

## **IV. Construction Guidelines**

Seabrook Island's sea island environment and the nature of the community create the requirement to manage construction activities in such a manner as to protect the environment and minimize the disruption of existing residential areas. The Construction Guidelines address balancing of construction logistics against maintaining the character of the community and minimizing impacts on visitors and residents. Any issues that arise during construction must be addressed as soon as practicable.

### **A. Construction Guidelines for New Construction and/or Changes to Existing Residences**

#### **1. General Guidelines**

- a. The General Contractor shall ensure employees and subcontractors comply with these guidelines.
- b. All Contractors performing alterations, additions, and other exterior changes on Seabrook Island shall be properly licensed as determined by Town, Charleston County, and State of South Carolina regulations.
- c. No lot clearing, filling, grading, or tree removal is allowed until plans have been approved for construction by the ARC, tree protection measures and construction limit barriers are in place, and a Zoning Permit has been issued by the Town.
- d. Any violation of these guidelines may result in assessments pursuant to Appendix B-SIPOA Enforcement Assessment Schedule.
- e. When required under these Policies and Procedures, assessments will be levied on the Contractor and deducted from the Contractor's construction deposit. If the Contractor deposit is fully expended, any further assessments will be levied on the Property Owner and deducted from the Property Owner's portion of the construction deposit.
- f. The Property Owner is responsible for informing the ARC if, at any step in the process, his/her plan deviates in any way from the approved plans. If it is found that deviations have been made without written ARC approval, the Property Owner shall be subject to the assessments set forth in Appendix B-SIPOA Enforcement Assessment Schedule. In all cases, the Property Owner will be held accountable by the ARC for the actions of the General Contractor regarding construction of the residence.
- g. When a Tropical Storm Watch or a Hurricane Watch has been issued by the National Weather Service, the General Contractor and all subcontractors shall secure the construction site and all materials, and/or remove all equipment and materials as possible, to minimize the potential for building materials being becoming windblown debris and to protect adjacent properties and roadways. Any directives issued by SIPOA shall be followed.
- h. If the project involves demolition, activities may be subject to requirements outlined in Appendix P-Demolition.

## **2. General Guidelines for New Construction Only**

- a. All General Guidelines in §IV.A.1 above apply.
- b. A copy of the Building Permit issued by Charleston County shall be provided to the SIPOA ARC office prior to the start of construction.
- c. Once construction begins, a copy of the Foundation As-Built Survey shall be provided to the SIPOA ARC office within 7 days of the completion of the foundation.

## **3. Contractor Guidelines per the SIPOA Rules and Regulations**

The following items outlined in the SIPOA Rules and Regulations apply to all Contractors and construction sites.

### a. Hours of Work

- Contractors may not enter the SID prior to 6:30 a.m. and must vacate the SID by 8:00 p.m. Jobsite deliveries or pickups may not take place prior to 7:00 a.m.
- With the exception of emergency situations, work by Contractors that may interfere with the quiet enjoyment of adjacent Property Owners must be confined to the hours between 7:00 a.m. and 6:30 p.m. Other Contractor work may continue until 7:30 p.m.
- Work by Contractors is not permitted on Sundays, holidays, or other days designated by the SIPOA Board, except by special arrangement with SIPOA.

### b. Holiday Hours

Except as specified herein, Contractors may only perform Emergency Work on the following Holidays:

**Table 3 - SIPOA Holidays**

|                  |              |
|------------------|--------------|
| New Year's Day   | Labor Day    |
| Easter Sunday    | Thanksgiving |
| Memorial Day     | Christmas    |
| Independence Day |              |

1. **Holiday Periods:** If the Holiday falls on a Monday or Tuesday, Contractor access will also be restricted from Saturday through the Holiday. If the Holiday falls on a Thursday or Friday, Contractor access will be restricted from the Holiday through Sunday. If the Holiday falls on a Wednesday, Contractor access will be restricted to the Holiday and on the Tuesday immediately preceding the Holiday.
2. Delivery of household furnishings is allowed on a Holiday and during a Holiday Period.
3. Construction material deliveries and dumpster deliveries and swap-outs may not take place either on a Holiday or during a Holiday Period.

4. Contractors may meet with Property Owners on a Holiday or during a Holiday Period solely for the purpose of providing an estimate for future work.
5. For purposes of this section, Emergency Work is defined as work that is required to address immediate fire or electrical hazards, plumbing leaks or other conditions requiring immediate attention, the delay of which would cause risk to life or health or significant damage to property.

c. Contractor General Rules

1. Contractors are not permitted to use any SIPOA amenities including SIPOA property/facilities, lakes, beaches, creeks and/or Beach Trust property, for fishing, crabbing or any other activity.
2. Contractors shall not operate entertainment devices such as radios and other audio equipment so as to disturb the quiet enjoyment of occupants of neighboring residences.
3. Contractors shall refrain from loud, vulgar or other inappropriate language.
4. All Contractor vehicles and trailers must be registered with the SIPOA Commercial Access Office.
5. Contractors, their employees, Seabrook Island Club employees, and/other non-residents shall not bring firearms or household pets (e.g., dogs) into the SID.
6. The preferred parking location for Contractors and their employees is on the building lot or the driveway of the developed property. When there is insufficient space on a lot, Contractors may park pickup trucks, light trucks, and automobiles on one side of the road pavement in the direction of traffic for a short period of time but may not impede traffic flow. Large trucks may be allowed to stop on SID roads to unload at the construction site. Such trucks shall then be required to move to a side street for parking on the pavement.
7. Adequate access for emergency vehicles must be maintained on all work sites.
8. Signage is not permitted on construction sites with the exception of signs required by the ARC.
9. Vehicles containing construction or yard debris must be covered while driving on Seabrook Island roadways. Contractors are responsible to clean up any debris removed from the jobsite that falls off the truck/trailer in the course of its removal from the SID.

d. Construction/Job Site Maintenance

1. A clean and orderly construction site must be maintained.
2. Construction debris and litter must be placed in a dumpster or trash trailer each day.
3. In lieu of a dumpster, an appropriately designed trailer of not more than 16 feet in length may remain on a construction site for the purpose of collecting trash and building waste. Such trailer shall have solid sides for trash containment or be covered with a muted-color tarpaulin at all

times after close of business. Such trailers must be removed from the SID by the end of the workday on Saturday of each week.

4. Contractor vehicles may not be left overnight on construction sites without the prior approval of SIPOA, except in the case of an emergency situation (e.g., mechanical breakdown).
5. Contractors may not leave heavy construction equipment at the jobsite overnight, unless it is in daily use at such job site or special arrangements are made with the Architectural Review Staff. On completion of the work at the jobsite such equipment must be promptly removed from the SID.

#### **4. Additional Contractor Guidelines**

##### **a. Sanitary Facilities**

Each construction site shall have a temporary sanitary facility. The facility is to be:

- In place prior to commencement of any work, not including land clearing
- Located off the road right-of-way within the building setbacks
- Screened from view from the street and, if possible, from neighboring residences (e.g., with dense vegetation or lattice)
- Positioned so that the door cannot be seen from the street and/or neighboring residences

##### **b. Protection of SIPOA Roads and Rights-of-Way, Lot Features, and Adjacent Lots**

###### Roads:

- Site Access: During initial site clearing, Contractors shall limit their access to the lot to the approved driveway location or the construction access as approved by the ARC.
- Anti-tracking materials: A six-inch (6") deep base material of crushed gravel, stone, or mulch is to be placed in the approved driveway or construction access location from the street to the property line or for a distance of twenty-five feet (25'), whichever is greater. This material shall be maintained and replenished as necessary until the driveway is installed.
- Roadway Maintenance: Sand, dirt and stone shall be removed from roadways in front of construction sites on a daily basis.

If any damage occurs to the roadway itself or curbing, arrangements for repairs shall be made with SIPOA ARC and Engineering immediately.

###### Road Right-of-Way:

- Building materials, equipment, and trash collection containers shall be stored off the road right-of-way.
- In all cases where the turf on the road shoulders has been disturbed or destroyed during construction, the Property Owner and/or Contractor shall restore it according to the specifications provided in Appendix E-SIPOA Right-of-Way and Turf Grass Policy.

Adjacent Lots:

- The side and rear property corners shall be defined with stakes during the entire construction period.
- Trespass on neighboring Properties is prohibited.
- Building materials, equipment, and vehicles associated with the construction shall not encroach on adjacent Properties.

Preservation of Natural Features:

- Contractors shall protect the dunes, trees, and natural areas that have been designated to remain after completion of construction.
- Tree Protection fencing is to be installed in accordance with the approved site Tree Protection Plan. The tree protection fencing is to keep all materials, equipment, vehicles and debris outside the protected area at all times and shall not be moved to facilitate construction logistics. The ARC reserves the right to require, on an individual lot-by-lot basis, that the Contractor install six foot (6') high chain link fencing if it is determined other fencing types are not maintained and/or would not be effective.
- If tree protection fencing needs to be altered in any way during construction, prior approval by the SIPOA ARC Staff is required.
- Tree protection fencing is to be kept upright, maintained, and securely in place at all times during construction. Prior to landscape installation, contact ARC Staff for approval to remove tree protection fencing.
- If silt fencing is specified on the Tree Protection Plan or Grading Plan, it is to be maintained at all times and shall not be moved to facilitate construction logistics.
- Trees and distinctive flora not marked for removal shall not be destroyed, radically pruned, or removed without the prior written permission of the ARC.

c. Construction Vehicle Parking

- When there is insufficient space on a lot, Contractors may park pickup trucks, light trucks, and automobiles on one side of the road pavement in the direction of traffic for a short period of time.
- Construction workers are to park on the building lot or the pavement. However, those working on the four main thoroughfares (i.e., Seabrook Island Rd., The Haulover, High Hammock and Capn Sams Rd.) shall park on nearby side streets and cul-de-sacs.
- Parking shall not impair access by emergency vehicles, impede the flow of traffic, or otherwise create a hazardous condition.
- Large trucks may stop on SID roads to unload at the construction site. The trucks shall then be moved to a side street for parking on the pavement.
- No parking is permitted within fifty feet (50') of a fire hydrant or traffic island or an intersection.

- Once tree protection is removed, parking is only allowed in driveway location.

d. Trailers

- Storage containers are not allowed on single-family residence construction sites unless they can be stored completely under the building and out of sight.
- Contractor and sub-contractor trailers up to sixteen (16) feet long may park on the site overnight, but must be screened from street view as much as the site will practicably allow.
- No more than two trailers are allowed at any one site overnight.
- Specialty trailers larger than sixteen feet, such as those applying foam insulation, may be allowed overnight with ARC staff approval.
- A request for contractor and sub-contractor trailers to be parked at a regime / association overnight requires the approval of both the Regime Manager and the ARC Administrator. Due to the space limitations of most regimes / associations, if approved, additional restrictions may be enforced (size, limitation to one trailer, location, etc.).

e. Cleanliness and Trash Disposal

- All construction sites shall be maintained in clean and orderly condition on a daily basis.
- All construction materials shall be stacked neatly and kept within the property lines.
- All trash, litter, building debris, and pallets shall be in the on-site dumpster at the end of each workday.
- The Contractor shall ensure that no litter or debris affects neighboring Property.
- Burying or burning of trash and unused building materials is prohibited.
- Should the Contractor responsible for construction fail to maintain a clean site at all times, the ARC reserves the right to have the job site cleaned at the expense of the Property Owner and/or Contractor, and/or to impose assessments in accordance with Appendix B-SIPOA Enforcement Assessment Schedule.

Dumpsters:

- Dumpsters shall not be located in the right-of-way or on any Critical Root Zone (CRZ) areas.
- All material in the dumpster is to be fully contained below the top edge of the dumpster and out of sight.
- Dumpsters shall be exchanged when full and are to be exchanged on the job lot, not on any Seabrook Island roads. For alternate change-out locations contact SIPOA.

f. Job Site Sign, Color Board, and Other Signage

- Every new construction job site shall display a Job Site Sign identifying the Architect, Contractor, Landscape Architect, and Property Owner as specified in Appendix N-Job Site Sign Specifications. The sign is to be erected within 10 days of the date of the Charleston County Building Permit.
- Every new construction job site shall display a Job Site Color Board as specified in Appendix O-Job Site Color Board Sign Specifications. The sign is to be erected after the home has been framed, but a minimum of 30 days in advance of installation/application of any color element on the dwelling.
- The fronts of the job site sign and color board must face the street. The signs shall be located on the boundary between the SIPOA road right-of-way and the building lot and, if possible, be positioned against a backdrop of vegetation for softening of appearance.
- The rear of the job site sign is to be used for posting permits and other applicable information.
- At the Property Owner's discretion, one black and white "No Trespassing" sign, maximum size 11" x 14" is permitted for each new construction site. The sign shall be attached to the job site sign.
- Sites undergoing remodel projects as defined in §III.A.1-Exterior Modifications Review of this document may, but are not required to, display a job site sign.
- In the absence of a Job Site Sign, building permits for "Exterior Modifications" projects shall be displayed on the residence and are not to be attached to trees.
- No other signs are permitted.

g. Commencement and Completion of Construction

- Construction shall be deemed to have started on the date a valid Building Permit is issued by Charleston County. If the work is of a nature that a Building Permit is not required, construction shall be deemed to have started on the date such construction was approved by the ARC or the Architectural Review Staff.
- Construction shall be deemed to have been completed on the date the ARC Final Review is approved.
- All "New Single-Family Residence" and "Additions and Remodels" construction are to be completed within fifteen (15) months of the date of the Charleston County Building Permit or ARC approval as noted above.
- All "Exterior Modifications" construction is to be completed within six (6) months of ARC approval.
- Failure to complete construction within the prescribed time may result in assessments as indicated in Appendix B-SIPOA Enforcement Assessment Schedule.

- Should the Contractor anticipate a longer construction period, he/she shall provide a completed Request for Permit Extension form (available on the SIPOA website or by contacting the SIPOA ARC) to the Architectural Review Staff prior to the expiration date. (As indicated in §III.B.5-Project Initiation, the expiration date is fifteen (15) months after the date of the Charleston County Building Permit.)

## **B. Enforcement of Construction Site Requirements**

- Construction sites will be inspected frequently for compliance with these Policies and Procedures.
- ARC access to the construction site for purposes of such reviews is authorized by the SIPOA Protective Covenants.
- Violations of the construction guidelines may be photographed.
- Pursuant to SIPOA Bylaws, the ARC has the authority to impose monetary or other sanctions for violations of the SIPOA Policies and Procedures.
- The ARC will provide written notification by email and/or US Postal Service Certified Mail to the Property Owner and Contractor of the violation and the amount of the non-refundable assessment (per Appendix B-SIPOA Enforcement Assessment Schedule) levied against the Construction Commitment deposits.
- Assessments will be levied first against the Contractor's construction deposit until that is depleted. Thereafter, assessments will be levied against the Property Owner's construction deposit, or directly upon the Property Owner if that deposit is also depleted.
- The ARC does not accept responsibility for monitoring construction or for detecting any deviation from approved construction plans.
- Failure by the ARC to detect or object to a noncompliance during the construction process does not relieve the Property Owner of the obligation to correct the noncompliance.

## **C. Completion of Construction and Final Review**

Requirements for project completion and instructions for requesting a Final Review and return of construction deposits are provided in §III.B.6-Final Review.