



**POLLY POINT PLANTATION**  
**BUILDING POLICIES & DESIGN GUIDELINES**

Effective November 9, 2019

## **POLLY POINT PLANTATION BUILDING POLICIES AND DESIGN GUIDELINES**

This publication contains the regulations and guidelines for use by the POLLY POINT PLANTATION Design Review Committee (DRC) to evaluate proposed residential construction at Polly Point Plantation. The specific purpose of the publication is to assure high quality residential design combined with a fine blend of diversity and compatibility with the natural environment and neighboring structures.

The DRC derives its authority from The Declaration and Covenants, Conditions and Regulations of Polly Point Plantation Property Owners Association. This includes the right to grant variances to these guidelines in cases where hardship is a factor or an exception to the rules is justified by unique or extreme circumstances. All residential property owners are subject to this authority by deed.

These Policies & Guidelines have been drawn up to be fully consistent with and reflect the requirements of the following municipal and State laws:

- A. The South Carolina Coastal Zone Management Act
- B. The State Board of Architectural Examiners Regulations contained in SC Code of Laws, Title 40, Chapter 3. Introduction

### **I. POLLY POINT PLANTATION**

**POLLY POINT PLANTATION (PPP)** is a unique residential community on Wadmalaw Island. From the riverfront through the marshes to the heavily wooded interior, this community possesses great natural beauty. **OUR OBJECTIVE IS TO RESPECT AND ENHANCE THIS NATURAL BEAUTY THROUGH SENSITIVE AND THOUGHTFUL DEVELOPMENT.** Screening of all homes and auxiliary buildings from roadside view supports the natural surroundings of the community. The first house a property owner should see upon entering the Polly Point community, should be his/her own.

### **II. DESIGN REVIEW COMMITTEE (DRC)**

The Design Review Committee is a standing committee of the Polly Point Property Owners Association (POA) Board of Directors. It consists of members appointed by the President. All voting members of the DRC volunteer for this responsibility. All voting members shall have equal votes, with a simple majority needed for approvals.

It is the mission of the DRC to review and approve plans for home construction and/or modification within POLLY POINT PLANTATION. This responsibility extends to and includes the external appearance of building as well as landscaping. The DRC does not concern itself with internal house design.

All property owners are required to conform to the Declaration of Covenants, Conditions and Restrictions for Polly Point Plantation. In addition, owners must comply with the PPP Building Policies and Guidelines. These documents address proposed changes to a parcel's topography and natural vegetative cover, new building construction, and external changes or modifications to an existing structure.

Exceptions to the policies and procedures will be granted when there are reasonable extenuating circumstances. All new home construction in the PPP must be reviewed and approved by the DRC.

These Policies and Guidelines have been prepared to assist home site owners, their architects and contractors in the DRC review process. It contains the guidelines for residential development in the community as well as a description of the review procedure, required exhibits, etc. It also contains examples of the review forms which, when filled out, provide the DRC with the basic information needed for review.

The DRC must maintain a written file of all communications dealing with each home site that may be reviewed at any time by the property owners. The DRC does not assume any responsibility and/or liability for structural design, material sufficiency, or damage to other property. The DRC also does not enter into disputes, nor act as an intermediary between property owners and their contractors.

### **III. SITE DEVELOPMENT GUIDELINES**

The major goal of the Polly Point DRC is the successful integration of man-made structures within the natural island environment. Residential development must be appropriate for the site. These guidelines have been established to assist the property owner in making site development decisions.

A **Pre-Development meeting** between the DRC, property owner or designated representative and general contractor, if selected, is required prior to the costly development of building plans.

#### **A. Site Plan:**

The Site Plan represents the first definitive step that the prospective homeowner takes with their property and the key elements of their new home.

A complete Site Plan, for purposes of DRC review and acceptance, includes several required elements:

The first requirement is a Tree and Topographical Survey, which must be prepared by a licensed surveyor or registered engineer. It must be prepared within the 18-month period preceding the submittal date of the Site Plan to the DRC. This site plan should identify and label the location of the base flood elevation, which should be staked and marked prominently on the lot.

The second requirement of the Site Plan is to show the location of the proposed residence and all other structures on the lot. All trees to be removed must also be designated on the site plan. This requirement should be met early in the owner's conceptual planning. It is first required, along with the Tree and Topographical Survey, as part of the submission of preliminary review.

The site plan must also include any proposed construction road and/or permanent driveways planned.

## **B. Setbacks:**

The following setbacks are required: The minimum front setback requirement shall be one hundred feet (100) off of Polly Point Road. This refers to Houses, Garages etc., but does not pertain to fencing. Corner properties fronting on two different streets shall observe 50' setbacks from each street side property line. The minimum side and rear yard setback shall be 25 feet, and includes structures such as houses, garages etc. Decks, overhangs, open decks, porches and steps follow the same setback restrictions. In addition, the minimum setback for structures abutting the marsh shall be 75 feet from the SC DHEC-Office of Ocean and Coastal Resource Management critical line, or the lot line, whichever is landward. Driveways must conform to setbacks as well.

## **IV. BUILDING DEVELOPMENT ELEMENTS AND GUIDELINES**

### **1. Building Size and Height:**

The minimum size house for all lots is 1850 square feet of heated and cooled living space, exclusive of garages, screened porches, covered decks, open decks, porticos and storage space.

All family residences in PPP shall be limited to three stories (excluding under residence parking) and may not exceed a maximum height of fifty (50) feet above ground level when measured from ground to roof peak.

### **2. Driveway Design:**

The owner will already have outlined the general path for the driveway as part of the site development plan. Driveway connections to the street are limited to one per residence. The area of the driveway should be kept to a minimum. Driveways and off-street parking should not be overly apparent from the street. Gates should be at least 35 feet from the road and screened from view. Front entry garages are discouraged. Homeowners and architects must be aware of this restriction early in the planning stage so that side or rear entry garages can be incorporated into the initial design.

The driveway approach should be carefully integrated into the grading and landscaping scheme with gentle curves presenting a natural path through the site. Straight driveways are not permitted. Off-street parking spaces must be treated in the same manner. These should be integrated into the driveway path and screened from view. Driveways can be either left natural, paved with asphalt, concrete exposed aggregate, concrete or constructed of crushed stone, shells or other aggregates.

### **3. Architectural Details:**

Completing the overall aesthetic appearance of the house are the elements of building articulation including exterior material and details and the exterior colors. The use of wood, approved fiber-reinforced cement sidings, muted color brick, or stucco as the dominant exterior wall material is permitted. Vinyl or aluminum siding is not allowed.

Wood shingles and shakes are discouraged because of fire hazards. All roof accessories such as vent stacks, roof vents and vent fans shall be painted to coordinate with the house colors and located, if possible, at the rear side of the roof. Approved types of metal roofs may be permitted and will be reviewed on a case-by-case basis. Roof color that blends into the natural environment is encouraged. Windscreens must be used on all chimney caps since exposed metal flues are not permitted.

Open areas in the perimeter foundation of the house and open areas under decks, stairways, etc. must be enclosed/screened with lattice or wood louvers. Alternative visual screening using earth berms and/or landscaping must be detailed in the landscape plan.

#### **4. Material and Colors:**

Exterior colors and material textures should be selected to blend with the natural surroundings. Bright pigmented colors are not acceptable.

Because colors are essential to the overall aesthetic of the homes, the DRC requires color samples of exterior colors and materials including siding. Trim, brick, roofing, stucco and latticework selected are to be submitted with actual samples of materials to be used and must cover all exterior surfaces. No exposed cinder block surfaces are to be visible.

#### **5. Service Area Requirements:**

Separate garages may not encroach into lot setbacks and should be positioned away from adjacent properties, particularly private living areas and bedrooms. In addition, areas for air conditioning equipment, garbage cans, lawn equipment and general storage should not encroach into lot setbacks. They must be an integral part of the house structure and screened with lattice or louvered panels and softened with landscaping on all sides in order to conceal these areas from view.

#### **6. Swimming Pools**

Swimming pools, spas, hot tubs and associated decking, fencing, benches, must comply with the setback requirements. These facilities are not permitted on the street side of the residence. All plumbing equipment must be screened from view.

All swimming pools, spas, and hot tubs built at ground elevation must be enclosed by fencing, a minimum of four feet (4') high above the top of the pool wall or surrounding deck. The design of the fence should discourage entry by small children and animals. The design should complement the residence. Chain link fences are not allowed. Landscaping must be provided to soften the impact of the enclosure around the pool. As an alternative to ground level fencing, the DRC will allow mechanically/electrically operated pool safety covers of adequate strength.

#### **7. Exterior Lighting:**

Exterior lighting is needed primarily for safety and utility. What is to be carefully avoided is excessive exterior lighting that results in light pollution (glare, urban sky glow) and light trespass (light intrusion on neighbor's property).

The DRC requires locations of all light fixtures proposed for exterior use on buildings or as a part of landscape development be submitted as part of the Conditional Review. The following policies must be adhered to:

1. All exterior lighting, including landscape and accent lighting must be so designed and located as to preclude direct sight of the light source from beyond property lines.
2. Lights should be used under soffits and at entry points. Floodlights may not be used for general area lighting but must serve a particular lighting purpose such as lighting a garage entrance. Floodlights may not be used above the first floor living area. In any case, only floodlights with large deep hoods will be approved and these fixtures must be aimed down to prevent light from spilling onto adjacent lots, open areas or streets.
3. Driveway lights must be close to the ground and hooded or louvered. They must serve the purpose of driveway lighting only. Low voltage fixtures are recommended.
4. Appropriate but limited landscape lighting will be permitted. Landscape lighting must generally be "down-lights", with "up-lights" reserved for truly great specimen trees only.
5. Use of the minimum power bulbs that will serve the particular lighting purpose is required.
6. Shielding is particularly important for pier lighting. All lighting installed on piers must be shielded in such a way so that the light source cannot be visible horizontally. Lighting on piers must be approved by the DRC and low wattage fixture and bulbs are recommended.

#### **8. Seawalls, Bulkheads, Docks:**

No seawalls, bulkheads, other marsh erosion control structures or docks may be constructed without prior approval by the DRC. Approval must also be obtained from the governmental agencies responsible for monitoring this type of construction activity, including the SC DHEC-Office of Ocean and Coastal Resources Management. Property owners must maintain their seawalls, bulkheads, and docks in good condition at all times. Docks and approved dock corridors must be approved by the DRC. (See Appendix VII) Drawings submitted to the DRC must be prepared by a professional dock builder.

#### **9. Landscaping:**

Care should be used in the selection of plants for size, tolerance of the salt-air environment and resistance to drought and wildlife. Because of the rapid drying rate of the sand soil on Polly Point, irrigation systems are encouraged. Landscaping and irrigation systems should be designed to minimize water usage. The landscape design must also include specific information regarding the proposed site grading and drainage pattern and all proposed fill areas. Excess runoff from the house and paved areas should be directed away from adjacent lots and/or retained on site or directed to existing drainage structures. Care should be taken to preserve natural vegetation along perimeters of the individual lots (see setbacks) in an effort to provide a natural buffer from adjacent residences and street. Any removal of vegetation must be approved by the DRC, and replacement may be required.

1. TREES AND DISTINCTIVE FLORA SHALL NOT BE INTENTIONALLY DESTROYED OR REMOVED WITHOUT THE PRIOR WRITTEN PERMISSION OF THE DRC. NO LOT CLEARING, FILLING, GRADING OR TREE REMOVAL IS ALLOWED UNTIL PLANS HAVE BEEN APPROVED FOR THE PRELIMINARY REVIEW BY THE DRC. Landscaping should be used to screen views of the house, provide privacy, screen unsightly areas, and add interest to the home. Basic requirements include screening home from the street, screening HVAC and service area locations (generators, etc.), screening guest parking from the street and from adjacent lots. Heavy landscaped buffers must be established between houses. Plants used for screening and buffers should be a minimum of five feet tall. Earth mounds of berms can add interest to a finished landscape; however they should be designed to blend in naturally with the existing topography of the site. Maximum use of existing plants in the landscape plan is encouraged. Use of native vegetation will enhance the property. Every reasonable effort must be made to provide positive physical protection to trees not scheduled for removal.

2. Landscape Plants - Some plants are native to low country woodlands while others reflect the characteristics of native plants. Experience indicates these are best suited for the Wadmalaw Island environment. Maximum use of existing plants is encouraged.

#### **10. Miscellaneous:**

Patios, Courtyards, Fences, Walls and Gates: The design of patios, decks and terraces must be coordinated with the design of the residence. These spaces can provide a high degree of privacy when bordered by appropriate landscape that should provide screening. Fences are not ordinarily permitted on Polly Point Plantation, with the exception being three-rail white vinyl horse fencing on lots equal to or exceeding 5 acres. Any other fencing must be approved by the DRC. Chain link fencing is not acceptable. All fences shall be approved by the DRC prior to installation. Gates must be completely screened from the road.

Playground Equipment and Yard Ornamentation: Recreational and playground equipment, including basketball backboards and other such facilities must be screened from the road and neighbors. Yard ornamentation that can be seen from the road such as statuary, accent benches, fountains, etc. must receive approval prior to installation. Watercraft, trailers, and lawn equipment must be screened from the road. Trailers, boats, etc. should be parked toward the rear of the lot (behind house) whenever possible and not stored more than seven (7) days in front of the home.

Signs: Occasionally, legal notices, as required by legal proceedings and For Sale signs may be posted on residential property for short periods of time (<120 days). They should be also of standard size (standard size – 20 inches x 28 inches or smaller)

Mailboxes: The approved design for Polly Point mailbox installations is located in Appendix XIV. Mailboxes that are badly faded must be replaced or repainted upon request of DRC. Similarly, mailboxes posts must be kept straight and in good condition. Plantings around mailboxes are discouraged because of the interference with mowing and maintenance. Mailboxes and posts may not be decorated except for tasteful decorations for holidays. They should be removed promptly after the holiday has passed.

## **11. Drainage:**

No lot owner may change or alter the landscaping, slope or elevation of their lot in such a manner as to increase or decrease the natural flow of runoff water from their lot. This refers to any changes made after day of original purchase. This also included re-channeling or moving of any natural creeks, drainages or waterways on your property.

## **12. Well and Septic Placement**

The homeowner and/or architect will mark their preliminary plot plan to show their originally proposed Septic system and water well. The DRC is aware that these locations may change subject to either DHEC or your well driller finding suitable locations to find underground water

## **V. DESIGN REVIEW COMMITTEE PROCESS:**

When the owner of a home site decides to build a residence in Polly Point, they should begin by familiarizing themselves with the requirements of the Protective Covenants and these DRC Policies and Guidelines, and ensure that all assessments have been paid in full. The DRC will not review plans, changes or remodeling for houses or docks if there are unpaid assessments on the subject property.

A prerequisite to starting the formal review process is a meeting between the DRC Administrator, the property owner and the general contractor (if selected). (The property owner may designate an alternate to represent him or her.) This meeting must take place prior to presentation of any formal building plans or land clearing. This pre-development meeting has several objectives:

- To conduct a joint visit to the building site in order to provide a mutually understood basis for further planning;
- To clarify any applicable restrictions such as set backs, easements, grading requirements, height restrictions, lot coverage, identification and protection of distinctive trees, etc.

The formal review process itself consists of three phases: Preliminary Review, Building Start Review and Final Inspection. Owners, architects, landscape architects and builders are encouraged to attend DRC meetings at which their plans are to be presented. All plans submitted to the DRC for review and approval must be prepared and sealed by a licensed architect.

All contractors performing residential construction work must be licensed by the State of South Carolina. Alternatively, an owner may serve as his or her own general contractor, but must be as available to the DRC as any responsible licensed contractor would be under similar circumstances. All submittals for Preliminary Review shall be made in duplicate. Each shall be accompanied by a written request for review signed by the owner or the owner's agent. Submittals for Building Start Review shall be made in duplicate. Submittals that do not have the required exhibits or which are not legible will be rejected and a written notice of missing requirements will be given to the homeowner within 7 days of their submittal. After all missing requirements are collected, the approval packet will need to be resubmitted.



If the property owner wishes to pursue a combined review, he must submit the request in writing with supporting material for a decision by the DRC. To assist further in this formal three-phase process, owners may ask the DRC to review their conceptual or schematic ideas/plans prior to preparing material for Preliminary Review. Such an informal review is entirely optional, but can give owners an early understanding of the process and what may or may not be acceptable to the DRC. Plans or sketches drawn to scale showing the site with house in place, rough floor plan and elevations are useful and can save time and money in the future. Owners/architects who wish to exercise this option should make arrangements with the DRC.

#### **A. Preliminary Review:**

The exhibits required for Preliminary Review are those traditionally called "Preliminary Plans." These drawings must be submitted in duplicate. Specifically, the following minimum drawings and information are required:

1. A separate Tree and Topographic plan, prepared and stamped by a registered land surveyor or registered engineer, at a scale of 1/8" = 1'0" or 1/10" = 1'0" showing all existing site features including topography, all trees in excess of 6" in diameter, and all groupings of smaller trees and shrubs with an aggregate spread of 10 feet (10') or more in diameter and any other pronounced site features.
2. The architect's or registered engineer's Site Plan, which may be superimposed on the Tree and Topographic Plan, must show natural elements, including major trees and shrubs, with those scheduled for removal marked with an 'X.' It must locate the footprint of the proposed residence, out buildings, the driveway and all features such as decks, patios, etc.
3. The Site Lot Area (Square Feet)
  - a. Building Area (Previous decks, walks and driveways are not included)
  - b. Base Flood Elevation
4. A Preliminary architect sketch or photo of the proposed look and style of the home you wish to build and its stated building materials.
5. A building section at a scale of 1/4" = 1'0".
6. A completed Request for Preliminary Review form, accompanied by two sets of plot layout plans signed and sealed by the architect.

In addition to these required documents, the applicant is required to stake the major corners of the property. Trees and substantial vegetation, which are proposed to be removed, should be marked with an orange flag or tape. These markings should allow the DRC to generally locate the proposed residence. Driveway location must be marked also.

The lot owner must submit a non-refundable Architectural Review Fee (\$2500) with the preliminary documents. The preliminary documents will be used by the DRC for reviewing the appropriateness of the proposed residence. The DRC administrator will communicate in writing the DRC's review comments and requirements to the owner and architect.

If the preliminary plans are accepted, the architect may proceed with the drawings, incorporating the DRC's review comments and requirements in the final design.

## **B. Building Start Review:**

The Exhibits required for the *Building Start Review* phase are the final working drawings and specification documents. These drawings must be submitted in duplicate. The following minimum drawings/documents/samples are required:

1. A final Site Plan showing all those items required for the preliminary review plus proposed new topography; location of exterior HVAC units and generators; all utility locations, meters, easements and proposed landscaping.
2. Final floor plans at a scale of 1/4" = 1'0" showing all pertinent information for a complete architectural plan.
3. Exterior elevations at a scale of 1/4" = 1'0" completely noted and detailed.
4. A wall section at a scale of 1/2" = 1'0" or larger and other details as deemed necessary to completely define the design and construction of the structure.
5. Complete specifications defining materials, finish & color with complete notations on the drawings, including catalogue cuts of all external lighting fixtures and storm/hurricane blinds.
6. A completed Request for Building Start Review form.
7. As part of the required submittals for Build Start Review, the owner or contractor must provide color samples of all exterior finishes of the residence, including, but not limited to:
  - a. Roofing material sample.
  - b. One 6" sample of siding. The DRC may occasionally call for larger samples of paint colors to be used on site for more graphic representation of the proposed color plan.
  - c. One 6" sample of exterior trim.
  - d. One 12" by 12" sample of stucco, if applicable.
  - e. Exterior Accents samples (brick steps, tile, etc.).

The DRC will review the Building Start submittal for completeness, compliance with the comments and requirements issued during Preliminary Review and with its Policies and Guidelines. As in the Preliminary Review, the DRC will send **written review comments** to the owner along with the modifications required prior to acceptance.

Prior to the release of Building Start approved plans as stamped by the DRC, the DRC will require that the owner of the proposed residence complete a *Construction Commitment* form and provide a refundable deposit of \$5,000. This deposit will be refunded, less any assessments levied, to the owner within 5-7

business days of the completion of the residence. In all cases, both the owner and the contractor will be notified immediately in writing about any assessments levied. If damages exceed the \$5000 deposit, the homeowner will bear responsibility for the entire cost.

DRC Building Start Approval of residence building plans is valid for a period of eighteen (18) months from the date the plans are stamped by the DRC Administrator. If after 18 months from Building Start Approval the owner wishes to pursue construction plans, the Review Process should be reinitiated. The Property Owner is advised that he/she is responsible for informing the Design Review Committee (DRC) if, at any step of the process, his/her plan deviates in any way from this Policies & Guidelines.

### **C. Final Review**

The construction of the residence must be completed and the landscaping and site grading must be completed conforming to the plans previously approved by the DRC. As a checklist, the following items must be accomplished prior to the final inspection:

1. Complete and submit *Request for Final Review* to DRC Administrator
2. Complete construction and all painting.
3. Install landscaping.
4. Install mailbox per the prescribed Polly Point model in Appendix XIV.
5. Remove dumpster and job toilet from site.
6. Remove all temporary facilities and utility pole.
7. Remove Contractor/Architect sign.
8. Remove construction debris.
9. Repair any damage to right-of-way, common areas and adjacent properties. Owners must sod those areas of the right-of-way that have been damaged or destroyed during construction in accordance with the specifications.
10. Repair any damage to the roadway in front of the property or on access roads.

When the above items have been completed, the DRC must be contacted in writing to schedule a final inspection of the property. Deficiencies, which are noted during the final inspection, must be corrected by the owner within 30 days of receipt of a letter from the DRC outlining items in need of attention. The construction deposit of \$5,000, less any assessments, will be returned to the owner within 5-7 business days after final inspection approval.

## **VI. CONSTRUCTION SITE GUIDELINES**

Guidelines have been established for the construction phase for residences of Polly Point Plantation. **It is the general contractor's responsibility to see that employees, as well as subcontractors, conform to these guidelines. In all cases, the property owner will also be held accountable by the DRC for the actions of the contractor with respect to the construction of the owner's residence.**

### **Signs:**

Every construction job site must contain a sign identifying the architect, contractor and owner. The front of the sign (architect, contractor and owner information) shall face the street. The rear of the sign is to be used for posting permits and other applicable information. No signs shall be nailed or attached to trees. The design for required construction site sign is in Appendix XIII.

### **Sanitary Facilities:**

Each construction site is required to have a temporary sanitary facility in place prior to commencement of any work. The facility must be located off the road right-of-way and screened from view from the road and adjacent lots.

### **Protection of PPP Roads and Rights-of-Way, Lot Features, Adjacent Lots:**

During initial site clearing of a lot for construction, contractors must limit their access to the lot to the approved driveway location in an effort to protect the road shoulders in front of the lot and to preserve the natural growth along the front of the lot. To minimize tracking and washing of sand and dirt into the street and associated drainage system, a six-inch (6") deep base material of crushed gravel, stone, or mulch must be placed in the approved driveway location from the street to the lot line for a distance of twenty-five feet (25'), whichever is greater. Limestone base material or other fine aggregate, which track when wet, may not be used for stabilization.

Contractors are expected to make a reasonable effort to avoid tree roots while excavating for driveways and utilities. Contractors are responsible to ensure that all vehicles associated with the construction, including delivery vehicles, do not trespass upon properties adjacent to the job site.

### **Cleanliness:**

All construction sites must be maintained in a clean and orderly condition. All construction materials must be kept within the property lines, maintaining a neat street right-of-way. No trash will be strewn about the lot. Burying or burning of trash and unused building materials are not allowed. The General Contractor is responsible for enforcing a no littering policy with subcontractors and laborers on site and along the roads of Polly Point.

### **Completion of Construction:**

To minimize impact of construction activity on existing homeowners, all new residences must be completed within 18 months. The date of construction start shall be the date a valid building permit is issued to the general contractor responsible for construction. The date of construction completion shall be the date the Final Review is approved. Should the general contractor anticipate a longer construction period, he must obtain approval from the DRC at least thirty (30) days prior to the 18-month expiration date.

**Enforcement of Construction Site Guidelines:**

Construction sites will be inspected frequently for compliance with DRC approved Policies and procedures. Members of the DRC are authorized temporary access by PPP protective Covenants for purposes of such inspections. However, the DRC does not accept responsibility for monitoring construction to detect any deviation from approved construction plans. Failure by the DRC to detect or object to a noncompliance during the construction process does not relieve the owner of the obligation to correct the noncompliance.

## **APPENDICES**

- I. DRC Review and Construction Fees
- II. Enforcement Fee Schedule
- III. Request for Preliminary Review
- IV. Request for Building Start Review
- V. Construction Commitment Form
- VI. Request for Final Approval
- VII. Recreational Docks, Piers and Access Walks
- VIII. Polly Point Right-of-Way
- IX. Modifications to Existing Structures / Additional Structure Construction
- X. Polly Point Tree and Natural Vegetation Removal Policy
- XI. Bush Hog / Clearing Approval Form
- XII. Tree Removal Approval Form
- XIII. Construction Sign Design Specifications
- XIV. Mailbox Design Specifications

## **I. DRC REVIEW AND CONSTRUCTION FEE SCHEDULE**

1. New single-family homes:.....\$2500  
(Non-refundable)
2. Construction Deposit.....\$5000  
Refundable within 5-7 days of final review

## **II. ENFORCEMENT FEE SCHEDULE**

Effective (Board Approval Date)

1. Significant damage to specimen or protected trees.....\$500/tree
2. Minor damage to specimen or protected trees (tree remains viable and relatively unchanged in appearance).....\$100/tree
3. Littered construction site.....\$50/ day
4. Dumpster on road right-of-way.....\$100/occurrence
5. Building materials or equipment on adjacent property.....\$100/occurrence
6. Vehicles parked on adjacent property.....\$100/day
7. Damage to roadways not repaired after 10 days.....Cost of repair
8. Gate Damaged by improper operation.....Cost of repair

### III. Request for Preliminary Review

The following is to be filled out and signed by the Owner of the proposed residence. This form is to be accompanied by three (3) sets of preliminary drawings. Please note that approval during this review phase does not constitute approval for construction.

1. Lot: \_\_\_\_\_ Street Address: \_\_\_\_\_

2. Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone# \_\_\_\_\_

3. Architect: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

4. Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

5. Land Surveyor or Engineer \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

6. Landscaper: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

7. Preliminary Drawing Checklist: \_\_\_\_\_

\_\_\_\_ Site Plan showing proposed placement of house and out buildings

\_\_\_\_ House sketch or photos to show style of home

\_\_\_\_ Topographical survey

\_\_\_\_ Tree survey

\_\_\_\_ Driveway Plan

\_\_\_\_ Proper setback lines (25' sides and 100' front)

\_\_\_\_ Drainage plan

\_\_\_\_ Preliminary Landscaping plans

\_\_\_\_ Tree removal plan

\_\_\_\_ Bush removal plan

\_\_\_\_ Proposed well and septic locations

\_\_\_\_ Pre-development Meeting on-site scheduled

\_\_\_\_ Preliminary Design Committee Review fee of \$2500 submitted



As the Owner of the proposed residence, I hereby request that the Polly Point Plantation Design Review Committee review the attached drawings for Preliminary Review.

As owner(s) of the proposed residence, I will ensure that the Polly Point building policies and guidelines are followed and certify that I will construct the proposed residence in accordance with the plans submitted for preliminary review. In the event that the contractor fails to perform his contractual obligations, I will accept complete responsibility for completion of my residence.

---

Owner

---

Agent for Owner

---

Date

#### IV. Request for Building Start Review

The following is to be filled out and signed by the owner of the proposed residence. This form is to be accompanied by two (2) sets of final drawings. Approval during this review phase constitutes approval for construction, provided appropriate zoning and building permits have been obtained.

1. Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_

2. Owner: \_\_\_\_\_

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

Telephone# \_\_\_\_\_

3. Architect: \_\_\_\_\_

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

4. Land Surveyor or Professional Engineer: \_\_\_\_\_

5. Contractor: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

6. Final Drawing Checklist:

- \_\_\_\_\_ Final Site Plan
- \_\_\_\_\_ Final Elevations
- \_\_\_\_\_ Specifications
- \_\_\_\_\_ Has the architect sealed the drawings?
- \_\_\_\_\_ Final Floor Plans
- \_\_\_\_\_ Final Wall Sections and Details
- \_\_\_\_\_ Landscaping Plan

7. \_\_\_\_\_ Estimated Square Footage  
\_\_\_\_\_ Heated/Cooled Area under Roof  
\_\_\_\_\_ Covered Decks, Porches, etc.

8. Exterior Finishes (describe fully):

Wall Material: \_\_\_\_\_ Color: \_\_\_\_\_

Trim Material: \_\_\_\_\_ Color: \_\_\_\_\_

Roof Material: \_\_\_\_\_ Color: \_\_\_\_\_

Other: \_\_\_\_\_

9 Samples Checklist

- \_\_\_\_\_ Shingles
- \_\_\_\_\_ Siding (6")
- \_\_\_\_\_ Trim (6")
- \_\_\_\_\_ Stucco (12" x 12")
- \_\_\_\_\_ Exterior Doors
- \_\_\_\_\_ Accents (Brick, Tile)

10. Spec House           Owner's Residence

11. Date Submitted:

As the Owner of the proposed residence, I hereby request that the Polly Point Plantation Design Review Committee review the attached drawings for Conditional Review.

As the Owner of the proposed residence, I will ensure that the site construction guidelines are followed as established for Polly Point Plantation and certify that I will construct the proposed residence in strict accordance with the plans submitted for Conditional Review.

In the event the contractor fails to perform his contractual obligations, I will accept full responsibility for the completion of my residence.

\_\_\_\_\_  
Owner

## V. Construction Commitment Form

The following is to be filled out and signed by the Owner and shall accompany the Building Start review application.

1. Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

2. Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

3. Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

5. \$5,000 Owner Deposit Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

6. Anticipated Date of Construction Commencement: \_\_\_\_\_

Estimated Construction Completion: \_\_\_\_\_

As the Owner of the proposed residence, I will ensure that my contractor follows the site construction guidelines established for Polly Point Plantation and certify that the proposed residence will be constructed in strict accordance with the plans submitted for Building Start Review. Any failure on my part to do so will entitle the Polly Point Plantation POA, to deduct an appropriate fine from my construction deposit or take other action as provided for the Building Policies and Guidelines of the PPP Property Owners Association.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

As the Contractor of the proposed residence, I will follow the construction guidelines established by the PPP Property Owners Association and will build the residence in strict accordance with the approved plans.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

COMMENTS BY DRC:

---

---

---

---

**VI. Request for Final Approval**

The following request is to be signed by the Owner and Contractor. No final inspection shall be made until the project is completed.

1. Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

2. Owner: \_\_\_\_\_

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

As owner of the residence referenced above, I hereby request that the Polly Point Plantation Design Review Committee inspect the residence for Final Review.

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

As Contractor of the residence referenced above, I hereby request that the Polly Point Plantation Design Review Committee inspect the residence for Final Review.

\_\_\_\_\_

Contractor

\_\_\_\_\_

Date

As agent for the Polly Point Plantation Design review Committee, this Final submission is approved. I have authorized the release of the previously paid construction deposit to the owner.

\_\_\_\_\_

DRC Member

\_\_\_\_\_

Date

## **VII. Recreational Docks, Piers, and Access Walls**

**Purpose:** To provide specific rules and regulations for the location, design, construction and maintenance of recreational docks, piers and access walks within the PPP, including the marshes, creeks, and wetlands surrounding Wadmalaw Island.

**Objective:**

1. To protect the ecological balance of the marshes and estuaries.
2. To provide harmony in design and visual impact.
3. To protect property values by requiring continued maintenance of structures.
4. To provide specific corridors for dock locations.

**Policy:**

POA dock corridors, within which any approved docks/piers must be located, have been established for appropriate areas. These corridors have been accepted by the Office of Coastal Resource Management (State) and registered with the RMC (County). All plans for walks, piers, docks, ramps, and floating docks must be submitted to the Design review Committee for review and approval prior to construction and the South Carolina DHEC-Office of Ocean and Coastal Resource Management.

**THE DRC RESERVES THE RIGHT TO DETERMINE THE LOCATION OF ALL DOCKS WITHIN THE POLLY POINT DEVELOPMENT.**

The existence of a POA dock corridor for a particular property does not necessarily mean that a dock (pier) will be approved if requested. The DRC retains the right of refusal for any bona-fide reason, including the purely aesthetic. DRC approval for any dock, pier or access walk is valid for a period of 6 months.

**Guidelines:**

1. Site location information on all dock applications should include DRC assigned dock corridor and MAGNETIC compass degree heading of access walkway.
2. All wood should be treated appropriately for its intended use.
3. The elevations of walks and docks must be held to the lowest elevation required by SC DHEC-OCRM, i.e., three (3) feet above mean high water which is 5.7' mean sea level. The access walkway may not exceed four (4) feet in width. The height of pilings may not be greater than four (4) feet above the walkway.
4. Docks and walkways shall be constructed in accordance with the approved PPP specifications. Any variance from specifications must be approved in writing by the DRC on a case-by-case basis.

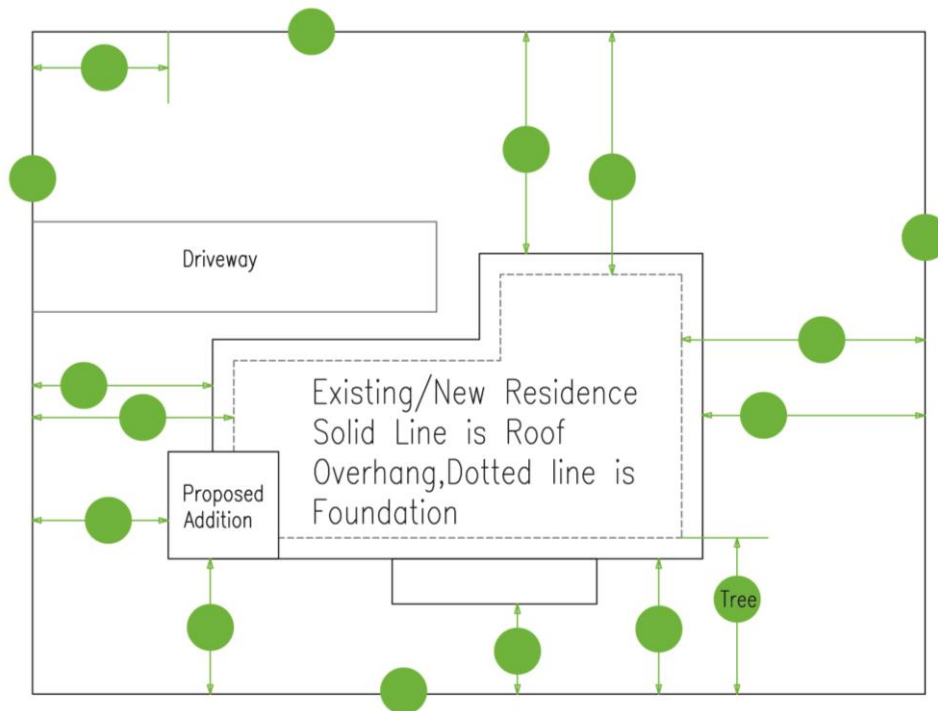
## VIII. Polly Point Right-of-Way

**Purpose:** To establish the specifications for restoration of Polly Point turf grass right-of-way areas destroyed or disturbed during residential construction.

**Guidelines:** Centipede grass sod shall be used for restoration in all cases except when the owner desires to blend the right-of-way with his/her own planned lawn area. The transition from new sod to old must be smooth, i.e., at the same height. The owner shall be responsible for establishing the right-of-way sod through proper agronomic practices.

## IX. Modifications to Existing Structures / Additional Structure Construction

1. To request approval for modifications to an existing structure or for additional structures, prepare a site plan showing existing structure(s) with a solid line, and addition(s) with dotted line(s) as shown in the sample.
2. Information required on Site Plan: Square footage of lot, Square footage of building or buildings, Percentage of lot coverage, Base Flood Elevation as established by FEMA and Height of building from the Base Flood Elevation.
3. **THE SITE PLAN (shown below) IS A SAMPLE ONLY** Use an 8.5" x 11" standard sheet white paper, or larger if necessary, to draw your individual site plan. If the shape of your home or lot differs from the sample, measure and show each offset in your building. Site plan should be **drawn to scale**, signed and dated by applicant as a true representation of property and improvement thereon.



Sample Site Plan

## X. Tree & Natural Vegetation Removal Policy

When approving new development, alterations to existing development or changes in land use, emphasis will be placed on the preservation and maintenance of all trees, natural features, distinctive flora, native vegetation and natural areas, so as to preserve Polly Point Plantation. Residences and developed uses on the island should be compatible with and blend in with existing natural features and vegetation.

## **I. Policy Summary:**

This policy covers tree and vegetation removal from residential lots in Polly Point Plantation during periods of initial development, building addition, and after extended ownership. The policy encourages retention, as much as possible, of the trees, natural features, native vegetation and distinctive flora that are the essence of this barrier island. The policy details the responsibilities of the Design Review Committee, property owners and contractors in implementing this protective program.

## **II. Tree and Vegetation Removal Guidelines:**

### **A. Residential lots initially being developed:**

1. Approval is the sole responsibility of the Design Review Committee (DRC).
2. Live Tree Removal:
  - a. Trees greater than six inches in diameter will be approved for removal if they are within the DRC approved development footprint, including driveways, patios, decks, etc.
  - b. Trees greater than six inches may also be removed with DRC approval on a case-by-case basis.
  - c. Approval for removal of diseased or dying trees elsewhere on the property is permitted.
3. Property Owners are encouraged to retain native vegetation and distinctive flora on the lot being developed.
4. Property Owners will be discouraged from:
  - a. Mass clear cutting of the vegetation and small trees on their property so as to ensure natural areas are available for bird and wildlife habitat.
  - b. Clear cutting of areas more than the 25-foot side setback so as to ensure some screening between adjacent residential properties.
5. Property Owners are prohibited from clearing trees and vegetation from property they do not own unless they have written permission from the owner or trustee of the property. A copy of such written permission must be presented to the DRC before actual site development is initiated.
6. Removal of trees and native vegetation in violation of the above guidelines will be subject to tree



replacement mitigation.

B. Undeveloped residential lots:

1. Approval is the responsibility of the Design Review Committee (DRC).
2. An approved permit is required prior to undertaking tree cutting or bush hogging on undeveloped lots.
3. Bush hogging must be confined to the Property Owner's property. The property owner or contractor is responsible for identifying side lot lines in the field.
4. Removal of trees and native vegetation in violation of these guidelines may be subject to tree replacement mitigation.
5. Property Owners are encouraged to maintain undeveloped properties in a natural condition, except for the removal of diseased, leaning, or fallen trees.

C. Previously developed residential lots:

1. Approval is the responsibility of the Design review Committee (DRC).
2. Property Owners will be encouraged to retain native vegetation and distinctive flora on the lot being developed.
3. Clearing areas of homeowner's property
  - a. Mass clear cutting of vegetation and small trees on lots is discouraged in order to ensure natural areas are available for bird and wildlife habitat.
  - b. Limited clearing, when approved, must adhere to a 25-foot side yard setback so as to ensure some screening between adjacent residential properties. All such work must be submitted to the DRC via Bush Hog/ Tree Removal forms, and approved by the DRC prior to beginning work.
4. Removal of an individual small tree less than six inches in diameter, (except for distinctive flora), may be undertaken by the Property Owner without DRC approval.
5. An approval permit is required prior to the following:
  - a. The removal of vegetation/ trees for a proposed building addition/ modification to existing structure.
  - b. Removal of native vegetation and distinctive flora greater than two inches in diameter, or the mass cutting down of small trees under six inches in diameter.
  - c. Removal of any live oak tree greater than six inches in diameter.
6. Consideration for approval will be given to the following:

- a. Removal of diseased or dying trees.
  - b. Removal of structurally abnormal and/or damaged trees posing a threat to a building or which pose a safety hazard.
  - c. Removal of trees with exposed root balls.
  - d. Radical pruning to strengthen a tree to increase its chances of survival.
  - e. The removal of healthy live trees other than loblolly pine which are greater than six inches in diameter, removal of distinctive flora greater than six inches in diameter, or the mass removal of native vegetation will normally not be approved.
7. Property Owners removing trees and native vegetation without following these guidelines may be subject to tree replacement mitigation.
8. Property Owners and their contractors may not trim in areas that are outside the extended side property lines of their lot. All trimming is to be neatly done and the cuts made perpendicular to the tree limb axis.
- a. Destruction of trees, shrubs, and wildlife habitat during trimming work is prohibited.
  - b. The property owner or his/her contractor must haul all branches and debris off the site, unless it is ground up for mulch

### **III. Property Owners' Responsibility:**

Read and understand the Tree and Vegetation Removal regulations, and if in doubt, seek clarification from the appropriate DRC member.

### **IV. Emergency Procedures:**

The Design Review Committee (DRC) is authorized, in case of a major storm or emergency, to declare any or all of the provisions of this regulation temporarily suspended in order for Property Owners to clear access ways to their residences and for cleanup and debris removal.

To secure an approved Tree Removal Permit:

- 1. A "Tree Removal Authorization Form" will be submitted to the Design Review Committee (DRC).
- 2. Trees to be removed, or areas to be cleared, will be prominently identified on the property site, and the Design Review Committee (DRC) will review the application on site with the applicant.

## **V. Appeals Process:**

In the event of any dispute regarding a DRC decision, the disputing party may appeal such decision by first requesting in writing that the decision be reconsidered. The request must be made no later than 30 days after receipt of any decision, must be addressed to the Chairman of the DRC, and state in brief and concise terms the grounds for the appeal. The appropriate committee will consider the appeal within 30 days of receipt by the Chairman. In conjunction with the request, the disputing party may also request an opportunity to address the committee. The committee must notify the disputing party of its decision regarding the appeal in writing and in a timely manner. In the event that the disputing party requests an oral presentation to the committee, he shall be advised of the date, time and place of the meeting at which the request is to be reconsidered.

Should a disputing party seek to appeal a reconsidered decision, he shall, within 30 days of the issuance of the decision, request review by the Board of Directors of PPP. Such appeal shall be in writing and shall state in brief and concise terms the grounds for the appeal. The Board must render a decision on the appeal within 30 days from the date of receipt of the written appeal. Oral presentations will be permitted, if requested.

If the property owner is still not satisfied after the Board's decision, he/she has the right to appeal the Board's decision to a vote of all Polly Point property owners. This shall be a written vote, due back in for counting within 30 days. On the 31<sup>st</sup> day all votes are counted (equal weight votes, one per property, with simple majority of votes required to render a final decision.)

## XI. Bush Hog / Clearing Request Form

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

Name / Address: \_\_\_\_\_

Signature or Owner: \_\_\_\_\_

DRC approval: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Phone # \_\_\_\_\_

Polly Point Plantation is a unique residential community on Wadmalaw Island and possesses great natural beauty. Our community objective is to show respect for and to enhance this natural beauty through sensitive and thoughtful development. You are asked to follow the required set backs in clearing your lot. You must maintain a natural barrier screening at all times between your lot, your neighbor's lot, and the roads. If any of this natural screening is removed as a result of your work, you will be required to replant / restore the areas impacted. The DRC will approve all permits.

Setbacks required for bush hog area:

100 feet from street, 75 feet from marsh, 25 feet from side of lot, 50 feet from rear lot line.

Description of area to be bush hogged:

---

---

---

---

---

---

---

---

---

---

## **XII. Tree Removal Permit**

---

Polly Point Plantation is a unique residential community on Wadmalaw Island and possesses great natural beauty. Our community objective is to show respect for and to enhance this natural beauty through sensitive and thoughtful development. All tree removal must adhere to the Tree and Natural Vegetation Removal Policy as outlined in Appendix X.

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

Name / Address: \_\_\_\_\_

Signature or Owner: \_\_\_\_\_

DRC approval: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

Phone # \_\_\_\_\_

Description and location of tree(s) to be removed:

---

---

---

---

---

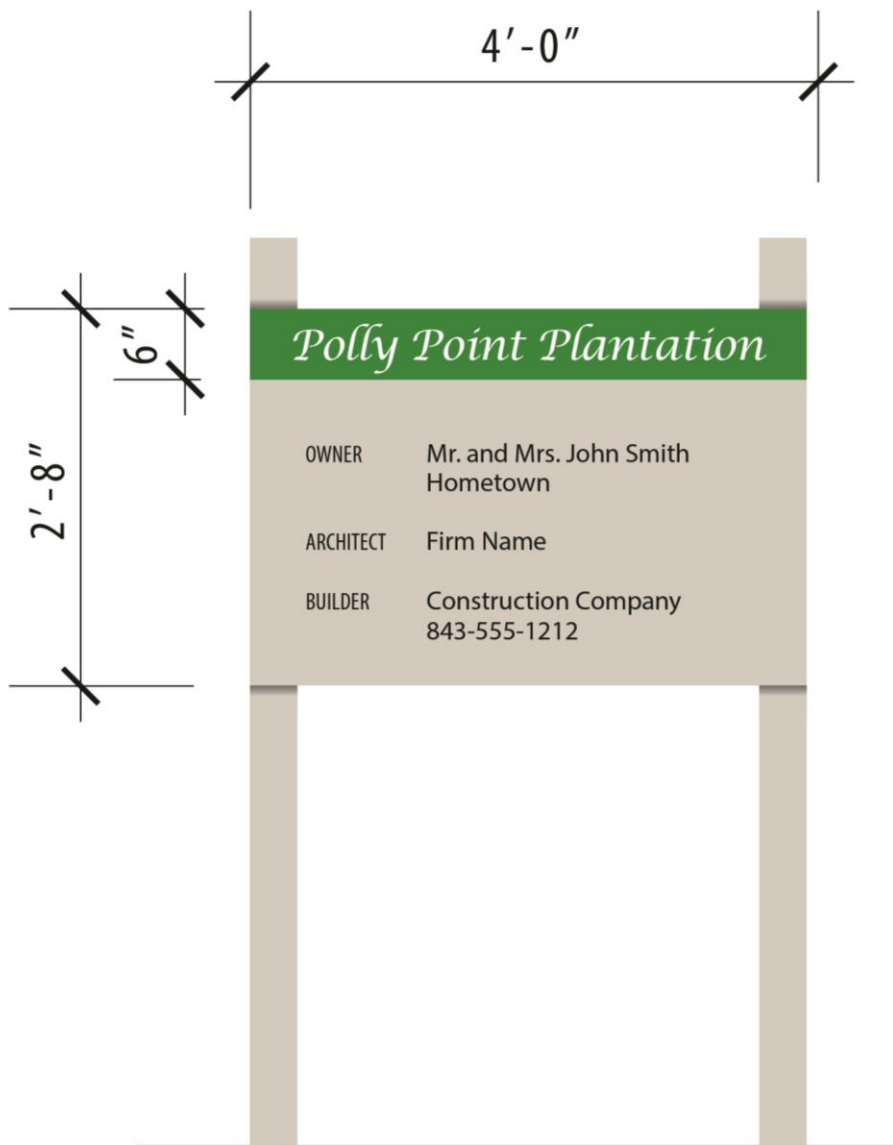
---

---

**(A topographical map indicating tree(s) on the property will facilitate the DRC approval process).**

### XIII. CONSTRUCTION SIGN SPECIFICATIONS

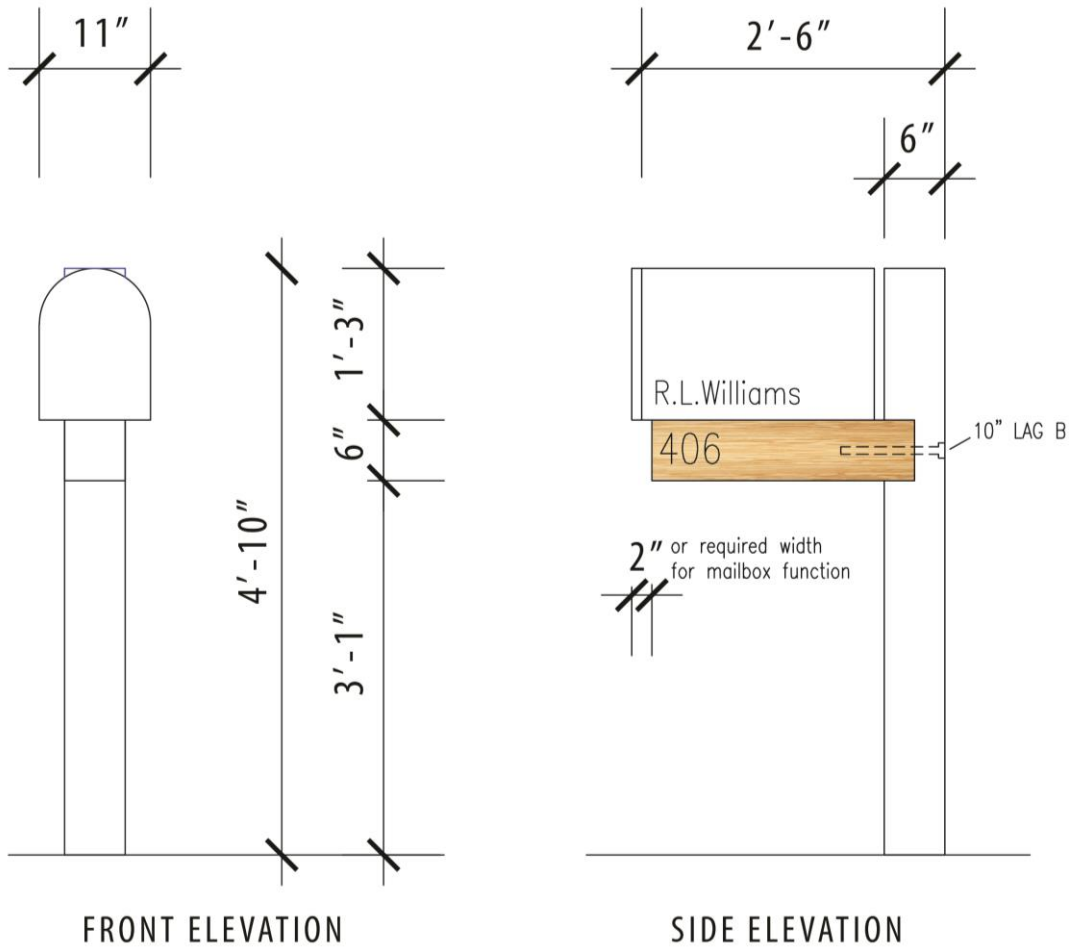
---



**(Sample construction sign)**

1. Construction signs should be 48" x 32" mounted on 8' 4" x 4" poles.
2. The sign should list owner, owner's hometown, architect and contractor (including contractor's telephone number) while the sign, poles, and back of sign are painted Sherwin Williams Lattice Grey. The typeface for the letters should be Helvetica Medium.
3. Polly Point Plantation should be at the top of the sign in white letters on a 'Charleston Green' background in 4" letters using the Lucida Calligraphy typeface.

## XIV. MAILBOX GUIDELINES



### (Sample mailbox)

1. A mailbox is required for use at all residences at Polly Point. In addition to postal delivery, its purpose is to assist emergency service personnel and visitors to locate addresses and names.
2. The mailbox is #2 standard rural size. Material for the post and arm is 6" x 6" treated Yellow Pine with an overall length of 7'0". A 10" lag bolt is required in the connection of the arm to the post. The numerals should be clear and 3" inches tall.
3. The graphics for the mailbox are applied with 2" white letters (Helvetica Medium). Residence name may appear on both sides of the mailbox. The graphics on the arm are flat, white, 3" hand routed numerals (Helvetica Medium).
4. The mailbox itself should be painted Sherwin Williams Flat Black. Posts should be treated to prevent decay and termite damage.
5. Homes shall be identified only by the graphics included on the mailbox as specified above.

