

# IDC Project Agreement for Homeowners

The I'On Design Committee (IDC) administers landscape and architectural review for all new construction homes and existing home/lot modifications. Reviews follow an established process in accordance with established design guidelines based on low country vernacular principles. All homeowners, designers and builders/contractors are required to follow the IDC guidelines to ensure a cohesive community that provides a high quality of living and keeps the traditional low country look of I'On consistent. It is important that you familiarize yourself with the IDC's architectural design guidelines, the review process, and understand your responsibilities.

You, the homeowner, will be required to submit a signed copy of this agreement as part of your project application approval before any work can be started. By signing, the homeowner acknowledges they have read, understand, and agree to abide by the I'On Design Guidelines, review process and site maintenance requirements. You also acknowledge that you are responsible for, and have shared the I'On guidelines, review process and all other requirements with your designer, builder, contractor, and/or sub-contractor.

## Basic submittal information

Submissions must be accompanied with the proper application and application requirements compiled in one complete hardcopy package that is delivered to the IDC office. The complete application package must also be emailed in PDF format in one email to idc\_ion@outlook.com for filing purposes. Complete application packages must be delivered to the IDC office by the scheduled submission deadline to be reviewed at the next IDC meeting.

It is the responsibility of the homeowner to gather, print, and provide all application requirements and information needed to complete the hardcopy submission package.

All surveys should be done by a licensed professional engineer or surveyor and should be current (a year old or less). Proposed projects that require an as built survey to be submitted should submit a copy of the survey itself and another copy showing the proposed changes or modifications overlaid on the as built survey.

All architectural plans for new structures and additions to existing structures must be to scale and prepared by a qualified licensed professional. Hardcopies of architectural plans must be a minimum size of 11x17 but larger is preferred for a preliminary review.

For a structural change project to be submitted or reviewed by the IDC, homeowners will need to apply online at the TOMP for a zoning letter identifying the lot type, provide a current professional as built survey and provide the existing & proposed buildable coverage percentage. This is an important step and will verify that there is enough available buildable coverage on your lot for the proposed project before submitting for an IDC review.

## IDC submission & review process

**1.** The first step is to understand what is required for planning and submitting your project. Applications and information can be found on the I'On website, [ioncommunity.com](http://ioncommunity.com). You can also contact the Neighborhood Design Coordinator for more information. The IDC office number is (843) 606-6366 and the e-mail address is [idc\\_ion@outlook.com](mailto:idc_ion@outlook.com). The IDC office is located at 159 Civitas Street, Suite 210.

**2.** To help your project move through the review & approval process efficiently, gather all application requirements needed for a review. Submit a completed application along with all application requirements, including a signed copy of this agreement and the associated fees listed on the application. Please review the Completion Deposit Policy found on the I'On website.

If desired, a Conceptual Review application is available to submit before submitting a Preliminary Review application for New Home construction, Structural Changes, and Major landscape Changes and the Conceptual Review application does not require a review fee.

**3.** A complete application package for the proposed project must be delivered to the IDC office, in one complete hardcopy package by noon on the Tuesday prior to IDC meeting for review. IDC meetings occur the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month unless otherwise noted. **Incomplete submissions will not be reviewed.** Late submissions will not be included on the agenda for the upcoming IDC meeting.

**4.** Once an application package has been reviewed, the homeowner will receive a letter with the review decision. Please note, you will not receive an immediate response after the IDC meeting. The IDC has 30 days from the date the complete application package was submitted to respond but, generally, it takes less time

**5.** If the application is not approved after the initial review, any additional items, information, changes and/or revisions that are needed will be listed in the decision letter. The homeowner must address these additional items, revise any plans and/or provide the information listed/requested and submit these, in hardcopy format, to the IDC for another review ASAP.

Please note that if requested items listed on a review letter are not submitted for IDC review within 6 months of the review letter date, the project is considered abandoned and the application expires and will be closed. If there was a deposit involved, the deposit will be returned. If an application has expired and the homeowner wants to move forward with the project, a new application package with fees will need to be submitted for another review.

**6.** If the application is approved to begin work, an IDC permit must be picked up from the IDC office and displayed so that it can be seen from the street when work begins and until the entire project is complete. The construction hours are listed on the backside of the permit and they must be adhered to.

Approve projects MUST begin work within 6 months of the approval date. Approved projects that have not begun work within six (6) months of the approval date are considered abandoned and the IDC approval expires on the project and the project is closed. If there was a deposit involved, the deposit will be returned. If approval on a project has expired and the homeowner wants to move forward with the project, a new application package with fees will need to be submitted for another review.

**7.** Once the application has been approved to begin work, please make sure to build/install and complete your approved project in exact accordance with the IDC approved plans. Any changes desired to be made to the initial “approved” plans must be submitted for IDC review and approval using the “Change to Approved Design” application before the changes are made.

**8.** Once any IDC application submittal has been reviewed, the review fee is not refundable or transferable whether the application was approved, unapproved, expired or closed.

**9.** All approved projects are to be completed within 12 months from the approval date (Completion date) and a final inspection & deposit refund must be requested no later than 90 days from the completion date using the “Final Inspection & Deposit Refund” application. Please review the “Completion Deposit Policy” on the I’On website for details.

**10.** Avoid Fines! Any work started without written approval, and any completed work that does not comply with the IDC approved design, is subject to remedies and sanctions imposed by the Assembly Board of Directors. Sanctions may include, but are not limited to, monetary fines, suspension of the right to vote and use of the Common areas, retention of all or part of the Completion deposit, and/or possible removal of unauthorized construction.

**11.** If the homeowner disagrees with an IDC final review decision, they may request an Appeal hearing. Please submit a detailed written Appeal request to the I’On HOA Manager to begin the Appeal process with the HOA Appeals Committee. The IDC does not handle Appeals.

**12.** The “Site Conduct & Maintenance Guidelines” must be followed during the entire project.

## **Site Conduct & Maintenance Guidelines**

To provide a compatible environment for residents during project construction the homeowners are responsible, along with their builders, contractors, and sub-contractors, to maintain a safe, clean, orderly construction site by following these minimum guidelines/standards.

1. Silt fencing and tree protection barricades should be erect and maintained per TOMP and OCRM standards.
2. Sites should be organized and cleared of debris and trash every day. During storms and hurricane season, construction sites must be clear of loose trash & debris and all items must be secured.
3. Dumpsters are to be regularly emptied prior to overflowing. During storms and hurricane season, all trash & debris must be pushed down into the dumpster and secured.
4. All materials and equipment must be kept on the job site and may not be placed, stored, or staged in a street, service lane right of way or sidewalk.
5. Deliveries, dumpster pick-ups and porta-potty service should be staged from the rear of lots.
6. Adequate space for parking & deliveries should be provided. If not possible, a parking and/or staging plan should be established by the builder and included in the design submittal for approval. Clear access to accommodate emergency vehicles to the site must always be maintained .
7. Construction material and construction vehicles may not block or inhibit neighbors from accessing or leaving driveways, streets, or alleys.
8. Fires are not permitted on construction sites.
9. All deliveries must be scheduled during construction hours.
10. Homeowners are responsible for informing anyone doing work on their property of the Site Conduct & Maintenance Guidelines and Construction hours.
11. Homeowners should inform their immediate neighbors of upcoming projects.

### **On Construction Work Hours**

Mon-Fri 7:30am-6:00pm

Saturday 8:30am-4:00pm

Sunday 1:00pm-4:00pm

Interior work is permitted outside of these hours ONLY if all openings are closed and no noise is audible outside of home.

## Homeowner Agreement:

Homeowner: \_\_\_\_\_

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

Contact number: \_\_\_\_\_ Email address: \_\_\_\_\_

I, \_\_\_\_\_, as property owner of the above address acknowledge and agree that I will comply with I'On CC&R's and the IDC architectural guidelines/standards, abide by the IDC Review process, and adhere to the Site Conduct & Maintenance guidelines.

I further acknowledge and agree that:

1. I am responsible for completing the project as described by the drawings & specifications approved by the IDC.
2. I am responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged with us.
3. I am responsible for and agree to start the project within 6 months of the approval date and complete the project within 12 months from the approval date (Completion date). I also understand that I must submit an IDC Final Inspection application no later than 90 days from the project's completion date or before.

The IDC's review and approval decisions are for the architectural aesthetics of exterior changes made to the homeowner's property. Approval by the IDC does not relieve the owner, builder, or the designer of responsibility for compliance with all City and/or Town codes, ordinances, rules, and regulations. IDC approval does not grant permission to build/install/enclose any new structure on a homeowner's property. A TOMP building permit as well as IDC written approval are both required before construction can commence.

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

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

### CONTRACTOR INFORMATION:

Contractor/Builder: \_\_\_\_\_

Contractor/Builder e-mail: \_\_\_\_\_

Contractor/Builder #: \_\_\_\_\_