

Broad Street Neighborhood Association

# The Broad Street Code

Architectural Design Standards,  
Guidelines & Review Procedures

Community Standards

September 2021

\*As promulgated by the Broad Street Architectural Committee on September 4, 2021

# **The Broad Street Code**

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This document is a guide to the Design Standards and Guidelines and the Design Review Procedures. It is to be used only in regard to Broad Street standards. The homeowner, architect and builder are responsible for following and complying with all requirements and restrictions of the City of Beaufort, Beaufort County, the state of South Carolina and any other regulatory authority. The Broad Street Neighborhood Association and the Broad Street Architectural Committee do not assume any liability for the homeowner's compliance or lack thereof.

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## **Summary of the Broad Street Code**

### **1. PURPOSE OF THESE GUIDELINES**

The primary purpose of these Design Standards and Guidelines and Design Review Procedures (individually known as "Design Standards" and "Design Procedures" and collectively known as "Design Guidelines"), is to familiarize Owners within the Broad Street neighborhood with the objectives, scope and application of design standards and guidelines, which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Broad Street neighborhood.

The neighborhood of Broad Street was designed with the objective of creating a friendly pedestrian atmosphere with memorable and picturesque streets and lanes. These Design Guidelines offer an outline whereby a variety of home configurations can be built so that owners have an opportunity to create very personalized interior spaces and gardens. They are intended to assure home marketability throughout the development, to protect the property value of existing homes for all owners, now and in the future, and to assure that the community development vision is fulfilled and maintained.

In summary, these Design Guidelines encourage houses simple in design, depending for beauty upon careful proportion and harmonious surroundings. Homeowners may have utmost freedom in planning, building and modifying their own homes so long as the designs tend to preserve the charm and unity of the neighborhood as a whole. As in old Beaufort, the homes will have a sense of timeless permanence, not built for a day, but for generations to come.

These Design Guidelines enumerate specific design standards and guidelines, which have been adopted by the Board of Directors of the Broad Street Neighborhood Association ("Association"). It also explains the application and review process, which must be adhered to by Owners seeking approval for any exterior modifications to their homes or Lots and are subject to approval by the Association.

In general, the Design Guidelines are applicable to Owners of homes in Broad Street. If an Owner requests such exterior modifications, they first must be approved by the Broad Street Architectural Committee ("BAC"). These Design Guidelines will serve as a valuable reference source and will assist Owners in preparing acceptable applications for review by the BAC. All Owners are encouraged to familiarize themselves with its contents and to retain the Design Guidelines for future use.

### **2. BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

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The governing documents for the Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial Owners and their successors in ownership, irrespective of whether or not these Owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- 2.1. Maintain consistency with the overall design concept for the community
- 2.2. Promote harmonious architectural and environment design qualities and features
- 2.3. Promote and enhance the visual and aesthetic appearance of the community

The enforcement of design standards not only maintains the physical appearance of a community but protects and preserves property values. Owners who reside in Broad Street benefit from enforced design covenants and are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of Owners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home in a neighborhood with covenants.

- 2.4 A summary of the community standards is attached as Appendix A.
- 2.5 A summary of the landscape standards is attached as Appendix B.
- 2.6 A summary of the architectural and material standards is attached as Appendix C.
- 2.7 A plat of the neighborhood with lot numbers is attached as Appendix D.

## 3. ROLE OF THE BROAD STREET ARCHITECTURAL COMMITTEE

All Owners in Broad Street are automatically Members of the Association. The Association is a non-stock corporation, which owns and is responsible for the upkeep and maintenance of all Community Facilities and Common Areas within the community.

The Association is also responsible for the administration and enforcement of all covenants that are applicable to property Owners, including design standards and restrictions. The [Broad Street Declaration of Covenants](#) "Covenants" provides in Article IX that responsibility for the enforcement of design standards shall be exercised through the BAC the Members of which shall be appointed by the Board of Directors of the Association. The BAC is to consist of at least two persons, but no more than five persons. Since the BAC is responsible for applying the Design Guidelines with respect to exterior modifications to homes and homes proposed by Lot Owners, the Committee does have approval authority over initial construction by the Property Owner.

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Additionally, the BAC is to review and approve (or disapprove) applications submitted by Lot Owners for visible exterior additions, alterations or modifications to a home or Lot. The Design Guidelines govern the review process.

As part of its responsibilities, the BAC will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Committee will also be responsible for reviewing possible violations of the Design Guidelines.

All references in this document, including appendices, to the Committee or to the BAC, refer to the BAC.

## 4. ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE BAC

All changes, permanent or temporary, to the exterior appearance of a building or Lot are subject to review and approval by the BAC. The review process is not limited to major additions or alterations, such as adding a room, deck or patio. It includes such minor items as changes to color and/or materials.

There are a number of exceptions to this otherwise inclusive review requirement.

**4.1. Building exteriors** may be repainted provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color. Furthermore, doors and windows may be replaced with higher quality doors or windows that incorporate features such as thermopane or other insulated products, wind and impact resistant products so long as the look of the new unit is not materially altered. E.g., 6 over 6 windows must be replaced with 6 over 6 windows. Otherwise, prior approval of the BAC is required. Owners should first seek clarification from the BAC in writing before proceeding with the improvement.

**4.2. Minor landscape improvements** will not require review or approval. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the Lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process. If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, Owners should first seek clarification from the BAC in writing before proceeding with the improvement.

## 5. RELATIONSHIP OF THESE DESIGN GUIDELINES TO BROAD STREET CODE

Under the [Covenants](#), the BAC has the authority to amend the Broad Street Code. In exercise of that authority, the Broad Street Code is amended to promulgate these Design Guidelines. In general, these Design Guidelines are intended to supersede the provisions of The Broad Street Code as previously promulgated addressing the

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same subject matter. Architectural or landscape changes made in accordance with prior versions of the Code are considered grandfathered. Subsequent changes will need to comply with the current Code. In the case of any conflict between any provision of these Design Guidelines and any provision of The Broad Street Code, these Design Guidelines shall prevail. In furtherance of that intent, reference is made to The Broad Street Code, as recorded at pages 3239-3293 of Deed Book No. 3727 of the Register of Mesne Conveyances of Beaufort County, South Carolina, a copy of which is attached hereto, together with the “Supplement to the Broad Street Landscape Code Guidelines” and “Supplement to the Broad Street Code Architectural Guidelines,” as useful sources of detail and explanation.

### 6. ENFORCEMENT PROCEDURES

The Declaration and Bylaws of the Association empower the BAC and the Board of Directors to enforce compliance with the Design Guidelines. The following enforcement procedures will be used to ensure compliance.

**6.1.** A violation may be observed and reported to the BAC by a Member of the BAC, the Board of Directors, the managing agent, or an Owner. In the case of Owners wishing to report a potential violation, a written notification should be transmitted to the Board of Directors.

**6.2.** The alleged violation will be confirmed by a site visit by a member of the BAC or by a Member of the Board of Directors.

**6.3.** The Board of Directors or the managing agent will contact the owner in violation by letter, and/or email, advising the owner of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.

**6.4.** If the violation continues for thirty (30) days after notification to the owner in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the owner in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the owner in violation must submit to the BAC a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen- day period).

**6.5.** If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the owner in violation and the BAC) the Committee will send the owner in violation a certified mailing informing the owner of the time and place of a formal hearing by the BAC.

**6.6** The BAC shall refer the violation to the Board of Directors for enforcement of the Design Guidelines in accordance with the provisions of the [Rules and Regulations](#) if, as a

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result of the hearing, the BAC determines either that the violation has not been abated or that the owner is not making a good faith effort to abate the violation in a timely manner.

**6.7.** The above procedures do not preclude the BAC or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the owner in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise, BAC or the Board may establish shorter notification periods for the correction of violations of the Design Guidelines where the Owner shall not be disadvantaged by a shorter notification period for compliance.

**6.8.** The above procedures do not apply to the failure of an Owner to maintain a Lot in good order and repair and free of debris, as required by [Articles V and X of the Covenants](#). All Owners must maintain their Lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after thirty (30) days written notice to the Owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the Owner's Lot and to perform any required maintenance at the expense of the Owner. In the case of persons who fail to mow their lawn or have trash or debris visibly stored on their Lot, (other than neatly stored construction materials for an approved improvement of the Lot or home) the notice period shall be ten (10 days).

### 7. DESIGN STANDARDS AND GUIDELINES

The Board of Directors has adopted the specific Design Standards and Guidelines detailed below.

No improvement of any type may negatively impact drainage on or onto neighboring Lots or Common Area. In the event that a neighboring property or Common Area is negatively impacted the Owner who made the improvement shall bear full responsibility for correcting the problems.

**7.1. Air Conditioning Units / Heat Pumps.** The BAC shall not approve applications for the installation of window or wall air conditioning units or fans. The installation or relocation of ductless wall mounted HVAC units and the relocation of exterior central air conditioning units and heat pumps shall require approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location if the replacement is similar in design to the original unit. Window units may be used on a temporary emergency basis while awaiting central air repairs.

**7.2. Antennas / Satellite Dishes.** The following standards are intended to reflect current federal law and regulations regarding "Over-the-Air Reception Devices." Satellite dishes that are larger than one (1) meter in diameter are prohibited. Satellite

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dishes that are one (1) meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted, subject to these Guidelines below, and do not require prior approval from the BAC.

**7.2.1. Location.** Devices shall not be installed in the front of a Lot or on the front facade of a residence so long as another location exists on the Lot or residence from which an acceptable quality signal can be received. They shall be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. If devices must be installed at roof level, then they shall be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home, to the extent feasible.

**7.2.2. Screening.** To the extent possible, dishes and antennas shall be screened so that they are not visible either from the street or to other Lot Owners.

**7.3. Attic Ventilators.** To the extent feasible, attic ventilators and turbines shall be mounted on the rear side of the roof ridge line so as to minimize their visibility and noise.

**7.4. Clotheslines.** Clotheslines or similar apparatus for the exterior drying of clothes are prohibited.

**7.5. Decks, Patios, and Screened Porches.** ALL decks, patios, and screened porches are subject to the Design Review Application process and are required to receive final BAC approval prior to initiating the project. The following requirements apply:

Ground level decks, whether on grade or at the elevation of the main floor, are an extension of the house, which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application do not need to be professionally done, but they shall be to scale showing both front and side views with dimensions.

Any adverse drainage effects which might result from the construction of a deck, patio wall, or screened porch, shall be remedied. Approval will be denied if the BAC determines that adjoining properties are adversely affected by changes in drainage. The following factors will be considered in the review of applications:

**7.5.1. Location:** Decks, patios, and seating walls shall be located in rear yards and shall not extend beyond the side plane of the home. Screened porches shall be located on the rear or side of the home and shall not extend beyond the side plane of the home. The privacy of adjacent homes will be considered in evaluating the location.

**7.5.2. Scale and Style:** Decks, patios, and screened porches, particularly elevated decks, shall be compatible with the home to which attached, adjacent homes and the environmental surroundings.



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**7.5.3. Materials:** Decks and screened porches shall be constructed of material designed for exterior use, and properly preserved. Roofs shall be of the same materials and shingles of the same color and style as used on the roof of the house. Siding on screened porches shall match the home in style and color. Gutters and Downspouts shall be of aluminum, copper or steel. If steel or aluminum is selected, they shall be the same color as the soffit and fascia to which they are attached. Consideration should be given to the use of low/no maintenance materials where possible.

**7.5.4. Color:** All deck rails must be white or the color of the front porch rails. Decks, except for walking surfaces and deck rails, must be stained or painted to match the trim color of the home. Consideration of the use of low maintenance or maintenance free materials for walking surfaces is encouraged. The color of any composite material must be approved by the BAC. Any wood trim on screened porches must be stained or painted to match the trim color of the home.

**7.5.5.** Any enclosed (solid) gable or other enclosed portion of a screened porch shall be covered with siding or window material that matches the home in style and color. A gable roof shall have a minimum one-foot overhang. If the area below the peak of the gable roof is enclosed with screen, then the peak of the gable roof shall overhang from one to two feet. Gable roof pitch must be compatible with that of existing roof. **Refer to the Application forms for additional information required for application submittal.**

**7.6. Dog Houses, Dog Runs, and Invisible Fencing.** Dog houses and dog runs are prohibited. Invisible fencing is permitted, but shall be located inside the lot line, from the halfway side yard to inside the rear lot line. Invisible fencing is not permitted on the front portion of the lot. Informational signage is also required.

**7.7. Doors.** All exterior doors shall be swing doors, either single or French doors. Rear facing Sliding glass doors are permitted.

**7.8. Exterior Lighting.** Lighting which is part of the original structure may not be altered without prior approval of the BAC. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house.

Low voltage landscape lighting, not to exceed 18" in height, and limited to landscape beds and entry walkway is permitted without application.

No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to neighbors due to location, wattage or other features.

Security lighting with motion sensor activation and auto off, directed within the property is permitted without BAC approval.

**7.9. Exterior Painting.** An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, railings, roofing and other appurtenant structures.

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**7.10. Fences.** The houses in Broad Street are situated very close to the street and to each other; hence, fencing in the front yard is not allowed. The yards flow into each other and it is important that the park-like setting is not obstructed with fences or walls, either natural or manmade. Natural “living” fencing is encouraged but low fences or walls that do not impede the street view of the houses are allowed, especially if they are built of materials consistent with the historic nature of the architecture. Side and rear yard fencing is permissible, but it should not obstruct a neighbor’s view or encroach visually upon the yard. Again, low fences that are open, not solid, are preferred. These fences are to be maintained in a state of good repair. See Appendix B, 2.2 for additional information

**7.11. Fire Rings.** Outdoor fire rings, to include pits, fireplaces, and chimineas, shall meet all local and state (including South Carolina State Laws). In addition, outdoor fire rings that are gas operated shall be equipped with an automatic shut off. Installation, aesthetics, size and location are subject to the review and approval of the BAC. Fire rings constitute hardscape and a request for approval is required.

**7.12. Firewood.** Firewood may be stored in an inconspicuous area outside of the home.

**7.13. Flagpoles.** Permanent, free-standing flagpoles are prohibited. Flagpole staffs not exceeding six (6) feet in length and attached at an incline to the wall or pillar of the dwelling unit, do not require approval by the BAC.

**7.14. Garages and other Outbuildings.** Garages and other outbuildings shall not exceed 22’ in height, measured to the eaves from ground level, and shall be constructed of siding and roof material compatible with those of the main dwelling unit. The color of the outbuilding walls and roofing shall be the same as that of the main residence. Walls of outbuildings within 5 feet of a property line shall be windowless and be a minimum of 2-hour fire rated. If connected to the main residence, the connecting structure should conform in style, appearance and color to the main residence or to the porch and deck, if any, of the main residence. Any detached structure must conform in style, appearance and color to the main residence or to the porch and deck, if any, of the main residence. Storage Sheds are to be subordinate to the principal structure and are to utilize the same of similar detailing and stylistic qualities. Maximum footprint is 10’X12’ for two story homes, 8’X10’ for single story and cottages.

Outbuilding doors must face the carpark or the rear of the house. Only constructed garages may have garage doors facing the service alley. Prefabricated sheds or temporary structures may not be used as a replacement to the construction of a garage or carport for motor vehicles. Temporary or prefabricated garages, carports, or car cover structures are not allowed.

**7.15. Greenhouses.** A greenhouse will be treated as a major alteration to a dwelling unit and subject to the same level of review. Only greenhouses that are attached to an existing structure are permitted. Greenhouses shall meet the following additional criteria:

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**7.15.1.** The scale and design shall be architecturally compatible with the home and surrounding homes.

**7.15.2.** There shall be no adverse visual impacts upon adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required as a condition of approval.

**7.16. Gutters, Downspouts or Rain Barrels.** All gutters and downspouts, including replacements, shall conform in color and design to those originally installed. Any addition of gutters, downspouts, rain barrels, or a change in location of an original gutter, downspout, or rain barrel requires approval. Gutters shall be of aluminum, copper or steel and, if aluminum or steel, shall be of the same color as the soffit and fascia to which they are attached. Black tubing used for additional drainage purposes shall be buried underground and not impact adjacent properties. Splash blocks shall be black or green plastic, pedestrian pavers/brick, or unpainted concrete. Rain barrels are restricted to locations of the rear of the home.

**7.17. Hot Tubs / Spas/ Pools.** Exterior hot tubs or spas are prohibited. Permanent pools (in or above ground) are prohibited.

**7.18 Landscaping.** The general character of any home is greatly determined by the elements of its surroundings. Proper selection and placement of plant material is extremely important in establishing the overall setting of a home.

The design of Broad Street is such that landscaping is an integral part of the entire community. As such, it is incumbent that all landscaping be in keeping with the classic design and scale of the community. The houses in Broad Street sit very close to the street and to each other; hence, fencing in the front yard is not allowed. The yards flow into each other and it is important that the park-like setting is not obstructed with fences or walls, either natural or manmade.

The Lowcountry has a different climate from that to which many owners may be accustomed. Many plants thrive here that do not do well in areas only slightly north of here, even within the state of South Carolina or neighboring Georgia. Conversely, many plants that do well in more temperate climates do not thrive here. Another implication of our climate is that the growing season is much longer than in other parts of the country and many plants will reach larger mature sizes than elsewhere. These facts should be considered whenever selecting plant material and consultation with an experienced arborist or landscape designer is encouraged.

An irrigation system is important in making sure that plants are properly watered. Although Beaufort receives a large amount of rain during the year, it is not uniform and we experience long stretches of dry weather, especially in the summer when it is hot. Clock controlled irrigation systems are recommended to maintain a healthy appearance in all areas that face the public streets and for the entire yard. As Broad Street has continued to mature, fewer areas of the community and individual yards receive full sun for extended periods, so homeowners should consider the lighting when selecting plants.

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**7.18.1. Front and Side Treatment.** An essential part of the landscaping of any home and all right of way areas are grasses which promote a green healthy appearance throughout the neighborhood.

The foundational planting in front lawns will be plots of contoured grass (or other low growing green, living planting such as Asiatic Jasmine for highly shaded or tree root-bound soil) which promote a green healthy appearance, provide year round color, are low maintenance and cost effective. The general applications of other non-living landscaping materials such as pine straw, mulch, rocks/gravel for primary front yard ground cover is prohibited. These materials are to be used as spot treatments for beds of shrubbery or other plantings.

Emphasis should be placed on proper proportion rather than quantity or size of plant material. Shrub and perennial beds must consider height proportions to facilitate a conversational distance to the sidewalk. For example, grasses such as Pampas, Fountain or Muscatine do not fit the scheme whereas low growing plants such as Camellias, Azaleas, Viburnums, Indian Hawthorne, certain Hollies and many more do. With front yard areas generally small, varieties should be held to a few. Select plants that will give a year round bloom.

With this in mind, the common areas including space fronting the lots between the sidewalk and curb are to be maintained by the property owner and sodded in centipede or other grasses/plantings and irrigated using approved products.

**7.18.2 Trees.** Trees with over a 6" caliper may not be removed without the approval of the BAC.

**7.18.3 Maintenance.** Front, side and rear yards must be maintained on a regular basis: lawns should be mowed, weeded, raked and bagged for waste management services pickup. The Lowcountry has two heavy leaf drops each year: one in the autumn and an oak leaf drop in the spring. Leaves should be raked to prevent them from blowing into neighboring yards and Common Areas. Proper leaf pick-up and disposal is extremely important in maintaining drainage systems in our area.

Proper maintenance of properties and Lots impacts home values. All benefit from well-maintained homes and subsequent strong home values. Owners of rental properties are ultimately responsible for home/yard maintenance should their renter neglect yard and home maintenance.

**7.20. Mailboxes.** Mailboxes in Broad Street are clustered in several locations within the community reasonably close to the homes that they serve. Individual mailboxes

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on one's property are not allowed. Mailboxes must be black and of a standard design compatible with the others in the community.

**7.19. Propane Tanks.** Propane tanks are allowed but must be placed in an inconspicuous location away from the street elevation. All tank installations must comply with applicable regulations and underground tanks are encouraged; however, above ground tanks are allowed if properly screened, as determined by the BAC (application and approval prior to placement of tanks is required).

**7.20. Seasonal Exterior Decorations.** The purpose of this section is to establish an appropriate and consistent timeline for installation and removal of seasonal holiday decorations fitting for Broad Street.

Halloween | October 1 through November 15

Fall | October 1 through November 30

Winter Holidays | Thanksgiving through 2<sup>nd</sup> Saturday in January

Spring | March, April, May

Summer | June, July, August, September

Other | Two (2) weeks prior to and remove one (1) week after the holiday

Seasonal inflatable decorations are permitted, but no more than one per yard no taller than 6 feet, may be part of Halloween or Winter decorations, and must not be offensive in design.

**7.20.1 Strings of Lights.** Temporary, non-flashing strings of lights are permitted on the front of the dwelling or unit, to include the front yard, in accordance with the listed holiday periods in this section and may not cover more than 15% of the front facing portion of the dwelling or unit. Permanent strings of lights of any kind are not allowed on the front or side of the dwelling or unit, nor in the front or side yard. Permanent strings of clear lights ("Bistro lights") may be located in the back yard of the dwelling or unit such that they are not visible from the street and do not create "light trespass" into neighboring properties and dwellings. See Section 7.8. Exterior Lighting.

**7.21. Security Bars.** In general, the use of exterior security bars or grates on windows and doors is prohibited.

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**7.22. Signs & Flags.** The purpose of this section is to provide structure for appropriate and consistent standards regarding signs and flags. These standards are in place to help maintain safety, equality, tranquility, and aesthetics in the community.

**7.22.1. Flags.** Only the following flags are permitted to be flown in Broad Street without BAC approval: American Flags, US Military Service Flags, South Carolina State Flags, Beaufort County Flags, US Academic Flags, Holiday Flags, Seasonal Decorative Flags. All these flags must not exceed 15 square feet per flag and a combined total of 30 square feet, unfurled. All flags must be flown properly, and the American Flag must always be flown above all other flags.

**7.22.2. Political Signs and Flags.** Political signs and flags of any kind are prohibited to prevent animosity and to maintain the tranquil and respectful tone of Broad Street

**7.22.3. Non-political Yard Signs and Flags.** Other yard signs and flags are permitted during their relevant season or event and removed within 2 weeks after the specific event or season has occurred (i.e., graduation). Up to two (2) non-political signs or flags are allowed, but the total combined square footage of all non-political signs and flags may not exceed 9 square feet. All non-political yard signs must be parallel to the street. Both non-political signs and flags must be in keeping with the tranquil and respectful tone of the Broad Street.

**7.22.4. Security Signs.** Two security signs, each not exceeding a total of one (1) square foot in size and not to exceed 2 feet in height may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be near the front door. A second sign may be posted in the rear yard.

**7.22.5. Real Estate Signs.** The only style of real estate signage (agents and FSBO) allowed within the Broad Street Subdivision will be the "Broad Street Neighborhood Sign". Spectrum Signs (196 Sams Pt. Rd., Beaufort, SC 29907; Ph. 843-525-0606; Fax 843-525-0501) has produced these signs in the past but any vendor may be chosen as long as the product meets the signage requirement. These small, white lettering on green-background signs are to be used for all listings in the Broad Street neighborhood. Signs are to be placed on stands in the ground 3 – 6 feet from the sidewalk of the house being marketed. Placement parallel to the street is preferred unless landscaping would render this low visibility. Only one sign per house will be permitted at any time.

**7.23. Skylights.** Skylights shall be located such that they are not visible from the front of the dwelling unit or a street. Skylights should be constructed as flush with the roof line as possible.

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**7.24. Solar Panels.** Solar panels must be of a low-profile style. Panels must be mounted flat on the roof. The size and number of panels must be in proportion to the area where they are to be installed. All conduit, piping and wires associated with solar panel installation shall be concealed within the home's structure. All framing shall be the color of the roof or black. Panels in any location other than the roof are not permitted. Rear roofs are the required location for mounted panels. An application shall be submitted to the BAC and approved prior to installation. A diagram of the panels including number, color, dimensions (size, height, width, etc.) must accompany application upon submittal for the review process.

**7.25. Storage Sheds.** Temporary storage sheds are generally prohibited. Use of temporary storage containers such as "PODS" is limited to a period not to exceed 72 hours, without prior approval. They shall be located in a driveway and shall not obstruct sidewalks, roadways, common area, etc. Standards for permanent sheds are found in 7.14 and Appendix C.

**7.26. Storm /Screen Doors.** Only full view doors, defined as doors where the glass or screen covers at least eighty percent (80%) of the door surface, are permitted. Doors with other decorative treatment, such as grills, are not permitted. Doors shall be painted/stained the same color as the unit entry door.

**7.27. Trash or Recycle Container Storage.** All trash and/or recycle containers are to be stored in an inconspicuous area. Containers shall be removed from the streets, walkways, or exterior portions of Lots following pick-up on the day of the scheduled trash removal. Containers may be put out no earlier than the evening prior to scheduled removal.

**7.28. Walkways.** Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used shall be compatible with existing materials in the community (e.g., flagstone, brick, pavers, poured concrete or poured tabby concrete). Long stretches of poured concrete shall be avoided. Walkways of wood decking will be considered for necessary handicapped access.

## 8. DESIGN REVIEW PROCEDURES

### 8.1. General

**8.1.1.** No exterior alteration, addition, or change may be made to Lots or Dwelling Units without prior application to and approval of the BAC, except as noted in these Guidelines.

**8.1.2.** Certain changes and additions are prohibited by these Guidelines.

**8.1.3.** All owners are responsible for assuring that changes and additions are made only in accordance with the provisions of these Guidelines,

### 8.2. Application Procedures

#### 8.2.1. Requirements for All Applications

## The Broad Street Code

**8.2.1.1.** Owners wishing to make any changes must submit the proper written application to the BAC with all appropriate sections completed, including required submissions and fees. A copy of the current form can be found on the Broad Street website under Forms. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, Owners should either email ([broadstreetbeaufort@gmail.com](mailto:broadstreetbeaufort@gmail.com)), or mail applications to the following address: Broad Street Neighborhood Association, P O Box 1607, Beaufort SC 29901 or hand-deliver to a member of the BAC. It is the Owner's responsibility to verify receipt of the application by the BAC, however the BAC will send receipt of application within five business days.

**8.2.1.2.** Oral requests will not be considered.

**8.2.1.3.** Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Associations governing documents or these Design Guidelines, and even when a similar or substantially identical alteration or addition has been previously approved.

**8.2.1.4.** Approval of any project by the Association does not waive the necessity of obtaining the required governmental permits.

**8.2.1.5.** Obtaining a governmental permit does not waive the need for Association approval.

**8.2.1.6.** The Association will not knowingly approve a project which is in violation of the local building or zoning codes or the Broad Street Covenants or Code.

**8.2.1.7.** The burden rests with the applicant to demonstrate the acceptability of the proposal. Applicant must submit any submissions required by the BAC for an alteration or improvement of the type proposed. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the BAC, supporting exhibits will frequently be required. Examples include: an approved house location survey showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; tree survey; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements. Applicant may submit with the application any additional materials such as exhibits, petitions, photographs, experts' statements and such that applicant deems appropriate. Applicant may request an opportunity to appear before the BAC, along with any witnesses the applicant desires to have testify.

### **8.3. Administrative Requirements**

The BAC shall act on an application and give notice to the applicant of the approval or denial of the application within sixty (60) days from receipt of a complete application for new home construction and within thirty (30) days from receipt of a complete application for an addition or improvement to an existing home, including all submissions required. Upon its receipt of a complete application, the BAC shall



## **The Broad Street Code**

notify an applicant in writing of the date on which the BAC received a complete application. In the event the BAC receives an incomplete application, the BAC shall notify the applicant in writing, or by telephone, of any deficiencies in the application which preclude consideration of the application and the commencement of the thirty (30) or sixty (60) day review period. Owners are responsible for ensuring that the BAC has received their complete application. The thirty (30) or sixty (60) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for Owners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application. In the event that the BAC fails to act within the sixty (60) or thirty (30) day period, an application will be automatically referred to the Board of Directors, which must make a decision within thirty (30) days from the date of referral of an application for an addition or improvement to an existing home and sixty (60) days from the date of referral of an application for new home construction. Owners who have submitted design review applications will be given written notice of the decision of the BAC by email or mail.

**8.3.1.** Applicant must inform the BAC in writing of the date on which construction starts, if the Committee so requests.

Construction shall be completed within 12 months, as evidenced by a certificate of occupancy, unless extended by the BAC for good cause, up to an additional six (6) months. If construction is not completed within such 12 months, plus any extension, the BAC shall be authorized to direct, with the approval of the Board of Directors, forfeiture of 20% of the deposit of the applicant for each month the construction remains uncompleted beyond the permitted duration.

**8.3.2.** If applicant desires to make changes during construction, a revised application must be submitted to the BAC, which shall promptly act upon the revised application.

**8.3.3.** Applicant must provide the BAC with notice of completion.

**8.3.4.** Upon completion, the BAC shall inspect the Dwelling Unit, Lot or Common Areas and to assure that construction is in compliance with approved plans.

### **8.4. Results of Review**

**8.4.1.** The applicant shall be informed in writing of the decision.

**8.4.2.** If the BAC fails to make a decision within sixty (60) or thirty (30) days from its receipt of a completed application and submissions, the request shall be automatically referred to the Board of Directors, which must approve or disapprove the application within thirty (30) days from the date of receipt for an additional or improvement to an existing home or sixty (60) days from the date of receipt for new home construction.

**8.4.3.** If a proposal is rejected or approved with modifications, the reason(s) for disapproval or modifications shall be stated as part of the written decision. Notice of such decisions shall be sent to applicants by email or mail.

**8.4.4.** The applicant may request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided. A

## **The Broad Street Code**

request for reconsideration must be submitted in writing within thirty (30) days following a decision by the BAC. The BAC shall respond to a request for reconsideration of a decision within thirty (30) days from the date of receipt of such request.

**8.4.5.** Copies of all requests for Review will be filed according to Lot number, along with the written decision and a statement of action taken, if any. A plat of Broad Street Lot numbers is attached as Appendix D.

**8.4.6.** All approvals shall expire six (6) months after the date of approval if the item approved has not been started.

**8.4.7.** Any approved modification must be completed in accordance with the plans and specifications approved by the BAC, within twelve (12) months after approval by the BAC, except that the BAC may grant extensions where completion is impossible or is the result of matters beyond the control of the Owner or builder, such as strikes, casualty losses, national emergencies or acts of God.

### **8.5. Review and Approval**

The review and approval of the BAC is intended solely to ensure that the community and architectural standards are met. The BAC assumes no responsibility for compliance of any construction with and building or zoning requirements of Beaufort County or any other regulatory body. It is the sole responsibility of the homeowner, their architect and builder to ensure compliance with any such regulations.

# The Broad Street Code

## APPENDIX A

### COMMUNITY NEIGHBORHOOD STANDARDS

Pertaining to the placement of buildings, their height, parking locations and building extensions such as porches.

#### 1. Specifications

- 1.1. All building plans shall be submitted to the BAC for conformity to the Broad Street Code Architectural Guidelines & Standards.
- 1.2. Homes shall not exceed original heated square feet of original structure.
- 1.3. Variances for smaller sizes or one-story homes, or other variances to the Code may be granted on the basis of architectural merit.
- 1.4. All building materials shall conform to the BAC master list (see Appendix C).

#### 2. Yard

- 2.1. The street facade shall extend along the front yard a minimum of 60% of the lot width.
- 2.2. The front wall of the house's foundation must be built to within 20 feet of the front property line
- 2.3 The minimum side yard setback for the primary structure is 5.5 feet.
- 2.4 Chimneys, bay windows and steps may encroach up to one half of the yard specified setbacks. Decks and landings are considered a part of the main house and cannot be located within the 5.5 setback.

#### 3. Porch

- 3.1 All homes must have a covered front porch a minimum of seven (7) feet in depth.
- 3.2 The porch shall extend a minimum of 40% along the street facade of the house.

#### 4. Outbuildings

- 4.1. Outbuildings shall not exceed (22) feet in height measured to the eaves from ground level.
- 4.2. Walls of outbuildings at property lines shall be left windowless and shall be 2-hour fire rated. The back wall of the outbuilding shall be built to within 8' of the rear property line. Outbuilding doors must face the carpark or the rear of the house. Only constructed garages may have garage doors facing the service alley.
- 4.3. Storage Sheds are to be subordinate to the principal structure and are to utilize the same of similar detailing and stylistic qualities. Maximum footprint is 10'X12' for two story homes, 8'X10' for single story and cottages.
- 4.4. Garages shall follow the specifications of outbuildings.
- 4.5. At no time shall any outbuilding, garage or shed be inhabited or used as lodging.

#### 5. Parking

- 5.1. A minimum of two (2) off-street parking places per primary residence shall be provided in the rear or each residence. For homes in the 1300 block, parking spaces are provided on the south side of each home. Article 10.06 of the neighborhood

## The Broad Street Code

covenants states: "All automobiles owned or used by Owners or other than temporary guests and visitors shall be parked behind the primary home."

**5.2** Trucks, boats, campers and trailers shall be parked in rear yards only. Boats in the 1300 block should be parked between the cottages so as not to be seen from the rear of the adjacent cottage and under the following restrictions. Boats shall be no longer than twenty (20) feet in length per the manufacturer's rating and must be covered at all times with a fitted canvas cover designed for said boat. All accessories, including but no limited to fenders, anchors and dock lines, must be stored out of view. Empty boat trailers, motor homes, campers or trailers of any other kind may be parked in rear yards only if they are completely concealed from view.

### 6. Height

**6.1** Ground floors, except the entry vestibule and/or outbuildings, should have a minimum elevation of (3) feet above ground level or sidewalk level, whichever is higher.

**6.2** Interior ceiling heights shall be a minimum of (9) feet on the ground floor.

**6.3** Maximum building height shall be (22) feet measured to the eaves from ground level.

**6.4.** The principal roof shall be a symmetrical gable or hip with a slope between 6:12 and 12:12 for 1 or 1/2 story homes, between 5:12 and 10:12 for 2 story homes.

**6.5.** A shed roof shall have a pitch between 2:12 and 6:12 and be permitted only when attached to the principal roof or wall.

# The Broad Street Code

## APPENDIX B

The Landscape plan must be approved in advance by the BAC.

### LANDSCAPE STANDARDS

The general character of any home is greatly determined by the elements of its surroundings. Proper selection and placement of plant materials is extremely important in establishing the overall setting for a home.

#### 1. Property Maintenance Standards

**1.1.** All portions of a Lot which are not improved by an impervious surface, aggregate or a structure shall be maintained with grass or other vegetation. An essential part of the landscaping of any home and all right of way areas are grasses which promote a green healthy appearance throughout the neighborhood. Mulch and pine straw are to be used only as spot treatments of ground cover for beds of plantings and not as a single treatment in place of living plantings.

**1.2.** The foundational planting in front lawns will be plots of contoured grass (or other low growing green, living planting such as Asiatic Jasmine for highly shaded or tree root-bound soil) which promote a green healthy appearance, provide year round color, are low maintenance and cost effective. All turf areas on a Lot shall be kept neatly mowed during the growing season. Grass shall not be permitted to exceed six (6) inches in height.

**1.3.** The general applications of other non-living landscaping materials such as pine straw, mulch, rocks/gravel for primary front yard ground cover is prohibited. These materials are to be used as spot treatments for beds of shrubbery or other plantings.

**1.4.** Turf areas and other vegetation shall be watered during dry periods. Any dead plants, shrubs or trees shall be immediately removed.

**1.5.** Turf areas shall be kept as weed free as possible. At no time shall weed cover exceed more than twenty-five percent (25%) of the total turfed area.

**1.6.** No trash or debris shall be permitted to accumulate or be stored in a visible location on a Lot. Construction materials required for the improvement of a home or lot shall be neatly stored in as unobtrusive a location on the Lot as possible when not in use. Any unused materials shall be removed immediately upon completion of the improvements. Natural debris shall be periodically removed.

**1.7.** All trees and shrubs shall be neatly trimmed and maintained, and their size maintained in proportion to the lot and home through pruning.

**2. Landscaping.** Landscaping shall not be installed that will, upon maturity, encroach upon a neighbor's property, unless with the neighbor's agreement, as, for example, a shared hedge. Landscaping around decks, patios, and screened porches is strongly encouraged to soften corners and views from adjacent Lots.

**2.1** Hardscape is often used to enhance the setting of a house. Hardscape refers to any product used in the yard that is not of natural organic material. As hardscape has the potential to alter the overall landscape and drainage of the community,

## The Broad Street Code

hardscape installations and changes to a house require prior approval of the BAC using Form G. It is desirable that the accompanying drawings be professionally prepared if they reflect above ground installation showing top and side views of the project in relation to the house and property lines. Accompanying landscape plans can be submitted for approval in the same application.

**2.2** Fences of a reasonable height (not to exceed six feet) are permitted around the side or rear yards of a house, subject to BAC approval.

Low fences, less than three (3') feet in height, made of wood with wood pickets or plant material are common and will be approved for side or rear yards so long as there is no intrusion onto a neighbor's yard or common area. Wood pickets which can be seen from the front of the home (set back from the street from at the front view of the primary structure, not from the front porch) should be painted white. Wood pickets at the side or rear should be painted white or stained "weathered wood" gray per BAC approval.

**2.3** Large scale plantings and planting of trees requires prior approval of the BAC using Form F. If the proposed project is extensive, it may be easier and preferable to have the plans prepared by an experienced landscape architect. In any event, the application must contain a detailed description of all proposed plants and a good siting of their proposed location on the property.

**2.4** The following landscape changes do not require submission of an application and prior approval, but a homeowner is strongly encouraged to discuss the project with members of the BAC prior to implementation to insure there will be no issues.

**2.4.1.** Replacement of a dead, diseased or dying plant with a like plant. However, this does NOT apply to the removal of any tree with a caliper of six (6") inches or greater at breast height.

**2.4.2** Planting of annuals or perennials in existing beds. Artificial plants and flowers are NOT permitted in any outdoor location.

**2.4.3** Landscaping without hardscape that is completely enclosed within a fenced yard, provided that the product is composed of plants common to the area with a mature height of less than eight (8') feet that do not impose on a neighbor's property. Remember that many plants will grow larger here than elsewhere in the United States and, if you are at all uncertain or unfamiliar with the plant, you are strongly encouraged to consult a professional.

**2.4.4** Installation of new beds, and/or individual bushes, less than four (4') feet wide around the perimeter of the house foundation, deck, or patio, provided that installed bushes have a mature height of less than five feet.

**2.4.5.** Installation of inconspicuous continuous thin metal or wood edging, dark earth tone in color or black around existing or approved beds is generally permitted, provided that it is installed to show no more than three-quarter (3/4") inch above the finished grade. Natural material may also be used as edging as long as it does not show more than four (4") inches above the top of the finished grade. Generally permitted are rocks, stones, slate, flagstone, and brick.

# The Broad Street Code

**3. Additional Landscaping Considerations:** Any other landscaping modifications, including, but not limited to, the following, require application and review by the BAC. Applications shall specifically identify all trees, shrubs and other plants to be installed and shall specify their approximate height and width (spread/drip line) at maturity.

**3.1.** Any modifications that require construction.

**3.2.** Any proposed change which is of such scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes or the community.

**3.3.** No improvement of any type may negatively impact drainage on or onto neighboring Lots or Common Area. In the event that a neighboring property or Common Area is negatively impacted, the Owner who made the improvement shall bear full responsibility for correcting the problems.

**3.4.** Placement of decorations, signs, ornaments, personal items, etc. is not permitted in the area between the curb and sidewalk. These items shall only be placed on the owner's property and be consistent with the guidelines.

**4. Tree Removal.** No live trees with a diameter in excess of six (6) inches, measured at chest height above ground may be cut without the prior approval of the BAC. Street trees installed on roadside landscape strips and/or in the front yard, must be replaced with same species and minimum of two and one-half (2 1/2) inch caliper (this caliper applies to shade trees only). Replacement will be at the homeowner's expense. Exceptions for tree replacement may be granted if the existing space is already crowded or root bound.

In no event will removal of a designated heritage (for example a live oak) tree be approved until the Owner has received appropriate written approval from Beaufort County or other appropriate governmental agency.

Emergency tree removal following storm damage is authorized if there is reasonable danger to structure, property, or life. Owners should make an attempt to contact the BAC but this should not delay emergency actions.

**5. Front and Side Treatment.** Emphasis should be placed on proper proportion rather than quantity or size of plant material. Shrub and perennial beds must consider height proportions to facilitate and conversational distance to the sidewalk. For example, grasses such as Pampas, Fountain or Muscatine do not fit the scheme whereas low growing plants such as Camellias, Azaleas, Viburnums, Indian Hawthorn, certain Hollies and many more do. With front yard areas (generally small, varieties should be held to a few. Try to select plants that will give year-round bloom. Small plots of contoured grass provide year-round color and low maintenance. Asiatic Jasmine can be used if shade conditions do not support growing of grass.

Some method of delineating the public and private realm should be employed along the front yard at the sidewalk. Fences are often used, but "Living walls" and entry hedges also provide a cost-effective approach to front treatments.

**6. Curb-to-Sidewalk.** Area fronting the Cottage Lots (1301–1323) between the sidewalk and curb are to be maintained by the property owner and are sometimes

## The Broad Street Code

referred to as “tree lawn”. Sodded areas should be irrigated using approved products. To promote consistency, this area should be sodded in centipede grass, Empire Zoysia grass or Asiatic Jasmine can be used if shade conditions do not support growing of grass. Tree planting in this space requires BAC approval.

**7. Irrigation & Installation.** An irrigation system is an essential part of the landscaping of any home. Clock controlled systems are recommended to promote a green healthy appearance throughout the neighborhood. With this in mind the Common Space is to be irrigated and planted properly. Once irrigation and plant material is in place, the Association shall maintain both the irrigation and plant material that is physically in the Common Space. The owner of any Lot is responsible for supplying a proper amount of irrigation water and maintaining the irrigation equipment on their property that supplies that water. Plant material that perishes due to a lack of owner-supplied water will be the Lot owner’s responsibility to replace. Otherwise, the Association is responsible for replacement of appropriate plant material in the Common Space.

**8. Pressure Washing exterior of home.** With the high humidity and warm temperatures we experience in the Lowcountry, external mildew buildup can be unsightly and could hold moisture over time and cause damage. Therefore it is imperative to routinely clean the exterior of homes, porches and outbuildings and sheds.



# The Broad Street Code

## APPENDIX C ARCHITECTURAL & MATERIALS STANDARDS SUMMARY

### BUILDING WALLS

#### Materials

- Wood or other product such as Hardie Plank® lapped siding, (4-6") exposure or smooth surface Brick Stucco with a smooth sand finish Configuration. Vinyl and exposed block is prohibited.

#### Configuration

- Wood or similar siding must be clapboard. Siding trimmed with corner boards.
- Materials shall generally be used in horizontal bands.
- All lapped siding 4" to 6" exposure.
- Clapboard shall be trimmed at the corners.
- Trim shall be a maximum of six (6") inches.
- Open undercroft of decks and porches enclosed by lattice or similar material. Horizontal siding only. Vertical siding is not permitted

### GARDEN WALLS & FENCES

#### Materials

- Wood pickets and lattice.
- Wood rail and board.
- Brick, stucco or stone to match the principal building.
- Wrought iron in combination with brick or stucco columns

#### Configuration

- Brick and stucco walls and columns shall be capped
- Front Yard: aligned with front wall of principal building, not with front porch
- Wood picket fences in front with a maximum height of 40".
- Rear yard: wood rail and board with a maximum height of 72" or living fences.
- All fences are to be painted or stained.

#### Helpful Information:

Living Fences: Height and placement of living fences must be considered on an individual basis and will consider the height of the living fences already in place on the adjoining lots. The addition of a living fence that coordinate heights of the established adjacent fences will create a more uniform look in that environment.

Based upon previous experience, staining a wooden fence is more efficient than painting (paint will peel) and Confederate jasmine has been a successful living fence planting for most Broad Street yards; however, it is important to consult with local nursery professionals the appropriateness of plantings for a particular space with regard to light, drainage, etc. A standard living fence stain color would be a dark

# The Broad Street Code

Charleston Green to blend in with the living fence once fence is mature.

## ARCHES, PORCHES & COLUMNS

### Materials

- Brick or stucco foundation piers and arches.
- Wood, brick, or stucco for porches and deck.
- Wood or similar posts and columns, porches and balustrades
- Porch columns, decking, spindles and rails shall be constructed of #1 pressure treated pine or other wood resistant to moisture and decay.
- Porch floors shall be wood (or similar product such as Hardie Plank) planks or composite materials such as TREX.

### Configuration

- Brick and stucco walls and columns shall be capped
- The underside of porches shall be enclosed.
- Where visible from the street the following are permitted: arches no less than 8" depth, piers no less than 12"x8", columns no less than 6"x6", spindles shall not exceed 5" on center and the porch openings shall be vertical in proportion.

## ROOFS & GUTTERS

### Materials

- Roofs shall be galvanized steel or standing seam Galvalume S crimp heavy gauge metal
- Cedar Shake
- Slate or artificial slate Architectural asphalt shingles
- Gutters shall be galvanized painted steel, aluminum or copper
- Exterior hardware to be solid brass, bronze or iron.

### Configuration

- Simple hip or gable
- If 1 or 1 1/2 story, pitch = 6:12 to 12:12
- If 2 or more story, pitch = 5:12 to 10:12
- Simple Shed roof allowed against principal structure with pitch of 2:12 to 6:12
- Dormers shall be a minimum of two (2') feet from end gables.
- Colors of gutters should match color of soffit and fascia
- Vinyl is prohibited

## The Broad Street Code

- Window and attic vent proportions shall be square or vertical.
- Skylights should not be visible from the front of the house.

### WINDOWS, DOORS & SHUTTERS

#### Materials

- Clear glass
- Painted wood
- Stained hardwood
- Metal or vinyl clad wood windows are allowed.
- Aluminum and low-end vinyl windows are NOT allowed.
- Exterior hardware to be solid brass, bronze or iron.
- Doors for 1301-1323 may be painted or stained wood
- Doors for 2651-2700 must be stained wood

#### Configuration

- Single or double hung windows
- Muntin shall be true dividers
- Snap-on muntin are not permitted
- Trim around windows, doors and vents shall be 3-1/2" to 6".
- Dormers shall be a minimum of 2 feet from end gable.
- Single or double hung windows.
- Decorative glass accent windows are allowed on an individual basis with BAC approval.
- Operable wood shutters sized to match the openings.
- Skylights should not be visible from the front of the house.
- Wood window boxes.

### OUTBUILDINGS/GARAGES

#### Materials

- Shall conform to those on the primary structure
- Siding, roofing materials and colors shall be identical to that of the primary structure.
- Pitch of roof shall match primary structure.
- Exterior hardware to be solid brass, bronze or iron.

#### Configuration

- Massing shall conform to that of the primary structure
- Architectural style shall be consistent with that of the primary structure.

# The Broad Street Code

## STORAGE SHEDS

Complete plans for storage shed placement or replacement must be presented to the BAC for approval. Plans for replacement sheds will be reviewed as first-time shed requests due to impacts of neighborhood and surrounding community development over time and drainage issues as developed over time. Proposed sheds shall not be approved if it will result in an adverse impact (visual, drainage, inconsistent application or use thereof) to neighbors due to location or other features.

### Materials

- Shall conform to those on the primary structure
- Siding, roofing materials and colors shall be identical to that of the primary structure.
- Pitch of roof shall match primary structure.

### Configuration

- Massing shall conform to that of the primary structure
- Shed doors must face the carpark or the rear of the house.
- Architectural style shall be consistent with that of the primary structure.
- Prefabricated storage sheds constructed of materials conforming to those of the primary structure and the bottom must be finished with lattice or other suitable materials.
- Custom built storage sheds must be constructed of materials conforming to those of the primary structure.
- All plans for storage shed placement on the Lot, construction, design and landscaping shall be submitted for BAC review using the appropriate architectural design guideline applications forms.

## MISCELLANEOUS

### Materials

- Exterior hardware to be solid brass, bronze or iron.
- Electrical meters, propane tanks, HVAC equipment, close lines, antennas and garbage cans shall not be located between the building and its street frontage, and shall be placed so as to be as inconspicuous as possible from the street.
- No above ground permanent pools.

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## ARCHITECTURAL DESIGN GUIDELINE APPLICATION FORMS

- FORM A- Preliminary Review for New Construction
- FORM B - Exterior Additions and Alterations
- FORM C - Final Approval to Begin New Construction
- FORM D- Changes to Ongoing Construction
- FORM E - Final Inspection and Approval
- FORM F - Landscape Change
- FORM G - Hardscape (Structural Landscape) Change
- FORM H - Exterior Paint/Roof Change
- FORM I - Tree Removal
- Beaufort County Resource Protection Standards

**FORM A**

**Preliminary Review for New Construction**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

For approval of new construction of homes, garages and/or other outbuildings.

DATE:\_\_\_\_\_ Lot #:\_\_\_\_\_ Street Address:\_\_\_\_\_

OWNER(S):\_\_\_\_\_ Email:\_\_\_\_\_

Street Address:\_\_\_\_\_ City/Zip:\_\_\_\_\_

Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

ARCHITECT:\_\_\_\_\_

Beaufort County Business License #:\_\_\_\_\_ Email:\_\_\_\_\_

Address:\_\_\_\_\_ City/Zip:\_\_\_\_\_

Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

BUILDER:\_\_\_\_\_

Beaufort County Business License #:\_\_\_\_\_ Email:\_\_\_\_\_

Address:\_\_\_\_\_ City/Zip:\_\_\_\_\_

Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

LANDSCAPE ARCHITECT:\_\_\_\_\_

Beaufort County Business License #:\_\_\_\_\_ Email:\_\_\_\_\_

Address:\_\_\_\_\_ City/Zip:\_\_\_\_\_

Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Area Covered by Structures \_\_\_\_\_ Square Feet

Heated Area \_\_\_\_\_ Square Feet

Non-Heated Area \_\_\_\_\_ Square Feet

- Provide three (3) sets of the following:
- Floor Plan
  - Site Plan
  - Tree & Topo Survey
  - Elevations & Wall Sections
  - Structural & Foundation Plan

- Mechanical & Plumbing Plan
- Electrical Plan
- Window & Door Schedule
- Landscape & Hardscape Plan

The Site Plan shall be scaled and based on the Tree & Topo Survey by licensed surveyor showing building footprint, all trees – flagging those of greater than 4” DBH(diameter at breast height) to be removed, location of exterior lighting with cut sheets of fixtures, location of electric service connection, septic tank and field, construction debris and human waste containers, construction crew parking, staging area for material delivery and all hardscaping indicating materials.

Floor Plan shall be at 1/4” scale indicating room names, construction notes, dimensions, keys to window and door sizes, all trim details, building and wall sections and square footage of heated, non-heated and total area covered by structures.

Elevations shall be at 1/4” scale indicating all windows and doors, principle materials, elevation of first floor and dimensions between floors, elevations of headers, building height and roof pitches, and building wall sections sufficient to indicate materials and dimensions of details which will define structure.

Landscape and Hardscape Plan shall be based on Tree & Topo Survey by licensed surveyor and show layout of lawn, planting beds, shrubs and trees with all plant material identified by size and species.

Plans must be suitable to obtain required building permits and allow efficient construction of the project while meeting all governing codes.

**EXTERIOR MATERIALS and COLORS:**

<u>Item</u>	<u>Material</u>	<u>Color</u>	<u>Manufacturer or Model</u>
Siding	_____	_____	_____
Roofing	_____	_____	_____
Fascia, Trim	_____	_____	_____
Porch Floor	_____	_____	_____
Porch Steps	_____	_____	_____

Porch Risers	_____	_____	_____
Porch Pickets	_____	_____	_____
Porch Handrails	_____	_____	_____
Newel Posts	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Gutters	_____	_____	_____
Foundation	_____	_____	_____
Driveway	_____	_____	_____
Walkways/Paths	_____	_____	_____
Fences	_____	_____	_____
Other	_____	_____	_____

Attach photographs, cut sheets and samples of each item above for approval of color and texture.

Prior to beginning construction, owner will submit Form C – FINAL APPROVAL to BEGIN NEW CONSTRUCTION, stake the proposed building footprint(s) and tag all trees for proposed removal.

I certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_



**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If approved, Fee Amount Received: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORM B**

**Exterior Additions and Alterations**  
**Broad Street Architectural Committee (BAC)**  
(Revised August 2021)

For approval of exterior additions or alterations to include additions to homes, garages, outbuildings, elevation changes such as shutters, windows or doors to include screen doors, storm doors and garage doors, addition of porches or other components.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Description of Work:

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If needed, provide three (3) sets of the following:

Site Plan

Tree & Topo Survey

- Floor Plan
- Elevations & Wall Sections
- Structural & Foundation Plan
- Mechanical & Plumbing Plan
- Electrical Plan
- Window & Door Schedule

The Site Plan shall be scaled and based on the Tree & Topo Survey by licensed surveyor showing building footprint, all trees – flagging those of greater than 4” DBH (diameter at breast height) to be removed, location of exterior lighting with cut sheets of fixtures, location of electric service connection, septic tank and field, construction debris and human waste containers, construction crew parking, staging area for material delivery and all hardscaping indicating materials.

Floor Plan shall be at 1/4” scale indicating room names, construction notes, dimensions, keys to window and door sizes, all trim details, building and wall sections and square footage of heated, non-heated and total area covered by structures.

Elevations shall be at 1/4” scale indicating all windows and doors, principle materials, elevation of first floor and dimensions between floors, elevations of headers, building height and roof pitches, and building wall sections sufficient to indicate materials and dimensions of details which will define structure.

Plans must be suitable to obtain required building permits and allow efficient construction of the project while meeting all governing codes.

**EXTERIOR MATERIALS and COLORS:**

<u>Item</u>	<u>Material</u>	<u>Color</u>	<u>Manufacturer or Model</u>
Siding	_____	_____	_____
Roofing	_____	_____	_____
Fascia, Trim	_____	_____	_____
Porch Floor	_____	_____	_____
Porch Steps	_____	_____	_____

Porch Risers	_____	_____	_____
Porch Pickets	_____	_____	_____
Porch Handrails	_____	_____	_____
Newel Posts	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Gutters	_____	_____	_____
Foundation	_____	_____	_____
Driveway	_____	_____	_____
Other	_____	_____	_____

Attach photographs, cut sheets and samples of each item above for approval of color and texture.

Prior to beginning construction, owner must stake the proposed building footprint(s) and tag any trees for proposed removal.

I certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If approved, Fee Amount Received: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORM C**

**DEPOSIT**

**Final Approval to Begin New Construction**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

For FINAL approval of reconstruction of homes, new construction of garages and/or other outbuildings.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LANDSCAPE ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**CONSTRUCTION RULES:**

1. Construction Hours are limited to 7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. Saturday.
2. No project shall set idle for a period exceeding two weeks.
3. The construction site must be cleaned daily.
4. All construction material and vehicles must be contained within the lot on which construction is taking place unless permission is granted by adjacent neighbor(s) for construction intrusion.
5. Silt fencing must be installed and maintained on both side lot lines.
6. "Quiet" compressors must be used.
7. All waste material must be kept in storage containers. Pick up, delivery and

- removal of waste must occur during construction hours.
8. No burning is permitted on the property.
  9. All construction traffic must use the alleys with the exception of 18 wheel delivery trucks which may be off loaded from the street.
  10. Construction equipment shall not be used on the street or sidewalks. Any damage to common areas, including sidewalks, must be repaired within two weeks of the damage.
  11. Radios are allowed only in the interior of the home after dry in. Volume should not be heard outside the structure.
  12. The BAC Chairman may stop the work and direct the builder to correct the situation when a violation of the rules occurs. Work may resume once the violation is corrected.

**CONSTRUCTION DEPOSITS:**

The BAC requires applicants to pay the respective deposits to the Broad Street Neighborhood Association. Deposits are held in escrow until the successful completion of the project. If, after completion of the final inspection (FORM E), the BAC is not satisfied with the completion or quality of the work and the builder of record is unable or unwilling to correct the work, the BAC may hire others to make the necessary corrections and pay for such work from the original construction deposit. If no penalties have been imposed by the BAC during the course of the project, the full deposit amount will be refunded to the payor.

Successful completion shall include all building construction, all landscaping installation and all needed repairs to common areas.

Construction of New Home	\$5000.00
Garage	\$1000.00
Exterior Additions and Alterations	\$1000.00
Other Outbuildings	\$250.00
Fence or Hardscape Structures	\$ 100.00

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_            DATE: \_\_\_\_\_

If approved, Deposit Amount Received: \_\_\_\_\_            DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**FORM D**

**Final Approval to Begin New Construction**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

For making changes to ongoing construction projects already approved by the BAC such as changing window or door materials, exterior paint colors, landscape or hardscape changes or foundation layouts.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LANDSCAPE ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

DESCRIPTION OF CHANGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_            DATE: \_\_\_\_\_

If approved, Deposit Amount Received: \_\_\_\_\_            DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM E**

**Final Inspection and Approval**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LANDSCAPE ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY REQUESTED DATE:** \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY RECIEVED DATE:** \_\_\_\_\_  
**(new construction, exterior change or addition, fence, landscape or hardscape)**

I hereby certify in good faith that the contracted structure of said Lot does conform to the codes and the Construction Documents as approved by the BAC. All site work,

landscaping, cleaning, removal of temporary utilities, and repair of any damage to the right-of-way and common areas has been implemented. This constitutes a request for the return of the construction deposit to the original payor.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ BUILDER'S SIGNATURE: \_\_\_\_\_

Attached herewith:

As-Built Set of Drawings  
(If changes were made from BAC Approved construction drawings)

Certificate of Occupancy

I hereby certify in good faith that the aforementioned project meets the above requirements.

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

Amount of Deposit to be Returned: \_\_\_\_\_ PAYEE: \_\_\_\_\_

Date "Deposit Return Request" Submitted to BAC: \_\_\_\_\_

**FORM F**

**Landscape Change**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

For making changes to landscapes including changes to trees, shrubs, gardens, lawns, and other non-structural elements within the landscape. This does NOT include annuals and perennials. For changes to fences or other hardscape structures, use FORM G.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LANDSCAPE ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Attached herewith:

Landscape Drawings

Site Plan showing property Lines and Building Footprint

Plant Lists with Container Sizes and Number of Plants

I hereby certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

**FORM G**

**Hardscape (Structural Landscape) Change**

**Broad Street Architectural Committee (BAC)**

(Revised August 2021)

For making hardscape changes to landscape including fences, walkways, driveways, patios, gates, arches, arbors and other permanent structures. For non-structural changes, use FORM F.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

LANDSCAPE ARCHITECT: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Attached herewith:

- Landscape/Hardscape Drawings
- Site Plan showing property Lines and Building Footprint
- Plant Lists with Container Sizes and Number of Plants

Attach photographs, cut sheets and samples of each item for approval of color and texture.

Prior to beginning construction, owner must stake the proposed footprint.

I hereby certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

BAC             Approved                             Denied

Signature of BAC: \_\_\_\_\_                            DATE: \_\_\_\_\_

If approved, Fee amount Received: \_\_\_\_\_                            DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

**FORM H**

**Exterior Paint/Roof Change**  
**Broad Street Architectural Committee (BAC)**  
(Revised August 2021)

For approval of exterior paint color changes and roof change.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PAINTER: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**EXTERIOR MATERIALS and COLORS:**

<u>Item</u>	<u>Material</u>	<u>Color</u>	<u>Manufacturer or Model</u>
Siding	_____	_____	_____
Roofing	_____	_____	_____
Fascia, Trim	_____	_____	_____
Porch Floor	_____	_____	_____
Porch Steps	_____	_____	_____
Porch Risers	_____	_____	_____
Porch Pickets	_____	_____	_____
Porch Handrails	_____	_____	_____
Newel Posts	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____



Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Gutters	_____	_____	_____
Foundation	_____	_____	_____
Fences	_____	_____	_____
Other	_____	_____	_____

Attach photographs, cut sheets and samples of each item above for approval of color and texture.

I certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

**BAC**             **Approved**             **Denied**

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM I**

**Tree Removal**  
**Broad Street Architectural Committee (BAC)**  
(Revised August 2021)

For approval of the removal of any tree greater than 6" DBH (diameter at breast height), please complete the following. For the removal of a Grand Tree, refer to the attached Beaufort County Tree Removal approval requirements.

DATE: \_\_\_\_\_ Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

TREE CONTRACTOR: \_\_\_\_\_

Beaufort County Business License #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Tree #1 DBH** \_\_\_\_\_ **Species:** \_\_\_\_\_ [ ] Live [ ] Dead

Reason for Removal: \_\_\_\_\_ Approved: \_\_\_\_\_

**Tree #2 DBH** \_\_\_\_\_ **Species:** \_\_\_\_\_ [ ] Live [ ] Dead

Reason for Removal: \_\_\_\_\_ Approved: \_\_\_\_\_

**Tree #3 DBH** \_\_\_\_\_ **Species:** \_\_\_\_\_ [ ] Live [ ] Dead

Reason for Removal: \_\_\_\_\_ Approved: \_\_\_\_\_

**Tree #4 DBH** \_\_\_\_\_ **Species:** \_\_\_\_\_ [ ] Live [ ] Dead

Reason for Removal: \_\_\_\_\_ Approved: \_\_\_\_\_

**Tree #5 DBH** \_\_\_\_\_ **Species:** \_\_\_\_\_ [ ] Live [ ] Dead

Reason for Removal: \_\_\_\_\_ Approved: \_\_\_\_\_

NOTES from Lot Owner:

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I certify the above is true and correct. I have read the Policies and Procedures of the BAC and agree to abide by them.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

<b>Tree #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>BAC Approved</b>	( )	( )	( )	( )	( )
<b>BAC Denied</b>	( )	( )	( )	( )	( )

Signature of BAC: \_\_\_\_\_ DATE: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

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## BEAUFORT COUNTY RESOURCE PROTECTION STANDARDS

### F. Tree Removal on Developed Properties

#### 1. Single-Family Residential Lots.

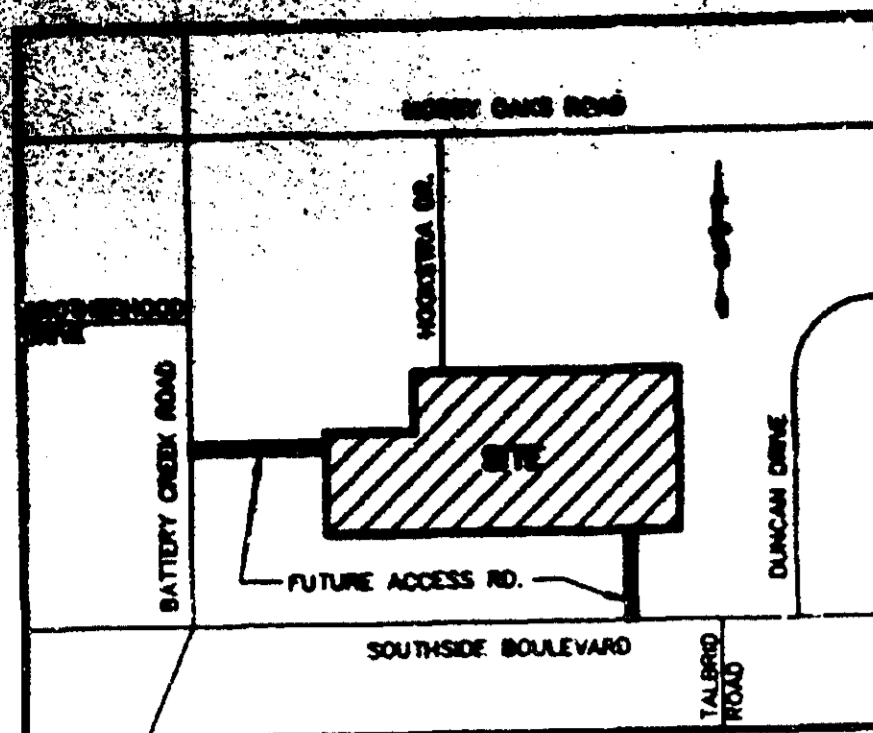
a. Permit Required to Remove a Grand Tree. On any individual single-family residential lot with an existing dwelling unit, a tree removal permit is required to remove a grand tree. See Section 7.2.50 (Tree Removal Permit). A grand tree is an exceptionally large tree for its species that is healthy and worthy of protection. It represents an individual tree that contributes aesthetically to the region's visual "sense of place" and serves as a seed stock for future generations. An individual tree is considered a grand tree by the following size criteria:

1. 1) Live Oak (*Quercus virginiana*), Black Walnut (*Juglans nigra*), or Longleaf Pine (*Pinus palustris*) that are equal to or greater than a diameter of 24 inches DBH.
2. 2) Loblolly Pine (*Pinus taeda*), Slash Pine (*Pinus ellitoides*), and Shortleaf Pine (*Pinus echinata*) that are equal to or greater than a diameter of 36 inches DBH.
3. 3) All other species of trees, not defined above, that are equal to or greater than a diameter of 30 inches DBH except those identified as invasive species in Table 5.11.100.C.

b. Tree Removal Permit Standards. A tree removal permit will be issued to remove a grand tree from a residential lot if the tree is dead, diseased, hollow, or has another condition that poses a hazard to people or structures on the lot or adjoining lot as determined by a certified arborist.

c. Removal of All Other Trees on Residential Lots. All other trees on a single-family residential lot with an existing dwelling, except those within required buffers, including river buffers, may be removed without a permit. Removal of trees within a buffer requires a tree removal permit; see Section 7.2.50 (Tree Removal Permit).

2. Tree Removal on All Other Developed Lots. For all other developed lots (excluding single family residential lots with existing homes), a property owner may remove dead or severely diseased trees upon receipt of a tree removal permit; see Section 7.2.50 (Tree Removal Permit). The application must be accompanied by a certified arborist's report stating that the tree is dead, diseased, hollow, or has another condition that poses a hazard to people or structures on the lot or adjoining lot. Upon removal, the tree shall be replaced with one 2.5 inch minimum caliper tree of the same species.



VICINITY MAP  
N.T.S.

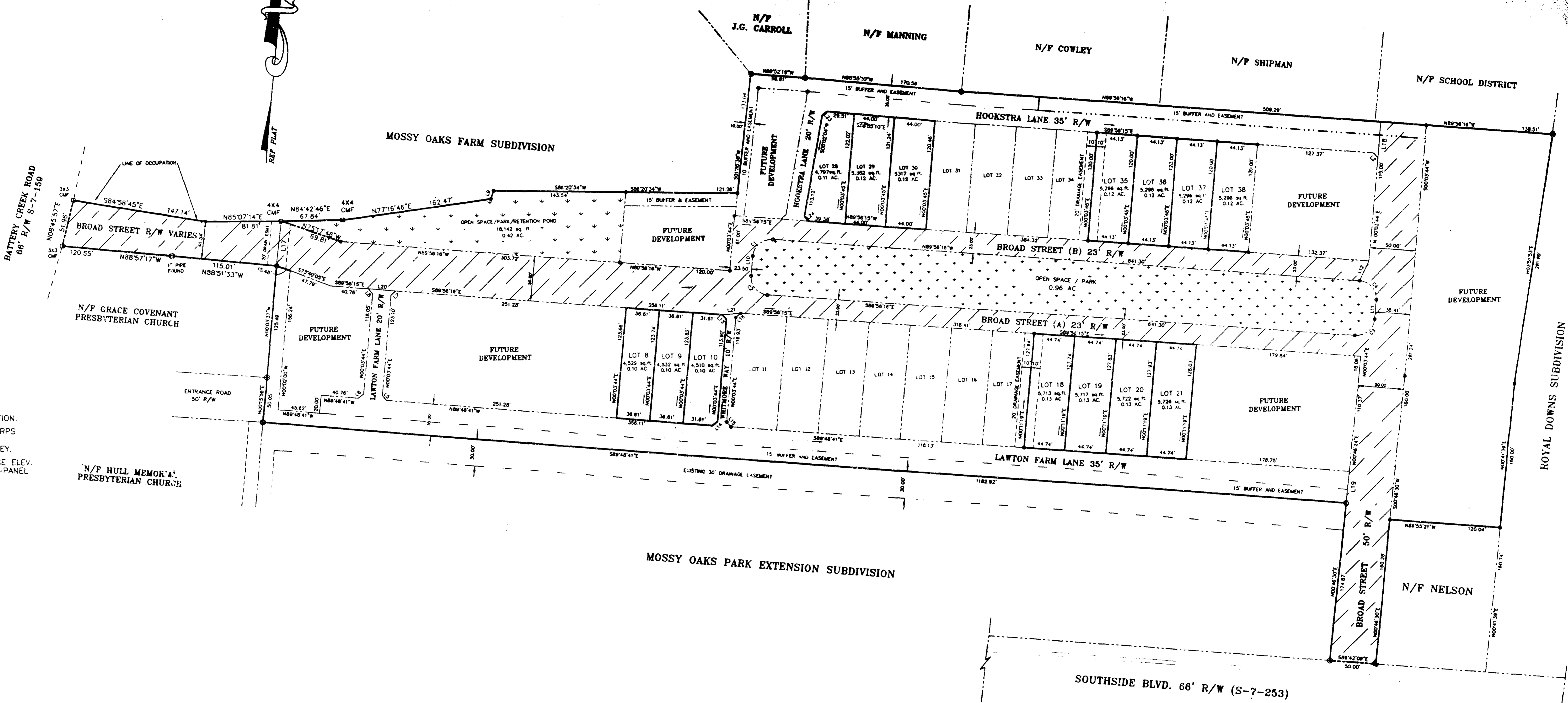
- PUBLIC ROAD & MAINTENANCE
- DRAINAGE & BUFFER AREA
- PRIVATE ROAD & MAINTENANCE
- PARK AREA

- NOTES:**
- THE BEARINGS SHOWN HEREON ARE MAGNETIC AND AS SUCH ARE SUBJECT TO LOCAL ATTRACTION.
  - THE PRESENCE OR ABSENCE OF U.S. ARMY CORPS OF ENGINEERS JURISDICTIONAL WETLANDS IS UNDETERMINED AS OF THE DATE OF THIS SURVEY.
  - THIS PROPERTY LIES IN FLOOD ZONE A-B, BASE ELEV. 13.00 AS DETERMINED BY F.E.M.A. FIRM COMM-PANEL NUMBER 450026 005 D. DATED 09/29/86.
  - VERTICAL GEOD. CONTROL MARKER 7-126 NAVD -88 ELEV. 23.13'

- REFERENCES:**
- BEAUFORT TAX MAP 120-006-000-0114
  - PLAT BY NIELS CHRISTENSEN DATED OCTOBER 14, 1982 PLAT BOOK 31, PAGE 19 BEAUFORT COUNTY R.M.C. OFFICE

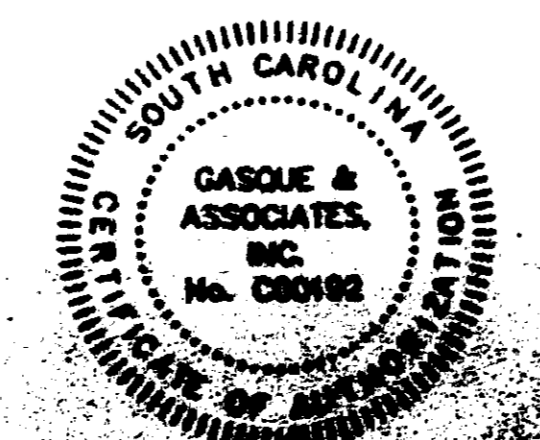
LINE	DIRECTION	DISTANCE
L1	N45°34'17"E	7.02
L2	S44°56'16"E	7.97
L3	N44°56'16"W	7.07
L4	N45°03'44"E	7.07
L5	N44°56'29"W	7.08
L6	N45°07'31"E	7.08
L7	N45°03'44"E	7.07
L8	N44°56'16"W	7.07
L9	N44°56'29"W	7.08
L10	S00°03'44"W	22.00
L11	N00°03'44"E	22.00
L12	S20°09'05"W	24.49
L13	N44°56'16"W	7.07
L14	N45°07'31"E	7.08
L15	N44°56'29"W	7.08
L16	N45°03'44"E	7.07
L17	N45°03'44"E	7.07
L18	N00°03'45"E	20.00
L19	N07°42'40"E	18.00
L20	S89°56'13"E	30.00
L21	N81°31'55"E	30.00
L22	S81°31'55"W	30.00
L23	N45°03'44"E	7.07
L24	S44°56'16"E	6.97

CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C1	20.00	31.42	20.00	28.28	S44°03'44"W	90°00'00"
C2	20.00	31.42	20.00	28.28	S44°56'16"E	90°00'00"
C3	20.00	31.42	20.00	28.28	N45°03'44"E	90°00'00"
C4	20.00	31.42	20.00	28.28	N44°56'16"W	90°00'00"



**GASQUE & ASSOCIATES INC.**  
LAND SURVEYORS PLANNERS

I, David E. Gasque, a Registered Professional Land Surveyor in the State of South Carolina, certify to owner(s) shown hereon that to the best of my knowledge, information and belief, the survey shown hereon was made in accordance with the requirements of the minimum standards manual for the practice of land surveying in South Carolina, and meets or exceeds the requirements for a CLASS A survey as specified therein, and there are no uncorrected errors or omissions other than those shown. This plat is a true and correct copy of the original plat and the original signature and seal of the surveyor.



APPROVED  
ON PLATED HEREON  
THIS SURVEYING PLAN AND THE REPRESENTATION OF THE CITY OF BEAUFORT COUNTY, SOUTH CAROLINA, AND IS HEREBY APPROVED FOR RECORDATION WITH THE BEAUFORT COUNTY OFFICE OF RECORDS AND DEEDS.  
Date of Filing: 9/18/95  
Clerk: [Signature]  
Date: 4/20/98  
Booked - 10/3/96

GRAPHIC SCALE

PLAT SHOWING  
LOTS 8-10, 18-21 & 35-38  
AND THE REVISION OF LOTS 28, 29, AND 30  
BROAD STREET SUBDIVISION

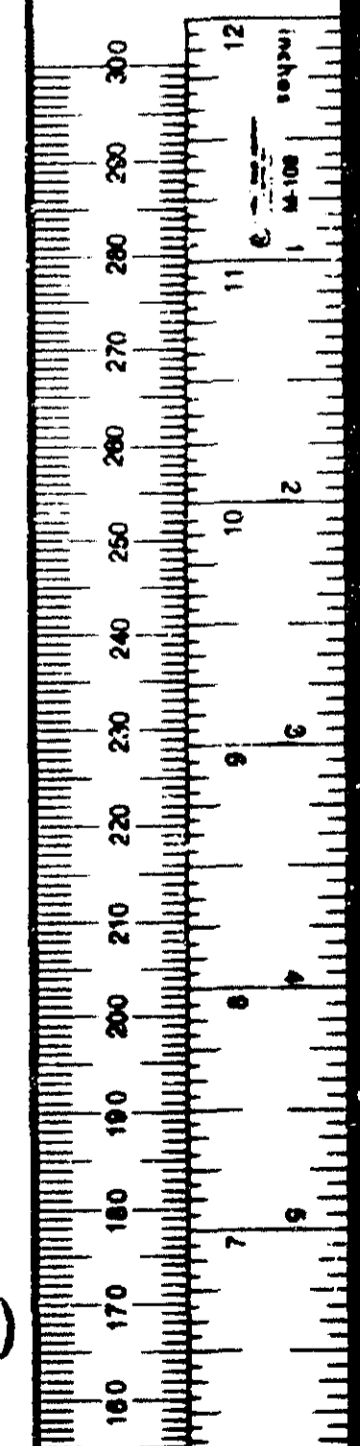
PREPARED FOR  
BROAD STREET DEVELOPMENT CO. L.L.C.

CITY OF BEAUFORT  
BEAUFORT COUNTY, SOUTH CAROLINA

DATE: 04/10/98  
REVISED: 04/20/98

SCALE 1"=60'

22X



ORIGINAL DOCUMENT  
POOR CONDITION OR CONTRAST