproved application, the application is considered closed.
- Once final written approval is given for a project and a signed copy of the Homeowner Agreement has been submitted, the homeowner must pick up the IDC Approval permit to display before work begins. The permit must be displayed where it can be seen from the street when the project begins and until completion.
- Approved projects must be completed within one (1) year of approval date or a shorter period, if specified.
- Any desired design changes to an already approved design must be submitted, using the "Change to Approved Design" application, for review and approval by the IDC before making the change. No work should start on any design change until it is reviewed and approved by the IDC.
- Homeowner must submit a "Final Inspection & Deposit Refund" application request within 90 days from the project's 12-month completion date or the deposit is forfeited.
- If a homeowner doesn't agree with an IDC decision, the IDC will work with the homeowner to try and reach a solution agreeable to both; however, if the homeowner disagrees with the IDC's final decision, the homeowner may file a written appeal with the Board of Appeals.

## **Please Note:**

- Prior to submitting to the IDC for review and approval on any new structure, addition, and/or enclosure, homeowners must apply online with the Town of Mt. Pleasant (TOMP) for a Zoning letter identifying their lot type. The homeowner will also need a current survey with the percentage of both used and available buildable coverage indicated. It is important to determine current existing & available buildable coverage to make sure there is enough available buildable coverage to move forward with any proposed new structure, addition and/or enclosure.
- Example of structures that the TOMP calculates in determining the buildable coverage percentage are as follows: garages, sheds, carports, pools, pool houses, enclosure of existing carports and/or porches, trellises, raised platforms for generators or propane tanks, ADU's, decks, pergolas, trellises, arbors, large outdoor masonry fireplaces & outdoor kitchens, etc.
- Any improvement/enhancement to your property is subject to a "Site Improvement Permit" with the TOMP. Some, but not all, examples are as follows: patios, extensive impervious hardscaping, solid brick walkways, masonry walls, etc.
- The TOMP also requires homeowners to get a building permit for installing generators and/or propane tanks on your property.