



SOUTHBRIDGEHOMEOWNERS.ORG

Table of Contents

The Architectural Review Committee “ARC”

Contact Information

Enforcement Actions in the event of Non-Compliance

Architectural Review Process and Forms

ARC Responses

Alterations and Modifications

Basic Considerations

Demolition

Architectural Criteria for ALL Exterior Structures

Exterior Design

Exterior Materials for New Construction, Renovations or Additions

Antenna and Satellite Dishes

Decks and Retaining Walls

Doors, Windows and Window A/C Units

Driveways

Driveway entrance columns and lighting

Parking

Sidewalks

Fences

Fireplaces and Outdoor Firepits

Garages

Porches and Decks

Gazebos, Sheds, Saunas, BBQ's, Patios, Pergolas and other Auxiliary Structures

Chimneys

Mailboxes

Playground Equipment

Service Areas, Garbage Cans and Bulk Pickup

Signs

Holiday Decorations and Flags

Spas, Hot Tubs and similar structures

Statuary, Fountains and Outdoor Furniture

Swimming Pools

Tree Removal

Undeveloped Lots

Landscaping, Landscape Pools, Aquacape and Landscape Revisions

Sodding around lagoons

Landscape Design Standards

Areas of Landscape

Landscape Drawing Submittal for approval requirements

Qualifications of Landscapers and Contractors

Additional Information

The Architectural Review Committee “ARC”

The Architectural Review Committee, further identified as ARC (previously known as the Design Review Committee a/k/a DRC), was created by the Southbridge Homeowners Association Board of Directors to review proposed new construction, additions and alterations, landscaping, and other elements that affect private properties and the outward appearance of any structure constructed thereon. The Southbridge Community prides itself with keeping the warm and inviting architectural design throughout, so whether you are building a home or remodeling, the ARC will work with you and the contractor(s) to ensure that approved development objectives are met. It is recognized that situations may arise where the owner may desire deviations from these procedures and will be considered on a case-by-case basis. NOTE: It is the owner's responsibility to request deviation, in writing, for the Committee's consideration. If no deviation from the Policies and Procedures is specifically requested, none will be granted.

The ARC does represent the common interests of the Southbridge homeowners and residents by interpreting and enforcing the ARC Policies and Procedures in a fair, reasonable, and equitable manner. The Southbridge Homeowners Association Board appoints an ARC liaison to serve on the committee as the Board's representative.

To preserve the value, desirability, attractiveness, and architectural integrity of the community, the Covenants of the Southbridge Homeowners Association (SBHOA), require that the Architectural Review Committee (ARC) approve in advance all additions or alterations affecting the outward appearance of a building or a lot as well as all new construction.

Please take the time to review this Policies and Procedures Handbook, to help answer any questions you may have and provide guidance for any upcoming projects. For further information on architectural design or enhancements, please refer to the Southbridge Homeowners Association Declaration of Covenants and Restrictions.

Contact Information

For any ARC inquiries or questions, homeowners are asked to contact the ARC Administrator, Cindy Finn at (912) 800-3185 or email arc@southbridgehomeowners.org.

The Property Manager, Gary Rowden can be reached at (912) 659-2931 or email propertymanager@southbridgehomeowners.org. In the event you have additional questions or need clarification of the ARC Policies and Procedures, you can contact the Board Member Liaison via email secretary@southbridgehomeowners.org.

ARC MEETINGS

ARC meetings are held on an as needed basis, and are composed of Board approved Southbridge Community homeowners and the ARC Administrator, who review design submissions, appeals, and administrative issues. Applicants, contractors, and designers may request, or be asked to attend review meetings which will be held within 30 days of initial request. For meeting dates and times and to ensure that all appropriate forms have been prepared and submitted, applicants should contact the ARC Administrator. All applications, fees, materials, and supporting documentation must be submitted to the ARC Administrator one week prior to the desired meeting date.

Enforcement Actions in the event of Non-Compliance

See Southbridge [HOA Board Resolution #2019-4 Enforcement](#) Action In The Event Of Non-Compliance by logging into [Southbridge HOA \(southbridgehomeowners.org\)](https://southbridgehomeowners.org).

The ARC Administrator and Property Manager, as empowered by the SBHOA Board, shall notify homeowners of any violation of these foregoing regulations. After conversation and notification of any violation, the resolution process shall begin. The ARC judgment shall prevail in any disagreement concerning the interpretation of the foregoing guidelines and the SBHOA Board has authority to resolve any concern not resolved in a timely manner with the ARC. If the owner declines to correct the problem, or fails to act, the SBHOA Board shall correct the issue and assess the property owner.

Architectural Review Process and Forms

The ARC Administrator is a valuable resource in obtaining required forms and can assist the Applicant with the ARC Policies and Procedures for presenting the application to the committee for review and approval. To begin the process of construction, renovations or additions, the property owner must be current on all SBHOA Assessments / Dues and submit the applicable completed applications (**click on form needed below**):

- a. [Design Review Application](#) - Required for Renovations, Modifications and Additions
- b. [ARC Fee Schedule](#) - Applicable to all
- c. [Building Construction Agreement](#) - Required for New Construction and Additions
- d. [Contractor Application](#) - Required for New Construction, Additions and Modification

If applicable, the application(s), it will need to include two sets of Site Plans, House Plans, Drainage Plan, Landscape Plan, samples of building materials and colors to be used, and an Architectural Review Fee Sheet to the ARC. Applications are available on SBHOA website: www.southbridgehomeowners.org. The ARC Administrator reviews the application to ensure all required information has been submitted, checks the blueprints for accuracy and compliance with these procedures, and presents the request to the ARC for review.

Incomplete applications will be returned without any action.

It is recognized that during the construction or renovation process, that some changes to the approved plans may be desired. If modifications to the approved plans become necessary or desired, a "Construction Revision Application" must be promptly submitted to the ARC for review and approval prior to implementing any change(s).

All property owners are encouraged to contact the ARC Administrator prior to performing any work to the outside of their home. Some work will be categorized as repair and maintenance and will not require approval. Outlined below are areas where review and approval is necessary.

ARC Responses

Approved – The ARC approves the final application as submitted without any required changes and will issue a letter in order that lot clearing and building construction may commence.

Conditional Approval – The ARC requires that minor changes be made to the final application prior to granting full approval. Submit required changes to the ARC for approval. When all conditions are met, a written approval will be issued.

Not Approved/Resubmit – Applications will be rejected if they do not comply with these guidelines. Additionally, the ARC may reject an application, based on the judgment of its members, for the following reasons, among others:

- Insufficient information to adequately evaluate the design or intent
- Poor overall design quality
- Incompatible design elements
- Inappropriate design concept or treatment
- A design found not to fit the character of Southbridge or too similar to adjacent homes.

The ARC will not normally comment on or reject a custom designed home because of its interior elements, except in cases where features adversely affect the exterior appearance or in the case of a speculative home. Any observations made by the ARC will be shared with the applicant.

Per Covenants, all requests are granted 30 days for review and approval/denial.

Alterations and Modifications

Forms Required:

[Design Review Application](#)

[ARC Fee Schedule](#)

Making changes, alterations or modifications to developed property involving the color, material, etc. require an application for approval to be submitted to the ARC. Alterations and Modifications are categorized as activities that introduce some type of change from what currently exists. The building footprint includes the house and any other structures. It also includes hardscape such as walkways, cart paths, driveways, statuary, and landscape borders. Any alteration or modification to the exterior of a structure must complement the existing structure and architectural elements.

Examples of alterations and modifications include replacing siding, windows or shutters with new styles/colors, repainting a home in a new color, replacing a driveway with a different material, and/or replacing a roof. In terms of hardscape, alterations include the installation or changing of materials, **but not changes to the size or shape** of hardscape.

Many times, the modification of the shape or size of a driveway or pathway can be handled through an ARC site visit. However, if the change or addition encroaches in a setback, review by the ARC is required.

ARCHITECTURAL STANDARDS AND REVIEW PROCEDURES FOR NEW CONSTRUCTION AND RENOVATIONS

1. Basic Considerations

There are three types of applications for New Construction/Addition projects, which include:

[ARC Fee Schedule](#)

[Building Construction Agreement](#)

[Contractor Application](#)

- a. No construction, exterior contractor, or contractor landscaping work will be done on Sundays or Holidays. Holidays include New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Construction not to commence before 7am and must be concluded by 7pm during weekdays. On Saturday, construction not to commence before 8am and must be concluded by 5pm. Failure to comply will result in fines payable by the homeowners (Contractors that have multiple incidents will result in loss of construction deposit.)
- b. All contractors must be properly licensed, bonded and insured.
- c. A monetary deposit is required of the property owner or the general contractor for new construction. Upon final inspection of the *ARC approval* these funds will be returned to the party that paid the deposit.
- d. All homes and other structures must comply with the requirements set forth in the SBHOA Declaration of Covenants, Conditions and Restrictions and applicable Supplementary Declarations as well as the ARC Policies & Procedures. Construction must comply with Federal Flood Management regulations and current Chatham County Ordinances and Building Codes. All pertinent local and state approvals must be obtained, and a copy of the approvals submitted in conjunction with the appropriate application to the ARC. Any application(s) must be submitted by the property owner. *Application(s) are required prior to any consideration by the ARC.*
- e. The owner or their designee must schedule all the required inspections (Pre-construction, Foundation, Post Foundation, Framing, Dry-in/Color and Final.) Failure to schedule any of these inspections at the appropriate time will result in a Stop Work Order, and/or forfeiture of the construction deposit. Site inspections for cleanliness of the lot and other compliance requirements can be conducted at any time and a Stop Work Order, and/or penalties can be imposed if violations are discovered.
- f. The contractor may request a pre-final inspection as long as all work, the homeowner has contracted for, has been satisfactorily completed and all other requirements have been met, including but not limited to the removal of debris receptacles and portable sanitary facilities.
- g. Provisions can be made for tracts of undeveloped land which will require additional approvals from the Metropolitan Planning Commission, Chatham County Engineering, and all applicable building permits.
- h. A dumpster or some other means to collect scrap building material/debris must be provided on each site and will require *ARC approval* prior to placement. Dumpsters must be equipped with travel screens and are to be regularly emptied. Littering of streets, parkways, and other properties is prohibited.
- i. Portable toilet facilities are required for all building sites and must be in place at the time of construction or when work commences. The portable toilet must be located on the lot under construction.

- j. Owner/Builder shall stake and string all property lines and corners of the proposed structure / addition. Upon notification that the stake out of the lot has been completed, the ARC Administrator shall inspect the site for compliance.
- k. Parking of vehicles by the builder, subcontractors, workmen, and construction material delivery personnel must be on the construction site when practical. When parking on the street is necessary, such parking should be only on the side of the street where the home is located. Parking on the common areas is prohibited. Parking on private property may only be done with permission of the owner and written permission must be shown.
- l. All structures and changes will be contained within the lot's setbacks.
- m. If a single-family home is to be located on two or more lots, the side yard setback must be not less than one and one-half times the setback required for a single lot.
- n. Exclusions - Neither the ARC nor the SBHOA assumes any responsibility for the design, structural integrity, safety features or building code compliance of proposed improvements or structures. The property owner and the builder have sole responsibility for adherence to plans approved by the ARC. The SBHOA reserves all rights and remedies in the event it is determined the property owner, or his builder/contractor, failed to comply with the approved plans.
- o. All builders/contractors must clean up their respective site weekly; this requirement will be enforced. Either or both the ARC and SBHOA Property Manager will inspect worksites weekly.
- p. Barrier screening around construction sites is required to protect an occupied home, lagoon or golf course. Erosion control efforts must be maintained until the home site has been landscaped. It is the responsibility of the contractor to remove the barrier screening promptly after construction is completed. Barrier Screens are to be approximately 3 - 4 feet in height and dark in color and installed around the perimeter of the home except for those areas providing access to and from the property.
- q. The street shall be kept free of mud, silt and debris from the erosion and construction traffic. Debris and construction/building materials must not be placed on adjacent home sites.

2. **Demolition**

Homes may not be torn down without written approval from the ARC. Damaged homes may be rebuilt on the same foundation, if intact, with no changes to the house, however plans must be submitted to the ARC and a New Building Construction Agreement signed before any work may commence. If exterior changes are requested, the revised plans must go through full review and a Review Fee will be charged.

3. **Architectural Criteria for ALL Exterior Structures**

This section provides specific criteria for consideration in planning your home. One note of caution: the overall impact of a home design involves issues of taste and judgment that cannot be completely reduced to measurable standards such as size, setback, roof pitch, etc. A variance or waiver of any requirement for one lot shall not constitute a justification for a variance or waiver for any other lot.

- a. **New construction, additions, and grade/drainage modifications** require a [fee](#) and review and approval by the ARC. It should be noted that additional landscaping may be required as part of the addition. Therefore, show location and types of existing and proposed landscaping on the site plan submitted with the application. Any modification of the approved plans for both new construction and exterior additions or alterations requires prior approval from ARC.
- b. **Timeframe of Construction - New Home Build/Additions/Alterations**
- New Construction should be completed within 12-months of the date of approval.
 - Additions / Alterations should be completed within 6-months of the date of approval.
 - Any extensions will require *ARC approval*.
- c. **Design Theme** The architectural design theme shall be consistent in keeping with the overall theme of development. Acceptable designs are not limited to but do include the following: Antebellum, Federal, French Colonial, Georgian, Ranch, Southern Plantation, Tidewater and Williamsburg.
- d. **Drainage** - Each homeowner is responsible for having the floodplain elevation for their lot certified by the Chatham County Department of Engineering. It is the owner's responsibility to ensure that drainage caused by development will be directed away from the dwelling and adjoining properties to acceptable drainage systems. No drainage ditches, cuts, swales, impoundments, ponds, lakes, mounds, knolls, or dams may be constructed. For reference, a Neighborhood Grade and Development Plan is available at Chatham County Department of Engineering (<https://engineering.chathamcountyga.gov>). No retaining structures are to be built on the SBHOA Common areas surrounding the SBHOA owned lagoons. Neither the ARC nor the SBHOA is responsible for the drainage of any lot.
- e. **Minimum Building Size** The minimum square footage is 1600 square feet for a single story home and 2000 square feet for a home constructed greater than one story.
- f. **Home and Permanent Structure Setback Lines** Lots require a 25 foot front and rear setback (unless noted on the county recorded plat). You may contact the ARC Administrator for the final plat details or visit chathamcountyga.gov
- g. **Lot Coverage Restrictions** - Lot coverage approval will be based on the architectural design of the home as well as an analysis of its massing and streetscape in relation to the neighboring homes with the maximum lot coverage that will be approved being 40 percent. Any additions such as patios, decks, pools, etc., not under roof require ARC review and approval.
- h. **Measurement and Calculations of Lots and Structures**
- The heated and/or air-conditioned area of a dwelling is a primary criterion. This area is calculated from the exterior dimensions of such space. All projections, such as bays or cantilevered spaces, are included in the calculation of air-conditioned space. Areas open to floors above, such as two story high great rooms or stairways are measured at the rate of 1 square foot equals 1 square foot on the first floor and 1 square foot equals ½ square foot on the second floor in accordance with the Council of American Building Officials, hereafter stated as CABO, One- and Two-Family Dwelling Code Paragraph 305.2.
 - All homes, except for homes located in Oak Park, Canterbury Park, Steeplechase, and Sabal Point areas are limited to a height of 35 feet from the finished floor elevation. Homes located in Oak Park, Canterbury Park, Steeplechase, and Sabal Point are limited to a height of 30 feet from the finished floor elevation.
 - The lowest livable floor (LLF) elevation shall be at least 28 inches above finished grade, or the level required by Chatham County flood ordinance, whichever is higher. The associated exposed finished (stucco or brick) foundation walls will eliminate the

appearance of slab on grade, particularly as viewed from the street. Homes in the Woodland Villas are 8 inches to 12 inches monoslab.

- The maximum height allowed for accessory structures is 17 feet from finished grade. Structures attached by breezeways and the like, are not considered attached. Living space in or above detached structures is not permitted.
- Roof overhangs may extend over the building setback line as appropriate to each design and as approved.

The ARC's judgment and interpretation of these guidelines take precedence in any dispute regarding building setback lines, conditioned square footage, lot coverage, height or width of proposed structure(s).

4. Exterior Design

The ARC is responsible for ensuring that the proposed structure “blends” with existing neighboring structures so that the entire area is attractive and complementary. Factors considered are:

- a. Site Utilization – Relationship of proposed construction to existing natural and man-made features, effect on the streetscape, common open space, views to and from the home, driveways, parking areas, and landscape treatment.
- b. Scale – Relationship of the proposed structure to surrounding structures and the overall visual impact.
- c. Massing – Relationship of the elements of the structure to one another and to neighboring structures.
- d. Fenestration – Relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another.
- e. Roof Space – Relationship of roof shapes/pitches and treatment to the overall Design.
- f. Aesthetics – Overall design quality based on the judgment of the ARC.
- g. Streetscape – Defines the overall view and balance of the home in relation to the neighboring homes.

These guidelines are not intended to preclude designs which may improve or upgrade the appearance of the neighborhood.

5. Exterior Materials for New Construction, Renovations or Additions

- a. **Siding and Trim** - The materials used to clad a building are very important to its exterior appearance. Exterior materials and colors must harmonize with the natural surroundings and with the materials and colors of other structures in the area.
 - Approved siding materials must be used.
 - Non-indigenous materials such as stone, slate, and rock ledger will be reviewed on a case by case basis and require *ARC Approval*.
 - Glass blocks are not permitted.
- b. **Roofing** - The roof of a building is a major design feature of a home. Samples of the proposed color and material must be submitted with the application. All roof openings, vents, plumbing vents and fan locations and any other roof openings excluding chimneys must open from the rear or least visible side of the home and be painted to match the roof.
- c. **Shutters, Decorative** – Decorative shutters are allowed. Shutters must be constructed of wood or heavy gauge vinyl/nylon and colored to complement the color scheme of the home. The shutter style must be architecturally compatible with the house design.

Shutters must be properly secured to the home to prevent sagging shutters. Shutters must be hung in pairs when installed next to a window where applicable.

- d. **Hurricane Protection & Storm Shutters** - Temporary hurricane or storm shutters may be installed for a short time immediately before the official threat of a hurricane or storm and promptly removed following the threat (within 20 days). *Permanently installed shutters must be approved by the ARC prior to installation. These shutters must be architecturally compatible with the house design.*
- e. **Solar Panels** - Project description / design specification to include site and roof plan. Overhead home roof systems will also need to note solar panel modules location. Chatham County permits are required and must be posted on front window of home or in a Chatham County permit box. Solar Panels are not permitted to be installed on the front roof section of homes visible to the road.
- f. **Exterior Colors** - All colors are judged and approved on an individual basis with special consideration given to visibility, shade and shadowing, house design, existing vegetation, roof color and the exterior colors of adjacent homes. ***A color swatch identifying the color choice must be submitted from the Benjamin Moore Historical Colors Selection.*** The use of any particular color elsewhere in Southbridge does not guarantee its acceptance in other applications. Colors for window trim, shutters, and fascia may be painted an approved alternate or accent color. Benjamin Moore historical colors are required.
- g. **Exterior Maintenance** - All exterior colors (either painted or prefabricated) must be maintained to the color integrity to ensure no peeling and/or fading.

6. **Antenna and Satellite Dishes**

All antenna or satellite dishes must meet these guidelines and *ARC approval* is required before installation:

- The maximum size satellite dish allowed is one meter in diameter.
- No trees can be removed without prior approval.
- All cabling must be concealed.

Although good reception is most desirable, antennas *should be* located so as to achieve a minimum visual impact from any street, common area, golf course, or any structure used for gatherings.

7. **Decks and Retaining Walls**

Decks, retaining walls and similar type structures into lagoons are prohibited. Retaining walls are carefully reviewed if indeed the lot has a significant drop off and must be within the property lines. Detailed drawings and materials must be submitted for review by ARC for approval.

8. **Doors, Windows and Window A/C Units**

The use of numerous windows, glass doors, and glass walls may be appropriate to take advantage of views, to provide ventilation and natural light, and to contribute to the total design of the structure. These features must enhance the overall appearance of the house and not impact the neighbors negatively.

- New and/or replacement windows must be double hung and recommended to be that of a minimum 2-over-2 muntin/grid light pattern (windows and rear doors without grids will be reviewed on a case-by-case basis). Reflective, black out or mirrored glass is prohibited. Black or Gray Tinting on rear windows and doors of home not visible by the

road is permitted up to 80% UV protection. All colored tints such as blue, pink, etc. are prohibited.

- Pet doors/windows are to be located at the rear of the home.
- Aluminum awnings, jalousie windows, and glass blocks are not permitted.
- Fabric awnings on the rear of the main building may be approved on a case-by-case basis. Motorized awnings require a Chatham County permit. NO hanging items on awnings, i.e., lights, flower baskets, etc., are permitted. Awnings are not to be left open when not in use.
- Air conditioning units installed in windows or exterior walls of dwelling or structure are prohibited. Any ductless air conditioning units may be approved on a case-by-case basis. If approved, they must be hidden by landscaping or fencing.

9. Driveways

- All homes must have a defined driveway.
- A change to the shape or size of a path or driveway requires a drawing with the modification clearly identified. Savannah Area Geographic Information System (SAGIS) <https://www.sagis.org> is available as a reference tool. Ask if the site plan is available for the property.
- Approved materials for driveways are non-tinted concrete, pavers, brick, exposed aggregate, or approved combinations appropriate to the residence. Driveways cannot incorporate contrasting colors or designs without *ARC approval*. Stamped concrete is permitted, however, the homeowner is obligated to ensure regular upkeep and sealing is performed to prevent fading due to normal wear and tear. In addition, stamped concrete must:
 - Maintain curb appeal and should not contain patches of faded color.
 - ARC must approve any pattern or color.
- Gates across driveways are not permitted.
- Unpaved driveways using loose materials such as crushed stone, shells, or pine straw are not permitted.
- Except for patio lots and narrow entrance lots, driveways should not be located closer than 3 feet from a side property line and should offer off-street parking for at least two automobiles.
- Where a lot fronts on more than one street, the lot should be entered from the street where the drive and garage doors have the least visual impact from the most heavily traveled street.
- Driveway width may not exceed 12 feet except in the guest parking area and at the entry to the garage where the pavement may expand to the width of the garage. Patio lots and front loading designs may require up to 22 feet.
- There are special considerations for circular driveways:
 - The minimum turning radius for a circular drive is 16 feet, however, a 20-foot radius is preferred.
 - A circular drive should be 56 feet wide from the outer edge of pavement to the outer edge of pavement at the beginning of the circle, and 28 feet deep from the center of the radius.
 - Entrances at the curb cannot exceed 12 feet in width after the radius to the street.

10. Driveway Entrance Columns and Lighting

- All designs must be submitted to and approved by ARC.
- The total height of the column and capital may not exceed 54 inches. The total width shall be 16-24 inches.
- The attached light fixture shall be in good proportion to the column and not exceed 30 inches in height.
- Column, capital, and light fixtures must match the exterior materials of the home.
- Street frontage must exceed 110 feet for one pair of columns or application will not be considered nor approved. Circular driveways shall require additional street frontage for the second pair of columns.
- Density of homes (existent or potential) will be reviewed. Existing and approved/potential landscaping will also be a factor for any submittal.
- Column location must be fully on homeowner's property, free of any right-away, utility easements and within side building setbacks.
- A Chatham County electrical permit is required for all proposed lighting. A copy of the permit must be submitted to the ARC before approved construction begins.
- Non-commercial illumination for each column may not exceed a total of 60 watts standard lighting and 40 watts for LED, only soft white or warm white. If solar illumination is used, mechanics for solar usage may not be visible.
- As this type of entrance column is so visible, its condition must be kept pristine at the homeowner's expense and at ARC discretion.
- Metal lamp posts will be determined on a case-by-case basis.

11. Parking

All vehicles shall be parked in garages, or the driveway area provided on each Lot and subject to such regulation or resolution as may be required by the Association. The parking of any commercial vehicles or equipment other than within a garage is prohibited, except and unless the vehicle is being used to provide a service to a Lot or Living Unit in which event the vehicle may remain until such service is complete. The term "commercial vehicle" includes all automobiles, trucks and vehicular equipment which bear signs or have printed thereon any reference to any commercial undertaking or enterprise. Per Chatham County Code Book, Chapter 12, Article III (§12-301), no motor vehicle exceeding 22 feet in length shall be parked in the driveway or road.

The habitual parking of automobiles, trucks, boats, buses, trailers, camping trailers, motor homes or other recreational vehicles is prohibited on the Properties or rights-of-way of any public street in or adjacent to the Properties, or upon any grassed areas in the Properties. No disabled vehicle shall be parked on the Properties for more than 24-hours. Parking upon Common Areas is strictly prohibited for all vehicles or equipment of any type.

12. Sidewalks

Home sites on certain streets are required to have front sidewalks in accordance with the MPC regulations and specifications. Buyer is responsible to determine whether a front sidewalk is required and is responsible for installations. Sidewalks shall be 2 feet from the curb and 4 feet in width; they should go around any utility structure.

13. **Fencing**

Fences may be used to enclose back yards, service areas, patios, swimming pools or other areas requiring privacy with *ARC approval* and Chatham County Permit. The following guidelines apply:

- Acceptable materials are extruded aluminum (black only) or wood, stain approved by ARC. Stain sample is to be submitted with *ARC approval* request. Chain link or wire is not permitted.
- Fencing cannot be higher than 4 foot 6 inches.
- The Standard Swimming Pool Code, adopted by Chatham County, requires that swimming pools must be enclosed or fenced.
- Privacy fencing is sometimes necessary. Privacy fences for patio homes must be constructed in such a manner as to obstruct all visual access to and from adjacent structures and must be maintained / or replaced as needed by the homeowner.
- Mesh fencing is not permitted in front and side yards.
- Common area cannot be fenced by anyone.

14. **Fireplaces and Outdoor Fire Pits**

- Fireplaces that affect the exterior appearance of a home require *ARC approval*. Ventless fireplaces must blend with the exterior appearance of the home.
- Constructed fire pits must be located within all setbacks.
- Propane tank(s), see Service Area section for more details.

15. **Garages**

- Each dwelling must provide for the storage of no fewer than two automobiles within a space totally enclosed by walls, roof, and overhead garage doors for vehicular access.
- The use of two single doors rather than one double overhead garage door is preferred.
- Garage door walls may not extend longer than the width of the front façade unless ARC approved.

16. **Porches and Decks**

All structures must be brick, stucco or wood/wood simulated, clad aluminum, extruded aluminum and Trex. Wood lattice, brick basket weave or solid infill may be permitted on elevated slabs (infill between piers allows the passage of air while restricting access to the crawlspace). Curtains or screening of any type on front porches is not permitted.

17. **Gazebos, Sheds, Saunas, BBQ's, Patios, Pergolas and other Auxiliary Structures**

- All "Auxiliary Building or Structures" requires written approval by the ARC and the following forms submitted prior to installation:
[Design Review Application](#)
[ARC Fee Schedule](#)
- Auxiliary building is defined as any building within a lot on which a home stands, used for lawn equipment, tools, storage or pool equipment. Maximum height is 17 feet above the finished floor. The building / structure must be within side and rear setbacks and the materials, color, and style must be compatible with the main building. It is the property owner's responsibility to secure any and all permits, as required by local, state and federal regulations.

- Prefabricated structures such as sheds require approval from the ARC prior to installation. The prefabricated structure must be of compatible materials and colors of the home and be an integral part of the site development plan and will be reviewed on a case-by-case basis. *Metal sheds are prohibited.* Roofs are to have a minimum of a 3/12 pitch (no flat roof permitted), installed on a poured concrete slab, properly anchored and to abide by the county set back requirements.
- Pergolas or gazebos are not permitted in the front yard.
- Single-day-use equipment such as bouncy houses, party tents, etc. whenever possible, should be installed in backyards and should be removed promptly following the conclusion of the event and do not require the approval of the ARC.
- Temporary structures and coverings used to protect landscaping from severe cold and frost are permitted only during times when the local temperature is $\leq 36^{\circ}\text{F}$. Such temporary structures must be removed, in their entirety, after 72 Hours of the temperature returning to $\geq 40^{\circ}\text{F}$.
- Lanais, covered structures, Pergolas and other Auxiliary Structures require a 25 foot rear setback and require a Chatham County permit.

18. **Chimneys**

Any exposed portion of a chimney outside of the building shall be constructed solely of brick, stucco or Hardie plank siding. If the fireplace is a metal (self-insulated) type with a metal spark arrestor at the top of the chimney, it must be enclosed by a material approved in advance by the ARC. The Property owner is responsible for proper care and maintenance to include but not limited to regular inspections, cleaning and repairs. It is recommended a professional chimney sweep be used in the care and upkeep on chimneys.

19. **Mailboxes (EMS Code, USPS Standard, and surrounding Landscaping)**

All mailboxes and mailbox assemblies are to be uniform throughout Southbridge and must be maintained for cleanliness. If a new mailbox is needed you can contact the Southbridge Property Manager at propertymanager@southbridgehomeowners.org for more information. Due to United States Postal Service Carrier Safety and EMS, Fire & Police Services, effective January 1, 2019, the ARC and SBHOA request homeowners to adhere to new mailbox standards which include:

- Black Metal Poles, Black Metal or Plastic Boxes (USPS Standard)
- All Mailboxes must have 3 inch reflective house numbers on each side. (Black number on white or light gold/silver background – Int'l Fire Code – Section 505 Premises Identification).
- Mailbox Landscaping shall be cut to a maximum height of 18 inches and not permitted to cover the mailbox door or impede visibility of the numbers.
- Existing wood mailboxes must meet the USPS requirements (above) and are to be maintained in good working order, such as repairing dry-rot and regular painting. The approved paint color for wood mailboxes is Benjamin Moore, Silent Night #1613 (match with owner's preferred paint brand). At the time of replacement, wood mailboxes are to be replaced with Black Metal Poles, Black Metal or Plastic Boxes door.

20. **Playground Equipment**

- Playground equipment is defined as any exterior recreational item, playhouses, swing/gym sets, trampolines if attached to the ground or a structure, etc. Such playground equipment requires approval of ARC prior to installation and must be located

within all designated setbacks. Playground equipment should be maintained or removed if not in use.

- All playground equipment including swingsets, tire swings, canopy swings, swings that hang from trees, etc., are only allowed in the back and side yard. The ARC may require the use of shrubs or other material for screening.
- Permanent basketball goals must be behind the front wall of the garage entry. Portable basketball goals may not be placed in the streets.

21. Service Areas, Garbage Cans and Bulk Pickup

Each home must provide a service area located where not readily visible from the street and enclosed to accommodate air conditioner compressors, trash storage containers, or other ancillary residential functions that may present an unsightly appearance. Service functions that should be screened include garbage cans, utility hookups, mechanical equipment, satellite dishes, play equipment, and similar unsightly items. The enclosure must be of compatible materials and colors as the home and be an integral part of the site development plan.

- **Trash and Garbage containers** must be kept in the service areas or in the garage and not visible from any street. Containers and items for trash/bulk pickup may be placed for collection no earlier than the day before scheduled pickup. Containers and any items not picked up must be removed from the street by 9:00 a.m. the day after scheduled pick up.
- **Propane Tanks** that are greater than 250 gallons must be buried. Installation of any propane tank must meet the rules and regulations of the Georgia Department of Agriculture and Chatham County, whichever is more strict. Above ground vertical and horizontal propane tanks must be hidden by landscaping but not restricting access to emergency response teams or propane service companies.
- **Generators** must be installed as per Chatham County and manufacturer requirements. Contact the ARC for more information.
- **Bulk yard waste** and/or yard waste bags should not go out until the day before scheduled pickup.

22. Signs - Real Estate and Misc.

Only specific kinds of signs are permitted. These signs are subject to approval by the ARC and must comply in size and color which include the Southbridge Pantone Colors (provided By: Doug Bean Signs) Grey - Cool Grey 2C; Blue - PMS 295C or Benjamin Moore Historic Colors Grey HC 169 Coventry Grey, Blue HC 157 Van Deusen Blue.

- **Real Estate Signs** - Licensed Real Estate Company / For Sale/Lease by Owner—For Sale or For Lease Signs by properly licensed real estate agencies and For Sale/Lease by Owner, shall be constructed of metal with a heavy metal frame and free of damage. Compliance with Chatham County zoning regulations and SBHOA colors required. One (18 inches x 24 inches maximum) sign is permitted per property. The sign and any riders must be removed the day after the close of sale of the property. If a homeowner considers there is reason for one additional sign, he may petition the ARC for permission. The ARC has jurisdiction.
- **Open House Signs** shall be no larger than 18 inches x 24 inches and must comply with SBHOA color regulations. No more than three signs per Open House are permitted – including directional signs. Signs may be placed no earlier than 10am on the day of Open House and removed by 6 pm the same day. There shall be no attachments to these signs whatsoever including but not limited to flags, balloons, streamers, moving parts, etc.

- **Attachments** - Only the single Real Estate or For Sale by Owner signs may have attachments. The following ARC color compliant riders are permissible:
- **Metal Rider** (maximum 8 inches X 4 inches) with name and phone number of listing agent attached to the frame of main sign, preferably above the main sign.
 - Metal Rider (maximum 8 inches X 4 inches) noting For Lease, Under Contract, or Sold attached to the frame of the main sign preferably below the main sign.
 - No rider may be attached to another rider. No other riders, moving parts, streamers, pennants, balloons, etc. are permitted.
 - Information tubes are not permitted.
 - Information boxes attached to the main sign are permitted.
- **Contractor Signs** - SBHOA qualified general contractors' signs are required for all new home construction projects, but are optional on exterior renovations, remodeling and additions. These signs shall be wood or metal (8 inches high X 24 inches long) professionally produced and mounted on a single metal support fixed to the ground. Only **ONE** general contractor sign is permitted per home site. Upon completion of construction, the sign must be removed within 24-hours of final inspection of ARC. If a home is for sale, a general contractor sign may be posted only by the front steps of the house in a landscaped bed until the project goes under contract; then it must be removed. Subcontractor signs are not permitted and will be removed. Any contractor other than a general contractor is considered a subcontractor.
- **Security Signs** – Can be displayed at the inside portion of the front landscaped bed next to the front entry of the home or at the garage corner and can be no larger than 12 inches x 12 inches.
- **Event Signs** - Only notice of events for the benefit of all Southbridge residents shall be posted on both digital message boards. Approved charitable and temporary events may place a maximum of four signs (professionally made no larger than 18 inches x 24 inches of metal or coroplast and color compliant) in Southbridge within 48-hours before the start of the event and removed at the end of the event.
- **Location of Signage** - Signs shall not be placed on trees, buildings, or other structures. Signs shall be placed on the front portion of the property, at or near center, and set back 4 feet from the interior edge of the sidewalk. If no sidewalk exists, signs shall be set back 10 feet from the curb or edge of the roadway. Signs shall not be placed on common area property.

The following types of signs are prohibited:

- Commercial Enterprise
- Signs made of reflective or illuminated material
- Political, including but not limited to campaign reelection and political causes
- Interior Contractors, Service or Maintenance Company Signs including lawn services, etc. (exception is security alarm signs – bottom no higher than 6 inches off the ground)
- For Sale signs visible from the street for personal property such as autos, golf carts, etc.
- Garage sale signs except SBHOA garage sale signs; these may be requested from the SBHOA Property Manager.
- Any sign located on common area property except permanent neighborhood signs
- Rewards, lost pets, etc.
- Visible Signs displayed in the home window(s)

- **Permanent Neighborhood Sign** - (e.g., Steeple Run, Sabal Point, Canterbury Park, Woodland Lakes, Woodside, etc.) This signage must be constructed, and a detailed plan including location, must be submitted to and approved by the ARC before construction begins. This is the only sign type in Southbridge which may be illuminated by an underground power source. Responsibility for maintenance is with the respective HOA. Maintenance includes power washing, painting, and landscaping.

23. Holiday Decorations and Flags

- **National Holiday Decorations**

Holiday decorations beyond the scope of seasonal pots of live flowers and front door decorations are permitted.

- Holiday decorations can be displayed no more than 45 days prior to the nationally recognized holiday.
- Decorations must be taken down and removed within 2-weeks (14-days) of the nationally recognized holiday. (Christmas decorations are to be removed by the 2nd Saturday of January of the following calendar year).
- Hours of operation - Lights, music, animations, etc., need to be on a timer and set to be turned off no later than 11:00 p.m.
- Decorations that promote hate, racism, political, vulgar language, nudity, etc., are not permitted. ARC discretion will prevail.
- Strobing lights and projections must face homeowners property and not adjacent neighbors or properties.
- **American Flags and Flagpoles** - The United States American flag is permitted on a flagpole using the USA current edition national flag. One American Flag with a maximum size of 4 feet x 6 feet in size is allowed per home. The American flag must be hung in the upright direction from a 3 inch diameter metal flagpole with a maximum height of 25 feet above the ground. The metal flagpole is to be placed within the 25 foot front building setback in a landscaped bed, with consideration given to structure setbacks, and lighted. Flagpoles which come with a factory installed solar ball light are acceptable. Alternate flag location is from a proper bracket on the house. Pursuant to U.S. Flag Code, the flag is to be displayed from a permanent structure therefore, it should not be displayed from a tree. The flag must be kept in good repair and must be illuminated or removed at dusk. <http://uscode.house.gov/download/pls/04C1.txt>.
- **U.S. Military Flags** - An official current edition U.S. Military Branch flag may be flown in the upright direction under an American US Flag on the same flagpole referenced above. It must be no larger in size than the American flag and follow the current U.S. Flag Code.

No other flags other than the U.S. American Flag and/or U.S. Military Flag is permitted to be flown on the flagpole.

- **Garden Flags / Banners** - up to two (2) garden type flags/banners, 12.5 inch by 18 inch, may be displayed (provided they are not tattered or torn), in the landscaped area within 10 feet of the homes foundation or front elevation and limited to the following approved categories:
 - Educational institution (ex. elementary, university, etc.)
 - Monograms
 - Monthly national charitable cause as defined on www.charities.org.
 - Seasonal

- American military branch service flag, POW, MIA, Gold Star or state flags. These may never be flown upside down.
- Sports teams

Flags in these categories are NOT permitted:

- Political flags
- Groups perceived as radical or racist
- Keep off property and/or trespassing
- Flags of other nations
- All government agencies except for those defined in the approved section above
- Business advertisements
- Any type of flag that promotes violence, hate speech, harassment, threats, physical intimidation, vulgar language and nudity

24. Spas, Hot Tubs and Similar Structures

Spas, hot tubs and similar structures must be approved by ARC prior to installation and require proper screening. Variances in setbacks are not granted for such structures. Certain structures require a Chatham County permit that must be posted on a front window or door during construction.

25. Statuary, Fountains and Furniture

Statuary is defined as any item that is used for decorative or ornamental purposes on the front or side yards of home such as lawn ornaments, statues, fountains, birdbaths, plant containers, flowerpots, hanging baskets, etc.

- ARC must be contacted for approval regarding the use and placement of all statuary 2 feet or more in height or any size if attached to the ground or a structure.
- Unless otherwise approved by ARC, the total number of statuary items should be five or less. All statuary or fountains must be within the building setbacks.
- In order to preserve the formal appearance of the neighborhood, natural colors and materials need to be used.

26. Swimming Pools

A swimming pool is defined as an in-ground structure, covering a minimum of 100 square feet and containing water a minimum of 36 inches deep. A swimming pool must meet the requirements of the current Standard Swimming Pool Code and must be permitted by both Chatham County and ARC. Structures meeting these requirements should be within 25 feet of the rear setback to the water's edge. Properties with less than 90 foot frontage, the side setback is 7.5 feet from the pool deck. Properties greater than a 90 foot frontage will have a 10 foot setback from the pool deck. Chatham County guidelines also apply and the stronger of the two requirements shall prevail.

- Detailed drawings, site plan, materials for the pool and deck must be submitted for approval by ARC. Reference the drainage section for additional requirements. Drawings to also include the location of the enclosed service yard for the pool equipment and any screened pool enclosures (Lanais).
- Pool equipment must be shielded, both visually and acoustically, from adjoining properties. Fencing is required and must be approved by both Southbridge ARC and

Chatham County. Chlorinated water may not be discharged into any creek, ditch, pond, lagoon, golf course or other adjacent lands. Above ground pools are prohibited.

27. Tree Removal

- Property owners of developed and undeveloped lots may not remove any trees with a diameter greater than 5 inches, measured 5 feet from the ground level without the approval of the SBHOA Property Manager or ARC Administrator. Trees requested for removal must be tagged and a Southbridge Tree Removal Form, must be signed by both the property owner and the SBHOA property manager or ARC Administrator and emailed to the SBHOA Business office. The property manager can be contacted by emailing: propertymanager@southbridgehomeowners.org.
- Chatham County required streetscape trees within the tree easement must be maintained by the homeowner (i.e., limbed up and not hanging over into the street).
- Debris generated from having a tree taken down or landscape debris greater than 4 feet in length, must be removed by the contractor or the homeowner. Chatham County will only pick up debris that is less than 4 feet in length.

28. Undeveloped Lots

Property owners are required to mow and maintain their property in a neat and attractive condition during the time before a residence is constructed on the lot. Dumping of waste materials is forbidden. Grading or introduction of fill dirt on undeveloped lots may not occur without ARC approval. Property owners may choose to enhance undeveloped lots by the addition of landscaping prior to construction of a home on the lot. A landscape plan showing the proposed work is to be submitted to the ARC and requires approval prior to work beginning.

29. Landscaping, Landscape pools, Aquascapes and Landscape Revisions

Landscaping must blend and harmonize with the surrounding environment, while complementing the natural setting of the neighborhood. Landscape plans for new homes and replacement designs greater than 50% of existing landscape must be submitted to ARC for approval. All landscape pools and Aquascapes must have continuous water flow or mosquito larvae eating fish to prevent producing a mosquito-breeding area.

Lawns function as a connection between various outdoor activity areas. Areas which receive concentrated foot traffic or other heavy use may require a hard surface such as a walk, deck, patio, pavers, stepping stones, or other approved treatment. All lawns are to be sodded rather than seeded, sprigged or plugged. Front lawns are required to be sodded to the edge of the street including the street right-of-way area. Rear lawns should be sodded to the edge of the lagoon or golf course so that no bare earth areas are left between the lots and grassing of the SBHOA common area.

30. Sodding Around Lagoons

The owner/builder of a lot abutting a lagoon is responsible for sodding and maintaining from the property line to the water's edge of the lagoon, as well as weed control removal in the water's edge. A natural area with trees, left in its natural state may be permitted with review and approval by the ARC.

31. Landscape Design Standards

Landscape design standards are applicable to all exterior portions of single-family residential lots that are not occupied by buildings or paving. Components which make up the landscape include but are not limited to lawns, mulch, shrubs, trees, ground covers, pavers, edging, hardscapes, landscape accessories, irrigation and landscape lighting. The landscape plan depicts the location of these features, and their relationship to each other and to the residential structures.

- **Lawns** - Lawns function as a connection between various outdoor activity areas. Areas which receive concentrated foot traffic or other heavy use may require a hard surface such as a walk, deck, patio, pavers, steppingstones, or other approved treatment. Lawns are mandatory for the front, sides and rear of the home.
- **Mulch** - All ground surfaces in the landscape not covered by lawns should be mulched. Types of mulch to be used are organic materials such as shredded wood, cypress, pine straw, and pine bark. Rubber mulch in black or brown is permissible.
 - Inorganic mulches such as rock (regardless of size or color), shells and colored mulch such as red, blue, yellow, green, etc., are not permitted.
 - Mulch should be installed two to three inches deep and will need to be replenished on an annual basis.
- **Trees** - A minimum of two large canopy trees shall be planted in the front yard of each home or as required by Chatham County upon receipt of the construction permit.
 - Trees should be suited to the coastal Georgia area including native trees and traditional southern plant materials such as oaks, magnolias, hickory, sabal palmetto, bald cypress, sycamore and gums. A useful list of trees in each category can be found in the Chatham County/ City of Savannah Land Clearing and Tree Protection Ordinance.
 - All existing trees are to be preserved to the extent possible because they will provide an instant effect versus replanting with new trees that will take years to establish and mature.
 - During construction, no construction activity is allowed to take place within the tree protection zone including but not limited to: clearing and grubbing, burning, concrete washout, vehicular parking or fueling, trenching for underground utilities, material storage, soil stockpiling, and grading cuts or fills.
 - No signs, survey markers, permits, etc. are to be posted on trees. Tree protection fencing shall remain through irrigation installation and removed prior to landscape installation.
- **Shrubs and Foundation Plantings** - Shrubs have many functions in the landscape including softening of building foundations; breaking up large expanses of mulch; accenting blank walls; screening of service areas, parking and mechanical equipment; and buffering from adjacent properties.

Shrub plantings should emphasize native varieties as well as traditional southern plant materials (exotic species such as camellias, azaleas, confederate jasmine that are adapted to this climate and have historically been used in this area.) The ARC requires replacement of deer-eaten and dead plants at the owner's expense.

- **Ground Covers** – Ground covers are used to cover large areas where shrubs are not appropriate (such as under existing trees where shrub plantings would damage roots) and heavily shaded areas where grass cannot grow. Ground covers can be used to provide a low maintenance solution for reducing large areas of bare mulch.

- **Common Areas** – Homeowners are not permitted to plant in Common Areas for the purpose of utilities and drainage. Absolutely no lagoon equipment i.e., Aqua Thruster equipment is permitted in common areas/lagoons.
- **Hardscapes** - All dimensions, location and paving materials for sidewalks and driveways must be submitted to the ARC and require written approval prior to installation. Suitable materials for foot paths can be made of pavers, brick, concrete, or bama stone. When installing a footpath, it can't be greater than 4 feet and a border of some type must be installed to keep the stone in place. Materials should be selected that complement the residence and the surrounding landscape in color, texture, and design (the homeowner must remove non-approved material at their own expense).
- **Landscape Edging** – Pavers, pebbles, steppingstones, wall blocks, and edging materials whether natural or man-made, are subject to height limitations and color restrictions (white colors are prohibited). Plans must be submitted and are subject to *ARC approval*. Use of edging materials shall be minimal. Proximity to adjacent lots shall be closely considered.
- **Landscape Accessories** - Landscape accessories include items such as fountains, pools, benches, arbors, trellises, fences, gazebos, statues, and other decorative features. Each of these items will be considered on a case-by-case basis. Detailed construction plans will be required indicating locations, dimensions, and materials to be used. Accessories must be compatible with the architecture of the home and shall be located within the rear building setback limits to not visually encroach on adjoining properties. Plantings shall be used, where required, to limit the visibility of these features from other home sites, the golf course, and roads.
- **Landscape Lighting** - Outdoor lighting should be limited and the light directed immediately to the home. Illumination for safety on walks and drives within thirty feet of the house may be low voltage type with a maximum fixture height of 32 inches. Porch lights or pole lights should have a light source shielding hood. Flood, down and up lighting from trees and structures should not be used to light the yard on a continuous basis. No outdoor lighting should be directed towards neighboring properties including common lands.
- **Irrigation** - All homes are required to have an automatic underground irrigation system to improve the health and appearance of the landscape, and to reduce maintenance efforts. The irrigation system shall be designed and installed in a manner in which trenching within the tree protection zone of existing trees is avoided. Irrigation systems are to be designed so as to not overspray the house and front walks.
- **Earth Mounds or Berms** - Mounds and berms are used in the landscape for accent, to create visual interest, and to help screen unattractive features or views. However, the use of earth mounds or berms should be limited and carefully planned so that they are natural in appearance. This means that the height and side slopes should be kept minimal so that the mound does not appear abruptly out of the surrounding level landscape. Berms should not be placed in areas where they will block drainage or direct drainage onto adjacent lots or common properties. The landscape plan should clearly indicate the location, limits and height of any proposed earth mounds or berms. The material used to construct mounds or berms should be good quality topsoil capable of sustaining plant growth - do not use poor quality sub soils or heavy clays, mulch, clearing debris, rock, or other unsuitable materials. Mounds or berms shall not be located within the tree protection zones of existing trees.

32. Areas of the Landscape

Landscaping should be used to organize outdoor spaces into functional areas. Like architecture, landscaping is three dimensional with ceilings defined by tree canopies and vine covered trellises; walls created by hedges and fencing; and floors covered with a combination of grass, mulch, hardscapes, and groundcovers.

- **Front Yard (Public Areas)** - The front yard provides the first impression of the home as viewed by the public and contributes to the overall appearance of Southbridge as a community. The landscaping of the front yard areas should both complement and enhance the architecture of the home and is expected to have a more formal, highly manicured appearance than other parts of the landscape. Outdoor furniture is prohibited in the front yard.
- **Rear Yard (Private Areas)** - The landscaping of the rear yard should serve as a transition between architecture and nature. Consideration should be given of how the rear yard is viewed from common areas such as golf courses, but in general the landscaping in this area is suggested to be more informal and natural with a combination of sod and natural areas instead of highly maintained and structured. The rear yard should provide a comfortable space for outdoor living with privacy for the enjoyment of the homeowner.
- **Foundation Plantings** - A foundation planting is meant to complement and not hide the architecture of the home. Large shrubs should be located to provide vertical accents on blank walls and at the corners and should not be located so as to block windows. Medium shrubs can be planted below windows (unless the windows are very low) to soften the foundation walls. The foundation planting should provide a transition between the house and the remaining landscape.
- **Side Yards** - The side yard provides a transition area from the more formal front landscape to the informal rear yard landscape. It is also an area where buffering from adjacent homes is required for privacy and to help screen service areas. Buffers should consist of trees and large evergreen shrubs. The use of formal clipped hedges in a straight line along the property line is discouraged; rather an informal edge of staggered plant materials is preferred.

33. Landscape Drawing Submittal for approval requirements

Required Forms

[Design Review Application](#)

[ARC Fee Schedule](#)

The landscape plan should be at a minimum scale of 1 inch = 20 feet, rendered on either an 11 inch x 17 inch or 24 inch x 36 inch size sheet format. The following items shall be included on the landscape plan before it can be reviewed; failure to submit a complete plan may result in its being returned without review:

- Lot Owner, Lot Number, Street Address, Name of Landscape Designer
- North Arrow and Scale
- Existing Site Features with labels - trees (size and type), natural vegetation to be retained, property lines, adjacent land uses (example: golf course, lagoon), and edge of streets, walks and cart paths. The symbol for existing shrubs and trees will be a circle with a smaller circle in the center Proposed Site Features with labels - House, Service Areas, Decks, Patios, Walks and Drives.
- Proposed Plantings - Locations of proposed trees, shrubs, groundcovers, mulching and grassing (all clearly labeled). Indicate phasing if applicable; make clear what is to be

planted in each phase. Proposed plants shall be shown with a simple symbol consisting of a circle with a plus (+) in the center. The circle shall be drawn to the correct scale that shows the mature size (spread) of the proposed plant. Each plant must be clearly labeled with plant type and quantity.

- Plant list with the following information: Plant Key for any abbreviations used, Scientific and Common names include the varieties, quantity, size, and spacing.
- Location of other proposed site features such as hardscapes, landscape accessories, landscape lighting, and mounds or berms shall be indicated and required construction details provided. An irrigation plan is not required, but a note should be provided to indicate that the system will be installed and that it will not be installed through any tree protection zones.

34. Qualifications of Landscape Designers and Contractors

Required Form if not previously approved: [Contractor Application](#)

A Georgia Registered Landscape Architect or qualified Landscape Designer must design all landscape plans. All proposed Landscape Architects and Designers must submit examples of previous projects and qualifications prior to submission of an application. Those Landscape Architects and Designers who have been previously approved by Southbridge may submit subsequent applications without being re-qualified. Landscape Architects and Designers who fail to meet the requirements of Southbridge will be notified in writing by the ARC.

For any clarification or further information, please contact:

ARC Administrator, Cindy Finn
(912) 800-3185

Property Manager, Gary Rowden
(912) 659-2931

Email: arc@southbridgehomeowners.org
propertymanager@southbridgehomeowners.org

It is the owner's responsibility to request in writing any deviations from the policies & procedures handbook, for the Committee's consideration. If no deviation from the handbook is specifically requested, none will be granted.

The ARC's judgment and interpretation of these guidelines take precedence in any dispute.