



The Lakes Architectural Control Committee

400 Waccamaw River Road, Suite E

Myrtle Beach, SC 29588

thelakesacc@gmail.com

Phone: 843-251-7625

NEW HOME CONSTRUCTION APPROVAL REQUEST FORM

Project Type: ***New Home Construction***

Date of Submission: _____

Property Location: Lot # _____ Block: _____ Street Address: _____

TMS# _____ Phase #: _____

Homeowner(s): _____

Address: _____ State: _____ Zip code: _____

Telephone Numbers: Primary () _____, Cellular () _____

Email Address: _____

Proposed Contractor: _____

Primary Contractor Representative: _____

Address: _____ State: _____ Zip code: _____

Telephone Numbers: Primary () _____, Cellular () _____

Overall Square Footage: _____

Proposed Total Heated Square Footage (hsf): _____ (minimum 1600 hsf, exclusive of garages)

If Multi-story, provide 1st floor heated square footage: _____ hsf (must be 1000 hsf or more)

If Multi-story, provide heated square footage above first floor: _____ hsf

Home will be: Site Built: [] Modular Components with Site Completion: []

Note: There are Special Rules and Safeguards required for the movement of Modular Components.

Estimated/Requested Project Start Date: _____ Estimated Project Completion Date: _____

(Construction must commence no later than 120 days after approval date and be completed within 12 months of construction start.)

Notice: Construction activities are allowed from 7:00 AM to 7:00 PM, Monday through Saturday. Construction activities outside these hours and on Sundays and Legal Holidays are prohibited. It shall be the lot owner/builder's responsibility to notify sub- contractors of this restriction.

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Architectural Criteria and Requirements:

- I. All projects must have the approval of the ACC before any work, including lot clearing, is undertaken.
- II. The existence of structures, modifications, landscaping, or any other regulated improvements in The Lakes that do not conform to current or previous Covenants, Conditions, Restrictions or ACC rules shall not be deemed to be evidence that such structures, modifications, landscaping or other regulated improvements are permissible. Failure by The Lakes POA. to enforce any covenant or restriction shall in no event be deemed a waiver of the right to do so thereafter.
- III. Set-backs and Building Lines.
 - (1) All lots except River Village: Front set back lines shall be twenty-five (25) feet; side set back lines shall be ten (10) feet, rear set back lines for non-lake front lots shall be fifteen (15) ft. Rear set back lines for lake front lots shall be fifteen (15) feet from the landward edge of the lake; measured from the normal water line or outer edge of bulkhead if installed. Corner Lots: Front set back - Primary Street twenty five (25) feet, Side Street fifteen (15) feet, Non-street Side set back ten (10) feet. Any outbuildings, such as garages, if permitted, shall be within the setbacks.
 - (2) River Village Only: Front set back lines shall be twenty-five (25) feet; side set back lines shall be five (5) feet, rear set back lines for non-lake front lots shall be fifteen (15) ft. Rear set back lines for lake front lots shall be fifteen (15) feet from the landward edge of the lake; measured from the normal water line or outer edge of bulkhead if installed. Corner Lots: Front set back - Primary Street twenty five (25) feet, Side - Street ten (10) feet, Non-street Side set back five (5) feet. Any outbuildings, such as garages, if permitted, shall be within the setbacks.
- IV. Generally, homes shall consist of a combination of rectangles with gable or hip roofs. Earth Sheltered, Geodesic domes, A-frames structures, log homes, homes with flat roofs, or other unusual designs not in keeping with the design of existing homes in The Lakes will not be approved.
- V. Manufactured Homes; builders of manufactured homes are regulated by the United States Department of Housing and Urban Development (HUD), via the Federal National Manufactured Housing Construction and Safety Standards Act of 1974 and are not required to abide by state and local building codes. Often referred to as mobile homes, single-wides, double-wides, triple- wides, etc., they are primarily constructed off-site, with on-site work consisting primarily of the joining of sections after being placed on piers or other foundations. Manufactured homes are expressly prohibited within The Lakes.
- VI. Modular Homes which consist of factory assembled components and/or sections, such as walls, flooring sections, room sections, roof sections, etc. which require substantial on-site construction and assembly are permitted if the construction meets all requirements specified herein for siding material and configuration, foundations, roof type and slope, etc. *(There are Special Rules and Safeguards required for the movement of Modular Components to any building lot within The Lakes)*
- VII. Every new home must have an Enclosed Garage. Generally, garages must be attached to and share a common wall with the home. Garages attached to the home with “Breezeways” and open air covered or uncovered walkways and fully detached structures will only be considered for approval if the architectural style of the home, set-back restrictions, or other mitigating
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factors make such arrangement necessary. In cases where other than a fully attached garage is permitted, such breezeway/walkway shall not span more than 10 feet.

- VIII. Storage sheds are prohibited. Provisions for storage must be incorporated as part of the house or garage; on the same foundation and under the same roof and utilizing the same building materials, including foundation requirements.
- IX. Utilities: Surface or overhead utility lines and above ground fuel storage tanks are prohibited. All utility lines and fuel storage tanks greater than 20LB shall be buried.
- X. Due to detailed special requirements the construction of Bulkheads and Swimming Pools, Fencing, and Docks, whether as part of initial home construction or subsequently installed, require the submission of **additional** ACC Forms. Specifically; Swimming Pools (ACC-2-SP), Bulkheads & Docks (ACC-2-BH), Fencing, Patios, Etc. (ACC-2-MP).
- XI. **Section Deleted effective 11/1/2009. Santee Cooper has closed enrollment into their “Good Cents” energy program.**
- XII. Lot Clearing (Nature Growth): Except as necessary for construction of the home, driveways, other improvements, or required utilities, “Protected Trees” as defined by the Horry County Code, more than 6” in diameter measured two (2) feet above the original grade, shall not be intentionally destroyed or removed. **Note: No species of pine (conifers) is protected.**
- XIII. Permitted foundation types are slab and crawl space; pole foundations, regardless of height are prohibited. The exposed external foundation wall must be covered in brick or Parge with at least 18 inches visible after final fill and landscaping. The brick/parge shall be of a type, style and color which is consistent with current usage in The Lakes. An exception may be granted if the home is to be entirely stucco. Plans must include depiction and description of foundation type and material.
- XIV. Ground Floor Height Requirement: The finish height of the floor, of the ground floor of the house, must be a minimum of 36” above the adjacent roadway measured from the mid-point of the nearest roadway, however, in phases where the roadway has a curb, gutter and grate drainage system, the requirement shall be 18”.
- XV. Exterior siding of brick, stone, stucco, solid wood, pre-finished vinyl, or other suitable material is permitted. With the exception of fully stucco homes, the front exposure must consist of at least 50% coverage in brick or stone. Special variances to the 50% coverage will be considered if the architectural style of the proposed home precludes incorporation of brick or stone. Elevations and descriptions provided in the Plans submission package must include the type and color(s) of materials to be utilized, their locations and the extent of coverage.
- XVI. Roof Types: With the exception of unique architectural features such as turrets, only roof lines known commonly as Gable and Hip are permitted in The Lakes. The primary roof slope must be no less than 6” in 12”. Roof type and slope must be indicated on building plans submitted.
- XVII. Roofing Material: May consist of wood, metal, tile, fiberglass, or asphalt composite shingles. If asphalt composite shingles are utilized they must be 240 pounds per square or heavier dimensional shingles, sometimes referred to as architectural shingles. Common “3-tab” shingles are not permitted. The type, specifications, and color of proposed roofing must be included with building plans submitted for approval.
- XVIII. House Numbers: Per the Horry County Fire Protection Code, prior to completion, the home shall have approved address numbers placed in a position to be plainly legible and visible from

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the street or road fronting the property. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch.

- XIX. Driveways/Permanent Walkways; may be of concrete, brick, stone, asphalt, or cast pavers of approved material. If other than poured concrete, paving materials must be securely fastened in place. Driveways/Permanent Walkways of loose stone or other non-secured material are prohibited. Maximum width for Driveways is 24 feet with a single entry point to the street. Corner lots are permitted “circle” driveways with an entry point on each street; however the width of each entry point is restricted to 16 feet. Requests for driveway additions in excess of 24 feet require a variance approved by the POA Board and are subject to the following conditions:

- Maximum width of 24 feet at the curb is to be maintained.
- Additions encroaching up to 5 feet of the 10-foot side setback will only be approved with written approval of the Drainage committee. In addition, should a drainage problem arise due to the driveway addition, the property owner will be required to take corrective action.

- XX. Driveway Drainage Provisions: If under driveway pipe is to be utilized to maintain drainage flow, the pipe must be pre-cast reinforced concrete or double wall heavy duty plastic enforced (HDPE) corrugated pipe with smooth interior, with a minimum inside diameter (ID) of 10 inches and a maximum outside diameter (OD) of 12 inches. In rare cases with sufficient justification, special approval may be given for an 8-inch (ID) pipe, but nothing smaller. Elevations at both sides of the driveway must be determined to insure water flow toward the affected primary swale. This must be field verified by a surveyor/engineer and provided as a signed drawing in the package provided to the ACC. If a driveway open box culvert is to be utilized to maintain drainage flow, the box must be topped with a securely fastened grate at least 12 inches wide. Configurations where the driveway surface is incorporated in a drainage swale or ditch are expressly prohibited.

If a secondary swale yard drainage pipe is used in conjunction with a driveway drainpipe a 10 inch (ID) is highly desirable, but in some cases, an 8 inch (ID) pipe may be justified. We recommend smooth-walled perforated pipe wrapped in filter fabric and encased in a bed of gravel. When swales are piped, we recommend cleanouts every 25 foot for ease of cleanout.

In older sections of The Lakes where storm drains do not exist, traditional surface swales and driveway troughs with grates will continue to be the most common option when there is not enough grade or elevation to bury a proper size pipe.

Concurrent approval is required by the drainage committee prior to project approval.

- XXI. Building Permits: The Lakes, ACC does not establish, interpret, or enforce Horry County building codes. County building inspectors will determine and enforce code requirements. It is the property owner/builder’s responsibility to secure all necessary permits and abide by all Code provisions.
- XXII. Erosion Control: Projects which involve land disturbance may cause erosion that contributes to sediment and alters the quality or quantity of storm water runoff. Each Property Owner/Contractor shall, both during and subsequent to construction provide an erosion control system to prevent soil erosion or sediment run-off from the building site onto any adjacent lot, waterway or roadway. Whatever measures necessary to prevent erosion including, but not limited to, silt fencing, shall be properly installed along the entire perimeter of the disturbed area, with the exception of the driveway entrance point during construction. Such erosion control systems shall remain in place, and be maintained at all times, until vegetation/ground cover has been reestablished to preclude

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sediment runoff. Depiction and description of proposed erosion controls method must be included with site/building plans.

- XXIII. Drainage: If excavation, fill, construction or changes in land contour change the direction or flow of runoff, the addition of drains, swales, or other means must be utilized to ensure that such runoff is not allowed to pool or drain onto adjoining properties. As provided elsewhere, a Drainage Plan must be submitted as part of the New Home Approval Request Approval Request.
- XXIV. Landscaping and Lawn: Planting beds, except those directly adjoining the house foundation, must consist of raised berms, the highest point of which may range from 12-18 inches in height. All disturbed soil areas must be sodded; including the street right-of-way, drainage ditches and swales. Ensure that any disturbed soil or added sod does not affect the integrity of the overall drainage of the lot. On lake front lots, the sod must extend to the shoreline. As provided elsewhere, a landscaping plan must be submitted as part of the New Home Approval Request.
- XXV. Signage: A sign, of no less than four (4) nor more than six (6) square feet, identifying the lot address and name of the builder/contractor with the lot number in minimum 6" high contrasting numbers shall be erected on the building site to guide construction workers and sub-contractors to the site. The sign must be maintained until issuance of the Certificate of Occupancy.
- XXVI. On-Site Toilet Facilities: A portable toilet is required at all construction sites, and shall be maintained in a clean/sanitary condition. It must be serviced regularly to prevent spillage or odors. The door must not face the street. Whenever possible it should be situated so that the door faces the rear of the property.
- XXVII. On-site Burning: With the exception of a warming barrel during winter months, on-site burning of any nature is prohibited.
- XXVIII. Concrete Trucks: Dumping of excess concrete or the cleaning of concrete delivery trucks is prohibited anywhere within The Lakes other than at designated cleaning stations provided and maintained by the Builder. Should such dumping occur; the builder will be responsible for removal and clean-up of such material.
- XXIX. Tropical Storms/Hurricanes: At any time that the National Weather Service issues a Tropical Storm or Hurricane Watch or Warning for our area, or a Gale Force Wind Warning, the contractor/builder/lot owner shall take all necessary precautions to secure loose construction materials, scaffolding, roofing tiles, lumber, portable toilets, etc. in advance of the storm by either removing such material, securing in place, or placing it inside the structure to prevent flying object damage to adjacent homes.
- XXX. Street Cleaning and Provisions for Vehicle Access Pad: After lot clearing, and prior to the pouring of the house footings, an area of coarse gravel shall be laid in the area of the proposed driveway to allow for vehicular access and off-street parking of construction vehicles. The depth of the gravel will vary in accordance with the underlying soils ability to support the loads. If soil penetrates the top of the gravel or the gravel becomes covered with soil and is tracking soil onto adjacent roadways, additional gravel must be added. Soil and other debris tracked, blown, or washed onto roadways must be swept, washed, or otherwise removed.
- XXXI. Construction Debris & Trash: A dumpster or trash cage is required at each construction site. All loose construction debris and general trash must be collected daily and be placed in the provided dumpster or cage. The dumpster or cage must be emptied regularly.
- XXXII. Site Clean-up: During construction, the contractor/builder/lot owner is responsible for ensuring

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that debris from the construction site is not allowed to be blown or otherwise carried onto adjacent lots, roadways, or waterways. Prior to final completion, all excess materials, and construction debris, including cleared brush, stumps and trees, must be removed from the lot.

Required Approval Request items:

- 1) This “**NEW HOME CONSTRUCTION APPROVAL REQUEST FORM**” (ACC-1-C)
- 2) Compliance Deposit: A check, drawn on an account of the proposed builder/contractor (if any), or if no contractor is involved, the homeowner, payable to “Lakes ACC.” in the amount of \$ 2000.00, as a compliance deposit. The deposit, less a \$ 100.00 administrative fee and any accumulated fines or deductions, will be returned within 45 days of the approved completion of the project. Violation of the terms and conditions outlined above, or failure to complete the project within the specified 12 month period may result in a full or partial forfeiture of the compliance deposit.
- 3) Complete Plans (Two Sets): The plan shall consist of a site plan indicating:
 - a. Certified Site Plan: Current survey with corners of property flagged, to scale with lot and block number indicated, lot dimensions shown, easement and set-back lines shown, proposed building location shown; including walks, driveways, porches, decks, etc.
 - b. Drainage Plan: To scale, may be superimposed on a copy of the Certified Site Plan. Must show proposed drainage flow direction, location of existing and proposed swales, existing and proposed ditches, existing and proposed culverts and associated features. If a proposed drainage control feature is proposed for inclusion on a property line, or which involves the change in drainage on an adjacent property, approval and consent of the owner of the adjacent property must be obtained in writing and such approval/consent submitted with the Drainage Plan. The locations, type, and extent of Erosion Control methods to be utilized during construction must be indicated on the Drainage Plan.

A construction drainage plan, to be submitted and approved by the ACC prior to construction. The construction drainage plan should include: (1) elevations of the road, along the edge, at the upstream driveway edges, and the center line of the driveway, (2) elevations of existing secondary swale (front yard/driveway swales, or pipes) at both sides of the driveway, both property boundaries and the nearest “fixed elevation” point (such as a fixed driveway or pipe) in the secondary swales upstream and downstream of the property, (3) horizontal distance between each of the elevation points in items 1 and 2, (4) planned elevations for the bottom of the secondary swale (or bottom inner edge of planned drainage pipe) at both property boundaries and on both sides of the driveway, (5) the intended direction of drainage flow, (6) a plan for erosion control and soil stabilization during and after construction, and (7) a road drainage plan. The road drainage plan is required to identify how water will drain off the road. Most roads in the Lakes were originally designed to drain into the secondary swales via the driveways. When these driveways are raised and piped, they can block the original drainage pathway, causing water to pool in the road at the base of the new driveway and along the edge of the road. Potential solutions are to pour the new driveway with a very slight grade to a subtle swale or pipe drain, or to install roadside drains or swales that link low spots on the road with secondary swales/pipes.

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A "Statement of Understanding," signed by the homeowners, indicating understanding of responsibility for the ongoing maintenance of the drainage system on the property and that the POA will not accept responsibility for pipe project construction and maintenance of yard swales or driveways. This statement is part of the ACC approval document establishing a permanent record.

In cases where a primary swale exists along a side lot line of a vacant/undeveloped lot, the ACC should have the property owner include a plan for improving/piping the swale during home construction. If not already in place, the property owner should grant a permanent drainage easement to the POA. The POA will then accept maintenance responsibility for the primary swale, although this does not extend to routine grass mowing.

- c. Building Plan: Must include a floor plan (1/4 inch = 1ft) and elevations (1/8 inch = 1ft) of all sides of the proposed home. Plans must show the exterior design; walls, doors, windows, decks, porches, etc., all exterior dimensions in plan, all building heights, all roof slopes, all exterior finishes and materials including roofing and trim. The location and materials to be utilized for driveways and walkways must be indicated.
- d. Landscape Plan: Scaled so as to be legible and depicting the location of foundation planting beds, location of berms, illustration of planting locations, and a plant list.
- e. Section Deleted effective 11/1/2009. Santee Cooper "Good Cents" Program has been closed to new enrollments.
- f. Due to detailed special requirements, the construction of Bulkheads and Swimming Pools, Fencing, and Docks, whether as part of initial home construction or subsequently installed, require the submission of additional ACC Forms. Specifically; Swimming Pools (ACC-2-SP), Bulkheads & Docks (ACC-2-BHD), Fencing, Etc. (ACC-2-MIS). If to be constructed contemporaneously with the new home, the appropriate ACC Forms must be submitted with the New Home Approval Request.
- g. Such other drawings, photos, illustrations, samples, descriptions, and other information required to allow the ACC to effectively evaluate the proposed project.

I/We hereby agree to abide by all the terms, conditions, restrictions, requirements, and criteria outlined above, as well as the "Declaration of Covenants, Restrictions, and Easements for The Lakes Subdivision". I/We certify that all information provided as part of this Approval Request is correct and accurate. I/We understand that any request for exception, exemption, or variance from these requirements must be made in writing and be approved by The Lakes ACC. I/We acknowledge receipt of The Lakes "Notice to Builders and Owners" and agree to the corrective measures and penalties contained therein.

Builder/Contractor Signature & Date: _____

Homeowners Signature & Date: _____

Horry County Building Permit #: _____ Issue Date: _____

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Architectural Control Committee Action

Date Reviewed: _____

Approval Request #: _____

IMPACT FEE PAID? _____

Approved as submitted: []

Approved subject to conditions: [] See comments below

Disapproved: [] See comments below

Approval Withheld Pending Additional Information: [] See comments below

Comments: _____

ACC Signatures & Date:

_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____

Assigned ACC contact: _____ () _____ - _____, () _____ - _____

Drainage Committee Approval Signatures & Date:

_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____

Compliance Deposit received by ACC from _____ on _____
in the amount of \$ _____ drawn on _____ (Bank), Check # _____.
Initials _____

Full [], Partial [] Compliance Deposit Refunded to _____ in the amount of
\$ _____ on _____, by check # _____ after project completion and final inspection.
Initials _____

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