

design standards AND GUIDELINES



CALLAWASSIE™ ISLAND

Callawassie Island Property Owners Association
ARCHITECTURAL REVIEW COMMITTEE

Updated June 23, 2023

This supersedes all previous Design Guidelines

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Section I. Architectural Review Committee (Hereinafter referred to as “ARC”)

A. Purpose

To preserve the natural beauty of Callawassie Island and its setting, to maintain Callawassie Island as a pleasant and desirable environment, to establish and preserve a harmonious design for the community, and to protect and promote the value of property.

The ARC has been established by the Amended And Restated General Declaration For Callawassie Island And Provisions For The Callawassie Island Property Owners Association, Inc. of March 1, 2021, (hereinafter referred to as the *Covenants*) to define aesthetic standards on Callawassie Island and to examine and to approve or disapprove any and all proposed vertical or horizontal improvements for a building site on Callawassie Island. In the event of a conflict between these Guidelines and the *Covenants*, the *Covenants* provisions will prevail.

B. Objectives

Architectural and Design Review shall be directed toward attaining the following objectives for Callawassie Island:

1. Preventing excessive or unsightly grading, erosion, or siltation of any lot, marsh, golf course, neighboring properties, ditches, or any other areas. Preventing indiscriminate earth moving, clearing of property, root raking, removal of trees and vegetation that could cause disruption of natural water courses or scar natural landform.
2. Ensuring that the location and configuration of structures are visually harmonious with the terrain and vegetation of the residential lot and with surrounding residential lots and structures and do not unnecessarily block scenic views from existing structures or tend to dominate any general development or natural landscape.
3. Ensuring that the architectural design of structures and the choice of materials and color are visually harmonious with Callawassie Island’s overall appearance, history, and cultural heritage, with surrounding development, with natural landform and native vegetation, and comply with development plans, and with any pertinent laws, for the areas in which the structures are proposed to be located.
4. Ensuring that plans for landscaping provide visually pleasing settings for structures on the lot, afford a pleasing view from adjoining or nearby lots and from the golf course and blend harmoniously with the natural landscape.
5. Ensuring that any development, structure, building, and landscaping complies with the provisions of these Guidelines.
6. Promoting building design and construction techniques that consider energy conservation and environmental quality, such as heat loss, air emissions and run-off water quality.

C. Meetings of the ARC

1. **Time and Location.** The ARC will meet on the first and third Friday of each month at 8:30 am in the offices of the Association, unless otherwise determined by the Chairman. To be placed on the Agenda for these meetings, plans to be reviewed must be in the ARC Administrator’s office by no later than 12 noon of the Monday preceding the ARC’s Friday meeting.
2. **Special Meetings.** Will be held upon notification of date, time and place chosen by the Chairman.

D. Inspections and Certifications

1. Stake-out (String)

- (a) The applicant must provide a stake-out before submittal of plans for Final Approval.
- (b) The stake-out must be strung to show all property lines and lot corners. Only after this inspection and issuance of a Callawassie Island Permit may lot clearing begin.
- (c) After the lot clearing is complete, string-out must be in place. At this time siltration fences are to be installed, one to two feet (1-2 ft.) inside of string-out. Both string-out and siltration fences must remain throughout construction.

2. Batter Board Certification

- (a) Applicant must install batter boards and indicate finished garage and first floor elevations.
- (b) The applicant must provide ARC with an Elevation Certificate signed and sealed by a licensed land surveyor when boards are in place and before pouring slabs or footings or performing any work of a permanent nature. Failure to provide this information may result in a fine and/or delay in construction at the discretion of the ARC.

3. Random Inspection

Each construction site will be inspected on a random schedule to assure that the site is clean, barricades and/or siltration fences are in place, property lines are strung, neighboring property has not been violated, dumpsters have been emptied, etc. Additional inspections of the site and structure for fire and safety violations will be conducted. The Builder of Record and the property owner will be notified of violations, and fines may be levied.

4. On-site Color and Material Inspection

The applicant must request an on-site inspection of color samples and materials before painting or finished materials are applied to building. On-site samples are to be a minimum of 2 feet x 2 feet.

5. Certificate of Occupancy

Upon receipt of the Beaufort County Certificate of Occupancy, the owner/builder shall immediately provide a copy of this document to the ARC.

6. Final Inspection

- (a) The owner or builder must furnish the ARC with a letter from a registered professional engineer, registered landscape architect, or Tier B land surveyor stating that all drainage requirements, as shown on the approved drainage plan, have been met.
- (b) The owner or builder should request a Final Inspection by the ARC upon completion of all improvements to ensure the project has been completed in compliance with Approved Plans.

E. Requirements for Issuing a Callawassie Island Building Permit

A Callawassie Island Building Permit will be issued by the ARC after:

1. The site/tree topo is approved.
2. The drainage plan is approved.
3. The final house plan is approved.
4. The preliminary colors are approved.
5. The stake-out is inspected and approved.
6. The Beaufort County Building Permit is received.
7. The ARC Approval Agreement letter signed by both the owner and the builder of record is received.
8. All ARC fees are received.

F. Enforcement

1. The ARC has the responsibility of enforcing all architectural and landscaping provisions of the *Covenants* whether or not they are specifically included herein. In the event of a conflict between the Guidelines contained herein and the *Covenants* the provisions of the *Covenants* will prevail.
2. Should an architectural or construction violation occur, the ARC has the right to require the owner/builder to stop the work, and to remove and/or alter any improvement in a manner that complies with the standards established by the *Covenants* or by these Guidelines.
3. The Inspector and/or the Administrator will inform the ARC from time to time of any problems concerning enforcement activities.
4. The ARC will work closely with the CIPOA Property Manager in all areas of mutual interest concerning enforcement.
5. The ARC is authorized to perform any work necessary to bring the construction program into compliance with all requirements including entering the site to perform cleanup or landscaping work. All costs incurred in enforcement of the above will be deducted from the Compliance Deposit. If the Compliance Deposit is not sufficient to cover the costs incurred, the owner will be billed for any excess and shall be required to submit a new Compliance Deposit in an amount determined by the ARC.

G. Right to Appeal Decisions by the ARC

Affected Property Owners shall have the right to appeal decisions of the ARC. Such appeal shall be to the CIPOA Board of Directors as outlined in Part Two, Article I, Section 2(i) of the *Covenants*.

H. Changes after Final Approval

Any changes in design, material, color, or landscaping that would affect the exterior after final approval is received must be approved by the ARC.

I. Changes after Final Plan Approval

The ARC recognizes that there may be times, after approval of Final Plans, when circumstances may dictate that changes are desired or necessary for various reasons. It is the objective of the ARC to cooperate with the homeowner and builder to facilitate the building process. However, it should be emphasized that **changes are to be held to a minimum**. If the homeowner or the builder requests a change in the final approved plan, a “marked-up plan” and a letter of explanation must be provided **immediately** by the homeowner or builder to the ARC office prior to beginning any non-approved

changes. Changes that are inconsequential to the design can be approved by the ARC Administrator and the Chair of the ARC (or the Chair’s designated member). These changes will be reported to the Committee at its next regularly scheduled meeting. The ARC will make every effort to notify the builder and the homeowner in writing as to the decision of the Committee on the proposed changes as quickly as possible, so as not to needlessly delay the construction schedule. If this is not possible, the changes will be subject to review at the next regularly scheduled meeting. Failure to submit these changes and/or changes found by the ARC inspector will result in the maximum penalty(s) specified in the Design Guidelines of the ARC, up to and including the possibility of revoking the building permit and the halting of all construction until the decision by the ARC has been given. Prior to the final inspection of the residence, all “marked-up prints” must be replaced with updated architectural drawings showing the changes requested and approved during the building process.

J. Changes after Completion of Construction

Any changes proposed after the original Compliance Deposit has been refunded shall be submitted with detailed drawing and/or samples to the ARC for approval. This requirement shall include additions and any changes with respect to exterior materials, i.e., siding, soffits, colors, driveways, walkways, or patios, and/or major landscaping, etc.

K. Repetitive Design

The ARC will evaluate proposed designs in regard to the number of times a style is repeated and the proximity of buildings of similar design. **Repetition of a design on Callawassie Island is strongly discouraged, and such a plan may be rejected by the ARC.** Exceptions to this are in the Club Cottage section (Callawassie Club Dr., Wim’s View Ct., River Marsh Ln., and River Marsh Ct.) phases 9A, 9B and 9C where preapproved house designs have been used to create villages of identical or similar houses. The ARC will consider alternative designs which express the traditional “low country cottage” look and maintain the essence of the existing neighborhoods.

The design requirements for houses in the Club Cottage area are:

1. The eaves of all rooflines in the Cottage area must be approximately ten feet above the elevation of the first floor.
2. In Phase 9A the ridgeline of the roof must be from front to back. In Phases 9B and 9C the ridgeline of all roofs must extend from side to side and must approximate the roof slope and height of neighboring houses.
3. In Phase 9A all homes must be single story. Houses may have rooms on the second floor, but only if they are completely contained within the roofline with windows only in the gable end facing the rear of the house. No dormers are allowed.

4. Houses in Phases 9B and 9C may be two stories, but in the front the second story must be completely contained within the roofline, dormers accepted. The roof front of a single-story house in the Phases must have dormers of some kind. In the rear, houses in these Phases may have a second story deck or porch.
5. All houses in Phases 9B and 9C must have a full or substantially full front porch that is a minimum of 75% of the front elevation with a depth of at least seven feet. It is desirable that finished floor be a minimum of 24" above finished grade. All porches and decks, front and back, should be of similar depth and design and require 2" x 2" square baluster railings between porch columns and on all step railings to the porches or decks. The porch may be traditional in style with five bays with centered front door or a non-symmetrical style with four bays with the door on one side. This requirement is not applicable in Phase 9A.
6. Window and door openings on the first floor must have a header height of eight feet. Single front doors must have sidelights. Doors and windows may have, but need not have above them, narrow horizontal rectangular windows. Transom windows may not stand alone; they must be installed with doors, windows, faux windows, or landscaping except where allowed on the shorter setback side of houses in Phase 9C. 9. Transom windows are allowed on the shorter setback side of houses in Phase 9C.
7. In Phase 9A garages may face the street. In Phases 9B and 9C garages may not face the street unless there is no other solution. Garages must be detached. There can be a covered walkway from the house to the garage.
8. In Phases 9B and 9C garages may have a bonus room overhead, but this room must be built into the roofline of the garage.
9. Transom windows are allowed on the shorter setback side of houses in Phase 9C.

Section II. Plan Submittal Procedures

A. Plan Submissions

1. Two sets of plans and an electronic copy are to be submitted for each stage of the approval process as set forth below.
2. The Concept stage approval is optional.
3. **The preliminary plan stage and final plan stage are mandatory and cannot be combined.**
4. We find it advantageous for builders and homeowners or their representatives to attend the ARC Preliminary Plan review.

B. Concept Plans (Optional)

A site plan, floor plan and elevation drawings showing the front and rear of the dwelling may be submitted.

C. Preliminary Plans (Required)

1. Preliminary Plan submittal must include, but not necessarily be limited to:
 - (a) Site Plan (1/8 inch or other suitable scale) showing the species and diameter of all trees, existing grades, shown by one-foot contours and spot elevations to depict the topography of the property, location and elevation of existing swales, ditches, and wetlands on or adjacent to the property, footprint and location of existing neighboring buildings, and all horizontal and vertical improvements with pertinent location dimensions and building envelope. The Preliminary Site Plan shall show a preliminary drainage concept including, but not limited to, the location of proposed swales, drainage pipes and culverts with arrows depicting direction of drainage flow. Proposed final contours shall also be shown.
 - (b) Floor Plan including Service Yards.
 - (c) Elevations showing existing grade, garage floor and first floor elevation and finished grade level.
 - (d) The ARC Application Form must accompany this submittal. All pertinent information must be completed, including exterior materials. The form must be signed by the applicant (Owner, Architect, or Builder).
 - (e) Application/Inspection fee is due with this submittal.
2. Disposition of Plans
 - (a) Applicants will have returned to them one copy of the Preliminary Plans reviewed by the ARC with appropriate markings and comments.
 - (b) One set of the Preliminary Plans with identical markings shall be retained by the ARC, together with the Application Form and comments.

D. Final Plans (Required)

Final Plan submittal must include the plans as set forth below. Also required are the preliminary color samples using paint chips from the manufacturer's sample charts and mounted on an 8 1/2" x 11" board together with an updated and completed ARC Application Form signed by applicant and/or owner and appropriate fees. Also, a heavy-duty lattice sample must be submitted for those plans that require lattice work.

1. Site Plan

The Site Plan must be signed and sealed by a registered professional engineer, registered landscape architect, or Tier B land surveyor, at 1/8 inch or other suitable scale, the Site Plan and must depict:

 - (a) Accurate location, species, and size of all trees. Trees proposed to be removed are to be marked with an X.
 - (b) Location and identification of all special features, including, but not limited to, adjacent structures, lagoons, golf course, easements and drainage ditches, wetlands, and the OCRM Critical Line where applicable. All special features including, but not limited to, existing contours shall be shown that are on and within 25-feet of the subject property.
 - (c) Existing topography at one-foot intervals with elevations above Mean Sea Level (M.S.L.).
 - (d) Finished garage and first floor elevations.

- (e) Streets, drives, concrete aprons, culverts, parking, walkways, buildings, decks, patios, terraces, pools and all other proposed horizontal or vertical improvement.
 - (f) Utility locations such as electricity, phone, cable, water, and sewer lines.
 - (g) Building envelope.
 - (h) Exterior lights.
2. Drainage Design: Drainage Designs must be signed and sealed by a registered professional engineer, registered landscape architect, or Tier B land surveyor and must conform to the Callawassie Island Drainage Master Plan. The ARC will not approve Drainage Designs that have not been prepared in the manner indicated. The Drainage Design must depict, but is not limited to, the following:
- (a) Finished grade levels shall be shown by one-foot contours with spot grades along all proposed swales and ditches at 25-foot intervals. Invert elevations shall be shown on all pipes, culverts, and catch basins with top of grate elevations of catch basins. All finished grade levels shall be referenced to Mean Sea Level (M.S.L.).
 - (b) Arrows depicting drainage flow.
 - (c) Location of proposed swales and/or berms indicating height, width, length, and depth. It is the ultimate responsibility of the General Contractor to ensure that the final grading conforms to the approved Drainage Design prior to landscaping. It is the responsibility of the party installing the landscaping to ensure that the landscaping installation complies with the approved Drainage Design.
 - (d) Any revisions to the approved Site/Drainage Design must be approved by the ARC prior to construction and/or implementation of those revisions and prior to the installation of landscaping. An "As-Built" Site/Drainage Design shall be prepared showing the final revisions (see Section IV, 6).
3. Foundation Plan (1/4-inch scale)
Footings, piers (size and type), beams, joists, and concrete pads
4. Floor Plans (1/4-inch scale)
Mirrored plans are not acceptable. All plans must indicate the following:
- (a) Steps, porches, patios, landings, service yards, planters, walls, and skylights and/or roof windows
 - (b) Square footage of heated and adjusted floor space and lot coverage
 - (c) Dotted line of roof
5. Roof Plan (1/4-inch scale) The plan must depict:
- (a) Valleys, chimneys, dormers, skylights and/or roof windows and roof fans or vents
 - (b) All pitches
 - (c) Dotted line indicating exterior walls to show overhang

6. Elevations (1/4-inch scale) Elevations must depict:
 - (a) All sides including hidden views
 - (b) Front and sides of skylights and/or roof windows
 - (c) Written indication of materials
 - (d) Existing grade, finished grade and first floor elevations above M.S.L. Finished first floor level must be a minimum of 18 inches above finished grade, while the garage should be a minimum of 6 inches above finished grade.
 - (e) Total height (dimension)

7. Detail Drawings (3/4-inch or 1/2-inch scale)
Drawings must be clearly labeled with accurate dimensions and must depict the following:
 - (a) Typical wall section detail must include foundation, wall, cornice, and rake, etc., details
 - (b) Fascia, soffit, and trim details
 - (c) Corner details
 - (d) Window trim/jamb details
 - (e) Window and door details/design
 - (f) Service yard fence and gate details
 - (g) Pier, column/pilaster details
 - (h) Deck, porch, floor, railings, posts, pickets, bench, and step details
 - (i) Special trim details
 - (j) Lattice details
 - (k) Chimney details

8. Hurricane Protection

- (a) Hurricane protection devices, both permanent and removable types, are acceptable provided that the permanent portions of the installations are designed and installed to be architecturally compatible with the exterior appearance of the house, garage and/or other structure(s).
- (b) If portions of the devices are designed to be removed when not in use, such devices shall not be installed until the appropriate governmental agency has declared a “hurricane watch,” and such devices shall be removed within seven (7) working days after the appropriate governmental agency has declared an “all clear.” If the devices are permanent, they may only be closed within the time frames outlined above.

9. Landscape Plans

The Final Landscape Plans are not expected to be submitted at least until the house has been completely enclosed. See Section IV: Design Standards and Guidelines for Landscaping.

E. Complete Submittal

Any submittal that does not include all items in “C” or “D” above, as is appropriate, will be rejected and not placed on the ARC’s agenda until the submittal is complete and is received at least two (2) days before the next scheduled meeting.

F. Return of Plans

The owner may request the return of all submitted plans, with the exception of one (1) copy of the Final Plans as approved by the ARC, when the refundable Compliance Deposit has been refunded. Any plans not claimed within thirty (30) days after refund of the Compliance Deposit shall be discarded.

Section III. Design Standards and Guidelines

All projects will be evaluated for aesthetic considerations and certain technical compliance. Approval may be withheld purely for aesthetic reasons. These considerations may be based on scale, material usage, color, compatibility with the particular neighborhood, siting and relationship to and views from the golf course or neighboring properties.

The ARC approval of specific features or an entire home will not be construed as a precedent for repetition.

A. Accessory Structures

All accessory structures, including pool enclosures, free-standing golf cart sheds (Heron Walk), gazebos, arbors, pergolas, etc., will be reviewed on a case-by-case basis. The structures must be located within the required setbacks and match the architectural details of the home. Roof and exterior color must be the same design and material as the main structure.

B. Maximum Lot Coverage

The entire ground floor area of the dwelling, and other structures including garages, driveways, sidewalks, patios, decks, and other impervious materials, shall not exceed 40% of the total site, except in Phases 9A,9B, 9C (other than Lot 11), and 11, where the total shall not exceed 50%.

C. Building Heights

1. Maximum allowable height is 45 feet above flood plain to the highest point of the roof (excluding chimneys). Flood plain is 14 feet above M.S.L.
2. The maximum allowable number of stories on golf course, lagoon and interior lots is two (2).
3. Marsh front (including deep water) lots shall have a maximum of three (3) floors. The third floor must be built within the roof line.
4. Whenever possible, the second (or third) floor should be tucked into or related to the roof structure with dormers or small roof terraces to diminish the scale.

D. Building Setbacks

1. Front or side yard adjoining a street—30 feet
2. Side or rear yard adjoining water or marsh—30 feet or 60 feet from the “Critical Line,” if required by the Office of Ocean and Coastal Resource Management (OCRM)
3. Side or rear yard adjoining the golf course—30 feet
4. Side yard adjoining another yard—20 feet
5. In Phases 9A, 9B, 9C and 11, refer to Plat Plan.
6. Phases 10A, 10B and 12 and Spring Island Drive have a 50-foot Conservation Easement from the front lot line. Side setback adjoining another lot is 20 feet. The rear setback is 30 feet, except for marsh and riverfront lots that are subject to County and/or OCRM approval.
7. As new phases open, it will be necessary to consult the Plat Plans for setback requirements.
8. Setbacks apply to all vertical construction greater than 18 inches from natural grade.

E. Minimum Size of Home

1. Houses built on the golf course, or on interior or lagoon lots shall contain a minimum of 1,800 square feet of enclosed heated/air-conditioned space.
2. Houses built on waterfront or marsh front lots shall contain a minimum of 2,000 square feet of enclosed heated/air-conditioned space.
3. Houses built on cottage lots shall contain a minimum of 1,400 square feet of enclosed heated/air- conditioned space. In the event that a cottage lot also qualifies as a golf fairway residential lot, the house must be a minimum of 1,800 square feet. If the lot also qualifies as a waterfront/marsh front residential lot, the house must be a minimum of 2,000 square feet. Such lots shall be subject to the applicable restrictions and easements set forth in Section 1 through 6 of Article I of Part Four and in Sections 1 through 5 of Article II of Part Four of the *Covenants*.

F. Docks, Piers, and Bulkheads

All proposed individual bulkheads, piers and docks on Callawassie Island must be approved by the OCRM, Beaufort County and the ARC. During the OCRM approval process, OCRM must advise abutting property owners in writing of the proposed OCRM dock permit. This is the most appropriate and actionable period for comment, objections and/or recommended changes from abutting property owners and must be communicated in writing to OCRM with a copy to the ARC. **Approval by OCRM does not guarantee approval by the ARC.**

1. Shared dock

Neighboring lot owners are encouraged to share a walkway. In this case, landowners choose to agree on a mutual dock access easement defining the legal terms for deeding the easement, construction payment, usage, and maintenance responsibilities acceptable to both parties.

2. Walkway

(a) Walkways are to be built three (3) feet above mean high tide and no more than four (4) feet in width.

(b) Access to the walkway from the property is to be designed to follow the natural contours of the land as closely as possible.

(c) Covered walkways are not permitted.

3. Pier Head

(a) Pier heads are not to exceed 10 feet x 16 feet. Smaller pier heads are encouraged on navigable creeks.

(b) Roofed structures are not permitted.

4. Floats

(a) Floats are not to exceed 10 feet x 30 feet on the Colleton River.

(b) Floats are not to exceed 10 feet x 20 feet on navigable creeks.

(c) Only one (1) floating dock will be permitted except on shared walkways.

5. Ramps

Ramps constructed of wood are preferred, but aluminum is acceptable.

6. Railings

Railings for walkways, pier heads and ramps must be designed to limit the number of horizontal and vertical members.

7. Lighting

(a) Lighting is allowed for safety purposes only.

(b) Spotlights are prohibited.

8. Materials and finishes

- (a) Pressure treated lumber is required.
- (b) Aluminum is an acceptable material for walkways, pier heads, ramps, and floats, provided the railings are constructed of treated lumber and the side rails are also covered with treated lumber.
- (c) Lumber allowed to weather naturally is preferred, however stains in gray-green, gray, or gray-brown are acceptable, but samples must be submitted for ARC approval.
- (d) No solid pigment paints are permitted.

9. Siting

Docks are to be located within the middle third of the lot, unless shared with the adjoining property owner. Individually owned docks must not encroach on the 20-foot extended side setback of the lot.

10. Boat Lift

- (a) Davit boat lifts are discouraged.
- (b) On small marsh creeks, float mounted small manual winches are preferred.
- (c) Lifts will be subject to the following conditions:
 - (1) The lift must be designed so that no part of its members, or any part of the boat hull itself, is above the height of the handrail.
 - (2) Boat lift parts must be painted an approved color that blends into the surroundings.

11. Length

The length of the dock is a critical consideration of the ARC, particularly with longer docks and their possible aesthetic impact to Callawassie Island [*Covenants*, Part Two, Article I, Section 2,(b),(ii)]. However, the maximum dock length will be governed by the ARC provided it meets State and County regulations.

12. Bulkhead

Construction of a bulkhead is not permitted unless evidence of erosion poses an immediate threat to property loss and must be approved by OCRM.

13. Alterations

No alterations to an existing dock can be made without ARC approval.

14. Requirements for Design Review for a Dock

- (a) Two copies of engineered drawings from the County on a copy of the recorded plat illustrating the structure and its relationship to adjoining lots.
- (b) On-site staking indicating the outer limits of the entire proposed structure.

- (c) Two copies of the complete plans, drawn to scale, and written specifications, elevations of proposed structures, i.e., rails on walkway, ramp pier head, any boat lifting devices, spacing and size of pilings, bracing, framing details and handling of any electrical and/or water lines.
 - (d) If staining is proposed, rather than treated wood to weather, a sample of the stain on a piece of the specified lumber must be provided. No solid pigment paints are permitted.
 - (e) A copy of the OCRM permit letter must be provided.
 - (f) The ARC Application Fee must be received. Contact the ARC Administrator for the applicable form.
15. Comments from Contiguous Property Owners (*Covenants*, Part Two, Article I, Section 3)
- (a) Prior to ARC response to a property owner's request for an ARC dock permit, the Review Committee will consider comments from contiguous property owners for a period of fifteen (15) days after posting a notice on site that plans have been submitted for an ARC dock permit.
 - (b) Following the 15-day posting period and at the next regularly scheduled ARC meeting, the Committee will take appropriate action to approve or deny the request for the dock permit and so, advise the property owner in writing.
16. Approval for Pier, Dock, and Bulkhead—Issuance of ARC Building Permit
- (a) No work can begin until a Callawassie Island Building Permit is issued.
 - (b) A copy of the OCRM Construction Placard must be submitted.
 - (c) The Refundable Compliance Deposit is required at the time of issuance of the Callawassie Island Building Permit (see the Schedule of Fees for amount).

G. Environmental Considerations

1. Property owners are encouraged to leave as much natural plant material as possible to preserve the natural character and beauty of Callawassie Island, to provide wildlife habitat, and to cut down on landscape maintenance needs.
2. The use of passive solar design measures is encouraged.
3. The use of water saving devices is encouraged. For irrigation systems, separate water meters are encouraged. Rain sensors for irrigation controllers are encouraged.
4. Private wells are not permitted.
5. Septic tanks are not permitted.
6. No sewage or chlorinated water (swimming pool) may be discharged into any creek, marsh or any other body of water, drainage ditch or storm drains.

H. Exterior Lighting

Lighting on Callawassie Island should be for safety and security purposes only. Safety lighting should be of an indirect nature. Any outside lights must have a source shielding hood.

1. The design and location of all exterior lighting fixtures is subject to a prior written approval of the ARC and must be shown on the Final Construction and Landscape Plans. The ARC requires that a catalog cut (picture) be submitted of all light fixtures proposed for use on the exterior of a house or as part of a landscape design.
2. Post lamps must not be any higher than seven (7) feet (entire unit). All wattage must be kept at the lowest level. The maximum shall be no more than 60 watts total for post lamps.
3. Free standing fixtures must not be higher than twenty-four (24) inches above grade.
4. No lighting may be located so as to interfere with vehicular traffic or become a nuisance to other island residents.
5. Lights attached to trees and up lighting to highlight trees are prohibited.
6. Corner spotlights are discouraged.
7. Mercury vapor lights are not permitted.
8. No colored lights are allowed except for seasonal decorative purposes.
9. Any changes made to the exterior lighting after Final Plan approval must be approved by the ARC.

I. Fences and Walls

1. Fences are prohibited except for the following:
 - (a) **Deer Fences** – Deer fences are allowed; they must be inside all property lines. Allowable deer fences are defined as to have unobtrusive posts not to exceed 48” high, with no more than 3 horizontal wires.
 - (b) **Pool Fences** – Some insurance companies require perimeter fences with gated access. Pool fences must be black wrought iron or similar material (sample submitted to ARC prior to installation) and be no more than four (4) feet high. The fence must be no more than four (4) feet from the edge of the pool patio/deck. In addition, the fence must be hidden by mature landscaping that shall be a minimum of fifty percent (50%) of the height of the fence, at the time of installation.
2. Walls for landscaping purposes are discouraged. “Seating” walls must not exceed twenty-four (24) inches in height. Drawings and samples of proposed walls must be submitted to the ARC for approval.
3. Driveway entrance walls and gates are not permitted.

J. Flood Requirements and Foundations

1. The finished first floor elevation must meet the minimum required base flood elevation plus freeboard as set forth by Beaufort County for residential construction.
2. The finished first floor elevation must be a minimum of eighteen (18) inches above finished grade for houses built on a slab.
3. Where exposed, concrete block must be finished with stucco or tabby.
4. All openings in raised foundations must be enclosed with lattice, panels (hog board) or louvers.
5. Slabs for garages must be a minimum of six (6) inches above finished grade as required by the Beaufort County Building Code.

K. Materials, Colors and Finishes

1. Chimneys
 - (a) Chimney dimensions shall be compatible in scale to the structure.
 - (b) Metal prefabricated fireplaces must have all flue pipes installed and enclosed within chimney chases.
 - (c) Chimney pipe terminations must be enclosed by a wind screen made of stucco or metal painted to complement the colors of the home.
 - (d) Masonry or stucco chimneys are required.
2. Doors
 - (a) Garage doors materials and colors should be compatible with the exterior design and color.
 - (b) Paneled garage doors are preferred.
 - (c) Garage doors facing the street are prohibited. Exceptions to this requirement must be justified to and approved by the ARC.

3. Exterior Colors

- (a) In reviewing proposed colors, the ARC will take into account the combination and intensity of colors selected, their appropriate use and the palette of surrounding residences.
- (b) Paint, stain, and roof colors presented for review must be manufacturer's color chips mounted on 8 1/2" x 11" board.
- (c) Brick, tabby, or masonry stucco samples may be presented in larger samples and will be held by the ARC until the onsite inspection and final approval of colors are granted.
- (d) Only preliminary approval will be granted upon review of the sample board. See Section I.D.4 concerning final approval of materials and colors.

4. Exterior Walls

(a) Permitted materials

- (1) Wood, painted or stained
- (2) Tabby stucco
- (3) Brick
- (4) Wood shingles
- (5) Stucco
- (6) Hardiplank

(b) Materials not allowed

- (1) Vinyl siding
- (2) Aluminum siding
- (3) Asphalt
- (4) Plywood
- (5) Metal siding
- (6) Unfinished masonry other than brick

- (c) Synthetic materials may be acceptable for soffits, fascia, railings, and decking provided samples of the materials are submitted to and approved by the ARC.
- (d) Glass block is prohibited if facing the street.

5. Metals

All exposed metals (other than copper), including flashing, must be painted to match the adjacent material color.

6. Roof Materials and Accessories

- (a) The roofs of all residences and accessory buildings shall have minimum pitch of 6/12.
- (b) Roofing with less than 6/12 is acceptable in minor areas to be determined as a connection to more dominant form (such as porch roofs).
- (c) Connecting roofs, i.e., garage to main structure or free-standing garages or cart sheds, shall have a roof with material the same as, or compatible with, the main structure.
- (d) Roof materials may be asphalt or fiberglass shingles and must have a forty (40) year or approved "Lifetime" warranty.
- (e) Cedar shakes or shingles, slate and metal roofing are acceptable.
- (f) Roof overhangs of eighteen (18) inches to twenty-four (24) inches are encouraged.

7. Roof Vents and Roof Accessories

- (a) All roof accessories, such as vent pipes, including vent flashing, roof vents and roof fans, shall be painted to match the roof color.
- (b) Vent pipes shall be located away from entry elevations.
- (c) Raw aluminum or galvanized flashing is not allowed. Flashing, except copper, must be painted to harmonize with the roof color.

8. Shutters

- (a) Louvered, working shutters are encouraged.
- (b) bevel board, panel and louvered shutters are acceptable.
- (c) All shutters must be sized to fit the window opening.
- (d) Decorative shutters of heavy gauge vinyl or plastic are acceptable.

9. Solar Devices

Solar energy producing devices (active and/or passive) must not be visible from the street, adjacent properties, or the golf course.

10. Windows and Doors

- (a) Windows and doors should be carefully proportioned to enhance the exterior appearance of the building and in keeping with the design of the house. Window and front door colors and designs must be submitted to the ARC for approval.

- (b) Aluminum windows are prohibited.
- (c) Vinyl windows are acceptable subject to color approval.
- (d) Vinyl or metal clad wood windows are encouraged subject to color approval.
- (e) Lightly tinted glass that filters out ultraviolet rays is encouraged, but foil or reflective materials are prohibited.
- (f) Window mounted HVAC units are prohibited.
- (g) Awnings and shutters are considered acceptable sun screening devices. Color and design must be submitted to the ARC for approval.

L. Mailboxes, Numbers and Names

1. Only approved mailboxes are permitted. Application for the installation of mailboxes with the approved reflective house numbers must be made to the CIPOA Property Manager.
2. No graphics may be affixed to mailboxes.

M. Culverts, Driveways, Parking and Garages

1. Every private residence must have an enclosed garage to accommodate two (2) cars. The golf cart garage door may be no larger than 6' x 7'.
2. Driveway widths shall be a maximum of twelve (12) feet, except on the guest parking areas or as the drive enters the garage.
3. The maximum driveway width at the intersection with the road shall not exceed twenty-two (22) feet.
4. Pervious driveways are encouraged. However, acceptable paving materials include, but are not limited to, concrete, concrete with shell (with or without brick spacers), asphalt, granite crush and run gravel or oyster shell (Phase 9A excepted).
5. Driveways and parking areas may not be closer than five (5) feet to an adjacent lot. Curved driveways are encouraged.
6. Culverts, where necessary, are to be sized to fit swales near the road and installed to conform to the Callawassie Island Master Drainage Plan. Application for installation of culverts must be made to and approved by the CIPOA Property Manager.
7. The size, type, and invert elevation of all drainage culverts will be determined by a CIPOA representative at the time new home construction is approved by the ARC. There should be bulkheads on the ends of all culverts when the ditch elevation can accommodate these bulkheads.
8. Impervious aprons from the road to the property line are required. Approved materials for the apron are concrete, asphalt or brick. If asphalt is used, it must extend from the property line to the edge of the road.

N. Play Yards and Children's Play Equipment

1. No plastic or painted metal play equipment (swings, slides, jungle gyms, playhouses, etc.) or personal (individual) basketball backboards of any type are permitted.
2. Custom built natural wood play equipment, stained to blend with the natural vegetation and landscaped to make play area invisible from other lots, roads, or golf courses, is permitted. Slides and other minor components made from composite materials which are ancillary to such natural wood structures are subject to approval on a case-by-case basis, and colors of such materials must blend with the color of the natural wood.
3. A site plan must be submitted to the ARC for approval showing the exact location of equipment, detailed drawings of the proposed structures, landscaping, and compliance with Beaufort County regulations.

O. Pools, Pool Enclosures and Hot Tubs or Spas

1. Swimming pools and hot tubs or spas on lots adjoining the golf course are discouraged.
 - (a) If ARC approval is granted, the installation must be immediately rendered invisible from roads, the golf course and adjacent properties using mature landscaping materials.
 - (b) Diving boards or slides, etc., are not permitted.
2. Location of pools, hot tubs and spas must be shown on the site plan and include dimensions of pool, walkways, limits of fill, surface drainage arrows and landscape plan.
3. Pools, hot tubs, and spas must be located on the side or rear of the residence and must conform to the setback requirements.
4. Free standing pools with plastic liners are not allowed.
5. Enclosures
 - (a) Materials of the enclosures must be approved.
 - (b) If an enclosure is desired, it must be designed as an integral part of the roof and walls of the residence and must not appear as an added appendage.
 - (c) Screen bird cage/lanai style structures and similar structures are prohibited.
6. Cabanas are prohibited.
7. Equipment and accessories
 - (a) Equipment and accessories must be invisible from adjoining lots, roads, and the golf course.
 - (b) Location, design, and installation of equipment must be considered to limit noise to acceptable levels.

P. Porches, Verandas, Balconies and Decks

The use of wide verandas and/or balconies on the front, sides or rear of residences is encouraged. As stipulated in Section I, Paragraph K, front porches are required in Phases 9B and 9C. Aluminum patio enclosures and screen bird cage/lanai structures are prohibited. Screening of front porches is prohibited

Q. Service Yards and Items to be Screened from View

1. Items to be screened from view: trash receptacles, utility meters, HVAC equipment, fuel or propane tanks, showers, equipment, small vehicles, materials and supplies, TV satellite dishes or other communication devices, and fire pits.
2. Screening is to be of design, height, material, and color compatible to the dwelling.
3. Service Yards must not be free standing.
4. Propane tanks must be buried or screened.

R. Signs

1. No individual signs by architects, contractors or suppliers will be permitted during construction.
2. A single sign of standard design, approved by the ARC, is required. The sign will show the names of the architect, builder, and property owner. The sign must not be erected until a Callawassie Island Building Permit is issued and must be removed when the Certificate of Occupancy is issued.
3. Sign arrangements can be made by contacting the ARC Administrator.
4. No signs may be affixed to trees.

S. Television Satellite Dishes/Antennas

1. No satellite dish or other device for the reception of television or other electronic signals shall be permitted unless approved by the ARC.
2. Recognizing that a satellite dish will be placed to insure the best possible reception, it is required that the placement of the dish be shielded by landscaping or otherwise positioned to be as nearly inconspicuous as possible from outside the owner's lot.
3. All television satellite dish installations must also comply with any local building codes that may be applicable.

T. Fire Pits

1. "Fire Pits" refers to units which are built into the ground or above ground or are free-standing pre-manufactured devices.
2. Fire Pits which are built into the ground or above ground may not be more than thirty-six (36) inches interior diameter or more than twenty-four (24) inches above grade.
3. Fire Pits may not be placed within fifteen feet of any structure or combustible material.

4. Wood burning fire pits must be provided with a covering device to control sparks.
5. Fire Pits are to be used solely for recreational purposes, such as for the preparation of food for consumption or for “campfires” and may not be used for burning refuse.
6. Fire Pits must always be used with consideration for the interests of neighbors with respect to noise, smoke, or fumes.
7. Fire Pits must be screened from the street, from the golf course, and from neighboring properties with the amount of screening to be determined by the ARC on a case-by-case basis.

Section IV. Design Standards and Guidelines for Landscaping

A. General

1. The general landscaping design theme for Callawassie Island is intended to be visually harmonious with the overall appearance and natural beauty of the island, as well as with the history and cultural heritage of the island and the Lowcountry.
2. Landscaping may be installed by a contractor, by the owner or by some combination thereof. The design of the landscaping must be performed by a professional Landscape Architect, designer or nurseryman. A partial list of local firms that design and install landscaping is available at the ARC Office.
3. Two (2) copies of the Landscape Plan must be submitted to the ARC within sixty (60) days after issuance of the Certificate of Occupancy. No landscape work shall proceed until the Landscape Plan has been approved in writing by the ARC. The landscaping must be installed within 120 days after receipt of the Certificate of Occupancy.
4. Applicants who build on a speculative basis are required to provide landscape maintenance.
5. It is suggested, but not required, that the Landscape Plan be drawn after the exterior of the dwelling is complete.
6. The Final Landscape Plan must be coordinated with the approved Drainage Plan.

B. Landscape Design Standards

The following are the minimum design standards and requirements that apply to all landscape plan submissions.

1. Plant Material
 - (a) Landscape design must use sufficient plant material to present an established appearance **at the time of installation.**
 - (b) The use of native, well established, mature, deer resistant, drought resistant and winter hardy plants is recommended along with the incorporation of existing natural shrubs and trees into landscape designs.
 - (c) The use of invasive Chinese Tallow Tree (*Triadica sebifera*); Russian Olive (*Eleagnus Angustifolia*); Thorny Olive (*Eleagnus pungens*); Autumn Olive (*Eleagnus umbellata*); Bradford Pear/Callery Pear (*Pyrus calleryana*); and any variety of Eucalyptus is prohibited.

- (d) Winter hardy evergreen plants are to be used for foundation, screening and buffering purposes.
- (e) New plantings should be massed in clusters and seemingly random patterns, rather than organized in linear configurations.
- (f) Thoughtful plant organization is expected; topiary forms and vegetation clipped into unnatural shapes are discouraged.
- (g) The use of “islands” of already existing natural plants, along with small areas of grass is encouraged.

2. Existing Natural Vegetation

- (a) The ARC encourages the preservation of existing natural vegetation, but owners are cautioned that these areas must be maintained and not left to grow wild.
- (b) Areas shall be cleaned and pruned, weeds and vines removed and then mulched in order to produce an integrated appearance throughout the landscape design.
- (c) Root raking is prohibited except where house, garage and driveways are to be located.
- (d) Tree wells and/or other forms should be considered to preserve natural areas.

3. Trees

- (a) Live Oaks, Longleaf Pines, Magnolias, and many other large and small trees indigenous to the area are an invaluable asset. The preservation of trees is a primary duty of the ARC.
- (b) Designated specimen trees must be protected during lot clearing and throughout the entire construction period by installing temporary fencing to prevent trunk damage and root compaction.
- (c) Excavations are to be performed in such a manner as to avoid damage to the root systems.
- (d) New trees are to be situated so as to compliment the residence.
- (e) The planting of flowering trees and shrubs is encouraged.

4. Tree Removal

See **Appendix B** for guidelines. (*Revised 2/20/2017*)

5. Protection of Trees and Vegetation along Marshes and Waterways

- (a) Approval must be obtained from the ARC before removing any plant material along the edge of any body of water and from the OCRM along any marsh or river front. See Appendix A for a description of the restricted OCRM buffer zone.
- (b) The existing buffer zone between marsh or waterway and lawns must be kept to prevent runoff of chemicals, erosion, or siltation.

- (c) A view corridor may be cut through the buffer zone but may not extend for more than 75' or one-third of the lot width, whichever is less. Creation of a view corridor is described under Vista Pruning in Appendix A and must be approved by the ARC.

6. Landscaping and Drainage

(a) Landscaping

The landscaping must take into account and comply with the approved Drainage Design when installing the plant material and the ground irrigation system. Where properties have a culvert at the front of the property or swales on the property, so as to not affect the Master Drainage Plan, the preparation of these areas for the receipt of any sod, especially their depths, should be adjusted by increasing the depth by at least two (2) inches to compensate for the dimensions of the sod.

(b) Drainage

After the landscaping is complete, the homeowner will be required to submit to the ARC a letter signed by a registered engineer, registered landscape architect, or Tier B land surveyor that the grades and Drainage Design have been verified to be in accordance with the approved Final Plan. Any changes to the approved Final Site Plan must be approved by the ARC prior to installation, and such approved changes must be shown on an "As-Built" plan, two copies of which must be submitted to the ARC. The engineer's letter must state that any drainage from, or onto, any adjacent lot conforms to acceptable practices. No portion of the Compliance Deposit will be returned until this required letter is on file with the ARC.

7. Screening

- (a) Masses of full and tall evergreen screen plantings, using vertical modulation are preferred for screening purposes. Sculptured hedges are discouraged.
- (b) Garage doors, parking areas, utility boxes, play yards, pools, propane tanks, hot tubs or spas, and fire pits must be screened from view from the road, golf course and neighboring properties.
- (c) Property lines of adjoining residential sites must be planted to ensure privacy and should be advantageous to each party.

8. Foundation Planting

- (a) One hundred percent (100%) of foundation of house, garage (plus pool area, if applicable) must be fully landscaped on all sides.
- (b) Foundation plants are to be evergreen and to provide a minimum of fifty percent (50%) foundation height coverage at installation. The minimum size plants to be used for foundation planting purposes is twenty-four (24) inches in height and eighteen (18) inches in width at the time of installation. For houses that are elevated more than five (5) feet above finished grade, larger foundation plants will be required.

9. Lawn Grass, Mulch, and Irrigation

- (a) Minimal use of grass is encouraged.
- (b) The installation of sod is preferred instead of seeding.

- (c) Mulched areas must be kept free of weeds and mulch renewed, as necessary.
- (d) An irrigation system is required for plantings and/or lawns. It is permissible to locate irrigation systems in the Common Property at the front of the property. However, sprinkler heads located in the Common Property areas between the front property line of a lot and the street must be placed a minimum of twelve (12) inches from the edge of the road. Beginning August 1, 2001, the cost of repairing any damage to the sprinkler heads or irrigation piping placed in the Common Property areas is the responsibility of the property owner or party causing the damage.
- (e) A separate water meter for the irrigation system is recommended.

10. Establishing Views

- (a) Each property owner must present a plan to the ARC showing the areas of their property that adjoin either common property or club property where clearing, pruning, or planting is requested. This plan must indicate the planned treatment of the entire length and/or width of the property owner's lot. This plan may be made a part of the "Tree and Topographic Survey" plan but shall be in addition to the "Landscape" plan.
- (b) An on-site review of the proposed plan will be conducted by the ARC with advance notice given to the owner. The owner is encouraged to attend this review.
- (c) Approval of the plan by the ARC will be based on their review as well as the input from the CIPOA Property Manager and pertinent CIPOA committees or Callawassie Island Club committees.
- (d) A buffer zone of existing canopy trees (pines, oaks, gums, etc.) and native under story (palmetto, wax myrtle, etc.) on the owner's lot and the adjoining property is encouraged. Proper trimming of both the existing canopy trees and the under-story trees should be carried out to enhance the views from the house, neighboring properties and common or club property.
- (e) Vista pruning is allowed. See Appendix A for guidelines.
- (f) Clear cutting and root raking of the banks of lagoons is prohibited. Scrub pines and other undesirable trees should be cut at ground level and the roots left to prevent erosion. Excessively tall wax myrtles, except in vistas, can and should be pruned as they will fill out and soften the view from adjoining properties.
- (g) Thoughtful coordination between neighboring lots' owners as to massing and height of vegetation will produce the desired continuity along the banks of the lagoons.
- (h) Careful planning of the landscaping of lots adjoining the golf course is critical.

11. Curbing

- (a) Curbing of any type along the property lines is not permitted.
- (b) The use of stakes or other markers along the edge of roads is permitted only at active construction sites, and such stakes or markers may only be installed by CIPOA at their sole discretion. All stakes installed by CIPOA shall be of uniform size, shape, and color.
- (c) The use of stakes is allowed on the Golf Course to delineate a walkway, boundary, or hazardous area.

12. Maintenance of Property

Even after the Compliance Deposit is returned, every property owner is responsible for preventing the development of any unclean, unsightly, or unkempt conditions of buildings and yards to occur which would reduce the beauty of the neighborhood as a whole or would diminish the natural beauty of Callawassie Island.

13. Landscaping Changes

Any proposed major changes in landscaping during construction or after the home is occupied must be approved by the ARC.

C. Landscape Plan Requirements

The plan must be prepared by a **professional** Landscape Architect, Designer or Nurseryman and depict the following:

1. All property lines, outline of buildings, drives, walkways, patios, decks, service yards, etc.
2. Existing trees and vegetation labeled with species and diameter.
3. Location bounds and size of all plant material graphically depicted in a scale representing the mature plant. Identify each plant with a symbol that relates to the plant list.
4. Location, bounds and type of mulch to be used.
5. Location, bounds and type of sod and/or seed to be used.
6. Location, length, height, and width of berms.
7. Location, length, width, and depth of swales.
8. Drainage arrows indicating direction of water flow and any underground drainage piping and where such piping will terminate.
9. Any other final grading, terracing or other improvements not shown on the Site or Drainage Plan.
10. Plant list, on the Plan, which associates plant symbol (see 2 and 3 above) with specified plant size by height and spread for shrubs, height and diameter for trees, container size for herbaceous plant material, botanical name, common name, and quantity used **at the time of installation**.

Section V. Construction Site Standards

A. Application

The following criteria and guidelines shall apply to any and all construction, improvement or alteration on any structure, to any change in the exterior of any structure, and to grading, excavating, tree removal, landscaping or property maintenance or other change to the grounds within the Callawassie Island community (whether a Callawassie Island Building permit is required or not).

B. Bush Hogging

Clearing of any vegetation from an undeveloped lot at any time prior to construction must have approval of the CIPOA Property Manager per Callawassie Island's Property Owners Covenants [Part II, Article 2, Section 3(f)]. See Appendix A for guidelines.

C. Commencement of Construction

1. No lot clearing or placement of portable toilets, buildings or signs will be permitted until all required governmental permits are obtained, including the Callawassie Island Building Permit.
2. Construction Sign: No individual signs by architects, contractors, or suppliers will be permitted during construction. The Contractor is required to post a sign of standard Callawassie format, the template for which is available at the CIPOA office. The sign must be erected using matching posts and may not be attached to a tree. The County and Callawassie Island Building Permits must be attached to the signpost.
3. Property lines must be string lined.
4. The house location must be staked, and string lined.
5. An approved Silt Fence must be in place. The location must be approved by the ARC Inspector prior to placement.
6. All trees intended to be removed must be marked with red tape and must be approved by the ARC Inspector prior to removal.
7. A benchmark must be placed on site showing the grade elevation.
8. At the entrance to the site, a 10" schedule 40 PVC culvert must be placed under a 12' x 30" stone entrance. The stone must be 2-1/2" clean stone or recycled concrete and must be maintained as necessary or as directed by the ARC Inspector.
9. All utilities must be marked out.
10. The water tap fee is paid as evidenced by a CUC receipt, and a temporary hose bib and 50 feet of hose for street cleaning have been installed.
11. All of the items above must be complete and approved by the ARC Inspector before tree removal can begin. A copy of the Beaufort County Zoning Permit with signed, dated, red approval stamp must be submitted to the ARC Inspector before pre-clearing tree inspection may be scheduled.
12. Batter Boards can then be set, and the foundation string lined.
13. After the Callawassie Island Building Permit is issued and prior to commencing work, a portable toilet must be placed on the job site with the door facing the home under construction and properly located so as to least disturb other residences and other construction. The door to the toilet may not face the street. Screening of the toilet with lattice is mandatory. Mandatory toilet screen mounted on 4"x4" posts may be constructed of black or Charleston green 1" wood or vinyl lattice; T1-11 plywood; or mesh. This rule shall apply to the use of any portable toilet, whether or not a Callawassie Island Building Permit is required.

14. Power pole must be set and inspected by Beaufort County for temporary power. The site shall be served by temporary power within 30 days of obtaining a Callawassie Island Building Permit.

D. Construction Site Clearing

1. Only plants and vegetation directly within the planned structure, roof overhangs or driveway shall be removed.
2. Only those trees previously approved by the ARC for removal can be removed.
3. Any plants, vegetation or trees uprooted or cut down on the job site shall be removed from the site and from the community as soon as practical but not later than five (5) working days.
4. The builder/owner shall clean the roadway of any mud, dirt or other debris caused by their traffic, daily, before leaving the site at quitting time.
5. All drainage, siltation barricades and fences must be installed at this time to prevent erosion and to protect trees.
6. Clearing in the 50-foot conservation areas on Spring Island Drive and in Phases 10A, 10B and 12, with the exception of the driveway area, is not permitted.

E. Construction Hours

1. Only workers with valid passes, purchased from Callawassie Security, will be granted entrance to Callawassie Island. No workers will be allowed entrance before **7:00 am Monday through Friday or before 9:00 am on Saturday**.
2. All workers must be off the Island by 5:15 pm every workday.
3. No work is allowed on Sundays or nationally recognized holidays.
4. Starting times may be adjusted during the summer months with CIPOA Board approval.
5. A 24-hour emergency number for the General Contractor must be kept on file at the Sales Office, the Security Guardhouse, and the ARC Office.

F. Construction Traffic

1. Contractors must purchase a commercial bumper decal for each vehicle from Callawassie Security giving workers limited access to Callawassie Island. The decal is subject to revocation for any infraction of the provisions of the Covenants or of this document.
2. Wherever possible, no worker's vehicle shall be parked on any paved street within the community and shall not be parked on any other lot whether vacant, under construction or completed. No vehicles may be washed on the street.
3. The established speed limit within the community is 27 miles per hour, unless otherwise posted.
4. No vehicles may be left in the community overnight unless previously approved by Security. Construction equipment may be left on the site while needed but must not be kept on the paved street.
5. Adjoining lots are not to be used for access or egress to the construction site.

G. Noise Levels

Loud radios or offensive noise will not be allowed within the community. Normal radio levels are acceptable, but speakers placed on vehicles or outside homes under construction are not permitted.

H. Personnel

1. Only bona fide workers are allowed on the property and are required to exit the property upon completion of their work.
2. Spouses or others may drive workers to and from the site but must not remain on the property unless they are actually employees of the Builder of Record or of a bona fide subcontractor.
3. No alcoholic beverages are permitted on the property.
4. Contractor personnel are not permitted to bring pets onto the island.

I. Portable Toilets

After the Callawassie Island Building Permit is issued and prior to commencing work, a portable toilet must be placed on the job site with the door facing the home under construction and properly located so as to least disturb other residences and other construction. The door to the toilet may not face the street. Screening of the toilet with lattice is mandatory. Mandatory toilet screen mounted on 4"x4" posts may be constructed of black or Charleston green 1" wood or vinyl lattice; T1-11 plywood; or mesh. This rule shall apply to the use of any portable toilet, whether or not a Callawassie Island Building Permit is required.

J. Utilities

1. If any telephone, cable television, electrical, water or sewer lines are cut, it is the contractor's responsibility to report the accident to the appropriate utility and to Callawassie Security within 30 minutes.
2. The installation of utility lines and facilities will be made in the same area of the lot as nearly as is practicable to minimize disturbance to the lot.
3. The contractor is responsible for all repair costs due to any damage to neighboring property.

K. Violation

The contractor shall be responsible for maintaining a safe workplace and for compliance with applicable fire and safety regulations. In the event a violation of these criteria and guidelines takes place, the construction being performed shall cease until conformance is achieved. Penalties for infractions of construction rules are listed in Section VII of these Guidelines.

Section VI. Forms and Fee Schedule

Contact the ARC Administrator for applicable forms and fee schedules.

Section VII. Violations and Penalties

In addition to requiring corrective action, the ARC may, at its discretion, impose fines up to \$5,000 as well as penalties for the following violations. These represent certain specific violations and corresponding penalties. Other violations may also be subject to fines and penalties to be determined by the ARC. These violations and penalties apply to both new construction and alterations of existing homes. Fines and/or restrictions can be assessed against the homeowner and/or against the builder/contractor. In addition, serious and/or repeated violations by the builder/contractor could result in loss of building privileges on Callawassie Island. In the event of new construction serious violations could result in the loss of the homeowner's Compliance Deposit.

- A. Violation:** Failure to site structure(s) in accordance with approved plan.
Penalty: Removal of any erroneous work and replacement thereof in accordance with the approved plan.
- B. Violation:** Failure to place slab(s) at the elevation(s) shown on the approved plan.
Penalty: Repair and/or replacement of the erroneous work so as to place the slab(s) at the approved elevation(s).
- C. Violation:** Failure to construct/install drainage facilities in accordance with the approved Drainage Plan.
Penalty: Fine and repair and/or replacement of the erroneous facilities so as to comply with the approved plan.
- D. Violation:** Any changes without ARC approval to the exterior of the home.
Penalty: Fine and possible forfeiture of all or part of the Compliance Deposit for the homeowner and potential loss of builder's privileges for future construction on Callawassie Island.
- E. Violation:** Proceeding with any work, such as clearing, delivery of materials, placement of dumpster, etc., prior to the issuance of a Callawassie Island Building Permit.
Penalty: Fine and delay of issuance of the building permit ten (10) days after it would normally have been issued and the possible expulsion of the General Contractor from the island for repeated violations.
- F. Violation:** Failure to place a portable toilet on the building site immediately after the site is cleared.
Penalty: A Stop Work Order will be issued and remain in effect until the portable toilet is provided on the site.
- G. Violation:** Failure to place and/or maintain protective fencing and/or siltation fencing as required by the ARC.
Penalty: Daily fine beginning on the third day after telephone or fax notification to the Builder of Record by the ARC and continuing until the violation is corrected.
- H. Violation:** Failure to observe published work hours or days or failure to obtain special permission to work outside of the published hours or days from the ARC in the event of extenuating circumstances.
Penalty: Fine per violation and revocation of the building permit for the third offense.
- I. Violation:** Failure to purchase vehicle decals or daily passes from Security.
Penalty: Expulsion of the offender from the Island and denied entry until the violation has been remedied.
- J. Violation:** Failure to keep the building site free of litter and construction debris and particularly to clean the site after work each day.
Penalty: Daily fine commencing the second day after notification by the ARC and continuing until the violation is corrected.

- K. Violation:** Removal of trees, bushes and underbrush from the building site or adjacent land without ARC approval and root raking any area other than the actual construction area.
Penalty: Fine and the submission of a restoration plan to the ARC within twenty (20) working days after written notification of the violation by the ARC. Failure to submit such a plan within the specified time may result in the revocation of the building permit.
- L. Violation:** Creating a nuisance such as loud radios, profanity, etc.
Penalty: Fine and expulsion from the island for repeated violations.
- M. Violation:** Burning of construction trash or other materials.
Penalty: Fine per violation.
- N. Violation:** Failure to complete landscaping in accordance with the approved Landscape Plan within 120 days after the issuance of the Certificate of Occupancy.
Penalty: Daily fine commencing on Day 121 and continuing until completion. (Please refer to Section I, G.5 of the Guidelines.)
- O. Violation:** Failure to complete all construction called for in the approved plans within twelve (12) months from the date of issue of the Callawassie Island Building Permit, unless extended by the ARC.
Penalty: Forfeiture of the total Compliance Deposit
- P. Violation:** Failure to remove removable portions of hurricane devices within seven (7) working days after an “all clear” has been declared.
Penalty: Daily fine commencing on the eighth (8th) working day after an “all clear” has been declared.
- Q. Violation:** Failure to clean, daily, the roadway of mud, dirt or other debris caused by a builder’s traffic before leaving the site at quitting time.
Penalty: CIPOA will clean up and the builder will be billed according to the difficulty of the task.
- R. Violation:** Encroachment of a contractor onto adjacent property without written permission from the property owner.
Penalty: Fine to the General Contractor and expulsion of the Contractor from the island after the third offense.
- S. Violation:** Damage to roads and/or roadsides including, but not limited to, broken pavement, rutting of unpaved areas, fuel, or chemical spills, etc.
Penalty: Fine to the General Contractor and a possible daily fine until repair and/or restoration is complete, plus restoration costs. Exception to this penalty would occur if the CIPOA Property Manager has given permission for the repair and/or restoration to be done at a later date.
- T. Violation:** Failure to ensure that the final grading conforms to the approved Drainage Plan prior to landscaping.
Penalty: Fine to the General Contractor per offense and expulsion of the Contractor from the Island after the third offense.
- U. Violation:** Starting landscaping work prior to receiving approval of the Landscape Plan from the ARC.
Penalty: A fine. All work must stop. A proper Landscape Plan must be submitted to and approved by the ARC.

Section VIII. Amendments and Severability

A. Amendments

1. The foregoing rules and regulations may be amended, consistent with the *Covenants*, at any time by majority vote of the ARC at a duly constituted meeting.
2. Any amendments approved by the ARC must also be approved by the Board of Directors of CIPOA before they are included in the *Guidelines* or enacted by the ARC.
3. Any Preliminary Plans marked received that have not been approved shall be subject to the rules and regulations of newly enacted Amendments or Addenda.

B. Severability

This document shall not be rendered invalid or unenforceable should any of the provisions of this document or the application or effect thereof be invalid or unenforceable for any reason and to any extent. Those provisions, which are not invalid or unenforceable, shall be enforced to the greatest extent permitted by law.

Appendix A

Bush Hogging and Vista Pruning Guidelines

Please note that the following guidelines apply to all Callawassie Island properties, whether public (CIPOA and CIMC) or private (residential properties)

One of the most distinguishing qualities of Callawassie Island is the abundance of wildlife and wildlife habitats that surround us. We understand that sometimes there can be too much of a good thing, such as when you wish to sell a vacant lot or to improve the view outside your planned or existing window. What follows is a summary of the rules and standards for removal of existing vegetation on your property. The objective is to preserve to the extent possible the wildlife habitats and the natural “look and feel” of Callawassie Island and its surrounding waters, while giving you the flexibility to satisfy your needs. Please note that there are different guidelines for Bush Hogging and Vista Pruning and that these are subject to change.

Definition of Bush Hogging

Bush Hogging refers to the clearing of any part of an unimproved lot at any time. This process includes cutting of low-growth vegetation in allowed areas but does not include the removal of trees nor the disturbance of the soil. At all times, property owners must give consideration to the environmental impact of the bush hogging activities as they formulate their plans.

Bush Hogging Rules (Note: These rules will be strictly enforced)

- (1) Property owners wishing to have their lots bush hogged shall submit a request in writing to the CIPOA Property Manager in accordance with the CIPOA Covenants (Part II, Article 2, Section 1-3). Bush hogging may proceed only upon approval. Approval will be subject to an on-site meeting between a representative of the ARC and the property owner or the contractor responsible for performing the work. The purpose of that meeting shall be to agree on the scope of the work.
- (2) It is the lot owner’s responsibility to ensure that all bush hogging is done in compliance with the County Code, OCRM (Ocean and Coastal Resource Management), and the Callawassie Island rules. Failure to comply can result in fines by Beaufort County, the OCRM, and the Callawassie Island ARC. The **Bush Hogging Work Order** must be completed and signed by both parties. When in doubt, contact the ARC Office at 843-987-3800.
- (3) All marsh and river lots have a restricted Buffer Zone which is determined by the location of the OCRM Critical Line. The critical line defines the area of ground which is periodically inundated by saline waters as determined by Beaufort County. The Buffer Zone is the area within 50 feet inland from the Critical Line. Bush hogging is not permitted between the Critical Line and the marsh or within the Buffer Zone. For unimproved properties, the Buffer Zone shall be defined and marked by the OCRM representative during the on-site meeting referred to in Rule #1 above. For improved properties, the Owner may request the assistance of the ARC in locating the Buffer Zone.
- (4) Starting from the center of the road, lots fronting on Spring Island Drive have a 50-foot easement and an additional 50-foot conservation area. No bush hogging is permitted in this 100-foot area except for a driveway access.
- (5) Some lots may be designated by governmental organizations as wetlands. Bush hogging of these areas is not allowed.
- (6) Bush hogging on CIPOA and CIMC properties must comply with the Wildlife Habitat Preservation/Land Management Plan for Callawassie Island. No deviation from the plan is permitted without prior approval of the CIPOA Board.

Bush Hogging Standards (These standards will help wildlife habitats and the natural look of the island by removing only minimal vegetation as outlined below.)

- (1) Existing natural vegetation on both sides and the rear of the lot shall be retained to provide a visual barrier between lots. When possible, a vegetative barrier of at least 20 feet will be retained except as noted in Bush Hogging Rules (3) above.
- (2) When possible, a vegetation barrier of at least 20 feet will be retained at the front of the property, except as noted in Bush Hogging Rules (4) above. One break will be allowed to facilitate access and visibility into the property, if desired.
- (3) Groupings of natural vegetation, such as wax myrtle and yaupon holly, shall be maintained to preserve as much of the natural look as possible.
- (4) Every effort shall be made to identify unique or endangered plants so that they may be retained. The ARC shall provide assistance on this through the CIPOA Ecology Committee.
- (5) Removal of dead plant materials (e.g., Palmetto fronds, dead branches, fallen trees) within the bush hogged area is required.

Other Bush Hogging Information

- (1) Contact telephone numbers for:
ARC approval 843-987-7013

Definition of Vista Pruning

Vista pruning is the selective pruning of trees and vegetation along any lagoon (fresh or salt water) or marsh to create a view. It does not mean clear cutting and no root structure may ever be removed.

Vista Pruning Rules

- (1) Vista pruning along any lagoon or marsh, whether on private property, CIMC property or CIPOA property, must have prior approval of the appropriate governmental agency and the ARC. The process involves numerous agencies and regulations.
- (2) The following approvals are required. If your property is next to:
 - A. A freshwater lagoon – ARC approval
 - B. A saltwater lagoon – OCRM and ARC approval
 - C. A marsh area - from the Critical Line to the marsh – OCRM approval A marsh area - from the Critical Line 60' inward – County approval Both of the above require ARC approval
- (3) If the vista pruning is done as approved, the area can be maintained at that level in the future. It is suggested that a photo be taken and put on file in the ARC office for future reference.

Appendix B

Tree Removal and Mitigation Policy

Revised – April 25, 2022

A. Purpose

The purpose of Appendix B is to add clarity, procedures and regulations to the ARC Design Standards and Guidelines as it pertains to tree removal and to ensure that any tree removals are in accordance with the purpose of the ARC.

B. Requests for Tree Removals

1. No trees, alive or dead, standing or fallen, which are larger than 6 inches in diameter at 4 feet above the ground may be removed without prior approval of the ARC. Should fallen trees obstruct ingress or egress into a residential property, it may be removed without initial approval. However, the girth size and species of the tree should be identified along with a photograph of the tree. No dogwood, redbud, magnolia, live oak, or holly trees, regardless of size, may be removed without prior approval of the ARC. **In addition, removal of live oak trees requires Beaufort County approval. This rule is in effect during construction and after the residence is occupied.**
2. All tree removals must include either removing the stumps, grinding the stumps, or cutting the stumps level with the ground surface. This requirement does not apply to trees in the Beaufort County River Buffer (BCRB) where stumps cannot be removed (see Section C).
3. Trimming of any tree branch greater than 6 inches in diameter at its origin must be reviewed by the Tree Inspector. The Tree Inspector may request the homeowner consult an **ISA-TRAQ certified** arborist. Normal trimming or pruning of trees does not require approval.
4. **To obtain ARC approval**, homeowners must contact the ARC Tree Inspector. The Tree Inspector will visit the property to evaluate the reason and necessity to remove the trees. Approval or denial of the request will be given, and the Tree Removal Request Form will be completed by the Tree Inspector at the time of inspection. Trees approved for removal will be marked by the Inspector. The homeowner will be provided with a **BLUE TAG** that is to be posted on the mailbox when the tree removal work is being done. The Tree Removal Request Form and names of the current tree inspector can be found on the Callawassie website, in the Architectural Review section under the CIPOA heading.
5. **Denials of any requests may be first appealed to the ARC.** If the ARC decision stands, a further appeal may be made to the CIPOA Board for a final decision (see the Callawassie Island Property Owners Association Covenants, Part Two, Article I, Section 2(i), “Right to Appeal Decisions by the Review Committee”). Failure to obtain ARC approval before removing or trimming trees or failure to remove, grind or cut the tree stumps may result in fines as outlined in Section D of this document.

6. **Application for tree removal may be made to the ARC Tree Inspector and shall be considered for the following reasons:**

- a. Trees that are dead or dying and in danger of falling.
- b. Trees that are within 10 feet of a building.
- c. Trees that are damaged, diseased or have been hit by lightning.
- d. Trees whose roots have raised or cracked driveways.
- e. Trees that are in conflict with new approved construction.
- f. Trees that have been inspected by an **ISA-TRAQ certified** arborist who submits a written report to the ARC stating the reason the tree should be removed (e.g., the tree is diseased, rotted, or other such physical reasons).
- g. The tree's removal or pruning is requested by the property owner's insurance carrier **in writing**.

C. BCRB Buffer

Homeowners with marsh along their property line are subject to BCRB guidelines and restrictions to provide a buffer between developed property and the adjoining tidal wetlands. Depending on when the lot was developed, the buffer can be as narrow as 30 feet or as broad as 60 feet. The measurement of the buffer is at right angles from the high tide line inward to the property. The buffer is usually shown on the property **survey but may have been altered by** rising tides over the years. No plant, shrub or tree can be removed from the buffer without a Beaufort County Removal permit.

D. Fines and Penalties

If a homeowner removes or prunes trees without prior ARC approval or fails to remove, cut, or grind tree stumps, the homeowner may be fined up to \$1000 per tree. In addition, the ARC may require the homeowner to remediate the removal of trees not approved by the ARC. Any imposed fine or remediation can be appealed to CIPOA.

E. Tree Mitigation

The following Tree Mitigation policy is enacted as an effort to minimize the loss of Callawassie Island's arboreal attributes and to help preserve our maritime forest canopy and ecosystem.

1. Any tree removed with ARC approval and in accordance with the Callawassie Island "Request of Tree Removal" form, which qualifies as a **"Specimen Tree"** as described below, shall be subject to mitigation. Mitigation will consist of replanting a replacement tree of similar species, having a caliper of 2.5 inches or greater. The replanting of any replacement tree for the purpose of mitigation must include care, irrigation, and exhibit general good health for a period of one year.

A "Specimen Tree" is defined as follows:

- (a) **All Understory Trees** – such as Dogwood, Redbud, American Holly, and Southern Magnolia that are equal to or greater than a diameter of 4 inches (DBH) – (“Diameter at Breast Height” considered to be 4 feet above grade).
 - (b) **All Hardwood Overstory Trees** – such as Black Cherry, Beech, Black Oak, Black Tupelo, Sweet Gum, Hickory, Live Oak, Pecan, Red Maple, Southern Red Oak, Sycamore, Black Walnut, plus the following Softwood Trees: Bald Cypress, Cedar, Longleaf Pine and Palmetto that are equal to or greater than a diameter of 16 inches (DBH).
 - (c) All **other trees** having a diameter equal to or greater than 24 inches (DBH) except those identified as invasive species by Beaufort County.
- 2 In the unlikely event that the ARC Tree Inspector determines that the required replacement of trees is not feasible or not desirable due to size and shape of property and/or structures, crowding of the trees, or other viable site constraints, such replacement may occur at alternative sites selected by the Callawassie Island Director of Agronomy. A fee of \$600.00 for each tree removed will be charged to the property owner and deposited into a Tree Mitigation Fund, which Callawassie uses to acquire new trees of varying costs to plant at alternative sites.
 - 3 Any tree removed having a diameter equal to or greater than 6 inches (DBH) without ARC approval shall be subject to mitigation and a fine of \$1000.00. Mitigation will consist of replanting replacement tree/trees of similar species having a total caliper equal to 1.25 times the (DBH) of the tree/trees removed. All replacement trees shall have a minimum caliper of 2.5 inches. The replanting of any replacement tree for the purpose of mitigation must include care, irrigation and exhibit general good health for a for a period of one year. Any tree planted for the purpose of mitigation must be planted in a location acceptable to the ARC and may not be removed without ARC approval.

F. Natural Disaster

Immediately after a natural disaster such as a tornado, hurricane, large storm, flood, or ice storm which results in catastrophic loss or damage to trees, the CIPOA Board of Directors may declare a moratorium of all tree removal permitting during which time only lost or severely damaged trees may be removed without permit. Any tree lost that was part of a required tree replacement, landscaping or buffer plan shall be replaced on a 1:1 basis with a tree of the same species with a minimum caliper of 2.5 inches.

CALLAWASSIE ISLAND

Request for Tree Removal

To be completed by ARC Tree Inspector Dave Kopp (717) 725-9841 dave_kopp@msn.com

Homeowner: _____ Date: _____

Property Address: _____

Phone: _____ Email: _____

The Callawassie Island Design Standards and Guidelines state that no live trees, alive or dead, which are larger than 6 inches in diameter at 4 feet above the ground and no dogwood, redbud, magnolia, live oak, or holly trees (regardless of size) may be removed without prior approval of the ARC. In addition, trimming of any tree branch greater than 6 inches in diameter at its origin must be reviewed by the Tree Inspector, who may require the homeowner to consult a certified arborist. **Tree removal must include either removing, grinding, or cutting the stump level with the ground surface;** this requirement does not apply to trees located in the BCRB river buffer.

Application for tree removal may be made for the following reason: (1) trees that are dead or dying and in danger of falling; (2) trees that are within 10 feet of a building; (3) trees that are damaged, diseased or have been hit by lightning; (4) trees that are in conflict with new approved construction; (5) trees whose roots have raised and cracked driveways; (6) trees that have been inspected by a ISA-TRAQ certified arborist who submits a letter report to the ARC stating the reason the tree should be removed (e.g. the tree is diseased, rotted, or other such physical reasons); (7) trees whose removal is requested by the property owner's insurance carrier in writing.

Please note that ARC approval of tree removal does not release the homeowner from seeking the approval of Beaufort County, when needed.

#	Type *	Location	Reason Code (1-7) (see instructions above)	A or D **

* Pine (P), Red Oak (RO), Holly (H), Live Oak (LO), Magnolia (M), Dogwood (D), Redbud (R), Water Oak (WO), Laurel Oak (LAO), Sabal Palmetto (SP), Other (O)

NOTE: Beaufort County Tree Removal Permit is required.

** Approve (A) or Deny (D)

ARC Tree Inspector: _____ Homeowner: _____ Date: _____

Tag #: _____ Valid Thru: _____ Final Inspection Approval: _____ Date: _____

Stump Compliance Fee: \$300 PD

Tree Mitigation Compliance Fee: \$600 PD