

WEDGEFIELD PLANTATION ASSOCIATION POLICY MANUAL

SECTION III.

Appendix III-1

Project Cover Page

Re: Architectural Review Committee Approval

The Conditions, Covenants, and Restrictions are applicable to all lots in Wedgefield Plantation. All building plans, house location and elevation, driveways and landscaping are subject to approval by ARC. The covenants provide for refusal of any plans at the “sole and uncontrolled discretion” of the Board, including “purely aesthetic considerations”. Pursuant to this authority the Board has delegated the authority to review and approve plans to the Architectural Review Committee.

The Architectural Review Committee was created pursuant to the Wedgefield Plantation Association By-Laws. Denial of Architectural Review Committee approval is subject to an appeal process outlined in the By-Laws. The By-Laws also provide the Board the authority to impose penalties for violations of the Covenants, ByLaws, and policies of the ARC. The board may apply to the Court for damages or injunctive relief, and to recover costs and attorney’s fees.

Appeal Process:

Any property owner who has had plans denied by the ARC may appeal the ARC decision within fourteen (14) calendar days of denial. A legibly written statement explaining why the ARC should approve the submitted plans will be sent to the ARC. The ARC then reviews the statement and either amends or upholds its decision, within fourteen (14) calendar days, with an explanation. If the ARC does not amend its decision and the applicant refuses to change the plans, the applicant may request in writing, that the plans, ARC decision, written statement, and ARC explanation be forwarded to the Legal Committee. The Legal Committee will review these documents to see if the ARC violated the Covenants, Conditions and Restrictions (CCRs), federal, state or local regulations, ARC guidelines, or By-Laws. If no ARC violation is found, the Legal Committee shall refer the appeal to the full board for a final decision. If the Legal Committee finds a violation, it is reported to the Board of Directors. The Board of Directors then instructs the ARC to amend its decision.

Name of Resident _____

Project: _____

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Appendix III-2

Compliance Agreement

The undersigned owner(s) of property, listed below, in Wedgefield Plantation, and licensed General Contractor or Residential Builder, in consideration of the receipt of a permit to build or alter any structure in Wedgefield Plantation from the Wedgefield Plantation Association (WPA) Architectural Review Committee (ARC), do hereby agree to be fully bound and subject to all recorded Covenants, Conditions and Restrictions (CCRs) applicable to land in Wedgefield Plantation, together with the By-Laws of Wedgefield Plantation, Policies promulgated thereby, and the authority of the ARC, all as effective the day and year written below.

Owner(s):

Date: _____

Print Name

Signature

Lot# _____

General Contractor:

Date: _____

Company Name

Print Name

Signature

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Wedgefield Plantation Procedural Steps For Lot Owners Who Desire To Build

- (1) Obtain from the Association's Agent at the Association Office, a copy of the "**Architectural Design Process**" and an "**Application for Architectural Review**". Please read and review these documents in detail.
- (2) Fill out the "**Application for Architectural Review**" and submit the completed application with the appropriate review fee as detailed in the "**Architectural Design Process section 2.05**" to the Association's Agent at the Association Office. Make checks payable to Wedgefield Plantation Association.
- (3) Submit a site plot plan: containing location of home, outbuilding (if any), driveway or any other structures to the A.R.C. Site plot plan and its contents must be to scale and show all setback measurements. See Section 2.06.01
- (4) Upon approval and/or rejection by the **ARC**, the **Owner** will be notified in writing of the decision within 20 calendar days from date of receipt at the WPA office. (Rev. 8/21/12)
 - (A) If approved, the **Owner** and the **Contractor** must both sign and return the "**Contractor Work Rules**" (**Appendix III-4**) along with the construction deposit fee of **\$10,000.00**, paid for by the land owner to the Agent at the Association Office. Make Checks payable to **Wedgefield Plantation Association**. Upon receipt of these, a **Wedgefield Plantation Building Permit (Appendix III-5)** will be issued.
 - (B) If disapproved, the **Owner** may make required changes and resubmit the package at no additional charge, or he/she may pick up the plans and check at the Association Office.
- (5) The **Owner** and the **Contractor** must both sign, with a witness, the building permit. The Associations Office Manger may serve as the witness. (Appendix III-5)
- (6) The **Owner** must then go to the Georgetown County Building and Zoning Office to obtain a Georgetown County Building permits. Both this permit and the **Wedgefield Plantation Building Permit** must be displayed at the job site for the duration of the construction and final inspection has been done.

Following this outline will expedite the proper procedures that are necessary for you to commence construction. If you have any concerns or questions, please do not hesitate to call the Association's Office Clerk at the Association Office.

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Wedgefield Plantation Association

Application for Architectural Review

Date Submitted: _____ Check #: _____ Amount: _____

Lot Number: _____ Street Name: _____

Owner Information: _____

Name

Current Address

City _____, State _____, Zip Code _____

Home Phone

Work Phone

Design Team:

Architect ()

Name

Current Address

City _____, State _____, Zip Code _____

Home Phone

Work Phone

Engineer ()

Name

Current Address

City _____, State _____, Zip Code _____

License Number

Work Phone

Builder Information:

Name

Current Address

City _____, State _____, Zip Code _____

Home Phone

Work Phone

License Type

License Number

General Liability Ins. Policy #

Workman's Comp Ins. Policy #

General Liability Ins. Agent

Workman's Comp Ins. Agent

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Agent's Phone Number

Agent's Phone Number

Appendix III-4

Architectural Review Committee Contractor Work Rules

The following rules shall apply to all contractors, subcontractors, suppliers, service companies, and delivery personnel entering Wedgefield Plantation, while working for property owners of Wedgefield Plantation.

1. Drive directly to your job site using main roads only or such special construction roads as may be in use at the time. **Speed Limits of 25 MPH are Strictly Enforced!!** Violations may result in access to Wedgefield Plantation being suspended. Wedgefield Plantation Association shall not be liable for any loss or damage to person or property while traveling within Wedgefield Plantation or while working on the site.
2. All vehicles must be parked within the job site or in an area designated for contractor parking. **For access to the jobsite workmen may not use adjoining properties.** Workers are to remain in their immediate work area.
3. All contractor personnel will start work no earlier than 7:30AM and must cease work by 7:30 PM on all tasks that disturb the neighbors. Quiet tasks such as plumbing, wiring, finishing sheetrock or other jobs that do not require hammering or running of power tools may continue after 7:30 PM. Work on Sundays must be of a type that will not disturb the neighbors. No fishing, hunting, swimming, drinking of alcoholic beverages, or other activities unrelated to the job shall be permitted. Loud and offensive language, loud music or other noise not related to actual building is prohibited.
4. Only one project identification sign is permitted at each job site. The size of the sign shall not exceed eight (8) square feet in area, and the top of the sign shall be no more than four (4) feet above grade. Georgetown County and Wedgefield Plantation Building Permits shall be displayed.
5. Before digging in any road right-of-ways or easement areas, obtain information concerning utility lines from the applicable utility company or by calling 811. The **Owner** is responsible for repairing, at his cost, to the satisfaction of Wedgefield Plantation Association and the utility company, any damage to the utilities, roadways, access areas, and adjoining properties. **Truck Weight Limits** within Wedgefield Plantation conform to the State and County requirements for secondary roads.
6. The property lines of the job site must be clearly marked and all work activity confined within this area. All construction materials, equipment and supplies must be stored in an orderly manner. The contractor shall furnish and install at each job site prior to the start of any clearing or construction, adequate sanitary toilets. Trash dumpsters or similar containers **must** be approved and **must** be located on new construction sites, sufficient in size to accommodate the trash, waste material, and other debris from the project. **All** building sites are to be cleaned **DAILY** with all packaging materials, paper, bottles, and cans placed in trash containers. Containers are to be emptied on a frequent basis and not allowed to overflow or generate offensive odors. In the event that two (2) adjacent sites are owned by the same person/s or company and the same contractor is being used on both properties, one (1) sanitary toilet and one (1) dumpster of adequate size to serve both home sites will be allowed upon approval of the Georgetown County Building Department and the Wedgefield ARC Committee. (Rev. 3/16/21)
7. Absolutely no dumping or disposal of litter, waste materials, or other debris is permitted within Wedgefield Plantation. Dumping of materials in lakes, ponds or canals is strictly prohibited. Anyone violating this rule shall be required to remove the items dumped and clean the area. Burning of construction material and waste is not permitted on the job site. Violators are subject to fines.
8. Authorization of the Architectural Review Committee must be obtained before removing any trees from the job site. Cleared trees and vegetation may not be burned on the job site.

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APPENDIX III-4

9. All Contractors or Residential Builders must carry Comprehensive General Liability Insurance of no less than Five Hundred Thousand dollars (\$500,000.00) combined single limit coverage, Workman's Comprehensive Insurance, and Vehicle Insurance. Wedgefield Plantation Association requires a Certificate of Insurance evidencing such coverages.
10. Contractors shall be responsible for the acts of all employees, subcontractors and their employees, and any other person performing work at the job site under the direction of the Contractor. The Contractor/property **Owner** shall be responsible for the enforcement of the above rules for the duration of the job.
11. Wedgefield Plantation Association, in addition to, and not in any way limiting rights, a law, or equity, or other measures, including the removal of the parties involved from Wedgefield for a period of time or on a permanent basis, and they shall not in any event be liable for any loss or damage resulting there from.
12. Wedgefield Plantation Association reserves the right at any time to amend, add to, or revise these Contractor Work Rules.
13. Pets may not be brought into the community.
14. Firearms are strictly prohibited.

The undersigned has read the above Contractor Work Rules and agrees to abide by all of such rules while at Wedgefield, and further agrees to comply with all construction documents relating to the work to be performed as approved by the Architectural Review Committee.

Any changes or additions to the construction documents including docks, floating docks, decks, fences, storage buildings, etc. must be approved by the Architectural Review Committee.

Date: _____
_____ Construction Site Address

Contractor Company Name (Print) Property Owner (Print)

Contractor Representative Property Owner

Contractor Address: _____

() _____ () _____
Contractor Phone Number Property Owner Phone Number

Insurance Certificate required attached here:

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Building Permit and Requirements

1. Formal application including a brief description of the project. E.g. New Single Family Residence, or add a porch or patio, etc.
2. Site plan, topographical survey as required, tree survey for identification of significant or landmark trees, landscape plan, including drainage, lot clearing & tree removal.
3. Blue prints or building plans to include the following as needed:
 - a. Floor and foundation plans
 - b. Building sections
 - c. Exterior elevations (all sides)
4. Roofs: Structure, materials, manufacturer, sample and color.
5. Exterior walls: Structure, materials, manufacturer, sample and color.
6. Fascia and trim: Construction, materials, sample and color.
7. Window specifications: Material, manufacturer, type finish, and color.
8. Doors/Garage doors: Material, specifications, type finish, and color.
9. Patio/Deck: Material, finish, color chip.
10. Fences/Walls: Structure, material, color chip.
11. Screen enclosures: Structure, material, color chip.
12. Mechanical equipment: Equipment description, location, screening details.
13. Exterior lighting: Location, and specifications.
14. Driveways & sidewalks: must be shown on the site plan detailing location of each in relation to all property lines, the materials, finish and color of each.
15. Swimming pools & other recreational facilities. Complete details of construction and location on site plan.
16. Final lot stakeout: To be reviewed by ARC prior to clearing.

The ARC will review all design documents, samples, color chips, and return one set of plans to the Builder or Owner within thirty days of submittal date with ARC comments and/or approvals. If the ARC has approved the submittal, they will cause a "Wedgefield Plantation Building Permit" to be issued to the owner.

.....
ARC USE ONLY

Comments: _____

Approvals: Three (3) Signatures required for approval

Approved: Rejected:

_____	_____	Signature	Date
_____	_____	Signature	Date
_____	_____	Signature	Date

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Building permit requirements checklist

Appendix III-5

Items below correspond to the items listed on page 1 of this appendix.

Individual reviewing the requirements should initial each item as acceptable or not acceptable and note reason for unacceptable requirement.

#	Item	Yes	No	N/A	Notes
1	Formal application				
2a	Topographical map				
2b	Tree survey				
2c	Landscape plan				
2d	Drainage plan				
2e	Lot clearing plan				
3a	Floor & foundation plans				
3b	Building sections				
3c	Exterior elevations				
4	Roof sample				
5	Exterior wall construction				
6	Fascia & trim				
7	Window specification				
8	Doors				
9	Patio/deck/Porch				
10	Fences/walls				
11	Screen enclosures				
12	Mechanical equipment				
13	Exterior lighting				
14	Driveways & sidewalks				
15a	Swimming pool				
15b	Other recreational equipment				
16	Final lot stakeout				

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Wedgefield Plantation Association Wedgefield Plantation Building Permit

THIS IS TO ADVISE THE OWNER _____ OF LOT # _____ THAT THE WEDGEFIELD PLANTATION ARCHITECTURAL REVIEW COMMITTEE HAS REVIEWED THE PLANS FOR CONSTRUCTION AS SUBMITTED AND FINDS THAT THE STRUCTURE FALLS WITHIN THE CONCEPTS AND DESIGN REGULATIONS OF THE CONDITIONS, COVENANTS AND RESTRICTIONS BYLAWS, AND POLICIES OF THE WEDGEFIELD PLANTATION ASSOCIATION.

THIS BUILDING PERMIT IS ISSUED TO YOU FOR THE PURPOSE OF NOTIFICATION THAT YOUR HOME HAS BEEN APPROVED BY THE ARCHITECTURAL DESIGN COMMITTEE, AND THAT YOU ARE NOW PERMITTED TO SEEK THE NECESSARY GEORGETOWN COUNTY BUILDING PERMITS FROM THE GEORGETOWN COUNTY BUILDING AND ZONING OFFICE.

THIS NOTICE MUST BE DISPLAYED ALONG WITH THE COUNTY PERMITS AT THE BUILDING SITE FOR THE DURATION OF CONSTRUCTION AND UNTIL A FINAL INSPECTION HAS BEEN COMPLETED BY THE WPA ARC.

THE CONTRACTOR AND OWNER MUST ACKNOWLEDGE AND ACCEPT THE CONTRACTOR WORK RULES AS THEY APPLY TO WEDGEFIELD PLANTATION. THE OWNER WILL BE HELD RESPONSIBLE FOR HIS/HER CONTRACTOR'S ADHERENCE TO THE WORK RULES.

OWNER

DATE

CONTRACTOR

DATE

WE HEREBY GIVE NOTIFICATION TO ALL THOSE CONCERNED WITH THE ABOVE PROPERTY AND THE PROPOSED CONSTRUCTION TO BE PLACED THEREON, THAT THE ARCHITECTURAL REVIEW COMMITTEE OF WEDGEFIELD PLANTATION DID MEET ON THE _____ DAY OF _____ IN THE YEAR _____ AND DID AGREE TO APPROVE THE CONSTRUCTION OF THE BELOW NOTED DESCRIPTION:

TO BE PLACED ON LOT NUMBER _____ ON STREET _____

WITHIN WEDGEFIELD PLANTATION, AN APPROVED PLANNED UNIT DEVELOPMENT SUBDIVISION IN GEORGETOWN COUNTY.

CHAIRMAN- ARCHITECTURAL REVIEW COMMITTEE

SIGNATURE

DATE

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Wedgefield Plantation Association Final Acceptance

This document must be signed by the appropriate Committees to complete the project governed by Wedgefield Plantation Association Architectural Review Committee Policies, Covenants/Restrictions, and By-Laws.

The Home Owner should retain a copy and the WPA office will place a copy on file. Once completed, the WPA will process the appropriate refund of the homeowner's deposit.

Lot Number: _____ Street Address: _____

Owner Information:

Name

Current Address

_____, _____, _____
City State Zip Code

Home Phone Work Phone

Accept Reject

Meets all ARC requirements as specified in ARC manual

Architectural Review Committee representative Date

Accept Reject

Meets all Drainage requirements as specified in ARC manual

Drainage Committee representative Date

Accept Reject

Meets all Road Damage requirements as specified in ARC manual

Road Committee representative Date

Reason for Rejection:

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CONSTRUCTION CHANGE APPLICATION

(Use for the following projects)

Check which one applies for you: Exterior color change____, Re-roofing____, Residing____, Driveways and Patios____, Fencing____, Satellite equipment____, Irrigation well____, Pet area W/O pad____, Recreational equipment W/O pad____, Sodding entire yard____, Alterations that do not exceed foot print of the house____, Small tree removal (not lot clearing or large trees)_____.

Deposit:_____ **Check Number:**_____ **Date Submitted:**_____

A \$300.00 - \$500.00 deposit is required for most work; please check with office for a determination of your project's deposit.

Owner:_____

Owner's Address:_____

Home Phone:_____ **Work Phone:**_____

Email:_____ **Lot Number**_____

Design Professional:_____ **Phone:**_____

Contractor:_____ **License Number:**_____

Estimated time of completion:_____

Please attach sketch of proposed changes. Provide samples of materials with correct color.

This form must be accompanied with Proof of Insurance documents, Project Cover Page, Compliance Agreement, and Contractor Work Rules.

FOR ARC USE:

Comments:_____

Approved:_____ **Disapproved:**_____

Condition:_____

I understand and approve of this change: (Must be three signatures)

(1) _____ **Date:**_____

(2) _____ **Date:**_____

(3) _____ **Date:**_____

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DOCK AND BULKHEAD APPLICATION

This Other Construction Application used for the following projects:

DOCK _____ BULKHEAD _____

Fee: \$400 Check Number: _____ Date Submitted: _____
ARC to determine fees based upon road usage.

OWNER: _____ Signature: _____

Home Phone: _____ Work Phone: _____

Email: _____ Lot Number _____

Design Professional: _____ Phone: _____

Contractor: _____ License Number: _____

Estimated date of work start: _____ Estimated date of completion: _____

1. Please attach Site Plans, Structural Plans, and Specifications including color and finish.
2. For Bulkheads, attach detailed Plans, Specifications and Installation Plan. Include material type and dimensions.
3. Depth piles sunk below bottom of canal.
4. **Please attach copies of all State, Local, and Federal Permits required.**
5. As a term and conditions of this permit approval, the Lot Owner agrees and guarantees that such structures be maintained in good repair, kept safe, clean, and orderly in appearance as determined by ARC at its sole discretion.
6. As a further term and condition of this permit approval, the Lot Owner agrees and guarantees to paint or otherwise treat with preservative all wood or metal located above the high-water mark and maintain such paint or preservative in an attractive manner as determined by ARC at its sole discretion.
7. Bank Stabilization: All activities related to the waterways of Wedgefield Plantation must comply with Federal, State, and County regulations. Many of the activities associated with the waterways may be governed by the Nationwide Permit NWP 27. All necessary permits are the responsibility of the property owner. Notification, application and required approval must be provided to the ARC prior to commencement of work.

Bank stabilization activities necessary for erosion prevention provided:

- No material is placed in excess of the minimum needed for erosion protection;
- No material is placed in any special aquatic site, including wetlands;
- No material is of the type or is placed in any location or in any manner so as to impair surface water flow into or out of any wetland area;

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No material is placed in a manner that will be eroded by normal or expected high flows.

8. As a further term and condition of this permit approval, the Lot Owner agrees to allow the ARC to enter onto the property for inspection of Docks and Bulkheads.
9. As a further term and condition of this permit approval, the Lot Owner agrees that upon notice from the ARC either by email or USPS to begin within 30 days any needed repairs and/or bring existing structures up to an acceptable standard as determined by the ARC's sole discretion.

OWNERS GUARANTEE,

I have read, understand, and will follow all terms and conditions required by this **DOCK AND BULKHEAD APPLICATION PERMIT.**

Lot Owner's signature_____ Date_____

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Appendix III-10

VARIANCE REQUEST FORM

The undersigned applicant requests a variance from the requirements of the ARC rules, regulations, procedures, and guidelines section(s): _____; and/or the following described requirements of the Conditions, Covenants and Restrictions: _____.
Other (describe): _____.

Description of Property:

Owner(s): _____.

Lot Number: _____. Phone Number: _____.

Address: _____.

Variance Description: See Section 2.05.05, include any necessary drawings and signatures of adjoining property owners:

Property Owner(s) Signature: _____ Date: _____