

*Appendix Index Supports the
ACC Guidelines dated August 1, 2023*

APPENDICES

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APPENDIX 1

PERMITS, FEES AND OTHER PAYMENTS:

Note: All amounts are due at Plan Submission.

The Newport POA web site (<https://newportongreenwood.com>) contains the latest information for the POA and Committee activities. To confirm the exact date/time/location contact the Committee Chair. Email: newportpoa.acc@gmail.com

DEFINITIONS:

Quorum: A majority of the Committee.

Regular Meetings: As posted. Location announced by Committee Chair.

Submittal: Must be received in the Committee's office three (3) days prior to the next meeting. Contact the Committee for meeting date/time. Email: newportpoa.acc@gmail.com

Expedited House Plan Review Meeting: A Builder/Homeowner requested Meeting outside the posted (Committee Calendar) regular Committee meetings.

PERMIT FEES

New, Additional, and Alteration Construction Fees.

Due at time of Application and Plan Submission

\$3,750 Architectural Review Fee. Includes a refundable Compliance Fee of \$2,000 which is provided upon receipt of County Certificate of Occupancy (COO) less any fines.

The Final Compliance Walk must be requested after the builder has received the CO from Greenwood County, and before the homeowner moves in. Homeowner must submit Appendix 9 to the Newport ACC to show their home build is complete. At this time two members of the ACC will conduct an on-site walk to complete Appendix 9.

\$100 Addition, alternation, garage or etc. costing over \$25,000. A Valid Greenwood County Permit must be submitted to the ACC before any work is started.

The above fee is doubled for an after-the-fact application (construction started prior to approval).

\$500/per extension. Request for extension of 12-month home construction (includes landscaping) or 9 months for other construction. The extension is for a three-month period. (If extension is submitted prior to the 12-month building period.)

\$100 fee per change for 4 or more changes.

No Fee: Reroofing, repainting, landscaping improvements, etc. County Permits must be obtained, if required.

The above fees in no way void, limit or replace the Committee's right to further enforce the Covenants or the guidelines or to impose additional fees or fines.

APPENDIX 2

NEWPORT PROPERTY OWNERS' FINES:

Fine(s) will be assessed when paperwork that is required to be submitted to the ACC is not submitted according to the Newport Guidelines. Fines will be assessed when a violation of one or more of the ACC Guidelines occur.

A warning for each offense will be sent to the homeowner's email address on record to advise of the matter to be addressed. If a response is not received within 48 hours of the warning being sent, fine(s) will be assessed from the date of notice.

1	\$100/Day	Not submitting required paperwork to ACC for approval per fineable offense.
2	\$100/Day	Beginning any new construction, cleaning of a lot, an addition, or modification to the exterior of a home prior to gaining ACC Committee approval and County Permits.
3	\$500	Clearing or starting construction without ACC approval and County Permits.
4	\$500/Tree	Removing trees 8" and over in diameter without prior approval (does not apply to Sweet Gums and Pines).
5	\$100/Occurrence	Making change(s) to construction or site that alters exterior appearance without obtaining prior Committee approval. (i.e. change to house façade, or fences in the back yard). This fine is in addition of the change fees noted above.
6	\$25/Day	No job toilet
7	\$25/Day	Not having the following: Job Site Lockable Permit Box with required permits inside and properly installed. (No contractor signs allowed other than the builders').
8	\$25/Day	No job site dumpster
9	\$25/Day	Not having a clean or orderly job site. Not maintaining Silt Barrier.
10	\$25/Day	Not protecting trees or common areas on site or adjacent lot. Lack of Barrier placement to protect trees, common areas or adjacent sites.
11	\$25/Day	Construction workers' vehicles parked off construction site on adjacent lot without owner permission and blocking traffic on the road and not following parking requirements.
12	\$25/Day	Noise that can be heard beyond the property line from the job site before or after 7:30 a.m. – 7:00 p.m. hours Monday through Saturday.
13	\$100/Occurrence	Working on Sundays or designated Federal Holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.
14	\$250/Month	Not submitting a request for extension for construction, including landscaping, that will extend beyond the 12-month construction period for a house or beyond the 9 months of start of other construction. This amount is in addition to \$500 extension fee. (Submitted late)

- | | | |
|-----|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | \$25/Day | Not repairing damaged roads or roadsides to pre-construction conditions prior to construction deadline. |
| 16 | \$25/Occurrence/Day | Debris from cleaning/clearing activity must be removed from jobsite. No burning or burying of materials is allowed. Dumping of debris on unoccupied lots or nearby property is strictly prohibited. |
| 17. | \$25/Day | Mud/debris tracked onto roads from jobsites. Must be cleaned daily. |
| 18. | \$100/Occurrence | Not submitting Appendix 9, Certificate of Compliance, to the ACC within 48 hours of receipt of the Greenwood County Certificate of Occupancy. |
| 18 | \$25/Day | Not adhering to guidelines not already mentioned. |

The homeowner is still responsible for correcting the problem. Paying the fine(s) does not eliminate the need to correct deficiency(ies). The fines will continue until the problem is corrected.

APPENDIX 3

NEWPORT ARCHITECTURAL CONTROL COMMITTEE
BUILDING PERMIT APPLICATION
(To be completed by the owner/builder)

Owner Information

Type of Construction Applying For
(Circle correct type): New Addition/Alteration Landscape

Note: Only custom or stick built homes allowed. Mobile homes and/or trailers of any size are not permitted. Pre-fab homes of any type are not permitted.

Architectural Review Fee: New \$3750 with \$2,000 refundable less applicable fines.

Add additional page for work description if other than a New Build.

Owner Name: _____

Lot # _____ Lot Street Address _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Builder Information

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

SC License # _____

Estimated Construction Cost/Dates: (Note: Completion no later than 12 months after start)

Cost: _____ Start Date: _____ Completion Date: _____

Square Footage:

Heated 1st Floor _____ Heated 2nd Floor _____ Total Heated Space _____

Porch(s) _____ Deck(s) _____

Garage: _____
(1, 2 or 3 car)

Exterior Treatment:

	<u>Material</u>	<u>Color</u>
Foundation Finish and Color	_____	_____
Skirting Material and Color	_____	_____
Wall Material and Color	_____	_____
Trim Material and Color	_____	_____
Front Door Material and Color	_____	_____
Rail Material and Color	_____	_____
Roofing Materials and Color	_____	_____
Shutter Materials and Color	_____	_____
Gutters (under roofing) and Color	_____	_____
Garage Door(s) material and Color	_____	_____
Stone Type and Color	_____	_____
Location/placement of Stone:	_____	

Gutters and Downspouts to be run to underground drainage system, not to cause Run-off onto adjoining properties.

Once construction begins, the homeowner is responsible for maintaining the site area from curb to property line.

Check List of Necessary Items: (one paper copy and one Electronic PDF)

- ✓ Two total complete sets of plans
- ✓ Two total sets of site plans
- ✓ Two total sets of landscape plans
- ✓ Two total sets of specifications
- ✓ Preapproval Conference form (Appendix 3)
- ✓ Architectural Review Fee (Includes an Administrative Fee, and a Refundable Compliance Fee)

The Architectural Review Fee is due and payable to Newport Property Owners Association, Inc. with Application.

Mail to: Newport ACC, PO Box 49214, Greenwood, SC 29649

Email: Newportpoa.acc@gmail.com

Name on Fee Check: _____ Check # _____ Check Date: _____

I certify that all assessments, liens, dues, and fees due to the Newport POA have been paid in full. I have read the Newport ACC Guidelines and agree to comply with all requirements.

Owners Signature (required) _____

Contractor Signature (required) _____

Date submitted _____

Received by _____

Date approved _____

APPENDIX 4

NEWPORT NEW CONSTRUCTION PREAPPROVAL CONFERENCE

The Architectural Control Committee (ACC or Committee) desires to avoid misunderstandings of requirements and ensure a smooth and uneventful approval and construction process for the new dwelling or modification planned by the property owner and builder. Accordingly, before any approval of plans is given and authorization sent to Greenwood County to approve the building permit, a construction preapproval conference with the property owner and contractor or his authorized representative is required. Only with the property owner's written authorization delivered to the Committee will the building contractor be authorized to represent the property owner at the conference. Prior to the Preapproval Conference it is requested the Owner reviews the current ACC Standards located on Newport website. (<http://newportongreenwood.com>) **A signed copy of the Preapproval Conference document is to be on file with the Committee or accompany the completed signed Application.**

Newport Architectural Control Committee Contact Information:

e-mail: newportpoa.acc@gmail.com

The following items and issues will be covered:

1. Architectural drawings, material samples, and details of construction sufficient to identify the elevation views, roof, trim, and colors sufficient for the Committee to make a determination of adequacy are required with the submission of plans.
 - a. Omissions of any of these details in the review does not constitute approval and can result in later disapproval, fines, and rework by the contractor to meet the Committee's expectations.
 - b. Notes included on the plans that may be significantly inconsistent in architectural requirements and guidelines do not constitute approval of the feature.
 - c. Change to external elevation, colors, location etc., may be requested for a fee of \$100/each occurrence.
 - d. Changes without prior Committee approval will result in a fine up to \$100/each occurrence.
2. Exterior Colors
 - a. Unusual color schemes and materials of construction beyond those already found within the adjacent properties will be carefully reviewed by the Committee for compatibility with the existing community. Comply with Para 2.4 Architectural Design regarding house color.
 - b. Samples are required by the Committee to validate the acceptability for use. While use of existing colors and materials does not constitute approval, the Committee recognizes those colors as a general baseline acceptable to residents.
3. The owner will ensure a portable toilet and construction debris container at the site and will maintain an orderly work site. Weekly cleanup and housekeeping inspections of the site are required. Maintain Silt Barrier until build is complete.
4. The owner will minimize the clearing of the lot of desirable trees. **Clear cutting is expressly prohibited.**
 - a. All trees 8" and over diameter with exception for pine and sweet gum trees will remain unless in the footprint of the house or expressly approved for removal by the Committee. All trees remaining that may be within the immediate site development and/or access areas will be properly protected during the entire construction process.
 - b. The owner will submit a tree removal plan that will accompany the initial drawings to the Committee.

- c. A fine of \$500 will be assessed for each tree 8” and over removed without authorization and a similar sized tree as part of the landscape plan must replace those trees. This does not apply to Sweet Gum or Pine trees.
5. Landscaping is an extremely important item in maintaining the beauty of the development and the lake environment. Detailed landscape plans will be submitted for approval prior to the issuance of the building permit.
 - a. The Committee recognizes changes may become needed after the house is finished and better visualized. As such, the Committee will review and consider revisions that are consistent with the original intentions of the plan before final landscaping is begun.
 - b. All lots must have in-ground irrigation sprinkler systems to maintain the beauty and health of the plants and grassy areas. The sprinkler system must irrigate the entire landscaped portion of the lot, including grass and plants at the driveway entrance to the property.
 - c. Sod is required in all grassy areas. Seeding is not permitted to establish the initial lawn grasses.
6. Control of water runoff from the homeowner’s property to neighbors is important.
 - a. A runoff control plan will be incorporated into the building and/or landscaping plan.
 - b. Water must be conveyed through drainage pipes to the lake or in other ways to avoid negative impact on adjacent property.
7. All mechanical equipment (i.e. HVAC, Pool Pumps, etc.) must be shielded from view, front, side and rear by appropriate planting or other approved screens.
8. Construction of walls and fences will be approved at the discretion of the Committee as part of the building and landscape plans and shall not in any way screen desirable views from adjacent property owners. Side-line, front-line and rear-line fences are expressly prohibited. (See Appendix 8. Fences)
9. The construction, landscaping and/or improvements of the dwelling shall be completed and fully functional within 9 or 12 months of issuance of the permit. (In all cases of extension, contact the Committee as required).
 - a. For extremely large construction the owner may request a longer period as part of the initial request. Landscaping shall be completed at the time the home is complete but not more than 60 days of occupation (consistent with ACC guidelines).
 - b. Extensions will be granted on a case-by-case basis. A fee of \$500 will be assessed for review and approval of each 3-month extension. The request for approval must be submitted at least 30 days prior to the end of the 9 - or 12-month period.
 - c. If a request for approval is not submitted and construction extends beyond the 9 or 12 month period, a fine of \$250/month will be assessed in addition to the \$500 3-month extension fee.
 - d. In unusual cases, the Committee may grant approval to delay completion based on external factors due to no fault to the owner/contractor. (i.e., supply chain problems).
10. All driveways shall be of concrete. Brick and stone inlays are encouraged. Asphalt drives are not permitted. Curved drives are encouraged, if supported by lot and house design.
11. Perimeter Silt fencing is required per ACC guidelines.
 - a. Construction site perimeter “barrier” type fencing such as the Bohen HDPE or Tenax type temporary fencing material and silt barrier fencing is required per ACC Guidelines.
 - b. The entire perimeter of the construction site must have construction barrier type fencing installed prior to site development and in addition to other silt barrier fencing when applicable.

- c. Proper installation of silt fencing includes burial and compaction of the bottom 3 inches of the fencing (minimum) below ground surfaces. As this may be considered invasive to existing living trees' root systems, tree save installation practices must be performed whenever possible.
- d. Preventing excessive runoff into an adjacent lot also requires silt fencing and may also require either temporary or permanent development of soil berms or swales. (See 2.6.2.e.5 Required during Construction)

12. In lieu of writing on a silt fence: A Contractor Job Box must be posted mounted and located 15 feet from the curb on the construction site, to contain a copy of the certified site Plat upon which is showing the house footprint, and a copy of the Greenwood County Construction Permit. On the front of the Job Box facing the street the Lot Number, Street Address, and Owner's Last Name. Contractor company name may be included on a separate sign. The job box is to remain on site throughout the entire construction process.

13. Committee members' privacy is important, and all correspondence and discussions between the property owner (and builder with property owner present) and the Committee shall be through the Committee Chairman as requested by appointment in advance or at a Committee meeting. An alternate contact will be designated in case of the absence or unavailability of the Chairman.

NOTE: ALL LANDSCAPING INFORMATION IS TO BE PROVIDED ON A PLAT SURVEY DOCUMENT.

I am aware the Newport Guidelines can be viewed at www.newportongreenwood.com and I have read and understand the document.

Property Owner (or representative) _____ Date _____

Committee Representative _____ Date _____

APPENDIX 5

STAKEOUT APPROVAL NEWPORT ARCHITECTURAL CONTROL COMMITTEE

	Approved	Not Approved	Approved with Changes	Required Changes
Structural Layout				
Driveway Layout				
Tree Removal				
Final Grade Elevations				
Job Sign and Permits Posted				
Job Box				
Job Toilet				
Dumpster				
Curb/Gutter Condition				
Silt Barrier around perimeter of lot except driveway access				

The Owner or Builder must be present to meet with a Committee member for stake-out approval, including structure location, driveway location, proposed tree removal and final grade elevations.

Copy of all County Permits and Builder's Insurance Certificate and Surety Bond submitted to the ACC.

OWNER NAME _____ CONSTRUCTION START DATE _____

Type of Construction: New Addition/Alteration (that change the home Architecture)

LOT _____ BLOCK _____ STREET ADDRESS _____

The stakeout approval was found to be acceptable except as noted.

COMMENTS: _____

DATE: _____ SIGNED: _____

(Member, Newport Architectural Committee)

APPENDIX 6

NEWPORT ARCHITECTURAL CONTROL COMMITTEE CHECKLIST **FOR HOME CONSTRUCTION**

(Internal use only by the Committee)

- _____ Application completed in full and signed by owner (required)
- _____ Architectural Review Fee
- _____ Colors of samples of materials

- _____ Site Plan
 - _____ Property line description
 - _____ Directional north
 - _____ Location of house on lot
 - _____ Location of decks and porches
 - _____ Location of drives and walks
 - _____ Setback dimensions
 - _____ Existing and proposed grade contours
 - _____ Drainage flow by arrows
 - _____ Trees to be removed not within building or driveway footprint
 - _____ Easements and rights-of-way
 - _____ Service yard location
 - _____ HVAC unit location
 - _____ Solar Panels / Skylights (front facing roofs and/or ground mount are not permitted)
 - _____ If Pool, location of equipment to include both pump and heater, and any pipes above ground.

- _____ Landscape Plan
 - _____ Proposed Planting
 - _____ Irrigation Specifications and Pump Screening
 - _____ Screening for trash and A/C unit(s)
 - _____ Location of down spout, underground drainage
 - _____ Shielding of pool equipment

- _____ Architectural Plans
 - _____ Footing and Foundation Plan
 - _____ Floor Plans
 - _____ Building Sections
 - _____ Electrical Plan
 - _____ All elevations
 - _____ Special details
 - _____ Total square feet on each floor
 - _____ Total height from average existing grade to peak of roof

- _____ Construction Specifications
 - _____ Exterior Materials
 - _____ Driveway Materials
 - _____ Walkway Materials

- _____ Insurance Documents Submitted
- _____ Copy of building permit application
- _____ Copy of valid Greenwood County Building Permit
- _____ Land disturbance permit
- _____ Builders Certificate of General Liability/Certificate of Insurance
- _____ Surety Bond

APPENDIX 7

LANDSCAPE CONSIDERATIONS WHEN PREPARING A LANDSCAPE PLAN SUBMITTAL TO THE ACC

The goal of the Committee is to ensure the original intent of a landscape design be maintained when an existing home is re-sold to new owners. New owners may change an existing landscape design by submitting new plans for review and following the submittal requirement described in the ACC Guidelines.

The following are areas of interest considered in the Committee review of landscape submittals.

- a. Irrigation system
- b. Drainage on property lines
- c. Driveway frontage at the street, particularly on long driveways
- d. Screening of utilities, HVAC units, generators, wall meters
- e. Screening/plants for irrigation pump, trash/recycle receptacles
- f. Downspouts and gutters to underground drainage
- g. Large areas of grass need to be broken up with trees and beds
- h. Size and spacing of plants, especially foundation plants
- i. Screening of retaining walls, patios, hot tubs, and grills. Particularly on lake front
- j. What does your neighbor on each side see?
- k. What trees are being used and what caliper?
- l. Maintaining a 3-foot clearance at all times from fire hydrants
- m. Turf grass shall be provided along the front of lots between the street curb and the front property line. Prior to construction this easement is maintained by the POA. When construction begins this area is maintained by the property owner.
- n. Foundation plant spacing, 4-5 ft. center to center, max.
- o. Plants that work, minimum size requirements, 3-7 gal, depending on specimen.
- p. Trees that work, minimum size requirements, 15 gal. or 3" caliper – River Birch, Maple ‘October Glory’, Weeping Willow, Japanese Maple ‘Bloodgood’, Crepe Myrtles, Weeping Yaupon, Magnolia ‘Bracken’s Brown Beauty’. Japonica – Winter, early Spring – large flowers

Tips for Success

1. Choose a landscape design/build firm with experience in the neighborhood. Include the landscape architect/contractor early in the building process.
2. Check that plan includes irrigation and drainage for beds around the house. Use good sandy loam in beds. Don’t plant too deeply. Mulch with pine straw or shredded bark. Plant shrubs and trees so root flare is visible.
3. Utilize more medium to small trees. Typically, it takes 5-7 years for a tree to die from construction compaction. These small trees will become established and replace trees that will ultimately die.
4. If attempting to save trees around a building site, bring in a landscape contractor /horticulturalist / arborist to make proper precautions.
5. Fertilize using time-release Osmocote or Milorganite (helpful for additional deer resistance).

I am aware the Newport Guidelines can be viewed at newportongreenwood.com and I have read and understand it.

Property Owner (or representative) _____ Date _____

Committee Representative _____ Date _____

APPENDIX 8

FENCES and MAILBOXES

As stated in paragraph 2.4.21, Fences. Perimeter fences along property boundaries are prohibited. In general, the ACC will consider courtyard and enclosure fences with the following guidelines:

- a. No more than 4 feet in height (4-6 feet for pools).
- b. Extend from a point no closer to the side lot line than the rear corner of the house.
- c. The depth of the courtyard or enclosure should be minimal depending on how visible it is from neighbors, but the final depth must be no less than 20' from the sea wall or lake for lakefront lots and 20' from the rear property line for interior lots and must be approved by the Committee.
- d. The material should be black decorative wrought iron, powder coated aluminum or equivalent.
- e. Wooden, vinyl or chain link fences are prohibited.
- f. Property Owner will submit a plan of the proposed fence including location of house, current vegetation, and location of fence with dimensions for Committee approval.



SIDE VIEW



DISTANCE FROM LAKE



360 VIEW

MAILBOXES

For new construction of homes, mailboxes are to be black cast aluminum with red flag. Refer to examples below.

Any of the current mailboxes already placed are grandfathered. When they are to be replaced due to wear and tear/fading, the replacement must be from one of the following options:



APPENDIX 9

CERTIFICATE OF COMPLIANCE NEWPORT ARCHITECTURAL CONTROL COMMITTEE

When the construction project is completed and ready for final inspection, return this form with the following information completed together with the completed and signed Compliance Bond Refund Request form. The Certificate of Compliance must be requested prior to twelve months after the start of construction of a house and nine months on other construction. All items must be approved prior to the one-year deadline if not; the owner/builder is to request an extension.

A member of the Architectural Control Committee will complete and issue the Certificate of Compliance after an on-site inspection. Once the Certificate of Compliance items are found to be complete, the Compliance Bond refund will be processed.

Owner Name _____	Date Permit Issued _____
Location: _____	
Lot# _____	Street Address _____
Mailing Address _____	
City _____	State _____ Zip _____

The Architectural Control Committee will issue the below Certificate of Compliance after an on-site inspection.

Approved	Not Approved	
		Completed in compliance with approval
		Construction debris removed
		Temporary facilities and signs removed
		Landscaping completed (including irrigation)
		Exterior colors approved
		Screened service area, A/C, Trash cans, etc.
		Foundations painted stucco, brick or stone
		House number on installed mailbox
		Road curb damage value established
		Roof protrusions painted/attic to match roof; not white framing covered
		House, doors, windows, etc. are as approved plan
		Gutters and downspouts to underground drainage
		Underside of porches are enclosed unless over a patio
		Doors/windows per plan and color
		Approved changes
		Fines have been deducted or paid in full

COMMENTS: _____

CERTIFICATE OF COMPLIANCE: The structure on the above noted lot has been found to be in compliance with the “Covenants”, guidelines, and approvals except as noted above.

Signed/ Member Newport ACC: _____ Date _____

APPENDIX 10

COMPLIANCE BOND REFUND REQUEST

(To be completed and signed by Owner/Builder)

I/we (insert name of owners or builder): _____

Certify that the construction of the dwelling and landscaping located at the following address,

_____ is complete and in accordance with the plans approved by the
Architectural Control Committee.

Request is hereby made to return the Compliance Fee of \$ _____, minus any fees or fines.
Access is granted to the Committee and its agent to perform an external inspection of the above property
during normal business hours to confirm this certification.

Property Owner or Agent

Date

APPENDIX 11

COMPLIANCE BOND RETURN INVOICE

Newport Architectural Control Committee

(To be completed by Newport ACC after Final Inspection and approval of project completion)

Date: _____

ACC has completed its Final Inspection and approval of: _____.

Lot # _____ **Street** _____

Per prior written communication with _____,

Construction Fines of \$ _____ **are to be deducted from the original Compliance Fee of \$ 2,000.**

Please process the below Compliance Bond Refund.

Return Full Compliance Bond of \$ _____.

Return Partial Compliance Bond of \$ _____.

Make Check Payable to: _____

Mailing Address: _____

Date Submitted to POA for Refund

Newport Architectural Control Committee

APPENDIX 12

DOCK/SEA WALL CONSTRUCTION APPLICATION

Newport Architectural Control Committee

Type of Dock Construction applying for	<input type="checkbox"/> New	<input type="checkbox"/> Addition/Alteration/Major Change
Type of Seawall / Bulkhead applying for	<input type="checkbox"/> New	<input type="checkbox"/> Addition/Alteration/Repair

Property Owner Name	Phone	Email
County Tax Map Number of Lake Property	Lot #	Street Address
Builder Name	SC License #	Phone(s)
Mailing Address	City/State/Zip	Email

Brief Description of Work: _____

<input type="checkbox"/> Two Dock Drawing Designs Accompany this Application.	
<input type="checkbox"/> Two Site Plan Drawings with distance to Property Line _____ ' Structure Distance from Property Line adjacent to Lot # _____	
Estimated Cost: \$ _____	Estimated Construction Dates: Start: _____ Completion: _____
Total Decking Square Footage: _____	Roof Rise _____ Roof Run _____
Total Dock/Pier Length: _____	Dock Elevation/Above Sea Level: _____
Hip Roof Material and Gauge: 27 or 29-gauge metal	Boat Slip Opening Measurement: _____
Hip Roof Material Color: Forest Green	Shared Dock: Yes No Boat Lift: Yes No
Hip Roof support structures: _____	
Post required to be minimum of 6" x 6"	
Storage Locker Size: _____	Dock Sign Fee (paid to Lake Management). \$10. _____
Number of Storage Lockers _____	
Dock Color: _____	
Lake Management Form _____	
Seawall/Bulkhead Material & Color _____	

DOCK PERMITS ARE REQUIRED BY LAKE MANAGEMENT PRIOR TO INITIATING CONSTRUCTION OF ANY ENCROACHMENT (dock or pier) OVER THE WATER BEYOND THE BULKHEAD OR SEAWALL.

Provide copy of County Approval to the ACC before any work begins.

I have read ACC dock construction guidelines and affirm the above building specs comply to all requirements.

Owner Signature (Required): _____	Date Submitted: _____
ACC Signature (Required) _____	Date Approved: _____
Memo: _____	

Seawall /Bulkhead approval of design, material, and color:

Received by: _____ Date Approved: _____

NOTE: The Property Owner will provide the Committee: (1) written description of work to be done; (2) drawing of the project; (3) signed Lake Management form. All three are required for approval.

The Owner shall provide the Committee a copy of the Lake Management approved form. The form is to be posted on the lot along with a properly placed portable toilet.

All docks are required to have a dock number sign installed on the dock, in accordance with the Greenwood County Lake Management and the Greenwood County Emergency Management.

Beginning in fiscal year 2023, for any “new” dock application (any lot currently without a dock) a sign fee is due prior to the issuance of a lake management dock permit. For this current fiscal year, the fee is \$10. For pre-existing docks being replaced with another dock, please remember to remove the dock sign to avoid having to pay for a replacement sign.

APPENDIX 13

CERTIFICATE OF APPROVAL DOCK/SEAWALL CONSTRUCTION/ALTERATION

NEWPORT ARCHITECTURAL CONTROL COMMITTEE

Based upon the submitted Dock Construction Application, the specifications were found to be compliant with Newport's Dock Construction Guidelines; therefore, the Newport Architectural Control Committee approves the dock construction or repair as submitted.

General Description

Owner Name

County Tax Map Number of Lake Property Lot # Street Address

City – Greenwood

State – South Carolina

Zip - 29649

This approval must be updated if not completed within 12 months. Any modification to dock design, size, construction materials or location requires resubmission.

Said approval is subject to satisfactory completion and complete adherence to the submitted dock construction specifications.

PLEASE NOTIFY ACC WHEN COMPLETED FOR FINAL APPROVAL.

Newport Architectural Control Committee

Date Approved

Signatory Telephone

Signatory email

APPENDIX 14

BUILDERS INSURANCE REQUIREMENTS

The work covered by this Section is intended to clarify the type and extent of insurance requirements required by those Contractors, Subcontractors and Homeowners acting as their own General Contractor building in Newport. This requirement is to protect the property owner and decrease liability for the NPOA. Proof of Insurance must be provided to the Committee. The following more clearly defines the individual parameters:

1. SPECIFICS

- a. Insurance coverage is required for all General Contractors, including homeowners acting as General Contractors, and Subcontractors performing work at no expense to the Newport Property Owners Association (NPOA) for the life of the building process and shall be underwritten by an Insurance Carrier(s) licensed and authorized to underwrite such Liability in the State of South Carolina.
- b. The Contractor and/or Subcontractor shall not commence work until he/she has obtained the liability insurance coverage required and has filed Certificates of Insurance on same with the NPOA, and the NPOA has approved the Certificates of Insurance and the represented coverage.
- c. The Contractor and/or Subcontractors shall, during the execution of the work, take necessary precautions and place proper guards for the prevention of accidents and shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the execution of the work.
- d. Each policy shall have provisions to include a minimum 30 day written notice of cancellation or change in value less than the required amounts to the NPOA.

2. INSURANCE REQUIREMENTS

- a. **Commercial General Liability Min. Coverage:** \$1,000,000.00 BI/PD per occurrence and \$2,000,000.00 general aggregate. Arranged to include the following coverage:
 1. Coverage shall be written on an occurrence basis.
 2. Liability coverage shall not be impaired, or the aggregate is not impaired by any other project, past or present, and the limits required, shall be fully available to the NPOA.
 3. Premise/Operations
 4. In the case of any blasting activities, provide an endorsement on same on the Commercial General Liability policy.
 5. The NPOA must be shown as additional named insured.
- b. **Worker's Compensation and Employer's Liability Coverage:**
 1. The coverage shall be minimally provided and arranged in the following state of South Carolina statutory form, augmented in an amount to satisfy the Umbrella and/ or following Excess underlying limits described below.
 - a) \$100,000 each accident
 - b) \$500,000 disease policy limit
 - c) \$100, each employee disease
- c. **Builders Risk Coverage:**
 1. The coverage shall be for the full amount of the cost to construct/replace inclusive of any amendments to the construction building.

2. Coverage shall be in force until such a time that the certification of occupancy is provided.

d. Construction Surety Bond

1. The Builder is required to provide a Surety Bond equal in value to the estimated building cost of the home to the Owner.
2. The Surety Bond is at the discretion of the Owner and can be waived in writing by the Owner.
3. If the Owner waives the requirement to provide a Surety Bond a copy of the Owner signed waiver must be provided to the ACC.

APPENDIX 15

REQUEST FOR ACTION

NEWPORT ARCHITECTURAL CONTROL COMMITTEE

NOTE: Submit the form to the Committee Chair or the POA Board

Name of Complainant: _____	Name of Offender: _____
Address of Complainant: _____	Address of Offender: _____
Telephone Number: _____	Telephone Number: _____
Email: _____	Email: _____

Details of the Complaint (Infraction of the "Covenants" and/or ACC Guidelines)

Date of first action taken: _____

Action taken: _____

Date of 2nd action taken: _____

Action taken: _____

Date of 3rd action taken: _____

Action taken: _____

Final Resolution: _____ _____ _____

Name of ACC/NPOA Member: _____	Date Received: _____
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APPENDIX 16

WARNING OF VIOLATION(S) OF NEWPORT ACC GUIDELINE(S)



According to the Newport ACC Guidelines and Appendix:

Fine(s) will be assessed when paperwork that is required to be submitted to the ACC is not submitted according to the Newport Guidelines. Fines will be assessed when a violation of one or more of the ACC Guidelines occur.

A warning for each offense will be sent to the owner’s email address on record to advise of the matter to be addressed. If a response is not received within 48 hours of the warning being sent, fine(s) will be assessed.

The owner is still responsible for correcting the problem(s). Paying the fine(s) does not eliminate the need to correct deficiency(ies). Providing the resolution within 48 hours does not eliminate the assessment of fine(s).

Property (please print)

Owner: _____

Lot # _____ Newport Street Address: _____

Email: _____

Violation (please print):

Topic(s): _____

ACC Guideline(s) Number: _____

What Occurred: _____

Fine(s) Associated with Violation: _____

Refer to additional page(s) (Yes / No)

Action Required:

Respond within 48 hours of this warning notice with resolution to the POA Board **and** ACC:

POA Board: newportpoa.president@gmail.com / ACC: newportpoa.acc@gmail.com

POA Board or ACC Representative (print)

POA Board or ACC Representative (Signature)

Date Sent

cc: POA Board

ACC

APPENDIX 17

COMMITTEE MEETING DATES AND TIMES

1. The Committee meetings will be posted on the Newport web site. Location will be announced by the Committee Chair. Contact the Committee Chair: newportpoa.acc@gmail.com
2. Materials for Committee review must be received by the Committee three (3) days prior to the announced/scheduled meeting.
3. Additional Committee Meetings: The Committee will schedule additional meetings as needed and requested.
4. Requested Committee meetings: A Builder/Homeowner may request an Expedited House Plan Review Meeting. This is a plan review meeting outside the regular posted monthly Committee meeting with the sole purpose of “Expediting a Plan Review”.
5. A House Plan Review Meeting requires a Committee quorum.