



# **Policies and Procedures for Residential Development**

## **Version 2021.4**

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## **Seabrook Island Architectural Review Process**

Seabrook Island is a barrier island of singular beauty. The unique character of its barrier island environment is a shared resource that creates an opportunity to ensure that homes complement and are a part of the sea island environment. Each home is treated, not as an individual creation or architectural entity placed on its site, but rather as a carefully integrated addition to the natural setting.

The Architectural Review Committee (ARC) is an advocate for maintaining property values and the quality and character of the island over time. As part of a Property Owner's Design Team, the ARC serves as a resource for Property Owners, Architects, and Contractors, providing guidance as the Design Team explores possibilities for their homes during the design, construction, and improvement process.

Recognizing that a proposed new home, or changes to an existing home, will become a part of the fabric of a neighborhood and the island, the ARC review of design submittals evaluates the fit and impact of a design in the context of its natural surroundings – the existing vegetation, topography, and other natural features.

Due to the diverse character of the island, the Architectural Review Committee evaluates submittals on a case-by-case basis. In this way the ARC guides the design, construction, and alterations to homes on the island in an environmentally sensitive manner which enhances and preserves the character that makes Seabrook Island unique.

The ARC strongly recommends that the Owners of properties undergoing review participate in the presentations made to the Committee by their Architects, Contractors, and other representatives.

The Architectural Review Staff is available to assist the Property Owners and their representatives throughout the process and to answer questions. Please contact the Architectural Review Staff if you need assistance.

## **I. Basis and Intent of the Guidelines**

The Seabrook Island Property Owners Association (SIPOA) Policies and Procedures for Residential Development set forth SIPOA's requirements, design guidelines and processes for development of single and multi-family residences on the island and standards for the modification and maintenance of established properties. This document is intended to provide Property Owners, their Architects, and Contractors with an overview of the Architectural Review Process, the Design Guidelines, and the Maintenance Standards.

### **The Architectural Review Committee**

The Architectural Review Committee is comprised of two SIPOA Board members who serve as the Chairperson and Vice Chairperson, appointed residents of Seabrook Island, and the SIPOA Architectural Review Staff. The size of the ARC shall not exceed five (5) appointed volunteer members in addition to the Chair and Vice Chair. Each volunteer member so appointed shall be asked to serve a three-year term and may serve an additional consecutive fourth year upon the invitation of the Chair. Upon completion of a term of consecutive years of Committee service, any person wishing to again volunteer to serve on the ARC must wait two years before being eligible to again serve. The ARC incorporates the support of outside design consultants as appropriate. The ARC derives its authority from The Protective Covenants for Seabrook Island Development (Protective Covenants) and the Bylaws of the Seabrook Island Property Owners Association (Bylaws). The ARC has been delegated responsibility by the SIPOA Board of Directors (Board of Directors) for administration of §15a and §16 through §25 of the Protective Covenants, as amended from time to time, to which all residential Property Owners are subject by deed. Authority to impose monetary or other sanctions for violations of these Policies and Procedures for Residential Development is contained in Article 7.4.7 of the Bylaws.

The mission of the ARC is to serve as the duly appointed representative of the Board of Directors with responsibility to review all plans for construction, landscaping and external improvements to residential properties within the Seabrook Island Development (SID). From the time of Initial Site Visit through the Final Review process for any new construction or alteration to an existing structure, the ARC members and staff shall, upon reasonable notice by telephone call to an authorized number, or by email, and which may include messages left on voicemail, have reasonable access to the site for the purpose of carrying out their normal duties or for enforcement purposes. This access is provided for in SIPOA Covenant Section 29, which provides in pertinent part:

"SIPOA is permitted by these Protective Covenants to correct, repair, clean, preserve, clear or take any action on Property in the SID, entering Property and taking such action shall not be deemed a trespass. Entering a Property for inspection purposes to assure compliance with these Protective Covenants also shall not be deemed a trespass."

SIPOA Covenant §19 states:

"No building of any kind or description, fence, swimming pool, deck, walkway or other structure shall be erected, placed or the exterior altered on any Property in the SID until the proposed building plans, specifications, exterior color or finish, plot plan (showing the proposed location of such building or structure, drive and parking areas, and

accessory buildings), landscaping plan and the construction schedule for such building shall have been approved in writing by the ARC."

By authority of the Protective Covenants and subject to provisions of the Town Development Standards Ordinance, the ARC has the sole and exclusive right to approve the location of buildings and any alterations or improvements on a Property. Refusal of approval of plans, location, or specifications by the ARC may be based upon any reasonable ground, including aesthetic conditions (see §19 of the SIPOA Protective Covenants). The ARC will not review any plans if there is any unpaid assessment on the property. Except as specifically provided for herein or in the Protective Covenants, the ARC may grant variances from these Policies and Procedures in those cases where an exception is justified by unique or extreme circumstances. Any such variance granted shall not be considered a precedent.

Approval of proposals, plans and specifications, or drawings for any work done or proposed, or in connection with any other matter requiring approval, shall not be deemed to constitute a waiver of the right to withhold approval as to any similar proposals, plans and specifications, drawings or other matters subsequently or additionally submitted for approval.

All guidelines, requirements, and procedures for single-family residences are equally applicable to "multi-family dwellings" except where specifically modified or superseded in these Policies and Procedures. "Multi-family dwellings" include but are not limited to attached or detached patio homes, townhouses, cluster houses, villas and condominiums.

In addition to the Design Requirements and Policies of the ARC, the design and construction of structures and buildings on Seabrook Island are also governed by certain other regulatory agencies. These agencies include the Town of Seabrook Island, Charleston County, the State of SC Department of Ocean and Coastal Resource Management/DHEC, and FEMA/US Government. It is the responsibility of Property Owner(s), Architect(s), and Contractor(s) to determine the applicable requirements and incorporate those requirements into the scope of work for the project.

## **Design Objectives**

Designs for new residences and improvements to existing residences begin with evaluation of the context and environment of the proposed structure or improvement. In addition to the unique natural characteristics of the individual site, the character of the maritime forest and existing structures in the vicinity of the proposed residence are essential considerations in the design process.

Via thorough site review, the unique characteristics of each Property become apparent. Because of this uniqueness, a design that was appropriate on one site is not necessarily appropriate for another. The objective is to design structures and/or improvements that seamlessly integrate man-made development into the natural setting of a specific property. Therefore, the repetitive use of residential designs or the purchase and submittal of stock plans is inappropriate and will not be accepted.

Design Criteria are specified in the Policies and Procedures that follow. This Policies and Procedures document is divided into two main parts: *Design Guidelines* and *Review Process*. Also provided are specifics about the *Construction Process*, *Property Maintenance*, and supplemental information and exhibits to help you create and maintain your Seabrook Island home.

Unless the context requires otherwise, capitalized terms used herein shall have the meaning ascribed thereto in the Protective Covenants and SIPOA Rules and Regulations.



## II. Design and Development Guidelines

### The Seabrook Island Environment

Seabrook Island's coastal environment presents unique opportunities and challenges when designing a home. Our maritime forest, salt marsh, river marsh, lake, and beach/dune environments create possibilities to incorporate the character of the island and its views into the design of your home.

Appendix F-Seabrook Island Ecological Areas provides a brief overview of the varied environments on the island with a map depicting their approximate locations. The ARC requires that Property Owners and Architects consider influences of a home's ecological area when planning new homes and altering the appearance of existing homes. Also, the ARC recommends consideration and use of responsible, sustainable design and building practices when remodeling homes or designing new homes.

The "Design Guidelines" and the "Development Guidelines" in this section outline important aspects of design elements to be considered during the design process. Items which are *required* are clearly identified and are to be followed for ARC approval. *Recommended* items are based on the ARC's considered judgment of improvements that would add to or enhance a residence design or landscape plan; they may be followed but are not necessary for ARC approval.

### A. Design Guidelines for Existing Single-Family Homes

Over time existing Property Owners, and new Property Owners who move into existing homes, envision additions and improvements to existing homes. Improvements to existing homes have an impact not only on the individual home but also the neighborhood. The ARC's review of the design of the proposed changes benefits the Property Owner and the island by maintaining a high level of quality in the context of the current design guidelines.

The review of proposed changes, improvements, and additions is guided by evaluating the design submittal in the context of the existing structure, its surroundings, current site development guidelines, and all current building design guidelines that might apply. Please refer to §II.C-Development Guidelines for New and Existing Single-Family Residences for specific design guidelines, requirements, and recommendations applicable to the site, the home exterior, and appurtenant structures.

A Letter of Intent is the essential first step of this process. It is to be submitted along with photos, Architectural, Site Development, and Landscape Plans as appropriate for the scope of the project. The Architectural Review process and its detailed submittal requirements for modifying existing homes are outlined in §III.A-Review Process for Exterior Alterations to Existing Dwellings. Please note that the steps to be followed and the amount of information required varies based on the complexity of the project. For this reason, the ARC highly recommends that the Property Owner and his/her representatives participate in an initial meeting with the Architectural Review Staff to discuss the proposed improvement, identify specifics that are applicable to the project, and reach agreement on the specific review steps to be followed/documentation to be provided.

## **B. Design Guidelines for New Single-Family Residences**

The sea island environment of Seabrook creates opportunities to design residences which incorporate the natural characteristics of the property, its surrounding environment, and the island into the design. Those residential designs which respond to the nature and character of the individual property become a positive contribution to the island by maintaining the maritime forest and landscape, while at the same time allowing for the residence to take full advantage of its views and surrounding environment. Residential designs which respect and complement the natural surroundings are the most successful designs.

The climate of coastal South Carolina influences and impacts the design of residences. Careful attention to exterior design elements and detailing create visually interesting homes which are appropriate for this climate and have a positive impact on weatherproofing and maintenance.

Through its Architectural Review process, Seabrook Island promotes well thought out designs which address energy conservation and incorporate "green" building techniques and materials. As a part of this initiative, certain building materials are not permitted on Seabrook. Please refer to §II.C-Development Guidelines for New and Existing Single-Family Residences for specific design guidelines, requirements, and recommendations applicable to the site, the home exterior, and appurtenant structures.

The Design Guidelines, coupled with the steps in the Architectural Review Process, establish a framework for creating a residence which responds to your ideas, dreams, and the individual nature of your lot, and also becomes a positive contribution to Seabrook Island.

The Architectural Review Process and its detailed submittal requirements for new single-family residences are outlined in §III.B-Review Process for New Single-Family Residences. The ARC highly recommends that the Property Owner and his/her representatives participate in the first review step, Initial Site Meeting with the Architectural Review Staff, to discuss the proposed development, clarify property-driven constraints on development, discuss the Architectural Review Process, and identify any other specifics that are applicable to the project.

## **C. Development Guidelines for New and Existing Single-Family Residences**

### **1. Site Development**

#### **a. Design and Compatibility:**

The design of a single-family home shall take advantage of and respond to the individual nature and character of the lot. It shall be individually designed to complement both the site and the neighborhood. Any design deemed repetitive or derivative of another design (e.g., stock or pre-published designs) will be denied.

Recognizing that codes and standards have changed, the ARC may deny any construction plan if the size and location of the proposed residence is not compatible with adjacent homes or on purely aesthetic conditions.

Larger building forms shall be designed as a collection of articulated masses that break down the scale of the structure.

All designs for new homes shall be prepared under the supervision, in responsible charge and sealed by an Architect who is currently registered and licensed in S.C.

The ARC recommends that the Property Owner's Architect contact the St. John's Fire Department to verify all current fire safety requirements for site planning and to address any related questions. These requirements are separate from, and in addition to, the site planning requirements established by the ARC.

#### **b. Setback Requirements:**

Table 1 on the next page provides the setbacks that establish the buildable area for single-family lots. This information shall be addressed as a part of the Conceptual Design Review submittal.

**Table 1 - Lot Setback Requirements**

<b>Type of Lot:</b>	<b>Conforming</b>	<b>Non-Conforming</b>	
<b>Lot Area in square feet:</b> (upland area above jurisdictional wetlands and OCRM critical line)	<b>17,500 or over</b>	<b>13,501 - 17,449</b>	<b>13,500 or less</b>
Front/streetside property line:	30'	30'	30'
Side property line (see * below): (no improvement other than landscape, driveways, walkways and guest parking as described below allowed within the side setbacks)	15'	12' 6"	10'
Rear property line: (covered or screened decks & porches at or below the first inhabitable floor, second floor porches; see * below)	25'	25'	25'
Lots on Marsh, Lake, Ponds, or Golf Course - Rear property line: (uncovered or open porches or decks at or below the first inhabitable floor, at grade / flush with grade elements; see * and ** below)	15'	15'	15'
Rear and side property lines: (driveways, walkways, guest parking)	6'	3'	3'
<b>Oceanfront Lot Setbacks:</b>	***	***	***

\* Marsh front lots are measured from the more landward of the current certified DHEC-OCRM critical line or Property line. (See §7 of Town Development Standards Ordinance.)

\*\* Open and uncovered porches/decks which are at or below the first habitable floor elevation require 15' setbacks. Screened porches, covered porches/decks and open decks with element(s) which extend above railing height and/or with solid walls which are intended to be railings or visual screens, decks, or porches above elevated lower level decks/porches, or which are located above the first habitable floor elevation, are not permitted in areas defined by the deck setbacks. Examples of elements extending above rail height could include but are not necessarily limited to: arbors, awnings, outdoor fireplace chimney structures, or any other elements the ARC at its discretion determines are inappropriate for open deck structures that are located within the first level deck buildable area as defined by the deck setbacks. The intent is to create uncovered decks with open railings at or below the first floor of the house, within the buildable area for decks as defined by the deck setback. See Appendix M-Deck Setback Exhibit Drawing.

\*\*\* See relevant sections of the Town of Seabrook Island Development Standards Ordinance.

### c. Lot Coverage and Building Size/Height:

The ARC may reject any architectural design if it determines that the scale of the residence is inappropriate for the given lot. While there are no formal specifications for the minimum or maximum size of Seabrook residences, the size and mass of a proposed structure are part of the aesthetic evaluation of the plan. Structures which dominate the natural topography are not acceptable.

See Appendix K-Lot Coverage Guidelines and Calculation Worksheet for guidance in calculating lot coverage values.

Table 2 below provides the maximum % coverage on a single-family property for Structure Elements and for Hardscape.

**Table 2 - Lot Coverage Requirements**

<b>Type of Lot:</b>	<b>Conforming</b>	<b>Non-Conforming</b>	
<b>Lot Area in square feet:</b> (upland area above jurisdictional wetlands and OCRM critical line):	<b>17,500 or over</b>	<b>13,501 - 17,449</b>	<b>13,500 or less</b>
<b>Maximum % Lot Coverage of Structure Elements:</b> (structure of the home, garage, elevated decks, covered or screened porches, pools elevated above 3', stairs-to-grade, all conditioned spaces, and any other structures above grade structures)	25%	***	***
<b>Maximum % Lot Coverage of Hardscape:</b> (driveway (within property boundary), walkways, patios, on-grade pools (elevated less than 3') & decks, and any other at grade / flush with grade elements)	10%	10%	10%

\*\*\* See Appendix S: Maximum Structural Lot Coverage for Non-Conforming Properties.

All single-family residences on Seabrook Island shall be limited to two stories (excluding under-residence parking) and may not exceed a height of thirty-six feet (36'-0") above Charleston County requirements for design flood elevation (DFE) or the required height of freeboard above the required (mean) base flood elevation (BFE).

Where the existing land elevation is higher than the base flood elevation, the maximum permitted height of thirty-six feet (36'-0") is to be measured from the highest pre-construction/existing land elevation within the building footprint.

Height limitations apply to cupolas, domes, widow's walks, etc. They do not apply to chimneys, which shall be no higher than required by applicable building codes.

### d. Driveway and Garages:

The driveway approach shall be carefully integrated into the grading and landscaping scheme of the site. Off-street parking spaces shall be treated in the same manner and, where possible, shall be screened from view.

The driveway width is to be twelve feet (12'-0").

A minimum of two fully enclosed garage parking spaces with doors shall be provided for each residence. Garage doors shall be individual doors for each garage bay, unless site characteristics preclude that approach and the ARC approves a variation in response to site conditions. Any deviation from the requirement for separate garage doors will be reviewed as part of the Conceptual and Preliminary review submittals.

Front entry garages are not recommended. In the circumstance where a Property cannot accommodate a side entrance garage (e.g., due to natural site characteristics such as trees, elevations, landforms and lot configuration, or other factors deemed appropriate by the ARC), the ARC will consider front/streetside entry garage doors. Streetside garage doors shall not dominate the street façade. Recessed single doors are recommended.

Arbors and other structures, design elements, and landscaping shall be used to soften the impact and appearance of the garage doors on both the side and front elevations. Garage door colors are to blend with the color of the foundation.

Only one driveway curb cut per residence is permitted except under special circumstances as approved by the ARC due to unique site characteristics.

See Table 1 in §II.C.2-Setback Requirements, above for driveway setbacks.

A minimum of one and a maximum of two additional off-street guest parking spaces are required in addition to the two enclosed parking spaces.

Permitted materials:

- Pervious pavers
- Concrete with exposed aggregate
- Concrete
- Crushed stone
- Other approved aggregates

The ARC recommends the use of driveways constructed of pervious material but requires the use of such material when the driveway covers or directly threatens the root structure of adjacent or nearby trees.

Loose aggregate drives shall be edged with brick or other edge details to contain the aggregate material(s).

On lots where loose aggregate driveways are proposed, the right-of-way area between the street edge and lot line shall be paved with brick, pavers, or concrete to the full width of the drive and for a depth from the curb of at least fifteen feet (15'-0").

## 2. Architectural Design

The architectural design establishes the character of the proposed details. Detailing and materials appropriate for the style of the proposed design shall be developed, refined, and used in a consistent manner on the exterior of the residence. The detailing shall consider the climate, building code requirements, and "green" building initiatives among a wide range of factors that could affect the design.

### a. Siding and Trim:

#### Permitted materials:

- Wood
- Approved fiber-reinforced cement siding and trim
- Muted color brick or stucco
- Wood Plastic Composite ("Azek" trim or equal, "Nucedar" siding or equal, wood polymer lumber products or equal)
- Boral TruExterior® Siding and Trim
- New siding/trim technologies upon review and approval

#### Non-permitted materials:

- Vinyl or aluminum siding
- Vinyl textured exterior panels (pre-manufactured)
- PVC, vinyl, and petrochemical-based materials for trim elements except as described above or where necessary to construct certain architectural elements

Note: The ARC reserves the right to prohibit materials that industry experience indicates should not be used in this environment.

### b. Roofing, Roof Accessories, and Chimneys:

Main roof forms/masses are required to have a minimum roof slope of 6/12. Ancillary roof forms may have a lower slope provided they are characteristic of the Architectural style and fit with the overall design as determined by the ARC.

#### Permitted materials:

- Architectural grade, dual- or multi-layered, laminated dimensional shingles that provide a multi-dimensional appearance
- Standing seam metal
- Slate
- Wood shingles and shakes
- Tile
- New roof technologies upon review and approval

Non-permitted materials:

- Corrugated plastic and/or corrugated metal
- PVC-based products
- Resin or acrylic shingles or shakes

All roof accessories such as vent stacks, roof vents, and vent fans shall blend with the roof and be located, if possible, on the rear elevation of the residence.

Windscreen caps shall be used on all chimneys. Exposed metal chimney flues are not permitted.

If appropriate, also see additional information in this section regarding solar panels.

**c. Windows:**

Windows shall be premium grade architectural wood or vinyl/aluminum clad and compliant with building codes.

All opening protection details and materials shall be reviewed and approved by the ARC prior to construction.

**d. Foundation Elements:**

Open areas in the perimeter foundation of the residence and open areas under decks, HVAC stands, and stairways shall be enclosed with louvers or other materials. Where aesthetically appropriate, the recessed louver requirement may be waived at the discretion of the ARC.

Foundation vents shall blend with the color of the foundation.

The ARC highly recommends coating all floor slabs, concrete and/or concrete block walls below the DFE with water resistant coatings to facilitate easier cleanup after a flood event. It is also recommended that all items susceptible to water damage be stored above the DFE. Installation of an elevated, rust resistant racking system could be helpful.

**e. Columns:**

Porch columns shall be proportionally consistent with the design style of the home. Columns greater than one story in height are not recommended, as they are generally considered inconsistent with the architectural context of Seabrook Island.

**f. Decks:**

Deck design shall comply with requirements stated in the second footnote ("\*\*") to Table 1 in §II.C.2-Setback Requirements above and in Appendix M-Deck Setback Exhibit Drawing. Also, refer to the "d. Foundation Elements" topic above.

Permitted materials:

- Wood, natural stone, concrete, pavers, and Wood Plastic Composite ("Trex" wood polymer lumber products or equal)
- PVC product that is fully encased/encapsulated with no "bare" or unfinished PVC material visible from the sides or underneath and must have a smooth underneath side rather than be scalloped or shaped in another way that would affect its durability.

- Alternate materials will be evaluated on a case-by-case basis with approval granted at the sole discretion of the ARC

Non-permitted materials:

- PVC differing from those described above and vinyl

Note: The ARC reserves the right to prohibit materials that industry experience indicates should not be used in this environment.

**g. Fire Protection:**

The ARC recommends that a fire suppression system be considered for installation in all new home construction and in major renovations of older homes.

### **3. Materials and Colors**

Seabrook Island enjoys varied barrier island environments: Beachfront and Dunes, Salt and River Marshes, Lakes, and Maritime Forest. These environments create neighborhoods which benefit from the careful selection of materials and color palettes that complement the natural context of the environs.

Exterior colors and material textures shall be selected to blend in with the natural surroundings or as approved by the ARC on a case-by-case basis. Adjacent homes shall not be painted the same color. Colors, and their appearance on the specific materials where they are applied, are to be judged using the Light Reflectance Value ("LRV"). LRV measures the percentage of light a paint color reflects. Most major paint brands include this information on their sample cards and on their websites.

For both siding and trim, the acceptable LRV values are between 10 and 80 (sometimes referenced as a percentage and other times as a whole number). Appropriate contrast between the siding and trim color is required.

Contact the Architectural Review Staff for assistance in locating the LRV value of proposed colors. Upon receipt of a specific request for colors outside of this LRV ranges, the ARC will review the requested exceptions and may grant approval.

To help integrate the home with its natural surroundings, the ARC recommends against painting corner boards (vertical trim at the corners of the building) in a color that contrasts with its siding.

### **4. Exterior Lighting**

All exterior lighting for new construction and the redesign/replacement of lighting for existing homes, including all fixtures, shall be approved by the ARC.

An objective of the ARC is to avoid improper or excessive exterior lighting which results in light pollution (impact glare, urban sky glow) and light trespass (light intrusion on neighboring Properties). The ARC requires using the minimum amount of lighting necessary for safety. Some resources for recommended exterior fixture types are provided in Appendix H-Exterior and Site Lighting Resources.

**a. General:**

Exterior lighting shall be designed so that the source of the light is not visible beyond the property lines. The goal is to see the effect of the light in a space or area but not the source of the light.



With the exception of gas fixtures and fixtures with bulbs that mimic gas lamps, decorative fixtures shall be Dark Sky compliant (i.e., with no light directed upward) so as to obscure the light source.

Fixtures with clear, seeded, and/or translucent glass are permitted only when used with low wattage “flicker” bulbs that mimic gas lamps. Use of frosted bulbs is not a substitute for using Dark Sky compliant fixtures.

Sensitive environments such as beachfront and marsh areas are subject to additional limitations requiring shielded lighting.

Floodlights are not permitted.

Decorative fixtures shall be used as secondary accent/decorative lighting and not as a primary light source for decks, porches, stairs, walkways, and driveway areas.

Dimmers, lighting controls, or timers are strongly recommended for all outdoor lighting. The ARC strongly recommends all exterior lighting be turned off by midnight.

Use of minimum brightness (lumens) that will serve the particular lighting purpose is required.

Lamp types shall produce a white or warm white light:

- Lamp types shall produce a light color that is in the color spectrum between 2700 and 3100 Kelvin. Lamp types producing a light color outside this range (e.g., mercury vapor, sodium vapor, CFL, and others) will not be approved.
- All lamps/light fixtures shall provide a Color Rendering Index (CRI) of 85 or higher.

Note: Lamps that provide a source of light that falls into the specified Kelvin spectrum and also meet the CRI requirements produce a truer white light that renders colors more accurately, especially in landscaping.

**b. Structure Lighting:**

“Wall washing” (lighting of exterior vertical surfaces of the structure) with exterior lighting is not permitted. However, at points of egress, lighting installed under soffits may be approved at the discretion of the ARC.

Beachfront homes shall not have exterior lights that shine directly toward the beach or have fixtures where the source of the light is visible from the beach or beyond property lines. (See Appendix H-Exterior and Site Lighting Resources for resources.)

Light fixtures on exterior porch ceiling fans are not permitted.

Deck and stair lighting shall be accomplished via low-voltage post-mounted down lights, under-rail lights, down lighting from trees, flush-mounted under tread lighting fixtures, or other techniques where the source of the light is not visible. In-riser stairway lighting is not permitted.

**c. Landscape, Driveway, and Path Lighting:**

Appropriate but limited low-wattage/low-voltage, shielded indirect landscape lighting will be allowed at the discretion of the ARC. Landscape light fixtures may not broadcast light beyond property lines. Lamps shall produce a white or warm white light:

- Lamp types shall produce a light color that is in the color spectrum between 2700 and 3100 Kelvin. Lamp types producing a light color outside this range (e.g., mercury vapor, sodium vapor, CFL, and others) will not be approved.
- All lamps/light fixtures shall provide a Color Rendering Index (CRI) of 85 or higher.

Use of landscape lighting for “wall washing” is not permitted.

Landscape lighting shall generally be “down lights,” with minimal use of “up-lights” limited at the discretion of the ARC. Up-lights are not allowed in the rear of beach front properties unless it takes the place of other exterior lighting fixtures such as stair or deck post lights, wall mounted fixtures, and those needed for safety purposes for ingress/egress.

Lighting used along driveways and pathways shall be either light fixtures installed close to the ground (24" or lower) or low-voltage down light fixtures installed in trees (moonlighting technique). Low voltage fixtures shall have deep hoods, shields, or louvered directional lenses. Low voltage fixtures will be evaluated on a case-by-case basis with particular attention given to lamp type, fixture design, and wattage/lumens of light output.

Driveway and landscape lights shall be located within the side and rear setback lines of the lot and will be permitted to extend into the front setback only if they do not encroach on the road right-of-way. Double frontage lots, or lots with two front setbacks as determined by the Town of Seabrook Island, will only be allowed landscape lighting in ONE of the two front setbacks.

All landscape lighting shall shield the source of the light from view beyond the property lines of the lot.

Lamp types shall produce a white or warm white light. Lamp types which produce a light color other than the color spectrum between 2700 and 3100 Kelvin (e.g., mercury vapor, sodium vapor, CFL, and others) will not be approved. All lamps/light fixtures shall provide a Color Rendering Index (CRI) of 85 or higher. (Lamps that provide a source of light that falls into the specified Kelvin spectrum and also meet the CRI requirements produce a truer white light that renders colors more accurately, especially in landscaping.)

Gas lamp posts are permitted.

#### **d. Pool Lighting:**

In-pool lighting shall be kept to a minimum and turned off when pool is not in use.

#### **e. Dock Lighting:**

Dock lighting is reviewed and approved on a case-by-case basis. The months of the year and specific hours that lights may be used shall be established and made a requirement to protect nesting turtles and other wildlife. In no case will exposed luminaries or light fixtures that broadcast light be approved for use on docks.

### **5. Landscape Design**

Landscape design is an integral part of the design process that is addressed in concept as a part of the Conceptual Design submittal, a Request for Remodel-

Modification-Repair that involves exterior changes, or the significant renovation/replacement of landscape elements on a Property.

**a. General:**

For modifications to properties with existing dwellings, the Property Owner shall submit a Request for Tree Removal that specifically identifies trees, shrubs, groundcover, etc. to be removed and any trimming/pruning of live tree canopy elements. Note that any deviation from the ARC-approved Tree Removal request may be subject to fines and mitigation.

For all new construction, any removal of trees or live canopy elements, shrubs, groundcover, etc. beyond that shown on the ARC-approved Landscape Plan may be subject to fines and mitigation.

Note: Landscape design includes consideration of plant material existing in or planned for a Property border that is owned by SIPOA and/or The Club or is part of the Beach Trust. In all of these cases, landscape design shall be reviewed and approved by the ARC before any work is initiated.

Landscape design addresses not only new plant materials, but also the existing plant materials on the site including trees and important understory plants. Hardscape elements such as driveways, walkways, on-grade outdoor living spaces, etc., are inherent to a well thought out, comprehensive landscape design. Grading and drainage are also an integral part of the landscape design thought process. A successful Landscape Plan integrates the residence into the surrounding environment and reinforces the natural beauty of the site. It preserves the character of the neighborhood and island, making property lines disappear.

Designs shall minimize the impact of the residence on the surrounding natural environment and preserve the site's existing landscape and topography to the greatest extent possible. The ARC strongly recommends maximum retention of existing plants. The roadside right-of-way area is to be incorporated into the Landscape Plan.

The sea island environment requires plant materials that are appropriate for the varied planting zones on Seabrook. Plant material selections shall respond to the character of the individual planting zones, because not all plants are suited for all locations. The Landscape Plan is to demonstrate that appropriate plant materials suited to the site's characteristics and orientation are selected. See Appendix F-Seabrook Island Ecological Areas for an overview of Seabrook Island's varied habitats, and see Appendix G-Landscape Plans/Plant Guidelines and Resources for sources of information about plant materials for maritime forests, wetland buffers, and barrier islands. Contact the Architectural Review Staff for additional information and resources about Seabrook Island's varied planting zones and the characteristics of plant materials appropriate to those areas.

Native and/or non-invasive species are permitted. Invasive species are not permitted. Contact the ARC staff for a current list that includes the genus and species names of plant material not allowed to be planted on Seabrook Island.

Plant size, salt tolerance, deer resistance, and drought resistance are to be considered when selecting plant materials to be included in the Landscape Plan.

For all new construction, Landscape Plans shall be prepared under the supervision, in responsible charge and sealed by a Landscape Architect who is currently registered and licensed in S.C. For landscaping changes to existing single-family homes and villas/regimes, it is not required that the plans be prepared by a Landscape Architect licensed in S.C.

Additional plant materials and trees may be required by the ARC in response to field conditions at the end of construction.

Landscaping and irrigation systems shall be designed to minimize water usage. Rainwater collection and reuse is recommended.

In planning the landscape design, please recognize that use of chemicals will impact water quality and marine life in marshes and lagoons. Use of chemicals or fertilizers within fifteen feet (15') of a marsh, wetland, lagoon, lake, or any other natural drainage course or storm drain inlet is not permitted.

In order to prevent washing of materials into roads and drain inlets, the use of mulch and/or pine straw on slopes near streets is highly discouraged.

#### **b. Trees:**

Trees are an integral part of the Seabrook Island environment. Care shall be taken to preserve trees when designing a Landscape Plan.

Tree preservation requirements vary from site to site. Tree preservation is a priority, and careful evaluation of the existing trees on a site by an ISA Certified Arborist® is recommended (and may be required in response to proposed site development concepts).

Prior ARC authorization is required for removal of trees and for pruning of live canopy elements.

For more detailed guidance on this subject, please refer to Appendix L-Tree and Natural Vegetation Preservation/Removal Policy, specifically sections 1-Definitions, 2-Tree and Vegetation Removal Guidelines, and 3-Mitigation. Also see Appendix R-Tree Trimming/Pruning Guidelines. The ARC reserves the right to implement additional requirements for tree protection and preservation over time or on an individual case-by-case basis.

#### **c. Tree Protection:**

Every reasonable effort shall be made to provide physical protection for trees not scheduled for removal.

Tree protection is mandatory for live oaks or other significant hardwoods twenty inches (20") in diameter or greater measured four and one-half feet (4'-6") above the ground. For more detailed guidance on this subject, please refer to Appendix L-Tree and Natural Vegetation Preservation/Removal Policy.

The ARC reserves the right to require enhanced tree protection measures in response to individual site characteristics and the potential impact of construction phase activities.

For new construction, tree protection is to establish a "construction limits" boundary within the property. The construction limits shall extend along the

streetside property line, along either side of the construction access area (typically, but not always, the driveway), and then surround the area that is approved for construction, materials storage, dumpster, and temporary sanitary facility.

**d. Plant Protection Fencing:**

Deer fencing or other plant protection fencing or netting, both permanent and temporary, is not permitted.

Tree trunk protection and temporary bracing or anchoring for newly planted trees is permitted. Refer to this [link](https://sipoa.org/wp-content/uploads/2026/01/tree-bracing-samples.pdf) (<https://sipoa.org/wp-content/uploads/2026/01/tree-bracing-samples.pdf>) for examples of approved trunk protection and tree bracing/anchoring.

In addition, please refer to this [link](https://sipoa.org/wp-content/uploads/2025/10/Indigenous-Invasive-and-Deer-Resistant-Plants.kpb20240920-2.pdf) (<https://sipoa.org/wp-content/uploads/2025/10/Indigenous-Invasive-and-Deer-Resistant-Plants.kpb20240920-2.pdf>) for information on native plantings, recommended specimen sizing and other helpful advice to minimize damage from deer and other animals.

**e. Landscape Plant Materials:**

In selecting specific plant material, the ARC requires the plant materials suggested as being appropriate for the habitat zone. Seabrook Island's varied ecological areas are described and depicted on a map in Appendix F-Seabrook Island Ecological Areas, and reference information on landscape plants appropriate for Seabrook Island is provided in Appendix G-Landscape Plans/Plant Guidelines and Resources.

**f. Shrubs and Foundation Plantings:**

Foundation plants shall be evergreens a minimum height of either four to five feet (4'-0" to 5'-0") or one half (½) the height of the foundation, whichever is greater, when planted.

Plants four to five feet (4'-0" to 5'-0") tall shall be used to screen service area locations, irrigation back-flow preventers, guest parking, and buffer areas between residences.

Utility boxes visible from the street (e.g., cable TV, electric, etc.) shall be screened from street view in a way that leaves them accessible to utility workers.

**g. Grass and Ground Cover:**

Large expanses of sod are not recommended.

Areas of sod shall not be closer than fifteen feet (15'-0") from a marsh, wetland, lagoon, or lake.

Irrigation is required for sodded areas including the rights-of-way.

The Landscape Plan shall include specifications on the ground cover to be used in the right-of-way.

While there is no specific requirement for grass varieties, the Architectural Review Staff can provide guidance based on local studies and Property Owner feedback.

#### **h. Irrigation Systems:**

The landscape design shall integrate irrigation systems that provide essential support for plant health while conserving water resources. Systems shall integrate rainwater harvesting when possible. Irrigation systems shall be designed and maintained to avoid excessive runoff onto hardscape and roadways or excessive watering beyond that necessary for the various plant materials and site conditions.

#### **i. Drainage and Grading:**

Every effort shall be made to direct excess runoff from the residence/appurtenances and the paved areas away from adjacent lots and paved roadways. In some cases, it will require excess runoff to be retained onsite.

Every Property Owner is required to ensure water runoff from his/her Property does not adversely affect neighboring properties. In the event it is found that existing homes are discharging water onto neighboring lots, the Owner or Owners of the properties that are generating the discharge will be required to implement measures to redirect water flow.

In some cases, existing homes adjacent to vacant lots disburse water onto the adjacent vacant lots. When vacant lots are developed, the owners of existing neighboring homes that are discharging drainage onto those lots are required to develop and implement a drainage plan that manages runoff from their house, lot, and paved areas.

#### **j. Wildlife Corridors and Wetlands Buffers:**

Landscape designs shall include at least one minimum ten foot (10') wide wildlife corridor along a side lot line. Exceptions will be granted for the Village at Seabrook, where the landscape designs shall include at least one minimum seven and one half foot (7' – 6") wide wildlife corridor along a side lot line. If the site is adjacent to a Seabrook Island Green Space Conservancy Property, the ARC strongly recommends that the wildlife corridor be proposed along the side property line adjoining the conservancy property.

The Landscape Plan shall provide a minimum of a fifteen foot (15') wide buffer along the edge of wetlands and critical areas.

Buffer/corridor plantings shall be a combination of native trees, shrubs, grasses, and perennials.

New plant materials planted in the wetlands buffer and/or the wildlife corridor areas shall be indigenous species as recommended in the Planting Zone information for the area. New plant materials in wetlands buffers shall be indigenous and as recommended for salinity of the pond/lake or for marsh/ocean edges. Contact the Architectural Review Staff for additional information.

### **6. Appurtenant Structures**

All appurtenant structures, installations and elements shall receive ARC approval prior to installation. Appurtenant structures, installations and elements include, but are not limited to, the following:

**a. Swimming Pools, Spas, and Hot Tubs:**

Pools, spas, and hot tubs elevated 36" or above ground level will be considered for calculation of the maximum structure percentage. Pools, spas, and hot tubs elevated below 36" above ground level will be considered for calculation of the maximum hardscape structure percentage. Location of swimming pools, spas, hot tubs, and associated decking, fencing, benches, etc., shall comply with the heated area setback requirements (related side setbacks and rear setback of 25') established for residences on Seabrook Island. The Property Owner is responsible for ensuring compliance with all applicable federal, state, and local regulations.

Swimming pools, spas, and hot tubs are not permitted on the streetsides of the residence and shall not adversely impact adjacent property. Exceptions will be considered on a case-by-case basis.

All swimming pools, spas, and hot tubs shall have enclosures that comply with all applicable building codes and safety barrier guidelines in effect at the time of construction. Chain link and plastic fences are not permitted.

As an alternative to ground level fencing, the ARC will consider mechanical pool safety covers which meet current life safety and building code requirements.

Landscape screening is required to soften the visual impact of the pool and/or fence. This landscaping shall include a variety of plant materials appropriate to the Property's Planting Zone and be installed in such a way as to avoid creating a uniform or straight line of similar plant types.

**b. Seawalls, Bulkheads, and Docks:**

No seawalls, bulkheads, other erosion control structures or docks shall be constructed on Seabrook Island without prior approval by the ARC.

ARC approval shall be obtained prior to submission to the Town or DHEC/OCRM.

Submittal drawings shall be prepared by a professional Dock Builder, Engineer, or Architect using a current As-Built Survey with trees and topographic information as a base plan. The Survey shall indicate a current certified OCRM critical line.

Access walks (piers), docks, and floating docks shall be constructed only from improved lots (i.e., from lots on which a residence has been previously constructed or on which ARC Final Approval for construction has been granted and construction of the residence has begun).

Property Owners shall maintain seawalls, bulkheads, and docks constructed for the benefit of their Property, in good condition at all times. Walkways are not permitted along bulkheads or other erosion control constructs.

Docks, seawalls and bulkheads shall be maintained and repaired as needed or as directed by the ARC.

Dock lighting is reviewed and approved on a case-by-case basis. The months of the year and specific hours that lights may be used shall be established and made a requirement to protect nesting turtles and other wildlife. In no case will exposed luminaries or light fixtures that broadcast light be approved for use on

docks. See Appendix C-Recreational Docks, Pierheads, and Access Walkways for additional requirements and guidelines.

**c. Ornamental Landscape Structures:**

Plans for the construction or erection of ornamental landscape structures, including gazebos, arbors, trellises, etc., shall be submitted to the ARC for review and approval.

Installation of gazebos, arbors, trellises, and other ornamental landscape structures shall comply with all setback requirements.

**d. Playground Equipment:**

Plans for the construction or erection of playground equipment, including basketball backboards and other such recreational facilities, shall be submitted to the ARC for review and approval.

See Appendix D-Play and Recreational Structures/ Basketball Backboards for specific guidelines.

**e. Miscellaneous Yard Ornamentation:**

One of Seabrook Island's greatest assets is its natural beauty. In an effort to preserve this asset, yard art shall be compatible with, and blend in with, existing natural features and vegetation. Therefore, the art shall be soft in coloration, integrate with the overall landscape design, and complement the surrounding environment.

Artificial turf and flowers/plants are not permitted.

Yard art does not require ARC approval. However, ARC may require removal if it receives a significant number of Property Owner complaints.

Property Owners who display yard art/ornamentation that does not meet the guidelines listed above or that is deemed lewd or offensive by the ARC will be required to remove it.

**f. Patios, Courtyards, Fences, Walls, and Gates:**

The design of patios, courtyards, fences, walls, and gates shall be coordinated with and integrated into the design of the residence.

Courtyards:

- Courtyards shall be surrounded by the structure of the residence/garage on at least three sides.
- Courtyard fences and/or gates are restricted to those for pedestrian use and will be permitted only on a case-by-case basis.

Walls:

- Construction of retaining walls will be reviewed and approved on a case-by-case basis, and only when the topography, trees, and proposed grading and drainage plans suggest it is appropriate in the opinion of the ARC.
- Short accent wall(s) along one side of a Courtyard and integrated into the Landscape Plan will be reviewed on a case-by-case basis.



#### Decorative Fences and Gates:

- Gates at driveway entrances are not permitted.
- Fences which enclose or define areas of the lot are not permitted.

#### Electric Fences:

- Aboveground electric fences or other electronic wildlife control devices are not permitted.
- Underground electric dog fences are permitted.

#### Plant Protection Fencing:

Deer fencing or other plant protection fencing or netting, both permanent and temporary, is not permitted.

Tree trunk protection and temporary bracing or anchoring for newly planted trees is permitted. Refer to this [link \(https://sipoa.org/wp-content/uploads/2026/01/tree-bracing-samples.pdf\)](https://sipoa.org/wp-content/uploads/2026/01/tree-bracing-samples.pdf) for examples of approved trunk protection and tree bracing/anchoring.

In addition, please refer to this [link \(https://sipoa.org/wp-content/uploads/2025/10/Indigenous-Invasive-and-Deer-Resistant-Plants.kpb20240920-2.pdf\)](https://sipoa.org/wp-content/uploads/2025/10/Indigenous-Invasive-and-Deer-Resistant-Plants.kpb20240920-2.pdf) for information on native plantings, recommended specimen sizing and other helpful advice to minimize damage from deer and other animals.

#### **g. Flags:**

Only the types of flags expressly permitted by this subsection are permitted to be displayed from a Property. All other flags are prohibited.

#### Definitions.

- For the purpose of these Policies and Procedures a flag is a piece of cloth, fabric or any other material of any size, that displays any pictorial representation, symbol, emblem, logo, slogan, message, letters, numbers or any other similar type of design or content, regardless of the manner in which such item is hung, displayed, mounted or installed. For avoidance of doubt, flags include, but are not limited to, banners.
- "Displayed from a Property" and similar phrases mean that the flag is visible from the exterior of the structures located on the Property, regardless of the vantage point from which the flag is visible (including but not limited to whether such vantage point is on or off the Property), and also regardless of the flag's physical location (including but not limited to whether the flag is physically located within a structure located on the Property or whether the flag is located within the right of way for a street or other roadway.)

Permitted flags. Only the following types of flags are permitted:

- Official United States flags. In recognition of the Freedom to Display The American Flag Act, 4 U.S.C. § 5 (2006), the United States flag may be displayed at any and all times. However, size of the flag may not exceed 4 ½ ft. x 6 ft. The U.S. flags may not be displayed in any disrespectful, vulgar or other inappropriate manner. Residents who wish to display the U.S. flag shall do so in accordance with 4 U.S.C. § 7 (2006),

"Position and manner of display," and 4 U.S.C. § 8 (2006), "Respect for flag."

- Official State flags. An official State flag may be displayed at any and all times. However, size of the flag may not exceed 4 ½ ft. x 6 ft. State flags may not be displayed in any disrespectful, vulgar or other inappropriate manner. Residents who wish to display a State flag with the U.S. flag shall do so in accordance with 4 U.S.C. § 7 (2006), "Position and manner of display," and 4 U.S.C. § 8 (2006), "Respect for flag."
- Seasonal or holiday. Seasonal and/or holiday flags not exceeding 4 ½ ft. x 6 ft. may be displayed in accordance with the guidelines for Holiday Decorations appropriate season or holiday (§V.B.6 Holiday Decorations). Seasonal or holidays flags are defined as representation of any recognized season (winter, spring, summer, or fall) and any federally recognized holiday (Thanksgiving, Christmas, etc.) Seasonal flags must be removed within seven (7) days of the changing of the season. Holiday flags shall be installed not before thirty (30) days prior to the holiday and must be removed no later than fourteen (14) days after the holiday, with the exception of Christmas. Christmas flags may be displayed from the day after Thanksgiving until January 15.
- United States military service flags.
- College/university flags.
- Professional or college sports team flags.
- "Welcome" flags with a beach, nature, pet or similar motif, but with no political or social/cultural cause messaging.
- Family event celebration flags, such as for a graduation or birthday, but such flags may be displayed not more than seven (7) days before the event and must be removed no later than seven (7) days after the event.

#### Display parameters for permitted flags.

- A maximum of two flags is allowed per Property.
- Flags shall be in good condition.
- Flags on a residential building shall be flown from staffs that are bracket mounted to the building and no longer than six feet (6').
- Flags shall not be flown from windows, trees, bushes, or poles, except as set forth in §II.C.6.h (mailbox post poles).
- Freestanding flagpoles shall be used only for display of the US flag.
- The flagpole, including specifications on height, location, landscaping, and lighting, shall be approved by the ARC, made of fiberglass, aluminum, or wood, be no more than twenty-one feet (21'-0") in height, and be no more than 4 5/8" inches in diameter at its base.
- To prevent impact glare, the ARC recommends against lighting of flagpoles.

**h. Mailboxes and Street Numbers:**

A mailbox with street number shall be installed in front of each single-family dwelling. The approved design and location for Seabrook Island single-family dwelling mailbox installations is depicted in Appendix I-Mailbox Specifications. Street address signs or placards to be affixed to the home or placed in the yard, will be reviewed on a case by case basis.

Mailboxes that are badly rusted and/or faded shall be replaced and/or repainted upon the request of the ARC.

Mailbox posts shall be kept straight and in good condition.

Paint for mailbox posts and for white reflective numbers may be obtained from SIPOA.

Mailboxes and/or posts may be purchased from SIPOA and installed by SIPOA staff.

Any plantings, flags or other objects installed on or around a mailbox shall not obstruct postal delivery or the visibility of residential street numbers. These objects may be placed either low to the ground or on a flagpole attached to a flagpole holder on the mailbox post. The ARC reserves the right to require removal of objects placed on or around a mailbox or post if they create maintenance problems, become unsightly, or obstruct postal delivery or the visibility of street numbers. See §II.C.6.g for types of permitted flags.

**i. Protection for Windows:**

The design and Installation details for opening protection systems (i.e., hurricane panels and/or shutters) shall be submitted to the ARC and approved prior to construction. The submission is to include complete product information, photos of similar installations, architectural plans and elevations, and construction and installation details.

Permanently installed storm protection devices shall be compatible with the exterior detailing and color scheme of the residence so as to not be readily apparent.

For homes completed before 12/31/08, temporary installation of window protective material, such as unfinished plywood, is permitted for impending weather emergencies, but every effort must be made to remove this type of material as soon as the emergency has passed.

The use of plywood for hurricane protection is not allowed for buildings completed after 12/31/08 or homes which have undergone a major remodel, which includes changes/additions to the building footprint or square footage or in situations where all windows have been replaced with Charleston County approved impact rated windows, after 12/31/2008.

**j. Signs:**

Only the types of signs expressly permitted by this subsection are permitted to be displayed from a Property. All other signs are prohibited.

### Definitions.

- A “sign” as defined for the purpose of these Policies and Procedures is any display of a pictorial representation, symbol, emblem, logo, slogan, message, letters, numbers or any other similar type of design or content, including but not limited to displays comprised of physical material and displays created by projectors, illuminated, or animated devices. Signs include, but are not limited to, commercial signs such as “for rent” or “for sale”, in-ground business identification signs by security or pet fencing vendors, and signs regarding past, current or future public office candidates.
- The phrase “displayed from a Property” and similar phrases mean that the sign is visible from the exterior of the structures located on the Property, regardless of the vantage point from which the sign is visible (including but not limited to whether such vantage point is on or off the Property), and also regardless of the sign’s physical location (including but not limited to whether the sign is physically located within a structure located on the Property or whether the sign is located within the right of way for a street or other roadway.)

### Permitted Signs. Only the following types of signs are permitted:

- Building permits and legal notices, pursuant to requirements of, and for time periods prescribed by, applicable law.
- Building numbering pursuant to the applicable Charleston County ordinances.
- Construction signs that comply with §IV-Construction Guidelines, Appendix N-Job Site Specifications, and Appendix O-Job Site Color Board Sign Specifications.
- Green Space Conservancy signs denoting a property as being a conservancy property.

Commercial signs such as “For Rent” or “For Sale” and in-ground business identification signs including those provided by security or pet fencing vendors are not allowed on Seabrook Island.

### **k. HVAC/Generator Equipment:**

In-wall or window HVAC units shall be screened from view from all sides of the property.

Condensers, package units, and any related equipment located on the exterior of the structure shall be screened with lattice/louvered panels or panels to match other surface finishes and landscaping.

HVAC/generator platforms are subject to setback requirements defined in Table 1 of §II.C.2-Setback Requirements, above.

Placement and height of HVAC / Generator platforms shall be governed by Charleston County ordinances. The elevated platforms shall be designed to be compatible with the architectural style and character of the structure and screened with panels (e.g., louvers or stucco panels to match other surface finishes) for the full height of the equipment and shall be landscaped. If the original HVAC equipment is replaced with a larger and/or taller unit, the elevated platform shall be modified to fully screen the new equipment.

**l. Solar Panels:**

Solar panels incorporated into the roofscape shall be installed flush with the roof. Rack mounted solar panels shall be integrated into the roof design using roof wells or parapets. External piping is not permitted.

**m. Gutters and Downspouts:**

Gutters and downspouts shall match the surface to which they are attached.

**n. Utilities:**

Externally mounted utility items (e.g., electric meters, instant hot water units, telephone boxes, irrigation controllers, etc.) shall be located on the sides or rear of the residence, painted to match the walls to which they are attached, and screened from view with landscaping, plant materials, and/or other architectural elements. Any above ground piping, including sewer cleanout valves, shall be painted to match the ground surface where they are located.

Above-ground propane tanks and other utilities shall be located on the sides or rear of the residence and screened from view with landscaping, plant materials, and/or other architectural elements.

**o. Security Cameras:**

Permission for installation of cameras and surveillance equipment shall be based on consideration of the effect on a neighbor's right to privacy and enjoyment of their Property. Installations that the ARC determines will cause an unreasonable interference with neighbors' reasonable expectations of privacy will not be permitted.

Cameras shall be placed in the least intrusive or visible location possible and mounted in a fixed position such that they view only the Property Owner's Property. The camera's view shall not be changed or adjusted to view neighboring properties or common areas.

Applications for installation of cameras shall include a plot plan showing the location of cameras in relation to neighboring structures. Specifications shall be provided showing the design, size, shape, color, and angle of view. A manufacturer's photograph and/or drawing of the equipment shall also be provided.

**p. Antennae and Raised Viewing Platforms:**

Visible radio towers, television towers, television antennae, and raised viewing platforms are not allowed on residential property within the SID, except as provided for below.

Satellite Dishes on Single-Family Residences:

- Satellite dish placement requires ARC approval.
- The ARC strongly recommends that the satellite dish not be visible from the streetsides of the Property.
- The ARC strongly recommends that the dish be installed on a rear or side roof of the home; alternative locations will be considered if that location precludes reception of acceptable signal quality.
- The dish shall be grey or black in color as per manufacturer.

- If ground placement is used, the satellite dish shall be properly screened from view with buffer plantings.

## **D. Development Guidelines for New and Existing Multi-Family Dwellings**

Multi-family dwellings, including but not limited to attached or detached patio homes, townhouses, cluster houses, villas, and condominiums, shall comply with the Town of Seabrook Island Development Standards Ordinance (DSO) effective August 24, 2004 as amended.

Each regime/association has standards determined by its original construction as well as specific changes approved by the ARC since that time.

Architectural Design standards for each villa regime are documented in the regime's standards for exterior repair and improvements, and modified from time to time as seen fit and approved by the Regime Board and then by the ARC. Regime Architectural Design Standards apply to changes proposed for the building and for other exterior elements such as decks, appurtenant structures, hardscape, landscape design, lighting, etc.

Plans for multi-family dwellings shall be reviewed for safety and fire requirements by the St. John's Fire District acting with the Town Zoning Administrator.

Documented regime/association standards are the first-level authority for a regime's Development Standards. The second-level authority is the "as-built" standard from the time of original construction. For subjects not addressed in these two sources, multi-family dwellings are subject to all requirements of this document's Development Guidelines for New and Existing Single-Family Residences (§II.C above) plus the following guidelines that are specific to multi-family dwellings.

### **1. Architectural Design**

Attached and detached multi-family homes are required to exhibit architectural compatibility. Compatibility will be reviewed as a function of the following parameters:

- Homes shall exhibit design continuity.
- Roof pitches shall be complementary.
- Roof materials and colors shall be uniform.
- Window style, color, trim and fascia details, and all exterior detailing shall be consistent.

### **2. Building Size and Height**

Building density, size and height are established in the Town's Development Standards Ordinance (DSO) §7.90.

### **3. Driveway and Walkway Design**

The materials chosen for driveways, walks, and entries shall be used in a consistent and uniform manner. See §II.C.4-Driveway and Garages for material specifications.

### **4. Materials and Colors**

Window finishes shall be uniform, complementary, and architecturally appropriate.

All exterior materials and colors, including decking materials, shall be selected pursuant to §II.C.6-Materials and Colors.

## **5. Protection for Windows**

Opening protection systems (i.e., hurricane panels and/or shutters) as required by the applicable building codes shall be designed to become an integral part of the exterior trim of the openings.

Design and installation details for opening protection materials and systems shall be submitted to the ARC and approved prior to construction. The submission is to include complete product information, photos of similar installations, architectural plans and elevations, and construction and installation details.

The opening protection shall blend in with the surrounding trim element details and colors so as to not be readily apparent.

## **6. Fire Protection**

The ARC recommends that a fire suppression system be considered for installation in all new construction and in major renovations of older buildings. The close proximity of units makes it especially important for the owners of multi-family dwellings to consider retrofitting their homes with a fire suppression system.

## **7. Exterior Lighting**

All exterior lighting shall comply with the current lighting requirements in §II.C.4-Exterior Lighting.

Exterior residential lighting fixtures and landscape lights shall be installed consistently from one home to the next.

The recommended light fixtures for the exterior of a home are recessed or can lights which shield the source of light from adjacent homes and common areas.

All exterior lights shall fall within the setback lines of the individual multi-family home lot as specified in §II.C.2-Setback Requirements.

## **8. Landscaping and Landscaped Buffers**

The finished landscaping shall unify homes within a multi-family development.

Guest parking areas, HVAC/generator units, and enclosures shall be screened from adjacent homes and roadways by plantings of sufficient size. (See §II.C.8-Landscape Design.)

A diversity of native indigenous plants, including trees, shall be used to create a heavy vegetative buffer between similar use properties when mature. The sizes of plants at installation shall be adequate to achieve immediate softening and screening of the development from adjacent Properties, common areas, and roadways.

Earth berms and dense landscape plantings shall be installed between multi-family home developments and adjacent Properties of dissimilar use, including road rights-of-way.

Plant materials in buffers and along the edges of the property shall be native, indigenous plant materials including native trees in order to integrate the development into the maritime environment and specific Ecological Zone habitat of Seabrook Island.

The developer shall provide irrigation and mulching to ensure plant growth and development.

Additional plant materials and trees may be required by the ARC in response to field conditions at the end of construction.

## **9. Protection of Existing Trees and Vegetation**

The protection of significant trees and other distinctive areas of vegetation (as defined in the "Definitions" topic of Appendix L-Tree and Natural Vegetation Preservation/Removal Policy) is required.

Existing vegetation which will serve as a natural buffer between multi-family homes and adjacent Properties with dissimilar zoning uses shall be protected during construction in accordance with ARC guidelines.

Buffer areas and other existing areas of significant plant growth which are to be preserved but are damaged during construction shall be restored, and additional plant materials may be required by the ARC prior to final approval.

## **10. Appurtenant Structures**

All appurtenances in multi-family developments shall be approved by the villa association or regime prior to submission for ARC approval.

### **a. Mailboxes and Street Numbers:**

Each dwelling in a multi-family development shall be marked with its street number and have a mailbox, similarly marked, in the development's approved mailbox location. For mailboxes in developments that have central mailbox locations or mailboxes affixed to the unit, contact the Regime or Association management for information regarding design, location, and maintenance of mailboxes, posts, and unit / street numbers.

### **b. Satellite Dishes:**

Satellite dishes in multi-family developments shall comply with the requirements for satellite dishes on single-family residences and shall not be installed on common property.

### **c. HVAC Equipment:**

All new HVAC stands in multi-family developments shall conform to the standards and requirements for HVAC stands in single-family homes.

### **d. Solar Panels:**

Solar panels on multi-family units that are incorporated into the roofscape shall be installed flush with the roof. Rack-mounted solar panels shall be integrated into the roof design using roof wells or parapets. External piping is not permitted.

### **e. Signs:**

Association identification signs shall be approved by the ARC.



### **III. Architectural Review Process**

#### **Overview**

The Architectural Design Review Process is intended to assist Property Owners and their Architects in designing or renovating homes on Seabrook Island. Recognizing that the design of homes should respond to the natural characteristics which are unique to each lot, the steps in the review process support working through the design possibilities in a clear and logical progression. Each review builds upon the information in the previous submittal, helping to avoid unnecessary delays.

The ARC places an emphasis on working directly with the Property Owner and his/her representatives to explore basic design concepts early in the review process and establish the direction for the Site Plan and the basics of how the residence will take shape and relate to the site. This initial step helps to avoid developing architectural plans which are not, in the opinion of the ARC, appropriate for a given Property.

There are similarities and differences in the review process for various types of projects. The following information addresses these requirements.

#### **A. Review Process For Exterior Alterations To Existing Dwellings**

As homes see a change in ownership or as we discover ways to enhance our homes, it is important to work through the design process to ensure that proposed changes to homes complement the existing home. Ideally, changes and additions will not be readily apparent, looking as though they were a part of the original structure. The review process for proposed alterations to the exterior or landscape of homes ensures that these changes are a positive addition to both the home and the fabric of the island.

The ARC is responsible for reviewing and approving any exterior alterations to existing residential buildings and property which alter the aesthetic characteristics of the building, landscape, or property in the SID. The ARC will take one of the following actions with each Design Review submittal: a) approve; b) approve with requirements; or c) disapprove with requirements.

Some examples of work which requires ARC approval include but are not limited to:

- Additions
- Exterior building modifications and exterior alterations
- Siding, roofing, or painting in existing or new colors
- Changes to or additions of appurtenant structures such as fountains, game structures, retaining walls, courtyards, and patios
- Exterior lighting changes, including both residence and landscape
- Changes to driveways, walkways, etc. including color, coating, and materials
- Removal of trees six inches (6") in diameter measured at four and one-half feet (4'-6") above ground level or other distinctive understory vegetation
- Major changes or additions to landscaping

- Topography changes on a property, cut and fill operations, and grade/drainage changes
- Construction or alteration of seawalls, bulkheads, or revetments
- Dock or associated walkway construction or alteration including handrails, benches, lighting, etc.
- Demolition of all or part of an existing structure

All Contractors performing alterations, additions, and other exterior modifications on Seabrook Island shall be properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. In an effort to maintain the character and quality of the island, please be aware that Property Owners who construct additions, make alterations, or execute other exterior changes to their buildings and/or grounds, or permit a Contractor to perform same, without prior written approval by the ARC, shall be subject to an Enforcement Assessment in accordance with Appendix B-SIPOA Enforcement Assessment Schedule, possible restoration of the Property to its previously approved condition, or other action as deemed appropriate by the ARC.

Two review levels correspond to the complexity of the planned exterior alteration:

- **Exterior Modifications Review** – for changes in appearance that do not alter building square footage, building footprint, or location of hardscape
- **Additions and Remodel Review** – for changes/additions to the building footprint or square footage and for relocation of hardscape

Please read the descriptions below to decide on the type of review that applies. The Architectural Review Staff is available by appointment to assist the Property Owner and representatives in determining which type of review to request and the specific materials that will be required for the review.

### 1. Exterior Modifications Review

Exterior Modifications are all changes in appearance that do not alter the building square footage, building footprint, or location of any hardscape. Proposed changes that fall into this category include but are not limited to:

- Painting: new color(s) and/or existing color(s) including siding, trim, front door, and foundation
- Siding, roof, window, porch, and any other exterior changes to buildings and/or grounds
- Exterior lighting changes, including both residence and landscape
- Any change to driveway or walkway color, coating, or material
- Tree trimming/pruning or changes to the landscaping costing more than \$1,000
- Alteration or construction of appurtenant structures such as fountains, game structures, retaining walls, courtyards, and patios
- Alteration or construction of seawalls, bulkheads, or revetments
- Alteration or construction of dock or associated walkway, including handrails, benches, lighting, etc.

### **Required Materials:**

A completed Request for Exterior Alteration/Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape form (on the SIPOA website or by contacting the SIPOA ARC); if the project involves removal of trees/vegetation, please review and follow instructions provided in Appendix L-Tree and Natural Vegetation Preservation/Removal Policy and use the Request for Landscape Vegetation Alteration on Developed Lot Form (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves demolition, please review and follow instructions provided in Appendix P-Demolition

Review Fee, if applicable, per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits

Description of work, plans, and description of materials including product literature detailing size, style, materials, and finishes

Scaled plans and/or photos of the affected area may be required to show the existing conditions

A PDF document for Architectural and Landscape plans may be required; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

### **Plan Approval Timeframe and Construction Deposit:**

The Architectural Review Staff will review the proposal for compliance with the SIPOA Policies and Procedures.

A refundable construction deposit may be required per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits.

ARC Exterior Modification Approval is valid for a period of six (6) months from the date the approval form is signed and/or plans are stamped by the Architectural Review Staff or the ARC Chairperson. If the work has not commenced within six (6) months of the date of approval, the Review Process shall be reinitiated and all review fees paid again.

All construction activities are governed by the Construction Guidelines requirements outlined later in this document.

## **2. Additions and Remodels Review**

Additions and remodeling projects are those that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. Please consult with Charleston County Building Services regarding the applicability of the Charleston County "50% Improvement Rule" for remodels and renovations.

The Architectural Review Staff is available by appointment to meet with the Property Owner and/or representatives in advance of initiating the process to clarify and discuss the intent of the project as well as the applicable Design Guidelines, policies, procedures, and submittal requirements.

### **The Additions and Remodels Review process consists of three steps:**

#### **Step 1. Request for Additions and Remodel Design Plans Review**

#### **Step 2. Project Initiation**

#### **Step 3. Post-Construction Review**

#### **1. Request for Additions and Remodel Design Plans Review**

The first step of this process is for the Property Owner to provide complete information about the Additions/Remodel project. Not all of the items listed below are required for every project. For that reason, it is important that the Property Owner and Contractor meet with the Architectural Review Staff to identify the specific materials and work items that will be required for the particular project under consideration.

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday of the week prior to the ARC meeting.

While the ARC strongly recommends that all remodeling plans be stamped and signed by an Architect who is in responsible charge of the project, is currently registered and licensed in S.C., and has complete control to change or alter plans during the design phase, improvements that **will expand the heated/cooled area of the home**, it is required that plans be stamped and signed by an Architect who is in responsible charge of the project, is currently registered and licensed in S.C., and has complete control to change or alter plans during the design phase.

Any changes to the site's topography may lead to the requirement for a grading and drainage plan be prepared and sealed by an Architect, Landscape Architect, or Engineer who is in responsible charge of the project and currently registered and licensed in S.C.

Any tree removal or trimming/pruning of live canopy elements will lead to the requirement to submit a separate Request for Landscape Vegetation Alteration on Developed Lot Form or Landscape Vegetation Alteration on Undeveloped Lot Form (available on the SIPOA website or by contacting the SIPOA ARC)

The ARC will not review any plans if there is any unpaid assessment on the property.

**Required Materials** (one complete pdf of all forms, plans and supporting documents submitted via electronic means or on disk or flash drive and ten (10) sets at 11" x 17"; please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while stamped and signed drawings will be required for final approval):

- a. A completed Request for Additions and Remodel Design Plans Review form and checklist, Step 1-Request (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves demolition, please review and follow instructions provided in Appendix P-Demolition
- b. Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits
- c. Letter of Intent
- d. Tree and Topographic Survey stamped and signed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Design Review, in the same

vertical datum of the current Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), and prepared at a scale of 1/8" = 1'-0" or 1/10" = 1'-0", showing:

- Property lines, all easements, setbacks, critical lines, and lot area (square feet) and total square footage of highland where applicable
- Location of adjacent residences and driveways indicating their approximate side-yard window locations
- Utility locations
- Base Flood Elevation
- All existing site features including topography at 1-foot (1'-0") intervals
- OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal; certifications shall meet current OCRM criteria
- All surveyed trees flagged with yellow surveyor's ribbon
- Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground.
- All groupings of smaller trees and shrubs with an aggregate spread of ten feet (10'-0") or more in diameter
- Location of any grand trees (24" diameter or greater) as measured four and one-half feet (4'-6") above the ground
- Location and outline of tree canopies and critical root system areas for all trees other than pines, palms, tallows, chinaberries, and mimosas twelve inches (12") in diameter or greater. Diameter of Critical Root Zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees are to have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing.
- Location of any diseased or damaged trees

Note: The ARC recommends consulting with an ISA Certified Arborist® when considering the site development and location of any changes/additions to the building footprint. Depending upon the site, the ARC may require that an Arborist's report addressing the impact of the proposed Site Development Plan be provided prior to granting Conceptual approval.

- Any other significant site features
- e. Site Plan drawn on a copy of the Tree and Topographic Survey showing existing site conditions and characteristics, including:
- Site Plan(s) showing both the existing structure on the site and a revised Site Plan showing the proposed modification or area to be remodeled (including all eaves and overhangs) and all appurtenant structures on the lot (including utilities and utility items

such as propane tanks). Site plans shall be 1/8"=1'-0" or 1/10"=1'-0".

- Existing and proposed driveway and walkway locations, materials, and dimensions
  - Existing and proposed drainage patterns
  - Existing and proposed wildlife corridors
  - Building area and lot coverage of Structure Elements and Hardscape (see Appendix K-Lot Coverage Calculation Guidelines)
  - Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J-Site Plan Drawing Overview and Instructions for guidelines and an example)
  - Elements on adjacent lots and streets which might impact site development
  - Identification of all trees to be removed and/or transplanted and those that will remain, with trees scheduled for removal marked in red on the plan and trees to remain marked in green on the plan. Indicate on the plan any trees to be transplanted, showing both existing and planned locations
  - Proposed tree protection measures to prevent damage due to construction activity, compaction, or grading, as well as construction layout plans including (if appropriate) site access, erosion control measures, locations of material stockpile, sanitary facilities, and dumpster
- f. Architectural Drawings, including:
- Floor Plans at a scale of 1/4" = 1' showing both the existing floor plan(s) and a new floor plan indicating the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet; all materials are to be labeled.
  - Roof Plans with roof pitch marked to show both existing roofs and the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet.
  - Elevations for all elevations of the existing structure, showing both the existing design and the proposed improvements on separate elevation views. It is required that each view of both existing and proposed elevations be shown on the same sheet and that they show first and second floor elevations, building height from DFE, height to the tallest roof ridge, and the height restriction limit.
  - Design Detail(s) showing that the proposed modification or area to be remodeled contains the same detailing as the existing structure
- g. Landscape Plan for the lot and the right-of-way, if applicable. The Landscape Plan is to show location of all new plant materials and trees, along with the existing vegetation and trees that are to be incorporated into the landscape plan. The number and size of each species of plant shall be specifically identified in a planting schedule

showing both common and species names, planting size, etc., and notes. The landscape plan shall address irrigation, grading and drainage, and landscape lighting.

Notes: A Landscape Architect registered and licensed in S.C. would not be needed for landscaping changes to existing single-family homes and villas/regimes. The approved landscape plan is subject to a field review of the in-place installation. At that time, the ARC might require additional landscaping to reduce the visual height of the structure, to provide erosion control or screening, to correct damage from construction activity, or for any other reason deemed appropriate by the ARC.

h. Tree Mitigation and Tree Preservation Plan, if applicable

Note: The plan is to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. or an ISA Certified Arborist®.

i. Exterior Lighting Plan, if applicable, including cut sheets for proposed fixtures

j. Photos of the existing structure

k. Complete specifications defining materials, finish, and colors

l. Color samples of all proposed new exterior finishes, including but not limited to:

- Roofing material sample
- One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors
- All exterior door colors on a sample of the door material
- Exterior accent samples (brick steps, tile, etc.)
- Catalog cuts of all exterior light fixtures proposed for use on buildings or as a part of the Landscape Plan
- Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)

Note: Approval of the color samples submitted at the Final Design Review does not constitute approval of the color palette. Approval will only be granted following an onsite review.

m. Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures

n. PDF document of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

**Site Work Items to be Completed Prior to Additions and Remodel Design Plans Review:**

a. Property Staking/Marking Requirements, if applicable.

Staking and marking shall be completed no later than the Thursday prior to the ARC meeting. Areas to be staked and required colors are:

- The perimeter of the property marked with stakes two to three feet (2'-3') tall, sprayed with orange paint and taped in orange tape with one foot (1') tails; stakes are to be located at all corners and changes in property line geometry and at mid-points along the side lot lines
- Location of changes to building footprint, including all appurtenances, marked with stakes and connected with yellow surveyor's tape; stakes at the corners of the footprint shall have plan location names marked on the stake
- Location of changes to open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
- Location of changes to driveway, walkways, etc. marked with stakes and outlined with green surveyor's tape
- Trees to be removed marked with red tape
- Trees to remain marked with green tape

#### **Additions and Remodels Design Phase Completion:**

Following approval of the Additions and Remodels Design Plans, the Property Owner may proceed to the next step, Additions and Remodels Project Initiation.

Additions and Remodels Design plans that are not approved shall be resubmitted within ninety (90) days of the Additions and Remodels Design Review date.

ARC Approval is valid for a period of twelve (12) months from the date when ARC granted Approval. If a Charleston County Building Permit is not received within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.

## **2. Project Initiation**

Project Initiation is the step where final versions of plans approved in preceding steps and the Construction Commitment/Deposit Agreement are provided, Construction Deposits are paid, physical protection for vegetation on the property is installed, and ARC approval to proceed with construction is provided.

Please note that the submission shall be complete (including construction deposits), properly assembled, and delivered to the SIPOA office. Architectural plans that change the footprint or expand the heated/cooled area of the home 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. All Contractors performing alterations, additions, and other exterior modifications on Seabrook Island shall be properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. The ARC will not review any plans if there is any unpaid assessment on the Property.

#### **Required Materials:**

- a. Two (2) hard copy, full scale sets of plans, preferably on 24" X 36" paper:



- Site Plan at 1" = 10'-0"
  - Floor plans and elevations at 1/4" = 1'-0" and details at appropriate scales that accurately depict the existing conditions and all elements to be changed during the project
- b. A PDF document of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive
  - c. A completed Checklist for Additions and Remodels Review, Step 2-Project Initiation (available on the SIPOA website or by contacting the SIPOA ARC)
  - d. A completed Construction Commitment and Deposit Agreement form (available on the SIPOA website or by contacting the SIPOA ARC) and
  - e. Refundable Construction Deposit from the Property Owner
  - f. Refundable Construction Deposit from Contractor

Note: Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and/or Contractor who posted the deposit

**Site Work Item to be Completed Prior to Plan Approval:**

- a. Construction limits barrier and tree protection measures in place

**Approval for Project Initiation and Construction Phases:**

Upon approval of the Required Materials and Work Item, the Architectural Review Staff/Staff or ARC Chairperson stamps the plans to indicate ARC permission to proceed with construction.

Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines. Site development and construction is to be completed in conformance with the plans approved by the ARC. The ARC reviews site conditions and checks for compliance with Construction Guidelines requirements throughout construction.

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 per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

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 the 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.

Following completion of construction, the Property Owner may proceed to the next step, Final Review.

### **3. Post Construction Review**

At the end of construction, the ARC will conduct a Post Construction Review to verify compliance with the approved plans and specifications with regard to aesthetics, the exterior of the residence, and the overall Site Plan.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office. All architectural plans submitted to the ARC are to be stamped and signed by an Architect who is in responsible charge of the project, who is currently registered and licensed in S.C.

#### **Required Materials:**

To request a Post Construction Review, the Property Owner or Contractor shall submit the following:

- a. A completed Request for Post Construction Review and a completed Checklist for Additions and Remodels Review, Step 3-Post Construction Review (available on the SIPOA website or by contacting the SIPOA ARC)
- b. A copy of the Certificate of Occupancy, if applicable
- c. A copy of the final As-Built Survey
- d. A PDF document of the required surveys and revised plans if changes to the original plans were approved during the course of construction

#### **Site Work Items to be Completed Prior to Post Construction Review:**

- a. Building construction, including all exterior painting and lighting
- b. Landscape plantings, irrigation system, and landscape lighting, if applicable
- c. Driveway and walkways, if applicable
- d. Removal of job site sign, color board, construction debris, dumpster, and job toilet from site, if applicable
- e. Removal of all temporary facilities and utility pole, if applicable
- f. Repair of any damage to right-of-way, common areas and adjacent properties. 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-SIPOA Right-of-Way and Turf Grass Policy. Where turf cannot grow, mulch or an ARC-approved alternative shall be used
- g. Arrangements made with SIPOA ARC and Engineering for the repair of any damage to the roadway in front of the Property, including pavement stains and concrete spills

#### **Post Construction Review:**

The Architectural Review Staff conducts an onsite review of the exterior of the completed residence, the exterior hardscape, and the landscape/softscape.

#### **Post Construction Review Approval and Deposit Refund:**

When the Post Construction Review is approved, construction deposits plus interest less any assessments will be returned to the Property Owner and to the Contractor. If deficiencies are noted during the post construction review, the Property Owner and Contractor will be notified in writing via email and/or US Postal Service Certified Mail. The items noted shall be corrected within thirty (30) days of the date of the email or posting in the US Mail.

The ARC may require correction of any unauthorized exterior changes to the approved building plan.

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 per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

## **B. Review Process for New Single-Family Residences**

The formal review process consists of six steps:

- 1. Initial Site Meeting**
- 2. Conceptual Design Review** *(To occur within 6 months of the Initial Site Meeting)*
- 3. Preliminary Design Review** *(To occur within 12 months of the Conceptual Design Approval)*
- 4. Final Design Review** *(To occur within 6 months of the Preliminary Design Approval)*
- 5. Project Initiation** *(A Charleston County Building Permit must be obtained within 12 Months of the Final Design Approval)*
- 6. Post Construction Review** *(Construction must be completed within 15 Months of the date of Charleston County Building Permit)*

The Architectural Review Staff is available by appointment to meet with the Property Owner and/or Architect, Realtor, etc., in advance of initiating the formal Review Process (steps 1-6 above) to clarify and discuss significant characteristics of the Property and applicable design guidelines, policies, and procedures.

All documents submitted to the ARC for review and approval are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase.

### **1. Initial Site Meeting**

The ARC requires a meeting of the Property Owner, the Architect/ Designer, the Landscape Architect, the General Contractor, if available, and the Architectural Review Staff. (The Property Owner may designate an alternate to represent him or her.) This Initial Site Meeting has several objectives:

- To clarify any applicable restrictions such as:
  - Setbacks
  - OCRM critical lines
  - Easements
  - Grading concepts

- Height restrictions and lot coverage
- Identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.

To clarify ARC procedures

To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Required Materials** (two (2) hardcopy sets of plans at 11" x 17", completed forms and checklists, and one pdf of all required documents submitted electronically; please confirm number of sets with Architectural Review Staff prior to submission):

- A completed Request for Initial Site Meeting and a completed Checklist for Initial Site Meeting (available on the SIPOA website or by contacting the SIPOA ARC)
- Tree and Topographic Survey prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than twelve (12) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:
  - Property lines, all easements, setbacks, critical lines, and lot area
  - Location of adjacent residences and driveways indicating their approximate side-yard window locations
  - Utility locations
  - Base Flood Elevation
  - All existing site features including topography at 1-foot (1'-0") intervals
  - OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria
  - All surveyed trees flagged with yellow surveyor's ribbon
  - Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground
  - All groupings of smaller trees and shrubs with an aggregate spread of ten feet (10'-0") or more in diameter
  - Location of any grand trees (24" diameter or greater) as measured four and one-half feet (4'-6") above the ground
  - Location and outline of tree canopies and critical root system areas for all trees other than pines, palms, tallows, chinaberries, and mimosas twelve inches (12") in diameter or greater. Diameter of Critical Root Zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees shall have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing
  - Location of any diseased or damaged trees

Note: The ARC recommends consulting with an ISA Certified Arborist® when considering the site development and location of the residence. Depending upon the site, the ARC may require that an Arborist's report addressing the impact of the proposed Site Plan be provided prior to granting Conceptual approval.

- Any other significant site features
- A PDF document of all submittal items including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

### **Initial Phase Completion:**

Following the Initial Site Meeting, the Property Owner may proceed to the next step, Conceptual Design Review. If materials for the Conceptual Design Review are not submitted within six (6) months of the Initial Site Meeting, the Initial Site Meeting must be repeated with all supporting materials resubmitted for review.

## **2. Conceptual Design Review**

The Conceptual Design Review is the initial analysis of existing and proposed site conditions. This review serves as a design tool for the Property Owner, Architect, and ARC in establishing a shared understanding of specific site qualities as they relate to design development. This review helps to frame the site development concepts and will shape the design of the residence.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Conceptual Design Review and a completed Checklist for Conceptual Design Review (available on the SIPOA website or by contacting the SIPOA ARC)
- **Tree and Topographic Survey** prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Conceptual Design Review and updated as needed based on observations made during the Initial Site Meeting

**Site Analysis Drawing:** Existing site conditions and characteristics shall be drawn on a copy of the Tree and Topographic Survey and are to include:

- Existing drainage patterns
- View corridors
- Outline of the buildable area as defined by natural features including but not limited to topography, Critical Root Zones, tree canopies, setbacks, easements, regulatory requirements, etc.
- Evaluation of impacts of topography on site development both during construction and long-term
- Elements on adjacent lots and streets which might impact site development
- Any special or unusual site features

**Proposed Site Development Plan:** Proposed development shall be drawn on a copy of the Tree and Topographic Survey and are to include:

- Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
- Proposed drainage patterns
- Proposed wildlife corridor(s)
- Location of any trees to be removed marked in red
- **Proposed Site Protection Plan:** Proposed site protection shall be drawn on a copy of the Tree and Topographic Survey and are to include:
  - Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
  - Tree protection measures and/or construction limits (see §II.C.5.c. Tree Protection)
  - Proposed construction site layout, including the materials storage, dumpster, and temporary sanitary facility
  - Proposed wildlife corridor(s)
  - Location of any trees to be removed marked in red
  - Proposed erosion control measures
  - Proposed protection of any other significant site features

A PDF document of all submittal items including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

**Site Work Items to be Completed Prior to Conceptual Review:**

- Property Staking/Marking Requirements

Staking and marking shall be completed no later than the Wednesday prior to the ARC meeting. Areas to be staked and required colors are:

- Perimeter of the property marked with stakes two to three feet (2'-3') tall, sprayed with orange paint and taped in orange tape with one foot (1') tails; stakes are to be located at all corners and changes in property line geometry and at mid-points along the side lot lines
- Trees to be removed marked with red tape
- Trees to remain marked with green tape

### **Conceptual Phase Completion:**

Conceptual approval is valid for a period of twelve (12) months. Following approval of Conceptual Plans, the Property Owner may proceed to the next step, Preliminary Design Review.

If materials for the Preliminary Design Review are not submitted prior to the expiration of the Conceptual Plan approval, the Conceptual Plans and all supporting materials shall be resubmitted for review.

ARC approval of Conceptual Plans shall in no way bind or obligate the ARC to approve subsequent Preliminary Plans.

### **3. Preliminary Design Review**

The Preliminary Design Review is an analysis of the proposed residence as it relates to the site and an evaluation of preliminary plans and elevations delineating form, mass, materials, and hardscapes.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Preliminary Design Review and a completed Checklist for Preliminary Design Review (available on the SIPOA website or by contacting the SIPOA ARC)

Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits

Survey and site details as required for the Conceptual Design Review plus the following information:

- Location of the proposed residence (including all eaves and overhangs) and all appurtenant structures on the lot

- Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J-Site Plan Drawing Overview and Instructions for guidelines and an example)
- Building area and percentage of lot coverage (see Appendix K-Lot Coverage Calculation Guidelines for instructions)
- Grading, fill, and drainage plans indicating how positive drainage will be achieved
- Location(s) of utility corridors between street and proposed residence
- Location(s) of any exterior utilities, including but not limited to, propane tanks and satellite dish installations
- Proposed Tree Protection and Construction Layout Plan that indicates construction limits and measures to prevent damage due to construction activity, compaction, or grading, including site access
- Proposed erosion control measures
- Locations of material stockpile, sanitary facility and dumpster

#### Architectural Drawings:

- Preliminary elevations of front, sides, and rear at a scale of  $\frac{1}{4}" = 1'$  showing all exterior materials, windows, doors, decks, porches and other appurtenant structures; all materials shall be labeled
- Three-dimensional rendering (shaded and shadowed) drawing(s) of front elevation; additional three-dimensional drawings that clearly communicate the overall design (i.e., all sides of the structure) are recommended
- Building height above DFE
- Roof plan with roof pitch shown
- Preliminary floor plans at a scale of  $\frac{1}{4}" = 1'$  showing overall house dimensions, room sizes, windows, doors, decks, porches and other appurtenant structures; rooms shall be labeled as to function; driveway, guest parking, and turn-around areas are to be dimensioned
- Interior floor levels
- Building and site sections

#### Other Documentation:

- An analysis of the design evolution as it relates to the existing site conditions
- Photos of the street view of the property under review
- Photos of the street view of adjoining properties whether vacant or developed
- Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures

A PDF document of all submittal items including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans



prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

**Site Work Items to be Completed Prior to Preliminary Review:**

- Property Staking/Marking Requirements

In addition to the staking requirements required as part of the Conceptual Design Review, the following additional staking requirements are to be completed no later than the Wednesday prior to the ARC meeting. Areas to be staked and required colors are:

- Proposed heated area/building footprint, including all appurtenances, marked with stakes and connected with yellow surveyor's tape; stakes at the corners of the footprint are to have plan location names marked on the stake
- Open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
- Walkways, driveway, etc. marked with stakes and outlined with green surveyors tape

**Preliminary Phase Completion:**

Preliminary plans that are not approved shall be resubmitted within ninety (90) days of the Preliminary Design Review date. After ninety (90) days, an additional review fee will be required per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits.

Following approval of Preliminary Plans, the Property Owner may proceed to the next step, Final Design Review.

Preliminary Plans that are approved shall be submitted for Final approval within six months of the Preliminary Design Review date. After six months, an additional review fee will be required per the fee schedule, and the Preliminary approval shall be reaffirmed as a part of the Final Design Review.

ARC approval of the Preliminary Plans shall in no way bind or obligate the ARC to approve the subsequent Final Plans.

**4. Final Design Review**

The exhibits required for the Final Design Review phase are the final working drawings and specification documents.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a

listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Final Design Review form and a completed Checklist for Final Design Review (available on the SIPOA website or by contacting the SIPOA ARC)

A final Site Plan and Tree and Topographical Plan showing all items required for the Preliminary Design Review and addressing requirements or conditions specified in the Preliminary approval

Architectural Drawings showing all items required for Preliminary Design Review and addressing requirements or conditions specified in the Preliminary approval

Final floor plans at a scale of  $\frac{1}{4}'' = 1'$  showing all pertinent information for a complete architectural plan including but not limited to electrical plans with locations and types of all exterior and interior light fixtures

Landscape Plan for the lot and the right-of-way, if applicable. Landscape plan is to show location of all new plant materials and trees, along with the existing vegetation and trees that are to be incorporated into the landscape plan. The number and size of each species of plant is to be specifically identified in a planting schedule showing both common and species names, planting size as to the caliper of trees/container size/height of plant at the time of installation, etc., and notes. The landscape plan shall address irrigation, grading and drainage, and landscape lighting.

Notes: The Landscape Plan is to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. The approved landscape plan is subject to a field review of the in-place installation. At that time, the ARC may require additional landscaping to reduce the visual height of the structure, to provide erosion control or screening, to correct damage from construction activity, or for any other reason deemed appropriate by the ARC.

Tree Mitigation, Construction Limits, Erosion Control Measures, and Tree Protection plans, if applicable

Note: Plans are to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. or by an ISA Certified Arborist®.

Complete specifications defining materials, finish, and colors

Color samples of all exterior finishes of the residence, including but not limited to:

- Roofing material sample
- One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors
- All exterior door colors on a sample of the door material
- Exterior accent samples (brick steps, tile, etc.)
- Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)
- Three-dimensional color rendering showing precisely where each color will be used

Note: Approval of the color samples submitted at the Final Design Review does not constitute approval of the color palette. Approval will be granted only following an onsite review of (1) the color board described in Appendix O-Job Site Color Board Sign Specifications, and (2) a six foot (6') square sample of the siding color and a six foot (6') square sample of foundation color, with accompanying trim color painted adjacent to these samples, painted on the house during construction.

A description (including a photographic depiction), specifications, and the proposed location of all exterior building and landscape lighting fixtures, including but not limited to:

- Materials, colors, and key features, such as glare shields
- Fixture ID (include manufacture's product name or catalog number)
- Lamp type, including bulb wattage, K temperature, CRI, and lumens
- Quantity

A PDF document of all submittal items including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

#### **Final Phase Completion:**

Final Design Review plans that are not approved shall be resubmitted within ninety (90) days of the Final Design Review date.

Following approval of Final Design Review Plans, the Property Owner may proceed to the next step, Project Initiation.

Final Design Review Approval is valid for a period of twelve (12) months from the date when ARC granted Final Approval. If a Charleston County Building Permit is not received within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.

#### **5. Project Initiation**

Project Initiation is the step where final versions of plans approved in preceding steps and the Construction Commitment/Deposit Agreement are provided, Construction Deposits are paid, physical protection for vegetation on the property is installed, and ARC approval to proceed with construction is provided.

Please note that the submission is to be complete (including construction deposits), properly assembled, and delivered to the SIPOA office. All plans submitted to the ARC are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material. All construction must be by a contractor properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Required Materials** (two (2) full scale sets of plans, preferably on 24" x 36" pages; please reconfirm required number of sets with Architectural Review Staff prior to submission):

- A completed Checklist for Project Initiation (available on the SIPOA website or by contacting the SIPOA ARC)

Hard-copy plans at 1/4" = 1'-0" including:

- Site Plan
- Elevations and Design Detail
- Floor Plan
- Proposed construction limits, tree protection and erosion control measures (see §II.C.5.c. Tree Protection)
- Proposed construction site layout, including the materials storage, dumpster, and temporary sanitary facility
- Landscape Plan
- Lighting Plan
- A PDF document of the plans specified above; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive
- A completed Construction Commitment and Deposit Agreement form (available on the SIPOA website or by contacting the SIPOA ARC)
- Refundable Construction Deposit from the Property Owner
- Refundable Construction Deposit from Contractor

Note: Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and to the Contractor who posted the deposits.

**Site Work Item to be Completed Prior to Plan Approval:**

- Construction limits barrier and tree protection measures in place

**Approval for Project Initiation and Construction Phases:**

Upon approval of the Required Materials and Work Item listed above, the Architectural Review Staff/Staff or ARC Chairperson stamps the approved plans to indicate ARC permission to proceed with construction.

Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines. Site development and construction is to be completed in conformance with the plans approved by the ARC. The ARC reviews site conditions and checks for compliance with Construction Guidelines requirements throughout the construction of the home.

Failure to complete construction within fifteen (15) months of the date of the Charleston County Building Permit (including all noted deficiencies) may result in an assessment against the construction deposits per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

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 the 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.

Following completion of construction, the Property Owner may proceed to the next step, Post Construction Review.

## **6. Post Construction Review**

At the end of construction, the ARC will conduct a Post Construction Review to verify compliance with the approved plans and specifications with regard to aesthetics, the exterior of the residence, and the overall Site Plan.

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office. All plans submitted to the ARC are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material. The ARC will not review any plans if there is any unpaid assessment on the Property.

### **Required Materials:**

To request a Post Construction Review, the Property Owner or Contractor shall submit the following:

- A completed Post Construction Review request form and checklist (available on the SIPOA website or by contacting the SIPOA ARC)

A copy of the Certificate of Occupancy

A copy of the final As-Built Survey

A copy of the Elevation Certificate

A PDF document of the required surveys and revised plans if changes to the original plans were approved during the course of construction

### **Site Work Items to be Completed Prior to Post Construction Review:**

- Building construction, including all exterior painting and lighting

Landscape plantings, irrigation system, and landscape lighting

Driveway and walkways

Mailbox installation

Removal of job site sign, color board, construction debris, dumpster, and job toilet from site

Removal of all temporary facilities and utility pole

Repair of any damage to right-of-way, common areas, and adjacent properties. 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-SIPOA Right-of-Way and Turf Grass Policy. Where turf cannot grow, mulch or an ARC-approved alternative shall be used

Arrangements made with SIPOA ARC and Engineering for the repair of any damage to the roadway in front of the Property, including pavement stains and concrete spills.

### **Post Construction Review:**

The Architectural Review Staff conducts an onsite review of the exterior of the completed residence, the exterior hardscape, and the landscape/softscape.

### **Post Construction Review Approval and Deposit Refund:**

When the Post Construction Review is approved, construction deposits plus interest less any assessments will be returned to the Property Owner and to the Contractor within approximately two weeks of the approval final site review. If deficiencies are noted during the post construction review, the Property Owner and Contractor

will be notified in writing via email and/or US Postal Service 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.

The ARC may require correction of any unauthorized exterior changes to the approved building plan.

Failure to complete construction within fifteen (15) months of the date of the Charleston County Building Permit (including all noted deficiencies) may result in an assessment against the construction deposits per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

### **C. Review Process for Improvements to Existing Multi-Family Residences**

All procedures specified in the sections of these Policies and Procedures pertaining to single-family residences apply to Multi-Family Residences as well. In addition, each regime/association has standards determined by the original construction and ARC-approved changes since that time. The regime/association standards apply to changes proposed for the building and for other exterior elements such as decks, appurtenant structures, hardscape, landscape design, lighting, etc.

Requests to modify the exterior of a unit within a regime are to conform to the standards that have been approved by the Board of the Regime or Association and by the SIPOA ARC. A completed Request for Exterior Alteration/Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape form (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves the removal of trees/vegetation, please review and follow instructions provided in Appendix L-Tree and Natural Vegetation Alteration on Developed Lot Form (available on the SIPOA website or by contacting the SIPOA ARC)."

A regime/association Board may propose changes to its existing standards. Upon request, the ARC will review the proposal(s) and approve, disapprove, or suggest modifications. Standards that are approved by the ARC will be included in the regime/association standards for exterior repair and improvements, be applicable to all similarly-designed units, and include a notation of whether the standard is optional for owners or applies to all units and has an implementation deadline. Requests for items not already documented in the regime/association standards manual must include a commitment from the regime/association Board that, if approved by the ARC, the requested item will be included in the regime/association standards manual as either the required design or one of the design options that may be used when modifying a property in the regime/association.

Any and all exterior alterations, including repair and replace, shall be approved by the villa regime/association prior to the required ARC review. Following ARC approval, the regime/association may use the ARC-approved standard to proceed with future changes of the same nature as approved by the ARC. However, if a SIPOA ARC approval is required, the Architectural Review Staff will review the project to confirm that it is consistent with the regime/villa standard.

## **D. Review Process for New Multi-Family Dwellings**

Plans for new multi-family developments are to be reviewed and approved by the ARC prior to application to the Town of Seabrook Island Planning Commission.

All procedures specified in the sections of these Policies and Procedures pertaining to single-family residences apply to Multi-Family Residences as well.

Subdivision and Utility Plans for development are to show the following additional required materials:

- Tree and Topographic Survey indicating location and size of grand trees and significant areas of native groves of trees greater than six inches (6") in diameter at four and one-half feet (4'-6") height, excluding pine trees
- The size and location of individual lots with house locations
- Plans detailing utility locations, specifications, and corridors
- Roads and rights-of-way
- Parking areas
- Driveways
- Landscaping, including landscape lighting
- Buffer areas
- Storm water drainage
- Water and sewer facilities
- Electrical, telephone, and CATV units and fixtures
- Amenities, as applicable

## **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**

- The General Contractor shall ensure employees and subcontractors comply with these guidelines.

All Contractors involved with new construction or 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.

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.

Any violation of these guidelines may result in assessments pursuant to Appendix B-SIPOA Enforcement Assessment Schedule.

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.

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.

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 becoming windblown debris and to protect adjacent properties and roadways. Any directives issued by SIPOA shall be followed.

If the project involves demolition, activities may be subject to requirements outlined in Appendix P-Demolition.



## 2. General Guidelines for New Construction Only

- All General Guidelines in §IV.A.1 above apply.

A copy of the Building Permit issued by Charleston County shall be provided to the SIPOA ARC office prior to the start of construction.

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.

- 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.

### 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.

#### 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/or 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.

#### 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**

- 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) within five (5) business days of delivery
- Positioned so that the door cannot be seen from the street and/or neighboring residences

#### 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.

#### 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.

#### 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.).

#### 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.

### 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.

### 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 Post Construction Review**

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

## **V. Property Maintenance**

Maintaining your home and landscaping is essential to preserving and enhancing the character of Seabrook Island while protecting your investment.

### **A. General Guidelines per the SIPOA Rules and Regulations**

It shall be the responsibility of each Property Owner to prevent the development of any unclean, unsightly or unkempt conditions of its buildings or grounds, including excessive undergrowth, which shall tend to detract from the beauty or safety of the neighborhood as a whole.

If a Property Owner allows the development of an unclean, unsightly or unkempt condition of its buildings or grounds or both on such Property, the unsatisfactory condition shall be corrected by the Property Owner at his or her expense upon notification by the SIPOA. If the Property Owner fails to correct the condition within a reasonable period of time following notification by the SIPOA, the SIPOA shall have the right, but not the obligation, to correct the condition and the expense of such correction shall be billed to and borne by the Property Owner; alternatively, the SIPOA may seek such remedies as may be available to it in law or equity.

All developed Property is to be maintained free from deterioration, damage or rot. Exterior surfaces of homes/villas must be repaired/replaced and repainted as necessary with approved colors to maintain the value of the Property. Badly mildewed and/or faded exterior surfaces must be washed and repainted/re-stained as necessary. Roofs and gutters must be kept clean of debris. In landscaped areas, bed and lawn areas must be maintained. Bedded areas which have been mulched with pine straw, bark, etc., must be kept weed-free and clear of debris and new mulch applied periodically to maintain a neat and clean appearance.

Any exterior alterations or maintenance to an improved property must be approved by the SIPOA ARC.

- The Request for Exterior Alteration/Maintenance form must be completed and submitted for any projects including, but not limited to painting, windows, doors, lighting. This form can be obtained on the SIPOA website or by contacting the SIPOA ARC staff. A description of this review process and requirements is located in §III.A.1. of this document.
- The Request for Final Approval of Addition/Remodel to an Existing Structure form must be completed and submitted for any project which adds enclosed space to an existing structure, or which significantly alters the exterior appearance of an existing structure. This form can be obtained on the SIPOA website or by contacting the SIPOA ARC staff. A description of this review process and requirements are located in §III.A.2. of this document.
- If unsure as to whether your project is deemed Alteration/Maintenance or Addition/Remodel, please consult with SIPOA ARC staff.

The following guidelines provide additional detail about the range of care and maintenance issues for all properties on the island.



## **B. Guidelines for Single-Family Residences**

### **1. General Maintenance**

- All developed and undeveloped properties shall be cared for in a manner where pride of property ownership is evident in the attention paid to routine cleaning and all maintenance issues.

### **2. Garbage/Trash Containers, Dumpsters and Yard Debris**

- Dumpsters on residential sites are to be used exclusively for disposal of materials generated on that site.
- Garbage containers shall be placed curbside no earlier than noon on the day prior to the scheduled pickup day and no later than 7:00 a.m. on the scheduled pickup day. Garbage containers are to be removed from the curb and stored out of view by the end of the day of pickup. Property Owners/Tenants must clean up any of their garbage that has been scattered by wildlife or the elements.
- Yard debris is to be collected and removed from the Property at least once every two weeks.
- Yard debris shall be placed curbside between dawn Saturday and no later than 7:00 a.m. on the scheduled day for collection. Yard debris must not be placed on or near storm water catch basins or drainage boxes. Yard debris placed curbside at undeveloped lots will not be picked up.
- Yard debris may not exceed four feet in length or four inches in diameter. Yard debris exceeding the specifications will not be picked up. Limbs and palm fronds must be neatly stacked at curbside. All loose debris such as leaves and twigs are to be put into sturdy paper bags or placed in open-topped containers. Plastic garbage bags shall not be used for this purpose.

### **3. Buildings**

- All developed property shall be maintained free from deterioration, damage, or rot.

The exterior surfaces of homes is to be properly maintained and repaired/replaced and repainted as necessary with approved colors to maintain the value of the Property.

Mildewed/faded/rusted exterior surfaces are to be washed and repainted/re-stained as necessary.

Roofs and gutters are to be kept clean of debris.

Replacement shingles for spot roof repair shall be an exact match to existing shingles. If an exact match cannot be made, and a significant sized patch is visible from the road or adjacent home or neighborhood, all roof shingles are to be replaced.

Grills and other appliances shall not be located on the streetside/front porch of homes or multi-family residences.

### **4. Lighting**

- a. Spotlights/floodlights are not permitted. When altering an area where spotlights/floodlights exist (eaves, fascia, etc.) reinstallation will not be permitted.

- b. In-Riser/step lights are not permitted. When altering an area where in-riser/step lights exist, reinstallation will not be permitted.
- c. Replacement of any exterior lighting, including those located on screened in porches, requires SIPOA ARC approval and must conform to the requirements indicated §II.C.4.a. and b. of this document.

## **5. Landscaping**

- Landscaped areas, bedding, lawn areas, and rights-of-way immediately adjacent to property lines shall be maintained.
- Bedding areas that have been mulched with pine straw, bark, etc., shall be kept free of weeds and clear of debris. Mulch shall be reapplied regularly to maintain a neat, clean appearance.
- Dead plants shall be removed and replaced with appropriately sized plants.
- Dead tree limbs, palm fronds, and other unsightly vegetation shall be removed.
- Dead and/or diseased trees shall be removed upon the written request of the ARC, and stumps removed to at least ground level.
- Driveways, walkways, and lawns shall be cleaned of debris at least once every two weeks.
- Lawn areas shall be mowed and maintained regularly.
- Rights-of-way shall be planted with recommended turf or other approved plantings (per Appendix G-Landscape Plans/Plant Guidelines and Resources) and any sodded areas irrigated. If conditions will not support grass, alternatives may be approved by the ARC. Also see Appendix E-Right-of-Way and Turf Grass Policy.
- The ARC reserves the right to require removal of plants placed around mailbox posts and/or on the SIPOA right-of-way if it is deemed they create maintenance problems or become unsightly.
- The designated Wildlife Corridor on the side property line shall be planted with native plants (see Appendix G – Landscape Plans/Plants Guidelines and Resources for information about native plants).
- See Appendix L-Tree and Natural Vegetation Preservation/Removal Policy and Appendix Q-Selective Clearing of Lots for rules that govern tree removal, clearing, and trimming of plant materials on undeveloped lots and in Beach Trust areas.
- Any changes or additions to landscape lighting must be approved by the SIPOA ARC by completing and submitting a Request for Landscape/Vegetation Alteration of a Developed Lot, (available on the SIPOA website or by contacting the SIPOA ARC). All changes or additions to landscape lighting must meet the requirements indicated in §II.C.4.c. of this document.

## **6. Holiday Decorations**

Exterior Holiday decorations may be displayed thirty (30) days prior to the Holiday and are to be removed no later than fourteen (14) days after the Holiday.

Exterior Holiday decorations shall be installed not before thirty (30) days prior to the Holiday and must be removed no later than fourteen (14) days after the holiday, with the exception of Christmas. Christmas decorations may be displayed from the day after Thanksgiving until January 15. See also §II.C.9 rules regarding Flags.

## **7. Mailboxes**

- A mailbox with street number shall be installed in front of each single-family dwelling. The approved design and location for Seabrook Island single-family dwelling mailbox installations is depicted in Appendix I-Mailbox Specifications. Street address signs or placards to be affixed to the home or placed in the yard, will be reviewed on a case by case basis.
- Mailboxes that are badly rusted and/or faded shall be replaced and/or repainted upon the request of the ARC.
- Mailbox posts shall be kept straight and in good condition.
- Paint for mailbox posts and for white reflective numbers may be obtained from SIPOA.
- Mailboxes and/or posts may be purchased from SIPOA and installed by SIPOA staff.
- Any plantings, flags or other objects installed on or around a mailbox shall not obstruct postal delivery or the visibility of residential street numbers. These objects may be placed either low to the ground or on a flagpole attached to a flagpole holder on the mailbox post. The ARC reserves the right to require removal of objects placed on or around a mailbox or post if they create maintenance problems, become unsightly, or obstruct postal delivery or the visibility of street numbers. See §II.C.6.g for types of permitted flags.

## **C. Guidelines for Multi-Family Residences**

### **1. General Maintenance**

- Each regime/association has standards determined by the original construction and ARC-approved changes since that time. Architectural Design Standards for the regime/association are documented in its standards for exterior repair and improvements, and modified from time to time as seen fit and approved by the Board of the association/regime and then by the ARC. Standards for the regime/association apply to changes proposed for the building and for other exterior elements such as decks, appurtenant structures, hardscape, landscape design, lighting, etc.

All procedures specified above for §V.A-General Guidelines per the SIPOA Rules and Regulations and §V.B-Single-Family Residences shall apply to Multi-Family Residences as well.

Any and all exterior alterations, including repair and replace, shall be approved by the regime/association Board prior to undergoing the required ARC review.

### **2. Responsibility for Multi-Family Residence Maintenance**

- The Protective Covenants charge the ARC with the responsibility of monitoring the maintenance of multi-family residences and associated grounds.

Multi-family property maintenance is the responsibility of the individual Property Owner and/or the Regime.

#### **D. Guidelines for Undeveloped Lots**

Undeveloped lots are to be left unchanged except in the following situations:

- a. A dead, diseased or hazard tree is endangering a neighbor property or street.
- b. An unsightly downed tree or excessive debris in the front or side setback area is unsightly or a downed tree or excessive debris in the front or side setbacks which is deemed unsightly by the SIPOA ARC.

In either of the above situations, a Request for Alteration to an Undeveloped Lot form needs to be completed and submitted for SIPOA ARC approval. This form can be obtained on the SIPOA website or by contacting the SIPOA ARC staff.

Consult the material included in §V.B.5.j. and k. above.

#### **E. Enforcement of Property Maintenance Guidelines**

Properties are inspected frequently for compliance with these Policies and Procedures.

The Architectural Review Staff may enter onto Properties for purposes of such reviews and Properties may be photographed during some ARC reviews.

The SIPOA, through the ARC staff, will provide written notification of a violation to the Property Owner via email or US Mail.

If a Property Owner allows the development of an unclean, unsightly or unkempt condition of its buildings or grounds or both on such Property, the unsatisfactory condition shall be corrected by the Property Owner at his or her expense upon notification by SIPOA, through the ARC Staff. If the Property Owner fails to correct the condition within a reasonable period of time following notification by the SIPOA, the SIPOA shall have the right, but not the obligation, to correct the condition and the expense of such correction shall be billed to and borne by the Property Owner; alternatively, the SIPOA may seek such remedies as may be available to it in law or equity.

Pursuant to the §7.4.6 of the SIPOA Bylaws, the ARC has the authority to impose monetary or other sanctions for violations of these Policies and Procedures.

Failure to maintain Property may result in assessments pursuant to Appendix B-SIPOA Enforcement Assessment Schedule.

## **VI. Appeals Process**

In the event of any dispute regarding an ARC decision, mandate, or enforcement fee levy, the disputing party may appeal such decision, mandate, or levy by first requesting in writing that the decision, mandate, or levy be reconsidered by the ARC. The request must be made no later than fifteen (15) days after receipt of any sanction and must be addressed to the Chairperson of the ARC and state in brief and concise terms the grounds for the appeal.

The disputing party shall be advised, with thirty days' notice, of the date, time, and place of the ARC meeting at which the request will be reconsidered. The ARC is to notify the disputing party of its decision in writing and in a timely manner. (See SIPOA Bylaws §8.1).

Should the disputing party seek to appeal a reconsidered ARC decision, mandate, or levy, guidance on how to proceed may be found in the SIPOA Bylaws Article VIII Enforcement, §8.2 and §8.3.

## **VII. Appendices**

- Appendix A - Schedule of Fees and Deposits
- Appendix B - SIPOA Enforcement Assessment Schedule
- Appendix C - Recreational Docks, Pierheads, and Access Walkways
- Appendix D - Play and Recreational Structures/Basketball Backboards
- Appendix E - SIPOA Right-of-Way and Turf Grass Policy
- Appendix F - Seabrook Island Ecological Areas
- Appendix G - Landscape Plans/Plant Guidelines and Resources
- Appendix H - Exterior and Site Lighting Resources
- Appendix I - Mailbox Specifications
- Appendix J - Site Plan Drawing Overview and Instructions
- Appendix K - Lot Coverage Calculation Guidelines
- Appendix L - Tree and Natural Vegetation Preservation/Removal Policy
- Appendix M - Deck Setback Exhibit Drawing
- Appendix N - Job Site Sign Specifications
- Appendix O - Job Site Color Sample Board Specifications
- Appendix P - Demolition
- Appendix Q - Selective Clearing of Lots
- Appendix R - Tree Trimming/Pruning Guidelines
- Appendix S - Maximum Lot Coverages for Non-Conforming Properties

## APPENDIX A: Schedule of ARC Fees and Refundable Construction Deposits

Table 4 below lists the non-refundable Review Fees for the various types of new construction and changes to existing structures, and Table 5 on the next page lists the refundable fees that apply to construction activity. These fee schedules may be revised from time to time at the discretion of the SIPOA Board of Directors.

**Table 4 – Schedule of ARC Non-Refundable Review Fees**

ACTIVITY	REVIEW FEE
<b>New Construction Design Plans of Single- and Multi- Family Dwellings*</b>	\$3,500
Resubmittal of Preliminary plans more than 90 days after initial review	\$500
<b>New Construction Design Plans of Pre-Approved Model Home Plans*</b>	\$2,500
*Resubmittal of any plans after five ARC Committee Design Reviews	\$350 per meeting
<b>Exterior Alterations to Existing Dwellings</b>	
<b>Single Family Request for Exterior Alteration/Maintenance</b>	
Repair or replacement of windows, decks, skylights, doors, trellises, roofing, paint, tree removal and/or pruning, landscaping, or other exterior changes not covered under other sections of the fee schedule	
<b>Projects costing under \$1,000</b>	\$0 (No review fee)
<b>Projects costing over \$1,000</b>	\$50
<b>Multi-Family Request for Exterior Alteration/Maintenance</b>	
<b>Regime / Association Approved Standard</b>	\$0 (No review fee)
<b>Regime / Association where no Standard has been approved:</b>	
Projects costing under \$1,000	\$0 (No review fee)
Projects costing over \$1,000	\$50
Addition of Enclosed or Open Space or Enclosure of Existing Space (with no approved Standard)	Per Fee Schedule Below
<b>Additions and/or Enclosures</b>	
<b>Enclosed Floor Space</b>	
Addition or expansion of enclosed floor area with changes to the building footprint	\$1,000
Additions or expansions of enclosed floor area using the existing roof structure and floor system and where exterior walls are created or modified	\$500
<b>Decks and Porches</b>	
New or expanded covered porch	\$500
New or expanded uncovered porch	\$250
<b>Pool Elements / Docks</b>	
Addition of a swimming pools, related decks, Landscaping, walkway, enclosures, etc.	\$1,000
Dock Construction	\$1,000
<b>Unimproved Property</b>	
<b>Selective Clearing of Lots</b>	\$25

**Table 5 – Schedule of ARC Refundable Construction Deposits**

ACTIVITY	CONSTRUCTION DEPOSIT
<b>New Construction – Single-Family</b>	\$12,000 (50% each, Contractor and Property Owner)
<b>New Construction – Multi-Family</b>	
- 1-5 units	\$12,000/unit
- 6 or more units	\$12,000/units 1-5, plus \$6,000 each additional unit
<b>Remodel of Existing Structures</b>	
<i>Note: Determination of the deposit category is made by the ARC in its sole discretion</i>	
- Enclosed addition less than 500 sq. ft.	\$2,000
- Enclosed addition 500 sq. ft. or more	\$4,000 (50% each, Contractor and Property Owner)
- Major Remodel	\$8,000 (50% each, Contractor and Property Owner)
<b>Remodel of Entire Multi-Family Developments</b>	
- Multi-Family with detached units	\$3,000/building
- Multi-Family with multiple attached units per building	\$6,000/building
<b>Beach Trust Plant Trimming</b>	\$1,000
<b>Dock Construction</b>	\$1,000 (50% each, Contractor and Property Owner)

Note: All deposit amounts are to be replenished within five business days if assessments are levied against the deposit.



## APPENDIX B: SIPOA Enforcement Assessment Schedule

Table 6 below lists the enforcement assessments that apply to property maintenance and construction activity. The enforcement assessment schedule may be revised from time to time at the discretion of the SIPOA Board of Directors.

**Table 6 – SIPOA Enforcement Assessment Schedule**

Section #	Violation	Assessment
V.B.2-Garbage	Trash cans/recycle bins left on roadside or not stored in a closed area	1 <sup>st</sup> violation = warning 2 <sup>nd</sup> violation = \$50.00 3 <sup>rd</sup> violation = \$100.00 Each subsequent violation = \$250.00
V.B.2- Garbage	Unauthorized dumping of brush on property owned by others	\$100.00/occurrence
V.B.2- Garbage	Unauthorized dumping of trash in containers/dumpsters on property owned by others	1 <sup>st</sup> violation = \$1,000 plus removal 2 <sup>nd</sup> and each subsequent violation = \$1,500 plus removal
V.B.3 and V.B.4	Poorly maintained improved property (first 30 days then monthly thereafter):	
	• General maintenance, building exterior, landscaping, and natural areas	\$1,000/month or portion thereof
	• Driveways	\$500/month or portion thereof
	• Docks	\$500/month or portion thereof
II.C.5.d. or II.C.6.f.	Nonapproved Plant Protection Fencing	\$100/occurrence
II.C.6.b and Appendix C	Walkways, fixed piers, floating docks, walkways over rip rap	\$10/linear ft./month or portion thereof
II.C.6.b and Appendix C	Seawalls/approved rip rap	\$10/linear ft./month or portion thereof
II.C.6.g.	Nonapproved flag	\$50/occurrence
II.C.6.j.	Unauthorized signage	\$100/occurrence
III and IV	Failure to comply with all review submittal requirements	\$500/occurrence
III.A and III.B	Unauthorized construction of a house	\$10,000 & removal plus restoration
III.A, III.B, and Appendix C	Unauthorized construction of a gazebo, dock, or shed	\$5,000 & removal plus restoration
III.A and III.B	Unauthorized minor site/building plan change to include each deck, window, skylight, door, fence, privacy screen, trellis, roofing, major landscape change, and other exterior change not covered under other sections of this Assessment schedule	\$500/per item changed

Section #	Violation	Assessment
III.C	Unauthorized changes made to an individual unit in a multi-family development that are not uniformly permitted for other units in the same complex	\$2,000/change plus restoration
III.B	Unauthorized major site/building plan change (house location, height, roof/wall plan change) or other major changes as determined by the ARC	\$5,000/change plus restoration
IV.A.4.a	Temporary sanitary facilities unscreened	\$150/day
IV.A.4.b	Failure to use gravel/mulch for road cut as necessary	\$200/day
IV.A.4.b	Road not cleaned at end of workday	1 <sup>st</sup> violation = \$250/day plus removal 2 <sup>nd</sup> and each subsequent violation = \$500/day plus removal
IV.A.4.b	Building materials or equipment on road right-of-way	\$100/day
IV.A.4.b	Materials, equipment, or litter on adjacent property	\$200/day
IV.A.4.b	Damage to roadways	\$500/day plus restoration costs with SIPOA to do restoration to SIPOA specifications
IV.A.4.b	Property line stakes, silt fencing, and/or tree protection fencing not maintained	\$100/day
IV.A.3.c, IV.A.4.b, IV.A.4.c and IV.A.4.d	Vehicles parking violations	\$250/day/vehicle
IV.A.3.c and IV.A.4.b	Vehicles parked on adjacent property	\$500/day/vehicle
IV.A.3.c, IV.A.3.d, and IV.A.4.d.	Trash Trailer / Step van/storage trailer violation which includes, but is not limited to, being left on property Saturday night / Sunday, being larger than allowed, or being parked in an unapproved location or, if Regime/ Association related, not having appropriate approval.	\$250/day
IV.A.4.e	Dumpster on road right-of-way	\$150/day
IV.A.4.e	Unauthorized burning on construction sites	\$1,000/occurrence
IV.A.4.e	Littered construction site	\$200/day
IV.A.4.e	Dumpster overfull greater than 72 hours	\$150/day

<b>Section #</b>	<b>Violation</b>	<b>Assessment</b>
IV.A.4.e	Dumpster exchange on road	\$500/occurrence plus restoration to SIPOA specifications
IV.A.4.f	Missing or nonconforming job sign and/or color sample board	\$100/day
IV.A.4.g	Failure to complete new home construction within fifteen months or approved extension	\$1,500/month or portion thereof
IV.A.4.g	Failure to complete modifications to existing homes within six months or date set by ARC	\$500/month or portion thereof
Appendix L or R	Minor damage to protected trees or distinctive flora (tree/flora remains viable and relatively unchanged in appearance)	\$200/tree*
Appendix L or R	Severe damage to protected trees or distinctive flora (health/viability of tree/flora is severely threatened)	\$5,000/tree* plus mitigation
Appendix L	Unauthorized protected tree removal	\$10,000/tree* plus mitigation
Appendix L	Damage to natural areas	\$500/occurrence* plus mitigation
Appendix L or R	Unauthorized major pruning of protected tree (health or viability of tree is severely threatened)	\$1,000/tree* plus replacement if determined necessary by an ISA Certified Arborist®
Appendix L or R	Unauthorized removal/pruning of trees or distinctive flora on SIPOA common property or Beach Trust property	\$3,000/tree plus mitigation
	Violations not specifically addressed above	\$1,000/occurrence

\*Assessments are doubled if removal, pruning, or damage occurs to trees, distinctive flora, or natural areas on property owned by others.

## **APPENDIX C: Recreational Docks, Pierheads, and Access Walkways**

### **Purpose**

To provide specific rules and regulations for the location, design, construction and maintenance of recreational docks, pierheads and access walkways within the Seabrook Island Development (SID).

### **Objective**

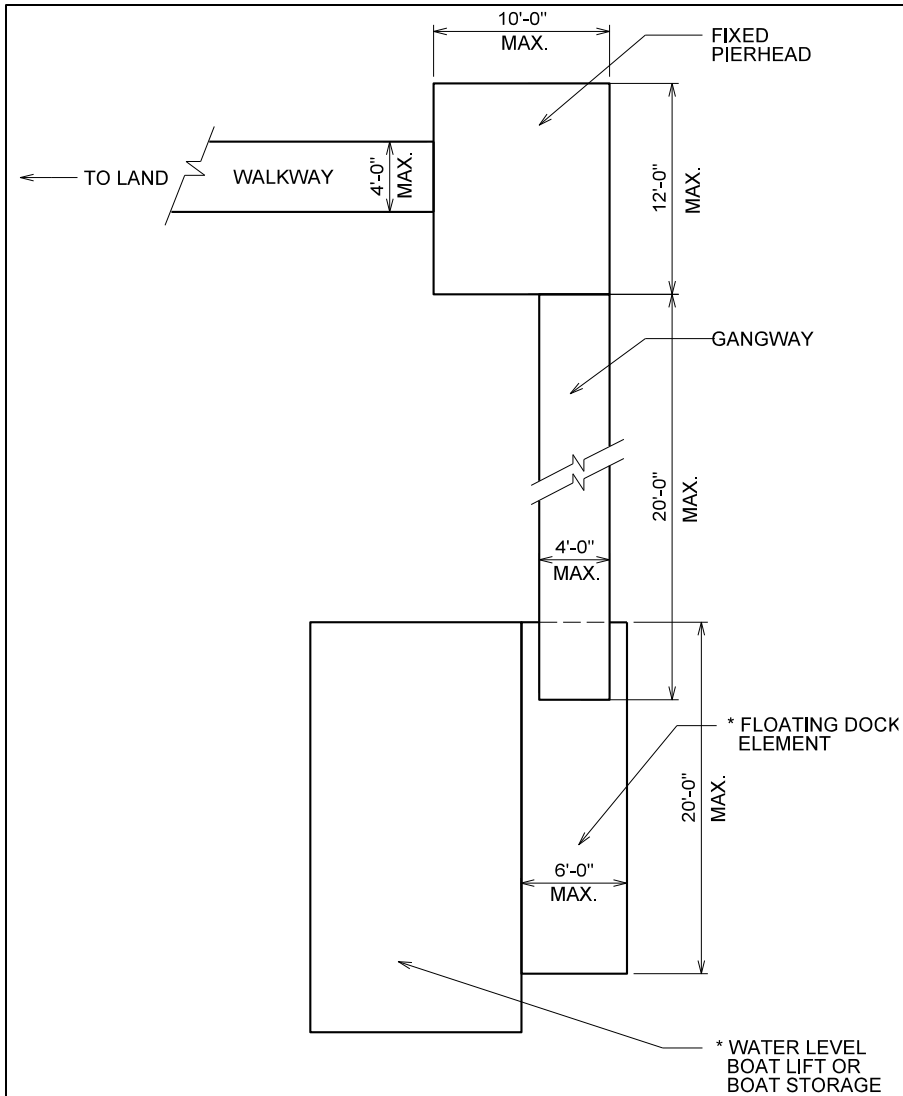
- To protect the ecological balance of the marshes and estuaries.
- To promote pleasing aesthetic design which has minimal visual impact.
- To protect property values by requiring continued maintenance of structures.
- To provide specific corridors for dock locations.

### **Location**

- Any dock is to be located in an established SIPOA-approved dock corridor.
- The ARC reserves the right to determine the exact location of all walkways, pierheads, gangways, floating docks, etc. in the SID including those in the marshes, creeks and wetlands.
- The existence of a SIPOA dock corridor on a Property does not guarantee that a dock will be approved if requested.
- The ARC retains the right to deny approval of a dock application for any reason including purely aesthetic.
- Docks that serve no boat access purpose will not be approved.
- Docks, access walkways, pierheads, and floating docks shall only be constructed on improved lots (i.e., at an existing residence or residence under construction).

### **Size and Design**

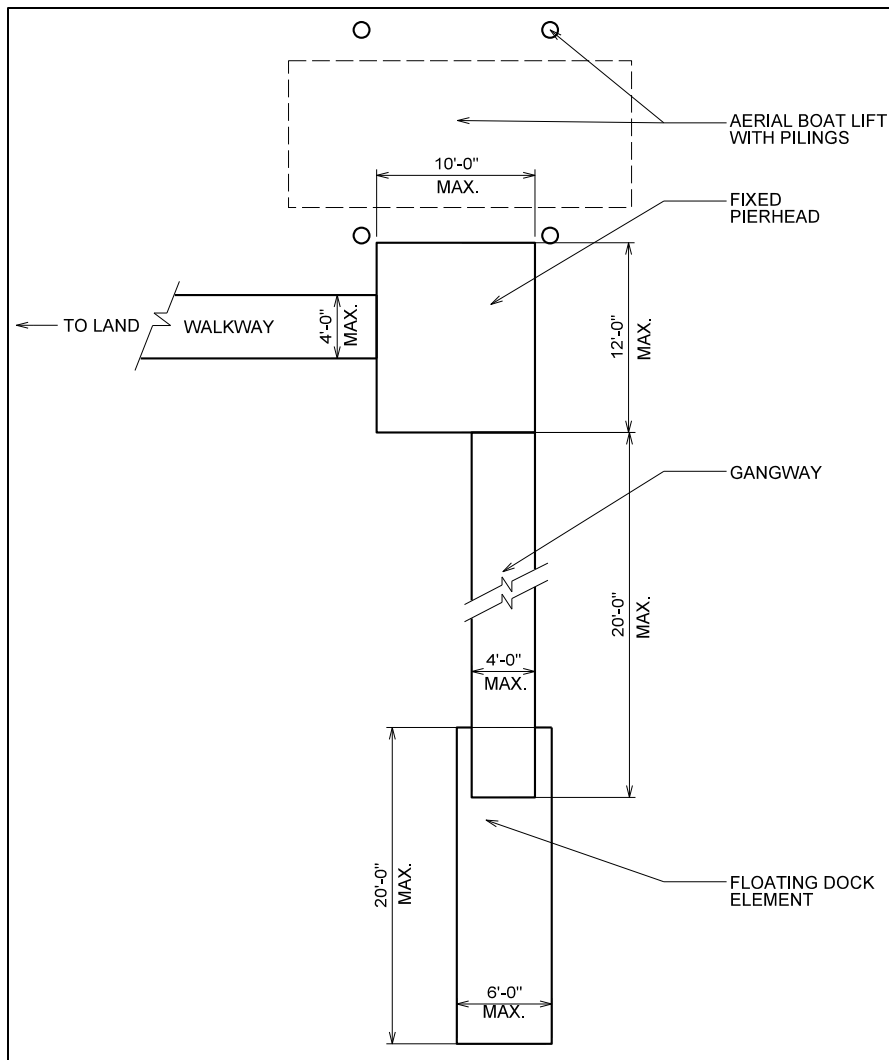
- Elevation of walkways and dock pierheads shall be at the lowest elevation required by South Carolina DHEC/OCRM, which is three feet (3'-0") above mean high water (5.7" MSL).
- Maximum walkway width is four feet (4').
- Maximum piling height is four feet (4') above the walkway.
- The fixed pierhead is to be no larger than ten feet by twelve feet (10' x 12').
- A dock is permitted to have either an aerial boat lift or a floating boat lift/storage system, but not both.
- The gangway to a floating dock element shall be no more than four feet (4'-0") wide and no longer than twenty feet (20'-0") in length.
- For water-level boat lifts/storage units, the floating elements shall be no larger than 400 square feet for the floating dock and boat lift/storage combined. Figure 1 below depicts a dock and water-level boat lift/boat storage and indicates maximum dimensions for each component of the structure.



**Figure 1 - Components and Maximum Dimensions for Dock with Water Level Boat Lift/Storage**

Note: The water level/floating boat storage elements and the floating dock at the base of the gangway are included in this size limitation, but gangways are not included.

- Where a dock has an aerial boat lift supported by pilings (a non-floating lift), the floating dock element at the base of a gangway shall not be a boat lift and shall be no larger than 120 square feet with a maximum width of 6 feet (6'). Gangways are not included in this area limitation. Figure 2 below depicts a dock with aerial boat lift and indicates maximum dimensions for each component of the structure.



**Figure 2 - Components and Maximum Dimensions for a Dock with Aerial Boat Lift**

- Dock locations along Bohicket Creek and/or Kiawah River might allow for larger pierhead elements. Designs for these locations will be evaluated on a case-by-case basis, and the size will be determined at the discretion of the ARC.
- Handrails are recommended for the pierhead and gangways.
- Handrails for dock walkways, if proposed, shall be designed to provide minimal visual impact from all viewing angles by avoiding the use of wood or other materials deemed inappropriate as lateral infill elements below handrail height.
- Covered pierheads/boat shelters are not permitted.
- Storage boxes shall not be placed on the dock walkway, pierhead, or floating dock. If used, storage boxes shall be placed on land and buffered from view.
- Dock lighting reviewed and approved on a case-by-case basis. The lighting is to be directional, completely shielded, low-voltage fixtures, with no visible lamps. The fixtures shall be low to the surface of the pierhead, walkways, gangways, approaches to the pierhead, and floating sections of the dock. The months of the year and specific hours that lights may be used shall be established and made a requirement to protect nesting turtles and other wildlife. In no case will exposed luminaries or light fixtures that

broadcast light be approved for use on docks. Cut sheets of all proposed fixtures are to be submitted for ARC approval prior to installation.

## **Materials and Construction**

- All wood shall be marine grade treated appropriately for its intended use and exposure to a saltwater environment.
- Railings shall be designed to meet current industry/code safety standards for docks, access walkways, pierheads, and gangways. The materials, elements, and design are to be visually minimal and non-reflective.
- Walkways and pierhead walking surfaces shall be constructed of treated wood. Materials which are not approved for use on Seabrook Island (as outlined in §II.C-Development Guidelines for New and Existing Single-Family Residences) shall not be used for any elements of the dock construction.
- Composite, fiberglass, aluminum, and steel pilings are not permitted.
- Floating elements of the dock (e.g., platforms, docks, and lifts) shall be a subdued color that blends with the environment.
- Docks and walkways shall be constructed in accordance with the current SIPOA specifications. Any variance from the standard design specifications is to be approved in writing by the ARC on a case-by-case basis.
- Docks, access walkways, floating docks, pierheads, and gangways shall not be altered in any manner without first submitting plans and specifications for the proposed alterations to the ARC and receiving formal approval.

## **Maintenance**

- Docks, walkways, floating docks, and pierheads shall be maintained in good condition at all times.

## **Application Procedure**

Plans for the construction of docks, pierheads and walkways shall be submitted to and approved by the ARC prior to construction and/or submittal to the Town of Seabrook Island and DHEC-OCRM. Submittal requirements include:

- Request for Exterior Alteration/ Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape
- Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits
- Detailed location information and Site Plan. The Site Plan is to be prepared using a current, As-Built Survey (dated within 18 months of the date of application for approval) as the base plan. The As-Built Survey shall meet the standard of care for Surveys of this nature prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C.
- Dock site plan, design plans, and details are to be prepared and sealed by a professional Dock Builder or Engineer who is currently licensed in S.C. or by the Architect who is in responsible charge of the project and currently licensed in S.C., and shall include:
  - ARC-assigned dock corridor.
  - Magnetic compass degree heading of pierhead/walkway.

- Elevations of the various elements of the proposed pierhead/walkway referenced to MSL.
- Design plans and construction details, sections, and specifications for all proposed construction, materials, equipment, and lighting (including lighting fixture cut sheets and product information cut sheets with photos for boat hoists, gangways, and floating dock/boat storage).

Note: Incomplete submittals which do not adequately define, delineate, and identify the design, construction, materials, and equipment of the dock will not be reviewed.

## **ARC Review and Approval**

- ARC approval for any dock, pierhead, or access walkway is valid for a period of six (6) months.
- ARC approval is not transferable with sale of the Property.
- Approval shall also be obtained from the necessary governmental agencies, including the Town of Seabrook Island and S.C. DHEC-Office of Ocean and Coastal Resources Management. Copies of these approvals are to be provided prior to obtaining the ARC building permit.
- The following materials shall be provided in order to obtain the ARC building permit (Note: Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and to the Contractor who posted the deposits):
  - Dock Construction Commitment and Deposit Agreement form (available on the SIPOA website or by contacting the SIPOA ARC)
  - Refundable Construction Deposit from the Property Owner
  - Refundable Construction Deposit from the Contractor
- If construction has not commenced within six (6) months, the ARC request process is to be reinitiated and the appropriate fee paid.
- An As-Built Survey of the docks, pierhead, and walkway, prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., shall be submitted to the Architectural Review Staff within 30 days of the dock's completion.
- Upon completion of the work and repair of any damage that occurred during construction, the 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 a successful site review.



## **APPENDIX D: Play and Recreational Structures/Basketball Backboards**

### **Purpose**

To provide guidelines for the design and installation of play and recreational structures for single-family residential lots in the SID.

### **Location**

- Wherever possible, play structures shall be located at the rear of a residence and consideration given to adjacent residences and their living areas.
- Play structures shall be located away from neighboring master bedrooms and living and dining rooms.
- The setbacks established for single-family residences are to also be observed for all recreational and play structures. The ARC may, at its discretion, reduce the rear setback for the play structure to fifteen feet (15'-0") to coincide with the requirement for open decks.
- Basketball goals are to be located at the end of a guest parking or turnaround area on the driveway. The six-foot (6'-0") setback established for driveway surfaces applies.
- Portable recreational equipment is to be moved and stored out of view of adjacent properties when not in use.

### **Size**

- Sizes of play structures will be reviewed on a case-by-case basis.

### **Materials**

- The recommended material for play equipment is pressure-treated wood with marine grade hardware.
- Metal frame structures are not allowed.
- Tire tree swings are not allowed.
- Items may not be placed / hung in or from a tree that punctures, cuts, or otherwise damages the bark of the tree.

### **Color**

- The color of play structures shall be subtle; earth tones are recommended so the structures will blend in with the surrounding landscape.
- Basketball backboards and poles shall be stained/painted to blend with the surroundings. For example, dark green, brown or black, but please contact the SIPOA Architectural Review Staff to discuss.

**Landscaping**

- Wherever possible, recreational equipment/structures are to be screened from the roadways, golf courses, and adjacent residences with landscaping.

**Maintenance**

- All play structures shall be maintained in good condition by the Property Owner.
- The ARC reserves the right to have equipment removed if it is not maintained accordingly.

**Protective Covenants**

- The SIPOA Protective Covenants require residents to refrain from activity which is "intrusive on the peace and quiet of neighbors."

## **APPENDIX E: SIPOA Right-of-Way and Turf Grass Policy**

### **Purpose**

To establish the specifications for restoration and maintenance of SIPOA right-of-way and turf grass areas.

### **Guidelines**

All destroyed or disturbed areas of SIPOA right-of-way are to be restored in manner consistent with the overall landscape plan.

- Restoration shall be accomplished with sod, seeded grass, mulch, or native plants, as appropriate, by the entity (Property Owner, utility company, etc.) responsible for the disturbance.
- The Property Owner shall be responsible for establishing and maintaining the right-of-way sod through proper agronomic practices including irrigation, fertilization, and weed and pest control.
- If the right-of-way is destroyed or disturbed as a result of new construction or renovations, the Property Owner's construction deposit shall not be released until the right-of-way areas have been restored in accordance with these specifications.
- Synthetic or artificial turf is not allowed.

## **APPENDIX F: Seabrook Island Ecological Areas**

### **Purpose**

To provide general information about Seabrook Island's varied natural environments.

### **Overview**

During 2012, many Seabrook Island Volunteers worked with members of the American Institute of Architects' Center for Communities by Design on a study that characterized Seabrook Island as a "...rich and varied natural environment. Dunes, hammock forests, lakes, and salt marshes define the underlayment for the physical environment of the island. These different habitats provide a rich and diverse palette of native plants and wildlife...". The "Seabrook Island R/UDAT" study provided a depiction of areas of our island in terms of their natural vegetation. The report recommended consideration of our "ecological communities" as we landscape our properties and think about the colors (and the even shapes) of our homes.

Figure 3 on the next page is a more recent version of R/UDAT's ecological community graphic. The phrasing below provides a portion of the report's environmental characterization of each area.

#### **1. Lakes Area**

"This environment is characterized by open-canopy trees which provide for bigger skyspace, and longer framed views. There is more awareness and visibility of neighbors and context. Therefore, each residence has more responsibility to the whole, and each individual piece remains a visible component of the whole. Each piece has a responsibility for its role within the composition and harmony of its setting."

#### **2. Maritime Forest Area**

"Characterized by an immersive, enveloping environment of trees, moss, and other vegetation, this environment creates intimate spaces within and among the trees. The trees are the primary space-maker. Buildings and spaces here fail when they obscure or compete/conflict with these trees."

#### **3. Salt Marsh and River Marsh Areas**

"Like the Lake area, the Marsh environment has a big sky and long views. With few significant trees, the horizon and long, broad views dominate the setting."

#### **4. Dunes Area**

"This environment is characterized by dense, low vegetation. Trees tend to be individual palm(etto)s. There is a big sky, but relatively intimate views predominate, with fewer long views and fewer framed views."

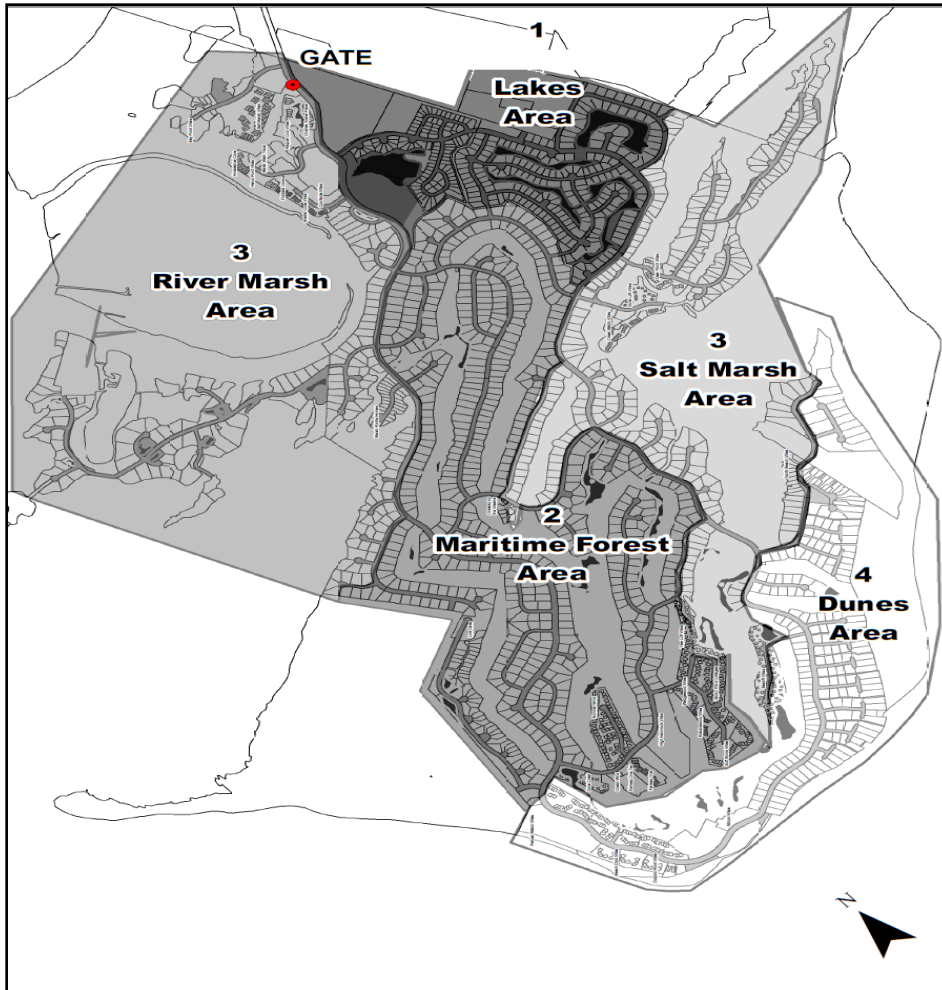


Figure 3 - Seabrook Island Ecological Areas

## **APPENDIX G: Landscape Plans/Plant Guidelines and Resources**

### **Purpose**

To provide guidance and resources for developing landscape plans and modifying existing landscaping.

### **Seabrook Island Maritime Forest Environment**

Developing a Landscape Plan which integrates the dwelling into the maritime forests of Seabrook Island is crucial to a successful project. The barrier island environment provides opportunities to incorporate landscaping that enhances the new structure while at the same time respecting and enhancing the natural environment. Recognizing that the character of the island created by the varied maritime environment that spans individual property lines, landscape plans shall respond to the individual characteristics of each lot and neighborhood.

For landscaping purposes, Seabrook Island has four distinct ecological areas, or “zones”: the lakes, maritime forest, salt marsh/river marsh, and dunes. These areas vary in soil type and, also, in the degree of salt content in both the soil and air. In addition, many Seabrook Island properties border on either salt or fresh bodies of water, each requiring special considerations for landscaping.

### **Landscaping Considerations**

Successful landscaping and site development make the dwelling look as though it was “dropped” into the site with no distinct sense of property lines being defined. In general, plantings closer to the structure may be more refined and ordered, while the planting appears more indigenous and less formal when moving away from the area immediately around the building. Formal courtyard plantings shall be located within approved courtyards that are enclosed on three sides by the building.

Items may not be placed/ hung in or from a tree that punctures, cuts, or otherwise damages the bark of the tree. Consideration will be given to applications for landscape down lighting.

### **ARC Approval of Landscaping/Landscape Changes**

As described in §II.C.8-Landscape Design, plans for altering the landscaping of existing buildings and Landscape Plans for new construction are to be submitted to the ARC for approval prior to executing the work.

Please discuss the information contained in §II.C.8-Landscape Design and the information in this Appendix with your Landscape Architect during design.

### **Online Resources**

The following information is provided to assist Property Owners and their Landscape Architects/Landscape Contractors in creating a Landscape Plan for a new home and in making changes to the landscaping of an existing residence. The listed resources provide guidance on plant materials appropriate for the varied environmental characteristics found on Seabrook Island. Please contact the Architectural Review Staff to obtain current information and requirements for the landscape characteristics of your Property.

## **Seabrook Island Planting by Zones Reference Guide**

Found on the SIPOA website or by contacting the SIPOA ARC.

## **Backyard Buffers for the South Carolina Lowcountry**

[https://www.scdhec.gov/HomeAndEnvironment/Docs/backyard\\_buffers.pdf](https://www.scdhec.gov/HomeAndEnvironment/Docs/backyard_buffers.pdf)

## **Backyard Buffers: Protecting Habitat and Water Quality**

<http://www.dca.state.ga.us/development/environmentalmanagement/programs/downloads/dcabackyardbuffers.pdf>

## **Best Management Practices for Wildlife in Maritime Forest Developments**

<http://www.dnr.sc.gov/marine/pub/BMPSforCoastWeb.pdf>

## **Choosing the Right Tree**

<http://treesaregood.org/treeowner/choosingtherighttree.aspx>

## **Clemson University Cooperative Extension Service**

<http://www.clemson.edu/extension>

## **Invasive Plant Pest Species of South Carolina**

<http://www.clemson.edu/psapublishing/pages/forestry/forlf28.pdf>

## **Life Along the Salt Marsh: Protecting Tidal Creeks with Vegetative Buffers:**

[http://www.clemson.edu/extension/hgic/water/resources\\_stormwater/life\\_along\\_the\\_salt\\_marsh\\_protecting\\_tidal\\_creeks\\_with\\_vegetative\\_buffers.html](http://www.clemson.edu/extension/hgic/water/resources_stormwater/life_along_the_salt_marsh_protecting_tidal_creeks_with_vegetative_buffers.html)

## **List of Invasive Exotics**

<http://www.ncsu.edu/goingnative/howto/mapping/invxse/index.html>

## **Native Plants of the Carolinas**

<http://www.name-that-plant.net/index.shtml>

## **Non-native Invasive Plants of Southern Forests: A Field Guide for Identification and Control**

[http://www.srs.fs.usda.gov/pubs/gtr/gtr\\_srs062](http://www.srs.fs.usda.gov/pubs/gtr/gtr_srs062)

## **NC State Plant Fact Sheets**

<http://www.ces.ncsu.edu/depts/hort/consumer/factsheets/>

## **Plants for Atlantic Coastal Restoration**

[http://plant-materials.nrcs.usda.gov/technical/atlantic\\_restoration.html](http://plant-materials.nrcs.usda.gov/technical/atlantic_restoration.html)

## **Plants That Grow Along the Shoreline (freshwater)**

[http://www.clemson.edu/extension/natural\\_resources/water/stormwater\\_ponds/problem\\_solving/aquatic\\_weeds/shoreline\\_emergent\\_plants/](http://www.clemson.edu/extension/natural_resources/water/stormwater_ponds/problem_solving/aquatic_weeds/shoreline_emergent_plants/)

## **Palm Selection, Planting, and Maintenance Guidelines**

<http://treesaregood.org/treecare/resources/palms.pdf>

## **SC Forestry Commission Tree Guide**

<http://www.state.sc.us/forest/urbsg04.htm>

## **Shorescaping Freshwater Shorelines**

[http://www.clemson.edu/extension/hgic/water/resources\\_stormwater/shoreline\\_plants\\_in\\_south\\_carolina\\_waterfronts.html](http://www.clemson.edu/extension/hgic/water/resources_stormwater/shoreline_plants_in_south_carolina_waterfronts.html)

## **APPENDIX H: Exterior and Site Lighting Resources**

### **Purpose**

To provide guidelines for selecting exterior lighting fixtures.

### **Guidelines**

To reduce light pollution and light trespass, the use of Dark-Sky Compliant and Turtle Friendly lighting is required.

The ARC prohibits the use of floodlights for general area lighting.

All exterior lighting shall be accomplished by using light fixtures that have the lamp/luminaire shielded so the source of the light is not visible from beyond the property lines and that do not produce glare that could impact adjacent properties, streets, and natural areas.

Decorative fixtures at entry porches and doorways with very low wattage lamps may be considered on a case-by-case basis for homes away from or not visible from the oceanfront, including the streetside of oceanfront homes. This type of fixture shall not be the primary source of lighting in these applications and shall not broadcast light over a wide area.

For further guidance and specific requirements, see §II.C.7-Exterior Lighting.

### **Online Resources for Dark-Sky Compliant and “Turtle-Friendly” Lighting**

#### **International Dark-Sky Association (IDA)**

[www.darksky.org](http://www.darksky.org)

A non-profit member organization that teaches how to preserve the night sky through fact sheets, law references, pictures, and web resources.

#### **Saving Dark Skies**

[www.skyandtelescope.com/resources/darksky](http://www.skyandtelescope.com/resources/darksky)

This resource contains several up to date articles on products and topics of interest to those seeking more information on how to be Dark Sky friendly.

#### **Turtle Safe Lighting**

[www.turtlesafelighting.com](http://www.turtlesafelighting.com)

Turtle Safe Lighting provides lighting solutions for coastal areas where it is likely that sea turtles will nest.



## APPENDIX I: Mailbox Specifications

### Purpose

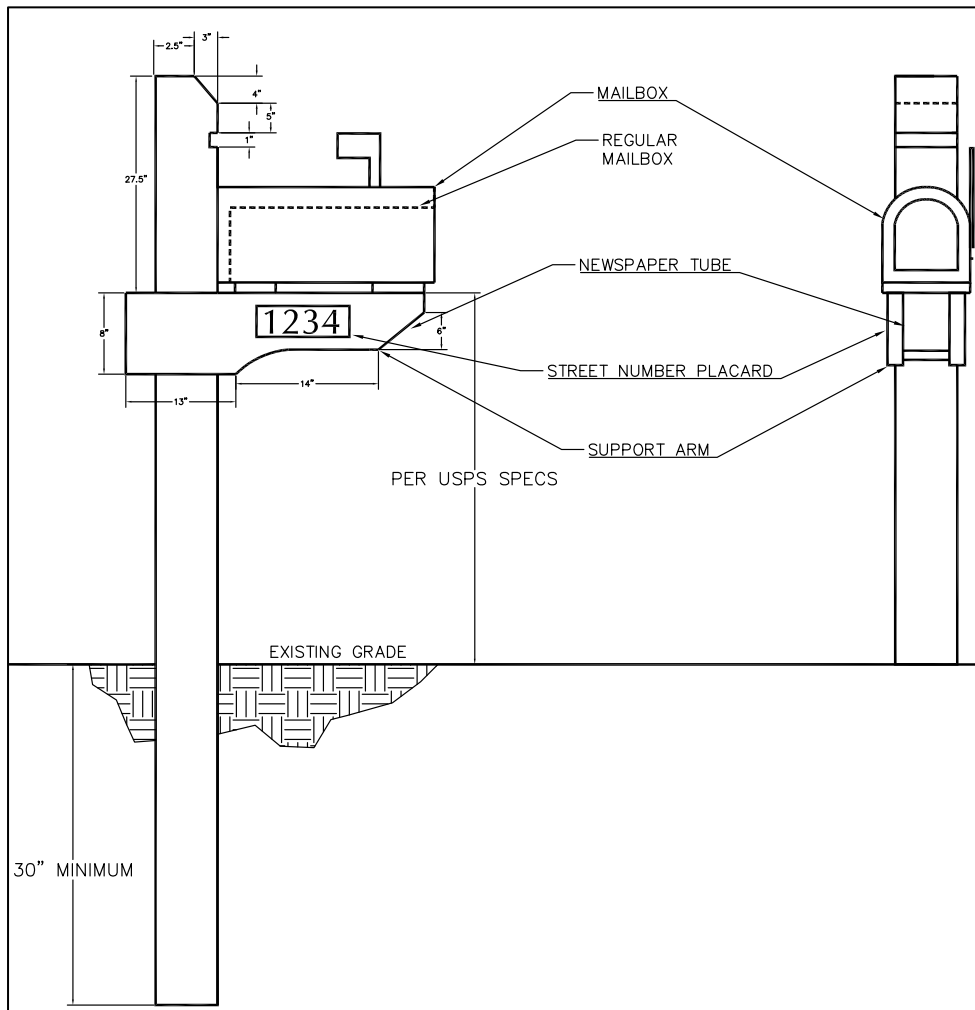
To ensure consistent appearance of mailboxes from one Property to the next.

The following standard applies to all Single-Family and some Multi-Family dwellings. In cases where Multi-Family neighborhoods utilize a different design defined in the regime/association Architectural Design standards, the regime-specific design is to be followed. Figure 4 on the next page provides a graphic depiction of mailbox construction specifications.

**Mailboxes and/or posts may be purchased from SIPOA and installed by SIPOA staff.**

### Construction and Installation

- Mailboxes are to be black galvanized steel in one of two sizes:
  - “Regular size” mailboxes are approximately 11 inches high, 20 inches long, and 8½ inches wide.
  - “Large size” mailboxes are approximately 15 inches high, 25 inches long, and 11½ inches wide.
- Mailbox posts are to be six inches by six inch (6" x 6") pressure-treated lumber; length is eight feet (8'-0").
- The post, arm, newspaper tube, and placard are to be stained/painted the approved SIPOA color; paint may be obtained from SIPOA. Street numbers are to be white reflective paint; paint may be obtained from SIPOA.
- Street numbers are to be routed in CG Omega font, with numbers two and one half inches (2.5") in height, recessed on three inch by nine inch (3" x 9") wooden placards. Numbers are to be painted with reflective white paint. Placards are to be mounted on both sides of the support arm.
- Height of the mailbox from the ground and position of the post relative to the curb are to meet the USPS Mailbox Guidelines for Placement (see <https://www.usps.com/manage/mailboxes.htm>) which specify 41" to 45" above ground level and 6" to 8" back from the curb.



**Figure 4 - Mailbox Specifications**

## APPENDIX J: Site Plan Drawing Overview and Instructions

### Purpose

To combine the required Survey information as outlined in the requirements for the various submittals in a single drawing with the location, type, and extent of any proposed site improvements.

Providing comprehensive site information that defines the location of the structure(s) and all aspects of the site development, the Site Plan is an essential element to allowing the SIPOA ARC to understand and evaluate the submittal and support informed decision-making about the proposed project.

### Guidelines

Each Site Plan is to meet the criteria outlined in the Survey requirements as listed in the Conceptual and Preliminary Design Reviews' requirements and any other parts of the guidelines which are applicable to the project.

Figure 5 below depicts the types of measurements that are to be provided as an overlay to the Site Plan.

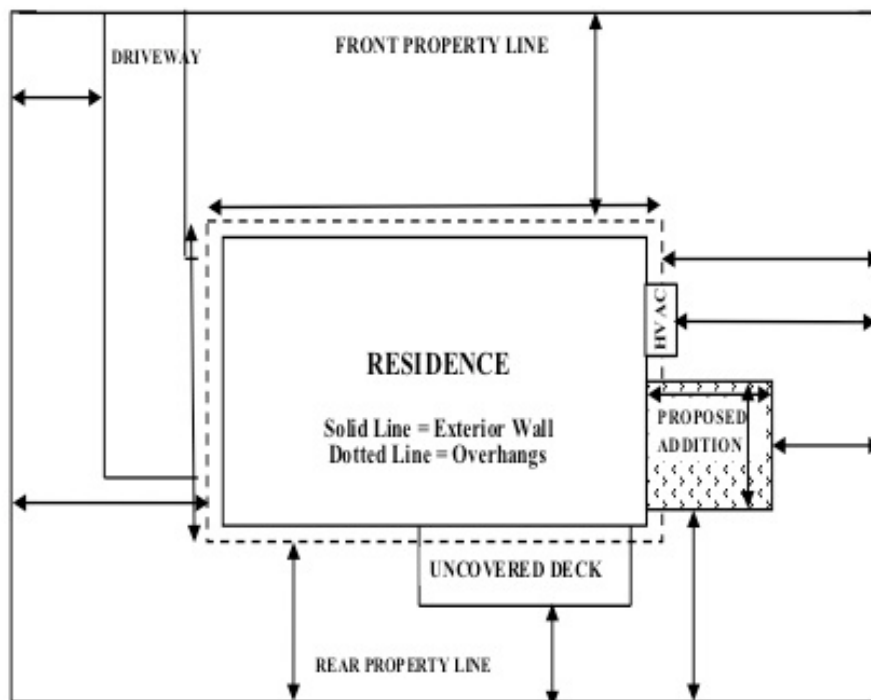


Figure 5 - Setback Definition Overlay for Site Plan

### Instructions

- Provide dimensions from all corners of the structure(s) to the property lines, including HVAC/generator platforms, storage areas if not under the main structure, decks, porches, upper story balconies, stair elements, and any other appurtenant elements such as driveways/guest parking and walkways. In most instances, a corner is to be dimensioned to both the side property line and the rear or streetside property lines. The dimension lines are to be measured from the edge of the roof overhang to the property line(s). All elements are subject to the setback requirements defined in Table 1 of §II.C.2-Setback Requirements.

- If the submittal is a request for approval of an addition or modification to an existing structure, the Site Plan shall be drawn over an As-Built Survey which clearly shows and defines the existing site development/structures and any proposed improvements and/or modifications.
- Show all buildings, garages, and any other structure(s) on your Site Plan, regardless of the reason for requesting permits.
- Provide overall building dimensions.
- Show all existing top-of-floor elevations for existing structures.
- Show all Critical Root Zones and the edges of significant tree canopies.
- Provide Lot Coverage information as defined by the Town of Seabrook Island DSO. For additions and/or modifications, provide a breakdown of both existing and proposed areas and resulting Lot Coverage percentages. (See Appendix K-Lot Coverage Guidelines and Calculation Worksheet for specific instruction regarding lot coverage calculations.)

## **APPENDIX K: Lot Coverage Calculation Guidelines**

### **Purpose**

To provide guidance on elements to include when calculating structure and hardscape lot coverage and on where to document this information for review.

### **Calculation of Lot Coverage**

For calculating the Lot Coverage percentage, the applicable lot area is the "Highland" area, defined as the land above the OCRM Critical Line, the Mean High-Water Line, and the land above the edge of any wetlands or bodies of water.

- Calculation of Lot Coverage by Building (Structure) Elements is determined by using the dimensions of the building, including the heated footprint area, covered decks and covered porches, elevated decks, stairs-to-grade, HVAC/generator platforms, and detached garages, all measured from the edge of the roofline, to determine the area. Pools, spas, and hot tubs elevated 36" or above ground level will be considered for calculation of the maximum structure percentage.
- Calculation of Lot Coverage by Hardscape Elements is determined by using the dimensions of driveway and turnaround space, guest parking area, walkways, on-grade decks and patios that are outside the building footprint, and other hardscape elements. Pools, spas, and hot tubs (and related decking area) elevated below 36" above ground level will be considered for calculation of the maximum hardscape structure percentage.
- The Lot Coverage Percentage calculations use as their base the Highland area above any jurisdictional line and/or the OCRM critical line.

### **Guidelines for Documenting Lot Coverage on the Site Plan**

- Document the Lot Coverage as a percentage of the Highland area of the lot.
- Provide on the Site Plan a summary of the types and sizes of areas used to determine the Lot Coverage.
- Provide as a part of the summary on the Site Plan the allowable Lot Coverage percentage applicable to the lot.
- As a part of the summary of the Lot Coverage, list surface areas for all improvements that are not included in the lot coverage calculations, including the breakdown of heated area and unconditioned areas on all levels of the buildings.
- Provide Lot Coverage information as defined by the Town of Seabrook Island DSO. For additions and/or modifications to existing structures, provide a breakdown of both existing and proposed areas and resulting Lot Coverage percentages

# **APPENDIX L: Tree and Natural Vegetation Preservation/Removal Policy**

## **Purpose**

To provide guidelines and requirements for modifying or removing natural vegetation on Seabrook Island properties.

The grassy dunes, maritime forests and wetlands of Seabrook Island are the landscape elements that have created a remarkable barrier island. The natural landscape of Seabrook provides the habitats for wildlife on the island. New development, alterations to existing development, or changes in land use shall place an emphasis on the preservation, protection, and maintenance of all trees, natural features, distinctive flora, native vegetation and natural areas. Residences and developed uses on the island are to be compatible with, and blend in with, existing natural features and vegetation.

## **1. DEFINITIONS**

### **Beach Trust**

All lands located between the front property lines of any oceanfront lot and the high-water mark of the Atlantic Ocean and North Edisto River, directly in front of each such lot on Seabrook Island.

### **Building**

The main occupied building, not including detached garages.

### **Bush Hogging**

Mowing of vegetation and small trees with a tractor and rotary cutter mower.

### **Caliper**

Caliper is the diameter of a tree when measured twelve inches (12") above the ground. Caliper is used for trees and distinctive flora that are up to twelve inches (12") in diameter.

### **Critical Root Zone (CRZ)**

An estimate of a tree's root zone diameter, calculated as one and one half feet (1'-6") for every inch of tree diameter.

### **Diameter at Breast Height (DBH)**

DBH is the diameter of a tree or its trunks when measured at four and one-half feet (4'-6") above the ground. DBH is used for trees that are greater than twelve inches (12") in diameter. Note: If a multi-trunk tree splits below the four and one-half feet (4'-6") mark and the trunks share a common base, all trunks shall be measured separately, added together, and count as one tree, except that any trunk measuring less than eight inches (8") DBH is not included in the calculation.

### **Distinctive Flora**

A tree or shrub two inches (2") in diameter or greater including but not limited to: American Holly, Buckeye, Eastern Red Cedar, Flowering Dogwood, Live Oak, Native Yaupon, Red Bay, Red Maple, Southern Magnolia, and native Tea Olive (i.e., *Osmanthus americanus*, also known as American olive, devilwood, or wild olive). Wax myrtles are not included.

**Fair or Better Condition**

To be in "fair or better condition," a tree shall have a life expectancy of greater than 15 years and a structurally sound trunk that is not hollow and has no extensive decay.

**Grand Tree**

Any tree except pines measuring twenty-four inches (24") or greater DBH. If a multi-trunk tree splits below the four and one-half feet (4'-6") mark and the trunks share a common base, all trunks shall be measured separately, added together, and count as one tree, except that any trunk measuring less than eight inches (8") DBH is not included in the calculation. It is prohibited to remove any Grand Tree unless a Grand Tree Removal Permit has been issued.

**Lion's Tailing**

The removal of an excessive number of inner, lateral branches from parent branches. Lion's Tailing, which often involves removal of branches less than one inch (1") in diameter, is forbidden.

**Mitigation**

Requirement to plant new trees, transplant existing trees, and/or pay a fee as determined by the ARC in order to lessen the impact of tree removal on the environment.

**Protected Tree**

Any living, indigenous tree in fair or better condition which is twelve inches (12") or more in diameter at a point four and one-half feet (4'-6") above the ground, or any other tree designated by the ARC for protection. A lesser-sized tree may be considered a protected tree if it is a rare or unusual species, of exceptional or unique quality, of historical significance, or specifically used as a focal point in a landscape design.

**Pruning/Trimming**

The American National Standards Institute (ANSI) defines four types of maintenance pruning: thinning, cleaning, reduction, and raising. It also addresses certain other pruning techniques and systems, including crown restoration, vista pruning, young tree pruning, espalier, pollarding and palm pruning. (These latter techniques are generally performed to achieve specific goals that are separate from maintenance considerations or are oriented to a specific type of tree.)

**Topping**

The reduction of a tree's size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is forbidden unless specifically approved by the Architectural Review Staff.

**2. TREE AND VEGETATION REMOVAL GUIDELINES**

Retention of native vegetation and distinctive flora is essential and is to be incorporated into any landscape plan/site development.

Approval is the sole responsibility of the ARC. Permits are required for all activities described below. Removal of trees and vegetation in violation of these guidelines is subject to tree replacement mitigation and/or penalties as noted in the SIPOA Policies and Procedures. Property Owners are responsible for Contractor performance and compliance with these regulations.

Contractors who violate these guidelines may be banned from working on Seabrook Island for a period not to exceed three years.

#### **A. Development of Residential Lots and Alterations to Developed Lots**

For modifications to properties with existing dwellings, the Property Owner shall submit a Request for Tree Removal that specifically identifies trees, shrubs, groundcover, etc. to be removed and any trimming/pruning of live tree canopy elements. Note that any deviation from the ARC-approved Tree Removal request may be subject to fines and mitigation.

For all new construction, any removal of trees or live canopy elements, shrubs, groundcover, etc. beyond that shown on the ARC-approved Landscape Plan, or approved in writing by the ARC, may be subject to fines and mitigation.

##### **(1) Removal of Live Trees and Vegetation**

- (a) For rules governing tree measurement, see definitions in § 1 of this appendix for Caliper, Diameter at Breast Height, and Grand Tree.
  - (b) Trees greater than six inches (6") in diameter will be approved for removal if they are within the ARC-approved building footprint, driveways, patios, decks, etc., but may be subject to mitigation.
  - (c) Trees greater than six inches (6") in diameter that are outside the building footprint may be removed subject to ARC approval on a case-by-case basis but may be subject to mitigation.
  - (d) Removal of diseased or dying trees elsewhere on the Property will be considered only if written certification that the diseased tree cannot be salvaged is presented from an ISA Certified Arborist®.
  - (e) As a general rule, with either approved new home construction or an existing home, pine trees may, in the property owner's discretion, be removed with prior ARC approval and without mitigation, with the following conditions:
    - a. Existing mature trees other than pine trees, and other below-story and mid-story vegetation within the removal zone must be preserved; and
    - b. The proposed removal plan should be presented to the ARC in advance of removal to ensure that the remaining vegetation is sufficient to meet the characteristics of the area and any other ARC Rules and Regulations, or whether mitigation of some form will be required.
  - (f) Mitigation will be provided as part of the approved Landscape Plan for the building being constructed.
  - (g) Trees designated for removal shall be evaluated for possible relocation by an ISA Certified Arborist®.
  - (h) Tree pruning and trimming activity is to comply with *ANSI A300 (1995) Standard Practices for Tree, Shrub, and Other Woody Plant Maintenance* and with *ANSI Z133.1 (1994) Safety Standards* for tree care operators.
- (2) All protected trees shown on the Tree Survey outside of the building footprint shall be carefully protected from construction activities in any manner deemed appropriate by the ARC, including protective fencing. Any trees that are damaged or die as a result of construction activity or improper/unapproved



trimming or pruning will require mitigation and a possible assessment. (See the "Preservation of Natural Features" topic in §IV.A.3.d-Construction Guidelines.)

- (3) Mass clear cutting of vegetation and small trees on the site is prohibited to ensure natural areas are available for bird and wildlife habitat. (See §II.C.8-Landscape Design.) This constraint specifically includes plants and vegetation in all setback and easement areas. Setback and easement areas may not be underbrushed, altered, cleared, or pruned without specific written authorization from the ARC.
- (4) Trees and vegetation shall not be cleared from another person's property unless written permission has been provided by the Property Owner or trustee of the other property and the work has been approved by the Architectural Review Staff.

#### **B. Undeveloped Residential Lots**

- (1) Properties shall be maintained in a natural condition.
- (2) Prior to making any change to existing vegetation, the Property Owner shall submit a Request for Landscape Vegetation Alteration on Undeveloped Lot Form.
- (3) Diseased or dead trees are to be removed, except for dead trees beyond the OCRM Critical Line which may be preserved for wildlife provided the tree(s) do not pose a hazard.
- (4) See Appendix Q- Selective Clearing of Lots for SIPOA rules regarding bush hogging and clearing of lots.
- (5) The Property Owner is responsible for ensuring that the lot is cleared of fallen limbs, trees and debris and any damage to the SIPOA common areas is repaired.

#### **C. SIPOA Common Property**

Before starting any trimming of trees, shrubs, bushes, or distinctive flora on the Beach Trust or on other common SIPOA Property, Property Owners shall obtain an approved permit from the ARC and agree in writing that they will comply with the pertinent Rules and Regulations and any additional requirements established by the ARC.

##### **The Beach Trust**

Wax Myrtle trimming in the Beach Trust requires written approvals from the ARC; a refundable compliance deposit per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits is also required. Said compliance deposit shall be released to the Property Owner if the work has been completed in accordance with the guidelines.

- (a) Trimming is to be performed only during the months of November through March.
- (b) Trimming shall not be lower than six feet (6') from the base, or not lower than a line drawn from the most landward line of vegetation (near the buildings) to the crest of the primary dune in the extended Property zone, whichever is greater.
- (c) Plants that require trimming below the six-foot (6') level for growth purposes will be reviewed on a case-by-case basis.

- (d) All trimming is to be neatly done and the cuts made perpendicular to the tree limb axis. Machete cutting leaving sharp points on tree limbs is specifically prohibited.
- (e) Trimmings may remain on the site provided they are spread flat on the ground neatly and compactly. Trimmings within three feet (3') of either side of common areas must be removed.
- (f) Destruction of topography, trees, shrubs, and wildlife habitat during trimming work is prohibited. Wheeled equipment and/or vehicles are not permitted in the work area.
- (g) Property Owners and their Contractors are not permitted to trim in areas outside the extended side property lines of their lot.
- (h) The allowable seaward limit for trimming will be determined on a case-by-case basis.
- (i) Contractors hired by the Property Owner shall agree to hold SIPOA harmless in case of injury to any person or in case of property damage.

### 3. MITIGATION

The purpose of mitigation is to maintain the wildlife habitat, shade, erosion control, and water purification provided by our current forest.

Table 7 below provides the requirements for mitigating removal of trees of various sizes and types.

Trees used for mitigation shall be native to the barrier island environment. (See Appendix G-Landscape Plans/Plant Guidelines and Resources for guidance.)

**Table 7 – Tree Mitigation Requirements**

<b><i>Tree Removed*</i></b>	<b><i>Mitigation Required</i></b>	<b><i>Mitigation Tree Type**</i></b>
Evergreen under 12 feet	1 for 1	Evergreen, 2" caliper***
Evergreen over 12 feet	2 for 1	Evergreen, 2" caliper***
Hardwood under 12" caliper	2 for 1	Hardwood 2" caliper
Hardwood 13" to 23" caliper	4 for 1	Hardwood 2" caliper
Hardwood 24" caliper or greater	8 for 1	Hardwood 2" caliper
Palmetto under 12 feet	1 for 1	Palmetto, 8-10 feet, or Evergreen (non-pine), 2" caliper
Palmetto over 12 feet	2 for 1	Palmetto, 10-12 feet, or Evergreen (non-pine), 2" caliper

\* Caliper/diameter on Tree Removed is to be measured four and one-half feet (4'-6") above grade.

\*\* Caliper/diameter on Mitigation Tree is to be measured twelve inches (12") above grade.

\*\*\* Non-Pine evergreens are required for non-pine evergreen mitigation.

**Guidelines:**

1. All trees planted are to be vigorous, well-shaped, and equally branched.
2. "Evergreen" trees include varieties such as American Holly, Eastern Red Cedar, Live Oak, Native Yaupon, Red Bay, Southern Magnolia, native Tea Olive (i.e., *Osmanthus americanus*, also known as American olive, devilwood, or wild olive), etc.
3. Any mitigation planting shall comply with the following professional standards:
  - ANSI A300 (Part 6) – 2012 *Transplanting and Planting* standards  
<http://tcia.org/business/ansi-a300-standards/part-6>
  - Best Management Practices provided by the International Society of Arboriculture  
<http://www.isa-arbor.com/store/product.aspx?ProductID=104>
  - Planting details and specifications provided by the Urban Tree Foundation  
[http://www.urbantree.org/details\\_specs.shtml](http://www.urbantree.org/details_specs.shtml)
4. All mitigation trees will be inspected one (1) year after their planting to ensure they are surviving in a healthy condition. If they are found to be in a declining condition, the ARC will require replacement.
5. Any tree that is deemed a hazard tree by an ISA Certified Arborist® will not require mitigation, but replacement will be encouraged.
6. During new construction, ARC may permit placing protection on a grouping of trees that are smaller than the six-inch (6") protection size in lieu of planting new mitigation trees. In this situation, the trees in the protected group are to be far enough apart that they are likely to grow into a nice canopy tree.

**4. EMERGENCY PROCEDURES**

The ARC is authorized, in case of a major storm or emergency, to declare any or all of the provisions of this regulation temporarily suspended to provide Property Owners access to their residences and for cleanup and debris removal.

**5. PERMITTING PROCEDURE****A. Tree Removal/Trimming/Pruning and Bush Hogging****Materials and Work Items Required:**

- **Tree Removal:**
  - Prior ARC authorization is required for removal of trees.
  - Request for Landscape Vegetation Alteration on Developed Lot Form or Landscape Vegetation Alteration on Developed Lot Form (available on the SIPOA website or by contacting the SIPOA ARC) documenting Contractor, Reason for Removal, Description of Work (including Species/Size), Location, Method of Debris Disposal, Mitigation Plan, and Anticipated Date of Mitigation Completion.
  - Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits.

- Trees to be removed shall be prominently identified on a site plan. Please see the Architectural Review Staff for guidance on whether the Site Plan is to be drawn on a copy of the Tree and Topographical Survey (see Survey requirements in the Design Submittal Requirements) or sketched as a less formal depiction of the property and its major elements.
- Trees to be removed shall be marked on the site with red survey ribbons. The Architectural Review Staff may waive this requirement for removing single trees as they deem appropriate.
- **Tree Trimming/Pruning:**
  - Prior ARC authorization is required for pruning and/or trimming of limbs.
  - Request for Landscape Vegetation Alteration on Developed Lot Form or Landscape Vegetation Alteration on Undeveloped Lot Form (available on the SIPOA website or by contacting the SIPOA ARC) using the "Tree Trimming/Pruning" checkbox and explaining the requested trimming/pruning
  - The Architectural Review Staff considers factors such as health of the limb and its proximity to developed and buffer areas of the property when deciding whether to approve the request.
  - Please review Appendix R-Tree Trimming/Pruning Guidelines for guidance on techniques that are and are not permitted, and ensure the application complies with all restrictions stated in Appendix R.
- **Bush Hogging:**
  - Request for Landscape Vegetation Alteration on Developed Lot Form or Landscape Vegetation Alteration on Undeveloped Lot Form (on the SIPOA website or by contacting the SIPOA ARC) using the "Other" checkbox and explaining the requested bush hogging
  - Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits
  - Please review Appendix Q- Selective Clearing of Lots for guidance on activities that are and are not permitted and ensure that the Bush Hogging application complies with all restrictions stated in Appendix Q.
  - Areas of the site to be selectively cleared shall be staked in the field as specified in Appendix Q to clearly define all boundaries/limits prior to submitting the bush hogging application. Surveyors tape and lot corner stakes are to remain in their original position until clearing is finished and inspected by the Architectural Review Staff.

**Plan Review and Approval:**

- The Architectural Review Staff will review the application and conduct a site visit. The Architectural Review Staff may either conduct an administrative review or require that the application be reviewed by the ARC prior to granting approval.
- The Architectural Review Staff will document on the Request for Landscape Vegetation Alteration on Developed Lot Form, Landscape Vegetation Alteration on Undeveloped Lot Form, or Request for Final Design Review Form (available on the SIPOA website or by contacting the SIPOA ARC) any special conditions and/or specifications for mitigation.

**Final Review:**

- Upon notification that the work is complete, the Architectural Review Staff will conduct a Final Review to verify compliance with the approved request.
- The ARC may require correction of any unauthorized changes to the approved plan.
- The ARC may require restoration of areas affected by the work, including impact from equipment and work on areas other than the tree location, including rights-of-way and SIPOA property.

**B. Trimming on Beach Trust Lands/Activity on SIPOA Common Property****Materials and Work Items Required:**

- Completed Beach Trust Plant Trimming Application & Agreement form (available on the SIPOA website or by contacting the SIPOA ARC) including a Site Plan delineating the scope and limits of the proposed trimming area drawn on the plat or Survey of the area.
- Non-refundable review fee (per Appendix A-Schedule of ARC Fees and Deposits).
- Areas of the site to be trimmed shall be staked in the field with visible flags as needed to clearly define all boundaries/limits prior to submitting the trimming application. Flags marking boundaries are to remain in their original position until the trimming is finished and inspected by the SIPOA Staff.

**Plan Review and Approval:**

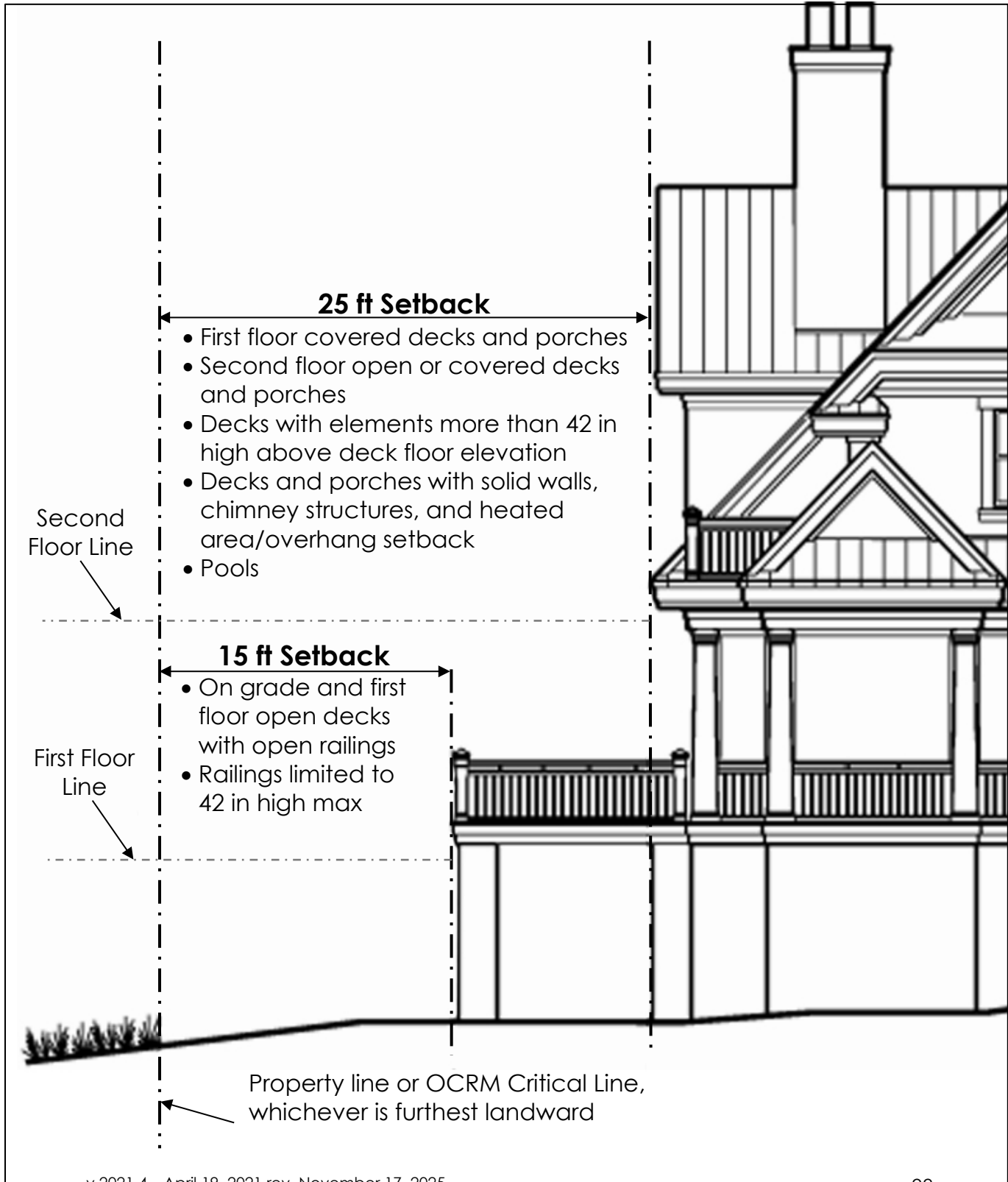
- The Architectural Review Staff will review the application and conduct a site visit. The Architectural Review Staff may either conduct an administrative review or require that the application be reviewed by the ARC prior to granting approval.
- The Beach Trust Plant Trimming Application & Agreement form (available on the SIPOA website or by contacting the SIPOA ARC) updated with ARC approval shall be submitted to the Town prior to inception of the work.

**Final Review and Deposit Refund:**

- Submit Request for Final Review form (available on the SIPOA website or by contacting the SIPOA ARC).
- The Architectural Review Staff will conduct an on-site review.
- When the Final Review is approved, construction deposits plus interest less any assessments will be returned to the Property Owner and the Contractor following the site review.

## APPENDIX M: Deck Setback for Lots on a Marsh, Lake, Pond, or Golf Course Exhibit Drawing

Figure 6 - Depiction of Rear Deck/Porch Setback Requirements





## APPENDIX O: Job Site Color Board Sign Specifications

### Purpose

To ensure consistent appearance of Job Site Color Board signs from one Property to the next. Note that the sign is not required for renovations/remodels.

Every new construction job site shall display a Job Site Color Board as specified in this appendix. 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.

### Construction and Installation

- The Job Site Color Board Sign, depicted in Figure 8 below, is to be installed by the Contractor.
- The bottom of the sign shall be at least twelve inches (12") above ground level.
- Posts are to be four inches by four inches (4" x 4") pressure-treated lumber.
- Exterior material samples are to be mounted on one-half inch (0'-6") Duraply.

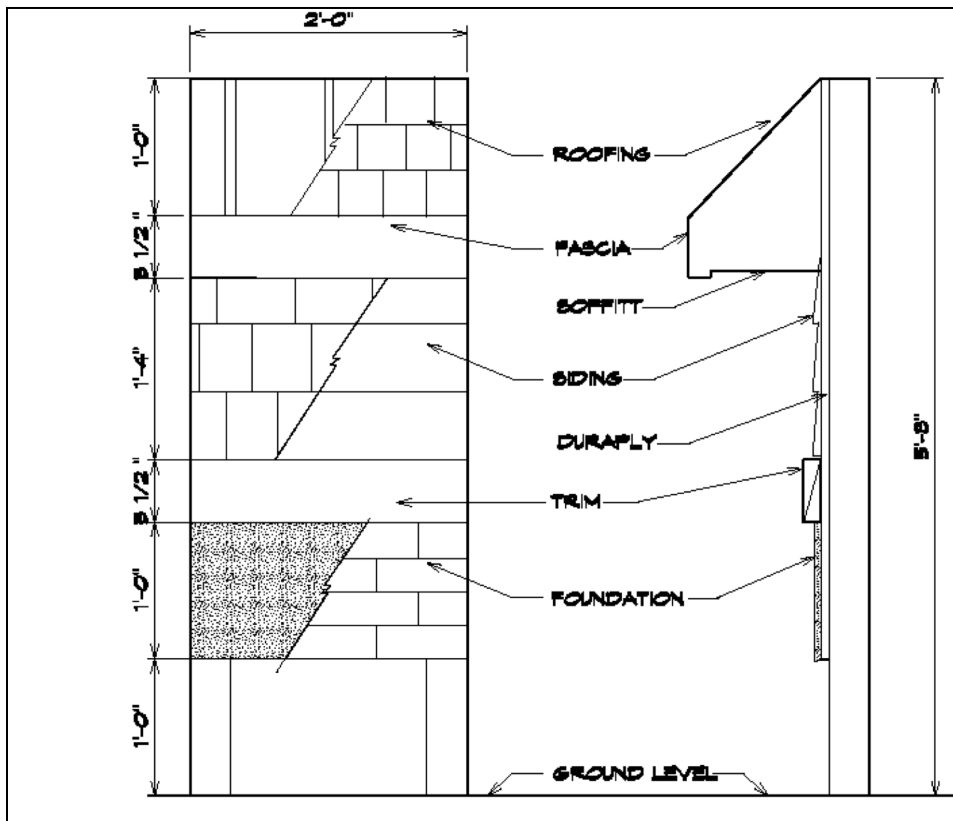


Figure 8 - Job Site Color Board Specifications



## **APPENDIX P: Demolition**

*Approved by ARC 8/4/2009, Approved by SIPOA Board 9/21/2009*

### **Purpose**

To provide guidelines for total or partial demolition of residential structures.

### **Guidelines**

- A Request for Exterior Alteration/ Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape form (available on the SIPOA website or by contacting the SIPOA ARC) shall be submitted to the ARC for approval, along with a Completion Timetable.
- An ARC permit, a Town of Seabrook Island permit, and a Charleston County permit are required prior to commencement of work.
- No trees or natural growth shall be removed unless approved by the ARC.
- A Tree Protection Plan may be required. Protective fencing shall be erected around trees, natural growth, and other locations as directed by the ARC.
- Mesh fencing shall be installed along the perimeter of the demolition area for the duration of the project.
- Contractors are to minimize air-borne dust by means of wetting down the area.
- All debris shall be disposed of in appropriate receptacles on a daily basis and removed as required per SIPOA §IV.A.3-Contractor Guidelines per the SIPOA Rules and Regulations.
- If a partial demolition is proposed, drawings shall be submitted to clearly show the area(s) that will be demolished.
- In the case of total demolition, all utilities shall be terminated at their entry onto the Property prior to demolition. Any buried pipes or propane tanks shall be removed.
- The Property shall be restored to unimproved condition by means of grading and ground cover. No bare earth areas shall remain. Grading shall not adversely affect neighboring properties, and proper drainage shall be established/maintained.
- The Property shall remain in unrestored condition no longer than fifteen (15) days after the completion of demolition.

## **APPENDIX Q: Selective Clearing of Lots**

### **Purpose**

To establish the specifications for the selective clearing of properties.

### **Guidelines**

Appendix L-Tree and Natural Vegetation Preservation/Removal Policy §5 (Permitting Procedure) describes the process for requesting authorization for selective clearing of an undeveloped lot.

The Architectural Review Staff will review existing site conditions prior to approval/permitting of the selective clearing of underbrush and after completion of the work. The required application and review fee are to be provided, and ARC approval is to be obtained, prior to initiation of any work. If common areas and rights-of-way are disturbed during limited clearing operations, they shall be restored as required by the ARC prior to the return of the required deposit.

The selective clearing of underbrush on parcels of land without existing structures is permitted only on lots that are for sale or those that are being developed. The scope of work on lots being developed is limited to the main buildable area and the probable driveway location/route. The following restrictions apply:

- The use of bush hogging equipment is not permitted unless specifically approved by the Architectural Review Staff.
- There is to be no clearing of any kind in the setbacks, easements, or any areas beyond the property lines such as common areas or Club properties. While the desire to cut understory and smaller caliper trees in the rear and side setbacks to show views is understandable, it is not allowed because it destroys the existing plant materials which create natural buffers. Existing sea island plant materials in setbacks are an important part of the maritime forest environment that help to define the character of Seabrook Island. These elements might later be effectively incorporated into the Landscape Plan and actually benefit the Property Owner.
- Clearing for access from the street shall be limited to the probable driveway entrance. The use of this approach is essential for preserving the character of the streetscape until such time as the lot is developed/house built.
- The area to be selectively cleared is to be outlined with surveyor's tape prior to applying for a permit. The tape shall remain in place until the Architectural Review Staff has reviewed the completed clearing.
- Lot corners are to be staked and the stakes painted a bright orange.
- Trees shall not be removed.
- The Critical Root Zones of significant trees shall be protected and no equipment may drive over these areas.
- Pruning of tree limbs and canopy is not permitted.
- Significant clumps of understory growth such as wax myrtles, yaupon, holly, and any other indigenous plant materials shall be preserved.
- In general, selective clearing shall be less rather than more, addressing the core of the lot, in order to provide adequate viewing of the interior of the lot.

## APPENDIX R: Tree Trimming/Pruning Guidelines

### Purpose

To provide guidelines for pruning or trimming of live tree canopy.

### Objective

§18 of the SIPOA Protective Covenants states, "Trees and distinctive flora shall not be intentionally destroyed, radically pruned or removed without the prior written permission of the ARC, or as may otherwise be permissible under regulations and guidelines established by SIPOA." The guidelines in this appendix are provided to aid Property Owners and their contractors in understanding SIPOA expectations for how pruning and trimming of trees shall be performed on the Island.

Guiding a tree's architecture through proper pruning should focus on creating and maintaining a strong overall structure with a functional and pleasing form by removing the smallest possible amount of living tissue at any one pruning. In each pruning cycle, live branches should be removed to direct growth to more desirable tree parts, largely by correcting defects and minimizing poor structure. Never prune if you do not know why the tree needs pruning, and do not indiscriminately remove branches with live foliage because this practice stresses the tree.

### Guidelines

Section 5-Permitting Procedure of Appendix L-Tree and Natural Vegetation Preservation/Removal Policy describes the process for requesting authorization for tree trimming/pruning.

The Architectural Review Staff may review existing site conditions prior to approval/permitting of the pruning and after completion of the work. The required application and review fee are to be provided, and ARC approval is to be obtained, prior to initiation of any work. If common areas and rights-of-way are disturbed during the work, they shall be restored as required by the ARC prior to the return of the required deposit.

The following restrictions apply:

- All pruning shall conform to the approved techniques as described in the most current edition of ANSI A300 (Tree, Shrub and Other Woody Plant Maintenance - Standard Practices) Part 1 (Pruning) and in a manner consistent with ISA's Best Management Practices - Pruning.
- Work is to be performed by workers trained in compliance with ANSI Z133.1 safety guidelines, as required by OSHA.
- An ISA Certified Arborist® shall be on site to provide project oversight at least once each day.
- Pruning objectives shall be established prior to beginning work. One or more of the following methods shall be specified to achieve the objective:
  - Cleaning: Removal of dead, diseased, low vigor, and broken branches.
  - Thinning: Selective branch removal to improve structure and to increase light penetration and air movement through the crown. Proper thinning opens the foliage of a tree, reduces weight on heavy limbs, and helps retain the tree's natural shape.
  - Reduction: Reduction of the height or spread of a tree, often used when a tree has grown too large for its permitted space. Note that reduction should only be used as a last resort and be applied to minimal portions of the crown.
  - Raising: Removal of lower branches to provide vertical clearance (approximately 7' to 8') for sidewalks and driveways.

Other pruning techniques that may be discussed include espaliering, pollarding, young tree pruning, palm pruning, root pruning, and restorative pruning.

## Instructions

Improper pruning of mature and middle-aged trees (e.g., making flush cuts and removing large branches) initiates decay inside the trunk and branches. Lions-tailing, over-lifting, and over-thinning are other poor pruning practices that promote weak branch unions, trigger unnecessary stress on the tree due to excessive live material removal, and create a misshapen crown.

Live branches greater than 3 inches shall not be removed without prior approval of the Architectural Review Staff.

Pruning of mature and middle-aged trees is to conform to the ANSI A300 pruning standard, which includes:

- Shall not cut off the branch collar (not make *flush* cuts)
- Shall use sharp pruning tools so as to not leave jagged, rough, or torn bark around cuts
- Shall not *top* or *lions-tail* trees
- Shall not *Roosters-tail*, or over prune palm trees
- Shall not perform internodal pruning or leave branch stubs
- Shall not remove more than 25% of the *live* foliage of a single limb on young and medium-age trees
- Shall not remove more than 10% of the total-tree *live* foliage in a single year on mature trees
- Shall leave 50% of the foliage evenly distributed in the lower 66% of the canopy on mature trees
- Shall not use equipment or practices that would damage bark or cambium beyond the scope of the work
- Shall not apply either wound dressings or tree paints to any pruning cuts
- Shall not climb any tree with tree climbing spikes or spurs except to perform an aerial rescue of an injured worker
- Shall use removal (thinning) cuts instead of heading cuts
- Shall cut with a hand saw at right angles any roots that must be removed

## Sources/ Resources for Those Who Plan to Prune

Harris, Richard Wilson, James R. Clark, and Nelda P. Matheny. ***Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines***. 4th ed. Upper Saddle River, N.J.: Prentice Hall, 2004. 340-364. Print.

Gilman, Edward F. ***An Illustrated Guide to Pruning***. 2nd ed. Albany, N.Y.: Delmar Thomson Learning, 2002. 10, 18, 47, 211-212. Print.

## Online Resources

Gilman, Edward Brian Kempf, Nelda Mathency, and Jim Clark “**Structural Pruning: Part 1**” International Arboriculture Society, 2013.

[http://www.isa-arbor.com/events/conference/proceedings/2013/GILMAN\\_Structural%20Pruning.pdf](http://www.isa-arbor.com/events/conference/proceedings/2013/GILMAN_Structural%20Pruning.pdf)

## International Society of Arboriculture (ISA)

<http://www.isa-arbor.com>

## Trees Are Good (ISA's community outreach website):

<http://www.treesaregood.com>

**Guidelines: Pruning Mature Trees**

[http://treesaregood.org/treecare/resources/Pruning\\_MatureTrees.pdf](http://treesaregood.org/treecare/resources/Pruning_MatureTrees.pdf)

**Guidelines: Pruning Young Trees**

[http://treesaregood.org/treecare/resources/Pruning\\_YoungTrees.pdf](http://treesaregood.org/treecare/resources/Pruning_YoungTrees.pdf)

**Guidelines: Palm Tree Maintenance**

<http://treesaregood.org/treecare/resources/palms.pdf>

**Tree Care Industry Association**

<http://tcia.org>

**TreesSC (South Carolina's Community Forestry Program)**

<http://www.treessc.org>

**Urban Tree Foundation**

<http://www.urbantree.org>

**ANSI A300 (Tree, Shrub and Other Woody Plant Maintenance - Standard Practices) Part 1 (Pruning)**

<http://tcia.org/business/ansi-a300-standards/part-1>

**ISA's Best Management Practices - Pruning - 2009.**

<http://www.isa-arbor.com/store/product.aspx?ProductID=58>

**ANSI Z133.1 Safety Guidelines**

<http://www.isa-arbor.com/store/product.aspx?ProductID=122>

## APPENDIX S: Maximum Lot Coverage for Non-Conforming Properties

All properties within Seabrook Island Development not meeting the minimum lot size of 17,500 square feet will have the maximum structural lot coverage, figured on a sliding scale between 25%-35% as indicated below. Each lot for coverage purposes shall be figured to the closest 500 square foot breakpoint to determine lot allowable coverage. Regardless of lot size, all properties within the Seabrook Island Development shall a maximum hardscape coverage of 10%

Lot Size (in sq. ft.)	Allowable Lot Coverage to Nearest Breakpoint	Allowable Square Foot Coverage
17,000 & above	25.000%	Of lot size
17,000	25.000%	4,250 sq. ft.
16,500	25.714%	4,243 sq. ft.
16,000	26.428%	4,228 sq. ft.
15,500	27.142%	4,207 sq. ft.
15,000	27.856%	4,178 sq. ft.
14,500	28.570%	4,142 sq. ft.
14,000	29.284%	4,099 sq. ft.
13,500	29.998%	4,048 sq. ft.
13,000	30.712%	3,993 sq. ft.
12,500	31.426%	3,928 sq. ft.
12,000	32.140%	3,857 sq. ft.
11,500	32.854%	3,778 sq. ft.
11,000	33.568%	3,692 sq. ft.
10,500	34.282%	3,597 sq. ft.
10,000	35.000%	3,500 sq. ft.
10,000 & below	35.000%	Of lot size

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