

Owners Guide to Building a New Home in Keowee Harbours For Use by Owners & Builders

When building a new home in our community we hope this guide will help the property owner(s) better understand the requirements and steps that the Keowee Harbours Architectural Control Committee (ACC) requires of them and their builder.

Our Covenants provide for inspections during the building process. Accordingly, members of the ACC shall be given free access to the building site during construction.

Note: All forms mentioned below including the *Keowee Harbours Covenants and Restrictions* are available either from the ACC or on our website at www.keoweeharbours.com.

Submit Application

The property owner(s) wishing to build a new home must submit to the ACC a signed and completed *Application to Build New Home* form along with all the required exhibits and forms.

The application will be reviewed by the ACC at a regularly scheduled ACC meeting (normally the 2nd Monday of each month).

Following the ACC meeting, the ACC Chair will return a copy of the application to the owner stating either its approval or, if not disapproved, the ACC will provide comments on why the application was disapproved and possible solutions. At this time the ACC will also assign two members to serve as project liaisons.

After the Application is Approved:

1. Owner informs the builder of the following summarized requirements per *Section 7* of the *Covenants and Restrictions*.
 - a. All vehicles must adhere to the posted speed limit.
 - b. Construction-related vehicles must use Service Road for entry/exit into community and use intended driveway to access building site.
 - c. Builder must remove within 24 hours all construction-related mud and debris on community roads, adjacent property, or common property.
 - d. Erection of signs is prohibited, including those of contractors or subcontractors.
 - e. Keep building materials stored in an orderly manner on the lot. Clear trash and construction debris on a regular basis.
 - f. Open fires are not permitted – by order of the Oconee County Fire Chief. The burying of building materials, debris or trees is not permitted on any lot.

IMPORTANT: Large trucks must not attempt to turn left at the top of the Service Road onto Beacon Ridge Circle. To access lots to the left of the Service Road but avoid this maneuver and possible damage, the driver should turn right at the top of the Service Road, go down and around the circle and back up.
2. Builder performs the following on the property using the surveyor's plat
 - a. Stakes the property lines on the lot to delineate the front, back, and side boundaries of the property.
 - b. Stakes the exact footprint of the house in accordance with the following setback requirements:
No detached house will be located nearer to a front line than forty (40) feet (note that utility easements at the front or top of lots varies); nearer to a rear line than fifty (50) feet; nor nearer to an interior side lot line than ten (10) feet unless a variance is granted by the ACC. However, before commencing with construction, the owner should contact the ACC for assistance in determining the most recent setback requirements established by Oconee County and the South Carolina Department of Health and Environmental Control (DHEC). Any structure attached to the house such as, but not limited to eaves, steps, decks or porches is considered a part of the house. NOTE: Utility easements along the road in Keowee Harbours vary from lot to lot.
 - c. Stakes location of the septic tank and septic system in accordance with DHEC regulations. Also, see *Section I, paragraph A* in the *Application to Build a New Home* form.
 - d. Stakes location of driveway and parking area which are NOT subject to setback requirements.
3. Owner informs the ACC when the builder has completed tasks a-d above.

4. Inspection #1: ACC liaisons measure to ensure correct dimensions and setbacks.

Date completed: _____

Trees: At the time of the inspection, the ACC liaisons, builder and the owner or his/her representative will mark either the trees to be preserved or to be removed. Our Covenants do not permit the removal of so many trees as to substantially alter the environmental landscape of a lot (Covenants Section 9.1.c)

5. After the building site passes the first inspection, the builder may then perform the following:
- Place *Porta-John* on building site.
 - Place dumpster and trash receptacles on building site.
 - Install culvert drain pipe and construct roadbed for vehicle access, all in accordance with the *Road Damage Protection* form requirements.
 - Remove approved trees and grade site in preparation for construction.
 - Install silt fences or use other erosion prevention methods where needed.
 - Place on site "dumpster" and other trash receptacles for refuse and trash.
 - Pour the foundation footings.
6. Owner informs the ACC when builder has completed tasks a - g above.

7. Inspection #2: The ACC liaisons measure the footings and its setbacks from the property lines to ensure that they adhere to your submitted plat dimensions. They then notify the builder and owner to make changes or give permission to continue.

Date completed: _____

8. Between now and the end of construction, the ACC liaisons will oversee the construction site for continued adherence to the *Keowee Harbours Covenants Restrictions* and other ACC guidelines.

9. Owner informs ACC when the home has been completed and ready for 3rd inspection.

10. Inspection #3: The ACC liaisons inspect for conformance with building plans.

Date completed: _____

11. The builder or another party has up to one month after the home is completed to perform the following: a) remove all building debris/materials, dumpster, trash receptacles, and *Porta-John*, b) restore/repair the road, culverts, parkway grass, and/or mulched areas on common property that were disturbed by the construction; and c) complete final grading.

12. Owner informs ACC when tasks in #11 have been completed and home is ready for 4th inspection.

13. Inspection #4: The ACC liaisons ensure that any construction-related damage to roads or common property has been restored or repaired as outlined in #11 above. The ACC will report any damages to the Buildings and Grounds Committee for their evaluation.

Date completed: _____

14. After the home and site have passed the fourth and final inspection, the ACC will contact the Treasurer who will arrange for a refund of all or part of the \$5,000 deposit (see *Section I, paragraph G of the Application to Build New Home*). This must be completed within 120 days of Certificate of Occupancy or the entire deposit will be forfeited.

15. The owner has four months in which to plant basic foundation shrubbery after the home is completed; however, the ACC, at its discretion, may grant an extension in some circumstances.

We hope the building process will go smoothly for you and that you will enjoy your new home in Keowee Harbours once it is completed.