



**DESIGN REVIEW BOARD AMENDED GUIDELINES  
FOR  
POPLAR GROVE PHASE 1-C**

- Minimum 2000 square feet for single story homes
- Minimum 2200 square feet total for two story homes, minimum 1600 square feet on first floor
- Maximum 2800 square feet
- 25 Foot front & back building setback
- 35 Foot wetlands setback (25' + 10')
- 7 foot side setbacks on lots 75 feet wide and less
- 10 foot side setbacks on lots 90 to 76 feet wide
- 10 foot porch setbacks: front, rear
- 5 foot garage setbacks (side and rear) for alley fed garages
- Fencing allowed at front & rear property lines (allowed on side if adjacent to POA access)
- 8 Foot front porch minimum depth, 10 Foot back porch minimum depth
- Parking underneath primary structures is not allowed except where the site requires and is approved by the Declarant and DRB
- Front facing garages are discouraged. If necessary, should be at least 25 feet from the front of the home. Use of two single doors in lieu of one double door is preferred.
- Exteriors shall generally be of natural materials such as red cedar shingle, clapboard, or vertical board and batten.
- Structures must be finished in natural, muted, and neutral colors to blend with the surrounding environment. Weathering and semi-solid stain finishes which accentuate the wood textures are preferred.
- Roofing shall be of dark coloration to blend unobtrusively with the tree canopy.
- Any structure shall have no more than two habitable floors. The first floor shall be the dominant floor and constructed as close to grade as possible. The second floor shall be designed and constructed so as to fit within all or most of the roof structure (e.g., with use of dormers).
- Landscaping should be soft and informal. Use of native plants and indigenous species is encouraged.

**DESIGN REVIEW BOARD GUIDELINES  
FOR  
POPLAR GROVE**

The purpose of the Poplar Grove design review process is to encourage and protect community design standards and also to protect property values of Poplar Grove on a best effort basis. The Design Review Board (DRB) will make every effort to assist owners, design professionals and contractors with this process. All binding rulings of the DRB will be in writing. Oral representatives of any DRB decisions, advice or suggestions shall be non-binding. Prior to initial submittal to the DRB, any and all fees owed to The Poplar Grove Property Owners Association (PGPOA) must be remitted.

The creation of the DRB is required by Article 3 of the Poplar Grove Declaration of Covenants, Restrictions and Limitations dated November 11, 2004 as Filed in Charleston County, South Carolina. The Poplar Grove Property Owners Association (PGPOA) and/or the Design Review Board (DRB) are not responsible for the workmanship, quality or conformity with the contractual specifications of any construction. This is a matter between the owner and their contractor. No warranty or representation is made to or should be implied by any individual owner that the actions of the DRB in issuance of permits, inspections, and approval of the construction or otherwise is intended as tacit approval of the quality, safety, desirability or suitability of such design or construction.

Each prospective builder in Poplar Grove must be approved as a Preferred Builder by the Developer of Poplar Grove or the Design Review Board prior to receiving a construction permit for residential work in the community. To apply for approval, a builder must meet all program requirements and provide DRB access to a minimum of 3 built projects for quality review. Approval shall be withdrawn upon failure to meet any program requirements.

Preferred Builder Program Requirements:

1. Maintain a South Carolina builder's license
2. Meet Charleston County builder's requirements
3. Obtain GuildQuality report for DRB evaluation (GuildQuality membership encouraged but not required)
4. Adhere to published DRB construction guidelines

No structures or things (including docks) shall be placed, erected, or installed upon any site except those in compliance with Article 3 of the Poplar Grove Declaration of Covenants, Restrictions, and Limitations and this document. Any work done on site will also be in compliance with these documents. Clearing and construction can only commence when the applicant receives the written approval of the Poplar Grove DRB, a permit from the Poplar Grove POA and they have all other permits required by Charleston County. If, for some reason, Charleston County does not accept Poplar Grove DRB approved plans, it will be the responsibility of the applicant to make changes based on the County review and submit those changed plans to the DRB for its final review. During construction all permits must be displayed in an enclosed permit box on the back of the standard approved community construction sign.

## **Design Review Board Submission Requirements**

### **Conceptual Design Review**

The conceptual submittal requirements include the following:

- Completed Conceptual Review Application
- (5) sets of plans on 11x17 paper consisting of the site plan, floor plans and elevations.
- The site plan (1"=10') is to be based on a Tree and Topography survey prepared by a licensed surveyor showing existing property lines, easements, wetlands limits, topography and trees (6) inches or larger. Plans to include house footprint, HVAC enclosure/stand and any additional structures; impervious surfaces (e.g. drives, sidewalks etc.); flood zone and elevation. The tree and topography date of survey to be done within the last 12 months prior to submittal.
- Floor plans (1/8"=1'-0"). Schematic floor plans must show square footage calculations as measured from the outside face of stud wall for all heated, screened and covered areas.
- Exterior Elevations (1/8" = 1'-0"). Drawings must include all sides of the proposed structure or structures; exterior materials must be labeled; show height of roof ridge and interior floor elevations with relationship to FEMA.
- Drawings may be hand sketched.

### **Preliminary Design Review**

The preliminary submittal requirements include the following:

- Completed Preliminary Review Application
- (2) sets of plans on 24"x 36" or 30"x 42" paper including:
  - a. Preliminary stake out of lot by licensed surveyor that shows location of house, additional structures, decks, stairs, raised planters and driveway. Trees to be removed should be "flagged" with orange surveyor's ribbon.
  - b. Dimensioned Site Plan (1" = 10' - 0"). Revised Site Plan previously submitted for Conceptual Review with all changes and recommendations reflected on the plans. The site plan must show the dimensions from the building or buildings to the building setback; dimensioned setbacks and easements; driveways, guest parking, garage backup areas and walkways must be dimensioned to the building setback lines; the service yard, HVAC and electric meter must be located. Put an "X" to identify trees to be removed that are (6) inches in diameter or greater (at breast height) as they must have approval by the DRB. It is intended that "Grand Trees" (in excess of 24 inches in diameter at breast height) are to be protected and in some instances would require Charleston County approval. Refer to Charleston County Tree Protection guidelines. Trees to remain will require tree protection.
  - c. Floor Plans (1/4" = 1'-0"). Revised floor plans previously submitted for Conceptual Review with all changes and recommendations reflected on the plans. Floor plans must represent the layout for all levels of the proposed building; the location of the HVAC enclosure/stand; provide the square footage calculations as measured from the outside face of the stud walls for the heated, screened and covered areas of each floor.
  - d. Elevations (1/4" = 1'-0"). Revised elevation previously submitted for Conceptual Review with all changes and recommendations reflected on the plans. Include the roof pitches; exterior finishes shall be accurately depicted and labeled. Show gutter and downspouts if proposed.

- e. Proposed Grading and Drainage Plan (1" = 10'). Use the original Tree & Topo survey as a base to prepare the proposed grading and drainage plan. Include the roof plan; dimensioned setbacks; proposed grading that demonstrates the drainage flow will not adversely affect adjoining property or roadside drainage swales; show that remaining trees and vegetation will not be damaged by fill dirt. The plan must include spot elevations at all building corners, the base of the stairs, the garage door, all corners of the driveways; garage slab elevation and first floor elevation.
- f. DRB Non-refundable Review Processing Fee \$1250 (Payable to Poplar Grove POA)

### **Final Design Review**

The final submittal requirements include the following:

- Completed Final Review Application
- (2) sets of plans on 24"x 36" or 30"x 42" paper including:
  - a. Updated and revised site plans, grading and drainage plan, floor plans and elevations previously submitted for Preliminary Review with all changes.
  - b. Floor plans to be dimensioned.
  - c. Grading and Drainage Plan. Add the following: clearing limits; the areas where existing vegetation is to be preserved and the areas where the existing site will be disturbed. Show tree protection fencing; silt fencing; location of the construction drive, dumpster, temporary toilet and job material storage.
  - d. Foundation Plan, Roof Plan and Framing Plan
  - e. Building Sections
  - f. Electrical and Mechanical Plans, including scaled exterior light fixtures on elevations.
  - g. Building Details
  - h. Written Specifications – on the plans or specification manual
  - i. Preliminary Landscaping Plan – schematic or bubble (1" = 10') with graphic scale. Must show location of the house, driveway and walks with proposed landscaping concepts including bed locations and preserved areas; must indicate proposed budget for landscape, landscape lighting and irrigation.
- Color/Material Samples. Must have **proposed** colors of all exterior material including siding, trim, windows, shutters, brick, mortar, roofing, stucco and lattice and shall be submitted on a 2' x 2' color sample board.

### **Construction Permit Poplar Grove POA**

The requirements to pull the construction permit include the following:

- Completed Construction Permit Application
- (2) full size and (1) half size set of drawings
- Refundable Construction Deposit of \$3,000 from the builder and \$3,000 from the Property Owner (payable to: Poplar Grove POA). Deposit is returned upon completion of construction and final inspection.

**Final Color Approval.** The contractor must provide a color board, a mock up of exterior materials and finishes/colors, on site for final DRB color approval. The color board must include roofing, fascia, soffit, trim, siding, bandboard and foundation materials. Place as close to the home as feasible. The contractor may not proceed with finishes until receiving DRB approval.

**Plan Approval.** Approvals of plans are good for one year from the date of approval. Once construction begins, construction must be completed within 18 months.

**Landscape Plan:** The final landscaping plan and landscape lighting plan must be submitted and approved by the DRB (60) days prior to the Certificate of Compliance being issued by the DRB and Certificate of Occupancy by Charleston County. Must include a graphic scale, a planting legend with plant names, sizes, and plant counts, and proposed grading contours. All landscape lighting must be low voltage. All exterior lighting should follow the guidelines of the Dark Sky Initiative. See Attachment "A" for the Master Plant List.

### **Contractor Responsibilities**

- Clearing and construction can only commence when the applicant receives written approval of the Poplar Grove DRB, obtains a permit from the Poplar Grove POA and when they have all other permits required by Charleston County.
- Construction activity can occur from 7 a.m. to 6 p.m. on weekdays and 9 a.m. to 5 p.m. on Saturday. No construction work may occur on Sundays or major holidays. Deliveries and large equipment must use the Construction Entrance. The Construction Entrance is open from 8 a.m. to 5 p.m. on weekdays only.
- Prepare site. Set tree protection fencing, silt fencing, dumpster and temporary toilet per plan.
- Install construction drive. Base material to be crushed stone 12' wide and 15' long. Construction drive will protect the swale and natural ditches at the street, aid in keeping the street clean and provide a solid surface for delivery trucks.
- Install the standard construction sign, which will be placed on the property so as visible from the right-of-way. Sign specifications are available from Sign It Quick.
- Debris and trash removal per Charleston County requirements.
- Enclosed document box for permits on back of the approved job sign.
- Contractor responsible for all damage to common property caused by their subcontractors and suppliers.
- Site to be kept clean and all material stacked and covered.
- Temporary toilet must be screened with lattice panels and door should not be visible from adjacent properties or the street.
- Job Site Color Board for DRB final color approval.

**Access Apron Construction:** Modification to the grading between the road right of way and a particular home lot is prohibited in order to maintain the drainage patterns as constructed by the developer. The Builder is responsible for keeping a free and clear drive. Should it be necessary, the Developer can assess the Builder for corrective work required by the County.

**Building Square Footage:** Currently the minimum heated square feet allowable is 2,000 sq. ft. for a single story home and 2,200 sq. ft. for a two story home. The maximum heated square feet allowable is up to 2,800 sq ft. excluding basement, porches, etc.

**Setbacks:** Side – 15'  
Front and Back – 25'  
Marsh – 35' (25' plus 10' OCRM buffer)

### **Approved Exterior Materials**

- Roof: Architectural shingles, copper standing seam, slate, metal 5V crimp, cedar shake. Painted metal roofs to be low sheen.
- Siding: Cementitious composite shingle and siding, red cedar shake, board & batten. No aluminum or vinyl siding, soffit or fascia.
- Foundations: Brick, tabby or stucco. No stone in vertical applications.
- Lattice: Woven brick, 1x horizontal wood slats or Azek (PVC synthetic approved equal).
- Decking: Wood or PVC allowed on front and rear porches; composite decking at rear only.
- Shutters: Operable shutters made of wood or synthetic. No metal roll down hurricane shutters. Drawings must show that shutters are to meet hurricane protection requirements.
- No ridge vents on roof. Venting to be in the gables
- No Skylights.
- Solar panels, fans, or tiles must be low profile, may not be visible from the street, and must be screened from neighboring properties.
- Chimney must be masonry or stucco - no siding. Must have a wind screen or chimney pot. Wind screen to be copper or painted metal to coordinate with the roofing material.
- Entry Door. Solid wood doors or wood doors with clear glass. No metal doors. No beveled glass or stained glass
- Windows: Vinyl clad or aluminum clad wood windows. May be SDL or TDL. No snap in grids.
- No glass block.
- Garage: Doors are not to face the street. Use of two (2) single doors in lieu of one (1) double door is preferred.
- Columns need to have architecturally correct proportions based on their spacing and height.
- Porch Depths: 8' minimum in the front; 10' minimum in the back
- Fencing: Fences to be a maximum of 5' high. Picket fences or wire fence with wood posts are acceptable. No shadow box or stockade fences.
- Driveway. Surface may be concrete, oyster shell or salt cured concrete or asphalt. Any surfaces such as gravel, sand shell, oyster shell, granite screenings or plantation mix will require a solid surface apron at the street and must have wooden, steel or masonry edging.

**Boat Docks:** The DRB and the Corps of Engineers must approve all boat dock submissions. There is a separate DRB submission package for boat docks, which shows the type of dock, and materials that will be allowed. The dock must be consistent with the Master Dock Plan.

**DRB Meetings:** The DRB will meet the second Thursday of each month. Should it be necessary, a second meeting will be held on the fourth Thursday of the month. Applications and drawings are to be submitted by 5:00 pm Thursday of the previous week. A written response will be sent by the DRB to the applicant within 10 days of the review meeting. The DRB could require additional information, approve submissions in whole or in part or disapprove the submission entirely.

**DRB Disapproval/Appeals Process:** If the application has been disapproved in all or in part by the DRB, the plan must be resubmitted to the DRB prior to any appeal process starting. The appeal must be submitted in writing to the Poplar Grove Property Owners Association. The PGPOA will review the appeal submission from the applicant and the information from the DRB. The Board of Governors of the PGPOA will issue the final decision after this review process.

**Variations to DRB Guidelines:** Variations may be issued by the DRB, in writing, when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations, or when design merit warrants. No variation shall be effective unless it is in writing, be contrary to the Covenants, Restrictions, and Limitations, or keep the DRB from denying any future variations. The inability to obtain approval of any governmental agency, the issuance of any permit, or the terms of any financing shall not be considered a hardship warranting a variation.

**DRB fees and Construction Deposit:** A non-refundable application review fee of \$1250 shall be submitted with the preliminary design review package. Prior to actual construction or clearing of the property, a \$3,000 refundable construction deposit from the builder and \$3,000 from the owner shall be placed with the Poplar Grove Property Owners Association. This deposit is to provide security against any violations or any damage to Common Property and other portions of Poplar Grove and may be in addition to any other fines or damages. If there are no violations and no damage, the deposit will be returned at the project completion. Any damage to common property, road rights-of-way, and driveway culverts must be corrected prior to the final inspection.

**Inspections, Construction Sites and Fines:** The DRB will make an inspection of the initial site, random site inspections of construction sites during construction, and one scheduled site inspection at the time a final Certificate of Compliance is requested. Erosion control devices, tree protection, portable toilet, dumpster, and electrical and water service must be provided and maintained at each construction site in an inconspicuous location. Sites must also be kept in a clean and organized manner, and construction activity and parking should not interfere with or damage any adjacent properties, sidewalks, paths, landscaping or roadways. Any dirt, sand or mud deposited on adjacent roadways, sidewalks, paths or walking trails must be cleaned up at the end of each work day. No burning is allowed on construction sites at any time. All personnel on a construction site must conduct themselves in a courteous manner and not unreasonably disturb community residents. The DRB at its discretion may impose fines on construction sites for various reasons. Examples of those fines and when they would occur is available from the DRB.

**Lot Under Brushing Permits:** Lot under brushing is limited to the building setback envelope and proposed driveway. This is the only clearing that can be done prior to the building permit being issued and only after the plans have been approved by the DRB. The preservation of the existing understory plant material is encouraged. In no case will any tree larger than 6 inches in diameter at breast level, other than those approved by the DRB, be removed. Removal of native ornamental trees or shrubs such as dogwood, redbud, holly etc. is prohibited regardless of size. The DRB and on-site naturalist will review the under brushing request and the DRB is responsible for issuing the permit.

**Final Certificate of Compliance:** Upon request of the applicant stating that all improvements are in compliance with the submitted plans and applicable requirements of the design guidelines and application package, the DRB will conduct a final inspection of the property. As a condition of the final inspection of a new home project, an as-built survey (prepared by a registered surveyor) must be submitted within fifteen (15) months of start of construction or within ninety (90) days of receipt of a Certificate of Occupancy, whichever occurs first, showing all improvements including structure, walks, decks, patios, walls, fences, topography etc. If a request for Certificate of Compliance of a new home project including an as-built survey is not received within the required time frame, the DRB will draw upon the Construction Deposit to acquire an as-built survey for the property. For modifications to an existing home, a signed Affidavit from the owner and contractor may be submitted in lieu of an as-built survey provided it is received the DRB within ninety (90) days of receipt of Town of Hollywood inspection approval.

After a thorough inspection by the DRB, any required corrections must be addressed within ninety (90) days of notice or be subject to remedy as provided within the Covenants, Restrictions and Limitations and the Construction Application signed by the owner and contractor. Upon the issuance of the Certificate of Compliance, all or part of the construction deposit will be returned in accordance with the Covenants, Restrictions and Limitations.

**Miscellaneous Requirements:**

- Home businesses are allowed in Poplar Grove as long as they do not create any extraordinary traffic within the Poplar Grove Development. No signs advertising the business will be visible to the neighbors or residents. No equipment peculiar to a business will be visible to neighbors or residents. There will be no excessive deliveries or shipments by package services.
- Fences are allowed but must be approved by the DRB. Fences must be aesthetically pleasing and made from approved materials. Underground fencing is acceptable; however the small flags denoting the area must be removed within 90 days. Fences can be no higher than 60 inches and should be of an open design and only placed within the building envelope. Fences may not be allowed adjoining river or walking trails.
- Basketball Goals – must be portable or installed in areas where they are not visible from any street.
- A maximum of three household pets can be kept on any one site. Dog runs must be in the rear of the property, within the building setbacks, made of materials consistent with the residence, and not visible from the street. No dog run can be within 200 feet of a walking trail.
- Signs. Other than the approved construction sign, no signs of any kind are allowed. Refer to page 18 paragraph “D” of the Declaration of Covenants, Restrictions & Limitations.
- Swing sets and other outdoor children’s play equipment must be of a natural color and material as approved by the DRB.
- Freestanding Flag Poles are prohibited. Flag poles may be attached to the house at a 15 to 30 degree angle if 4 feet by 3 feet or smaller.
- Storage Buildings – Must be approved by the DRB and be of the same materials and architectural design as the main dwelling. No pre-manufactured buildings are permitted. Storage buildings must be placed within the building setbacks.
- Standard Mailbox – Poplar Grove has a standard mailbox that is available from the Poplar Grove POA. See separate form for details of Mail Box.
- Driveways –Surface may be concrete, oyster shell or salt cured concrete, asphalt. Any surfaces such as gravel, sand shell, oyster shell, granite screenings or plantation mix will require a solid surface apron at the street and must have wooden, metal or masonry edging.
- Trails – Only non-motorized vehicles will be permitted on the trails. Golf Carts, motorcycles and go-karts are strictly prohibited except for the golf cart utilized for the Poplar Grove Sales Team.

**Poplar Grove Property Owners Association --- December 10, 2004**

**Revised --- September 12, 2016**



## **Poplar Grove Design Review Board**

### **Submission Requirements**

- Applications and drawings are to be submitted by 5:00p.m. Thursday, the week prior to the meeting. The DRB will meet the 2<sup>nd</sup> Thursday of each month and when necessary a second meeting will be held on the 4<sup>th</sup> Thursday of each month.
- Deliver physical submittals to 1643B Savannah Hwy, PMB 398, Charleston, SC, 29407 (to the attention of Amanda Mole).
- Deliver electronic submittals to PoplarGroveDRB@comcast.net
- Please note that additional information on the submission requirements can be found in the Poplar Grove Design Review Board Guidelines.
- Docks must meet DRB and POA Requirements.
- Each prospective New Home builder in Poplar Grove must be approved as a Preferred Builder.

#### Improvement to Existing Home Design Review:

- ☐ Completed Review Application
- ☐ Completed Construction Application
- ☐ (1) set of plans on paper sized appropriately for project and (1) electronic set including:
  - Site plan if a structural addition or change in lot coverage (i.e. pool, deck, etc.)
  - Floor plans and elevations (1/4" = 1'-0")
- ☐ DRB Non-refundable Review Processing Fee \$300 (Payable to Poplar Grove POA)
- ☐ Refundable Construction Deposit of \$500 from either the Builder or Property Owner (payable to: Poplar Grove POA and returned upon completion of construction and final inspection)

#### New Home Conceptual Design Review:

- ☐ Completed Review Application
- ☐ Completed Conceptual Transmittal
- ☐ (5) sets of plans on 11" x 17" paper and (1) digital set including:
  - Site plan (1" = 20' - 0")
  - Floor plans (1/8" = 1' - 0")
  - Elevations (1/8" = 1' - 0")
- ☐ Site plan by a licensed surveyor showing existing property lines, easements, wetlands limits, topography and trees (6) inches or larger. Plan to include house footprint, impervious surfaces (e.g. drives, sidewalks, HVAC stand etc.), flood zone and elevation. (Tree and Topography date of survey to be done within the last (12) months prior to submittal. This plan to be used as the base for the Grading and Drainage Plan.)
- ☐ Drawings may be hand sketched.

#### New Home Preliminary Design Review:

- ☐ Completed Preliminary Transmittal
- ☐ (1) set of plans on 24"x 36" or 30"x 42" paper including:
  - Preliminary stake out of lot by licensed surveyor
  - Revised site plans, floor plans, and elevations previously submitted for Conceptual Review with all changes and recommendations reflected on the plans. Floor plans and elevations (1/4" = 1'-0")

New Home Preliminary Design Review, continued:

- Proposed Grading and Drainage Plan based on the original Tree & Topo survey, showing the roof plan, dimensioned setbacks, proposed grading that demonstrates the drainage flow will not adversely affect the adjoining property or roadside drainage swales.
- ⊞ Proposed location of HVAC compressors to be added to the site and floor plans.
- ⊞ DRB Non-refundable Review Processing Fee \$1250 (Payable to Poplar Grove POA)

New Home Final Design Review:

- ⊞ Completed Final Transmittal
- ⊞ (1) set of plans on 24"x 36" or 30"x 42" paper including
  - Updated and revised site plans, grading plan, floor plans, and elevations previously submitted for Preliminary Review with all changes.
  - Floor Plans to be dimensioned. Square footage of heated and unheated delineated on each plan.
  - Grading and Drainage Plan. Add clearing limits, tree protection fencing, silt fencing, construction drive, dumpster and temporary toilet locations.
  - d. Foundation and Framing plan
  - e. Building Sections
    - f. Electrical and Mechanical Plans.
- ⊞ Building Details
- ⊞ Written specifications
- ⊞ Preliminary Landscaping Plan – schematic or bubble (1" = 10') including the location of the house, driveway and walks with proposed landscaping concepts. Include proposed budget for landscape, lighting and irrigation.
- ⊞ Color Samples (sample board of actual materials) not small separate samples

New Home Construction Permit:

- ⊞ Completed Construction Application
- ⊞ (2) full size and (1) half size set of drawings
- ⊞ Refundable Construction Deposit of \$3,000 from the Builder and \$3,000 from the Property Owner (payable to: Poplar Grove POA and returned upon completion of construction and final inspection)
- ⊞ Tree protection installed and inspected (note that the Town of Hollywood tree removal permit is also required)

Note:

The Poplar Grove Design Review Board requirements are intended to supplement not replace all building code requirements for the County of Charleston. Owners are required to comply with all building code requirements and Design Review Board approval of an owner's plans does not constitute approval that the plans meet building requirements.

**Poplar Grove Property Owners Association --- December 10, 2004**  
**Revised --- February 13, 2015**

**Attachment "A"**  
**Poplar Grove Master Plant List**  
**February 16, 2017**

**Deciduous Trees – 4 to 5 inch caliper minimum**

*Acer rubrum* - Red Maple  
*Betula nigra* - Riverbirch  
*Carya ovata* - Pecan  
*Liquidambar styraciflua* - Sweet Gum  
*Liriodendron tulipifera* - Tulip Poplar  
*Nyssa sylvatica* - Black Tupelo  
*Quercus alba* - White Oak  
*Quercus falcate* - Southern Red Oak  
*Quercus phellos* - Willow Oak  
*Taxodium disticum* - Bald Cypress

**Evergreen Trees – 4 to 5 inch caliper minimum**

*Ilex opaca* - American Holly  
*Magnolia grandiflora* - Southern Magnolia  
*Juniperous virginiana* - Eastern Red Cedar  
*Pinus palustris* - Longleaf Pine  
*Pinus taeda* - Loblolly Pine  
*Prunus caroliniana* - Carolina Cherry Laurel  
*Quercus virginiana* - Live Oak  
*Sabal palmetto* - Cabbage Palm

**Small Deciduous & Flowering Trees – 45 gallon minimum**

*Amelancier arborea* - Serviceberry  
*Carpinus caroliniana* - Musclewood  
*Cercis canadensis* - Redbud  
*Chionanthus virginicus* - Fringe Tree  
*Cornus florida* - Dogwood  
*Diospyros virginiana* - Persimmon  
*Halesia carolina* - Carolina Silverbell  
*Hamamelis virginiana* - Witch Hazel  
*Lagerstroemia indica* - Crepe Myrtle  
*Sassafras albidum* - Sassafras

**Small Evergreen Trees – 12 feet in height**

*Chamaerops humilus* - European Fan Palm  
*Gordonia lasianthus* - Loblolly Bay  
*Ilex vomitoria* - Yaupon Holly  
*Magnolia virginiana* - Sweetbay Magnolia  
*Myrica cerifera* - Wax Myrtle  
*Osmanthus americana* - American Tea Olive

*Persia borbonia* - Red Bay  
*Trachycarpus Fortunei* - Windmill Palm

### **Deciduous Shrubs – 7 gallon minimum**

*Aesculus pavia* - Red Buckeye  
*Buddleia davidii* - Butterfly Bush  
*Callicarpa americana* - Beautyberry  
*Calycanthus floridus* - Sweetshrub  
*Cephalanthus occidentalis* - Buttonbush  
*Hybiscus moscheutos* - Rose Mallow  
*Hydrangea quercifolia* - Oakleaf Hydrangea  
*Ilex verticillato* - Winterberry  
*Illicium floridanum* - Florida Anise  
*Itea virginica* - Sweetspire  
*Rhododendron nudiflorum* - Pinxter Azalea  
*Rhus copallina* - Winged Sumac  
*Vaccinium arboretum* - Sparkleberry  
*Viburnum dentatum* - Southern Arrow-wood

### **Evergreen Shrubs – 7 gallon minimum**

*Azalea indica* - Indica Azaleas  
*Baccharis halmifolia* - Groundsel  
*Camellia japonica* - Japanese Camellia  
*Camellia sasanqua* - Sasanqua  
*Cycas revoluta* - Sago Palm  
*Gardenianis jasminoids* - Gardinea  
*Ilex cassine* - Dahoon Holly  
*Ilex glabre* - Inkberry  
*Ilex vomitoria* - Yaupon Holly  
*Leucothoe axillaries* - Fetterbush  
*Leucothoe populifolia* - Florida Leucothe  
*Myrica cericifera* - Wax Myrtle  
*Nerium oleander* - Oleander  
*Osmanthus x fortunei* - Fragrant Tea Olive  
*Raphiolepis India* - Indian Hawthorne  
*Rhododendron* - Rhododendron hybrid  
*Rhapidophyllum hystrix* - Needle Palm  
*Sabal minor* - Dwarf Palmetto  
*Serenoa repens* - Saw Palmetto  
*Simplocos tinctoria* - Horse Sugar  
*Viburnum suspensum* - Sandwanka Viburnum  
*Yucca gloriosa*-Mound - Lily Yucca

### **Grasses and Perennials – 3 gallon minimum**

## POPLAR GROVE

### DOCK GUIDELINES for Phases 1-A, 1-B, and 1-C

Revised May 5, 2017

In order to better communicate the vision of the Poplar Grove developers, the Poplar Grove Design Review Board has expanded the dock guidelines as follows:

- All private docks at Poplar Grove must be approved by the Design Review Board for design, placement, and materials.
- Docks may not be covered except certain docks located on deep water (having a minimum of 2 feet of navigable water at low tide). Any roof must be sheathed with cedar shake, copper, or metal and any or all may be restricted or eliminated by the Design Review Board. Allowed roofs must have a 5:12 pitch and 18 inch overhangs.
- All docks must be simple and elegant in style having square columns, approved railings, approved flooring materials, and approved stain or colors. Maximum fixed pier head size is 10 feet by 15 feet; however, the pier head shall not exceed 120 square feet when located on creeks 21 feet to 50 feet wide or creeks having less than 2 feet of navigable water at low tide.
- Certain docks located on deep water may also include floating docks and lifts upon approval of the DRB. Floating boat lifts are allowed; however, docks may utilize only one floating item per pier head and may not include ramps when located on creeks 21 feet to 50 feet wide or creeks having less than 2 feet of navigable water at low tide.

Please note that the dock submittal must include a site plan scaled at 1 inch = 10 feet. Pier head drawings must be scaled at 1/4 inch = 1 foot.

Please do not hesitate to contact the DRB if you should have any questions regarding the expanded dock guidelines. We look forward to reviewing your dock plans with you.

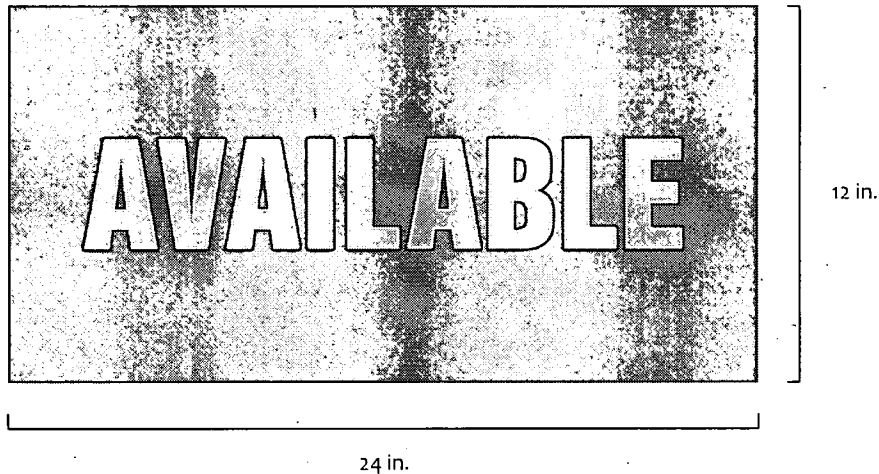
**Poplar Grove Design Review Board (DRB)  
Approved Real Estate Sign Specifications**

Revised November 2014

Article III, Paragraph 3.11 (d) of the Declaration of Covenants, Restrictions, and Limitations and Provisions for Membership in the Poplar Grove Property Owners Association:

*d. Signs. No commercial signs, including "for rent" or "for sale" and other similar signs, shall be erected or maintained (inside or outside a structure) on said Site by anyone, including but not limited to, the Owner, a real estate agent, a contractor or subcontract, except with the written permission of the Design Review Board, or except as may be required by legal proceedings. If such permission is granted the Design Review Board reserves the right to restrict size, color and content of such signs...*

In accordance with the above restriction applicable to all lots in the Poplar Grove community, the Design Review Board (DRB) shall permit real estate marketing signs to be posted within the following regulations:



Sign Specifications

1. Sign must be made of ½ in. thick MDO or similar material with 'Charleston green' background. Dimensions of the sign must be 12 in. in height and 24 in. in width.
2. Background must be 'Charleston green.' Text must be 'beige' and is limited to "AVAILABLE" only. Additional text is not permitted. (Note: Please contact Deborah Wingard at [deborah.wingard@southeastern.com](mailto:deborah.wingard@southeastern.com) or at 843-405-7060 to ensure current information is available for your listing.)
3. Sign must be mounted on a 4 in. by 4 in. wood post 4 ft. in length and painted 'Charleston green.' Post must not exceed 4 ft. in length so as to remain visible but not obtrusive.
4. Sign must be designed and installed in accordance with the above template and these specifications.
5. Only one (1) sign may be posted per lot.
6. Up to one (1) info tube or flyer sleeve may be mounted to the back of the sign.

Approved "AVAILABLE" signs may be purchased from Sign It Quick (843-552-2626). Signs may also be purchased from manufacturer of choice as long as all above specifications are met.

# Poplar Grove

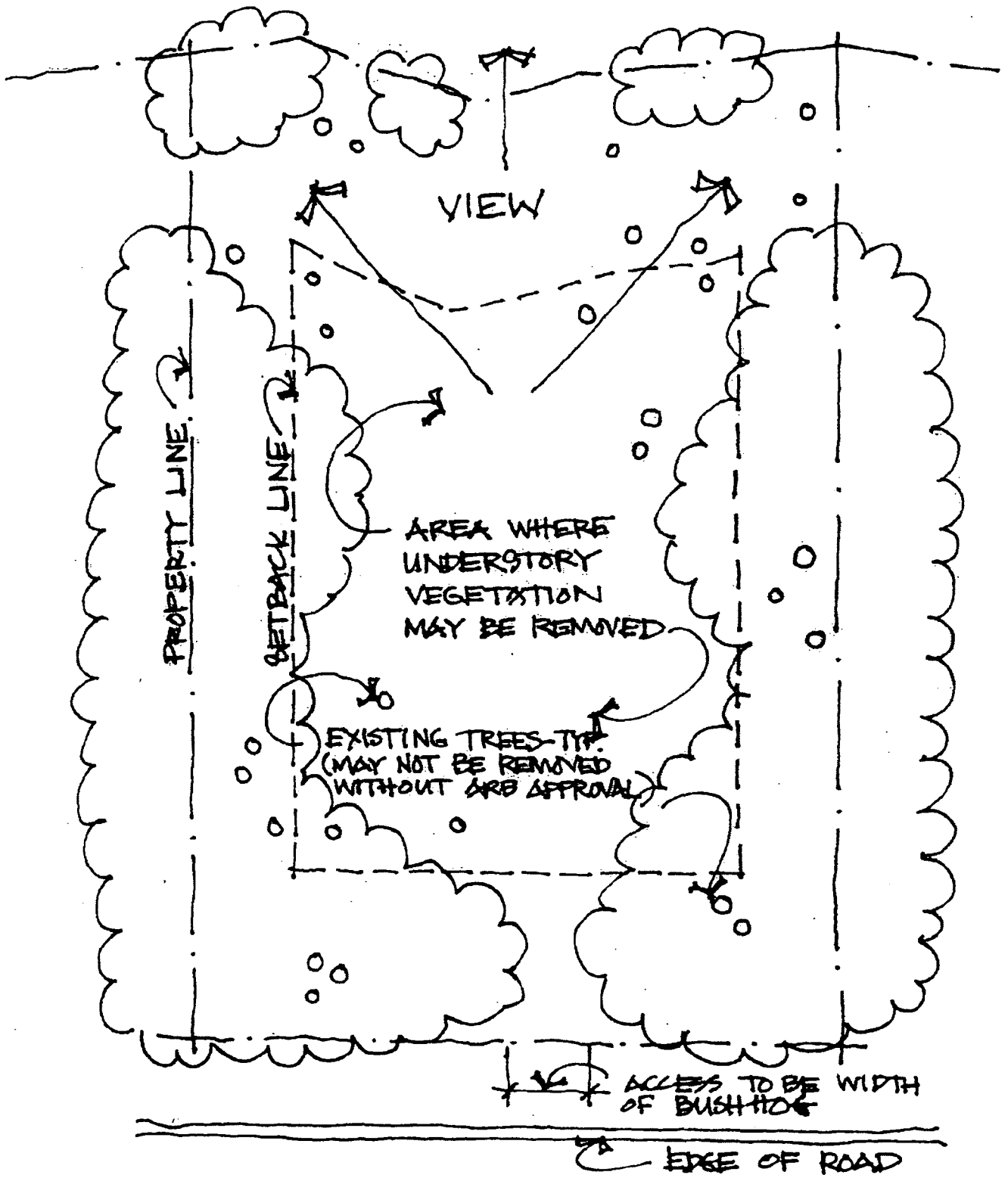
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**Design Review Board**  
4245 Ten Shillings Way  
Charleston, SC 29470  
843-571-3248

## **DRB Bushhogging Guidelines**

The Poplar Grove Design Review Board policy regarding "bushhogging" and removal of understory vegetation on undeveloped lots is as follows:

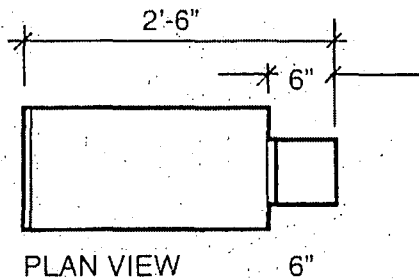
1. The DRB and/or Property Manager must be contacted prior to the removal or reduction of any plant material on an undeveloped lot or parcel.
2. Understory vegetation may be removed within the building envelope only, with a narrow access path at the street (see Bushhogging Graphic). The access point is determined based upon the individual lot's existing trees and topography.
3. The bushhogging equipment must be set at the highest level to avoid destruction of valuable low, native plantings.
4. All oak trees greater than 3" caliper and all other trees over 6" caliper may not be removed without written approval from the DRB.
5. Limited view pruning in the rear of the lot is possible on a case by case basis. An onsite review of existing conditions by the DRB is necessary prior to rear view pruning.
6. All existing understory vegetation and trees must be maintained outside the front, sides, and rear setbacks, except where noted for the narrow entry access and limited rear view pruning.
7. Additional bushhogging outside of the setbacks may be required by the DRB to comply with health, safety, and welfare concerns in the community per the General Covenants. Required bushhogging must be maintained on an annual basis.



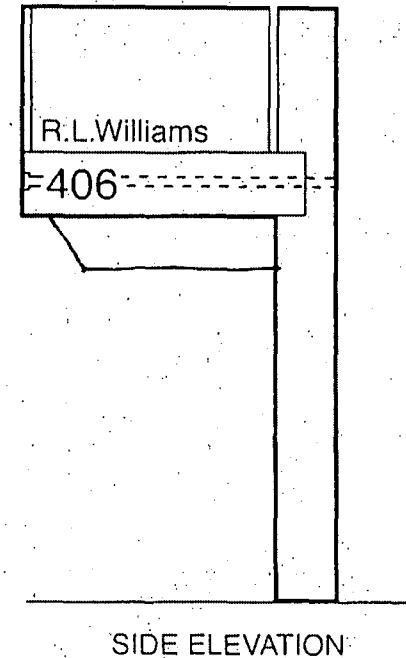
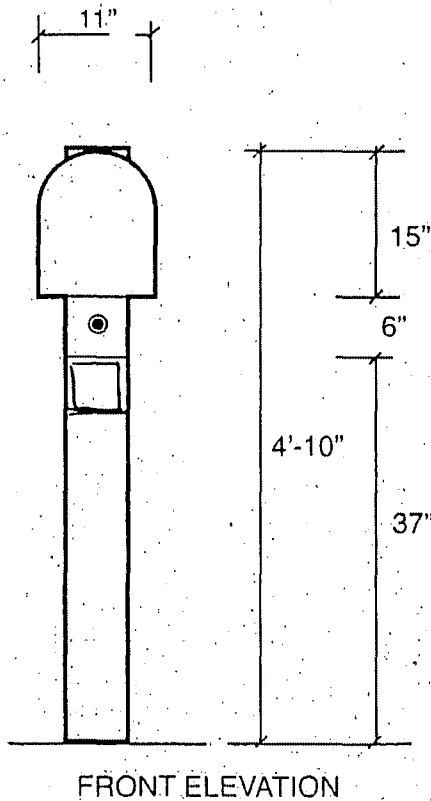
NOTE: BUSHHOG TO BE SET AT HIGHEST LEVEL



# GRAPHIC CONTROLS



SCALE: 3/4" = 1'0"



## SPECIFICATIONS AND NOTES:

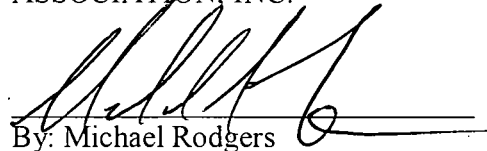
- A. A mailbox is required for use at all residences. Its purpose is to give emergency service personnel and visitors a consistent device for locating names and addresses.
- B. The mailbox shall be #2 standard rural size. Material for the post and arm is 6" X 6" treated Yellow Pine per the above drawing. A thru bolt is required in the connection of the arms to the post.
- C. The graphics for the mailboxes are applied with 2" white letters (Helvetica Medium). Residence name may appear on both sides of the mailbox. The graphics on the arm are flat, black, 3" hand routed numerals (Helvetica Medium).
- D. The mailbox shall be Black. The post and arms shall be stained Cabot's Semisolid Stain Spanish Moss.
- E. Care should be taken to properly treat post to prevent decay or attack from termites.
- F. Single-family homes shall be identified only by the graphics included on the mailbox as specified above.

6403-73866 QUART A91W253  
 COLORTOGO SA DEEP  
 1.00 @ 8.02  
 Color: C003 56 SPANISH MOSS  
 BRC Blend-a-Color 02 32 64 120  
 B1 Black - 37 - 1  
 H1 Raw Umber - 14 - -  
 R2 Maroon - 5 1 -  
 Y3 Deep Gold - 22 1 1  
 Custom Sher-Color Formula Match

# POPLAR GROVE

I certify that the foregoing Design Review Board Amended Guidelines for Phase 1-C constitutes the original Design Review Board Amended Guidelines for Phase 1-C as approved by the Design Review Board, and have executed the within certification as an original this 28<sup>th</sup> day of December, 2018.

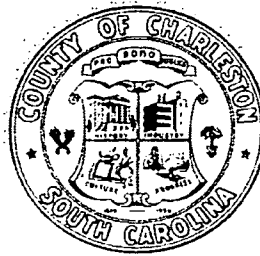
POPLAR GROVE OWNERS  
ASSOCIATION, INC.

A handwritten signature in black ink, appearing to read "Michael Rodgers", is written over a horizontal line.

By: Michael Rodgers

Its: President

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