



**ARB APPLICATION FOR RESIDENTIAL BUILDING PERMIT (rev 1.1.23)**

**Application Date:** \_\_\_\_\_ **Submission Type :** Conceptual Preliminary Final

**Application Fee (must be paid before review of application):** \$4,500 without a pool  
\$5,000 with a pool

**Palmetto Dunes Address:** \_\_\_\_\_

**Owner Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Architect/Designer Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Builder Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Landscape Designer Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Grading/Drainage Professional Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Pool Company Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

**SUBMISSIONS MUST BE TURNED IN BY 3PM ON THE MONDAY PRIOR TO THE MONTHLY MONDAY MEETING.**

**Requirements for Approval: (provide one paper copy and one digital .pdf for each)**

Existing site plan can be no older than two (2) years. Use 1/8 inch equals 1 foot showing existing house with tree survey indicating tree sizes. **(Plan sheets may be no larger than 24" x 36".)** Indicate location of all exterior lighting and type of fixture. Parking for at least four construction

vehicles must be indicated on the site plan, along with placement of the portable toilet and trash receptacle.

**SETBACKS – HOUSE:** Setbacks are measured from nearest vertical construction over 18 inches in height and include garage, service yard, decks, planters, landings, and stairs. Minimum setbacks from respective property lines are as followed:

Mariners Properties: front – 30 feet; rear – 50 feet; sides – 15 feet.

Inverness Properties: front – 30 feet; rear – 30 feet (50 feet for Hunt Club area); sides – 15 feet.

**SETBACKS – POOL:** ALL pools require a separate permit process. Setbacks are measured from the property line to the outside edge of the pool deck. Setbacks for pool/surrounding deck that are 18” or less above grade are as followed:

Mariners Properties: rear – 30 feet; sides – 20 feet.

Inverness Properties: rear – 20 feet (30 feet for Hunt Club area); sides – 20 feet.

**SETBACKS – DRIVEWAY/WALKWAY:** Driveway, walkway(s), parking area and turnaround setback is a minimum of 5 feet from the property line (includes street right-of-way).

**HEIGHT RESTRICTION - Palmetto Dunes** has a 47 foot AMSL height restriction. A height survey, certified by a registered surveyor, is required for any structure adding a second floor of living space. The survey must be furnished to the ARB office at the completion of framing before any installation of roof material. (A sample can be furnished on request.)

**ELEVATIONS -** Show elevations for all sides using ¼ inch equals 1 foot. Label existing grades. Label finished floor elevations, and overall height (in AMSL format). Graphically depict and label all added material selections for trim, siding, railings, windows, doors, chimney, chimney cap, and foundation and entry steps. Show location of all exterior lighting and type of fixtures. Furnish cut sheets with this application.

**LANDSCAPE PLAN –** Use 1/8 inch equals 1 foot. Show types, heights, sizes, and spreads of existing trees and plants. Show types, heights, gallonage, and spreads of plants to be installed. Foundation plants are to be full size and provide a minimum of 50% foundation width and height coverage at installation. Depending on the height of the foundation, plant size requirement will vary. Show plant schedule on plan. Show a north arrow and flow of surface water using drainage arrows. Show detail of any site construction not on architectural plans (stepping stones, benches,) Furnish cut sheets for all landscape lighting coded to their location on the plan. Landscaping for pools should provide planting beds between the house/raised decks and pool deck to allow foundation plantings to screen and soften the mass of the house/raised decks. In addition, the pool and spa should be landscaped to screen them from the lagoon, lakes, or golf course as well as neighboring homes and common areas. The ARB reserves the right to require full yard landscape upgrading if the property does not meet current guidelines. If applicable, no sod is allowed to be installed in the 20’ OCRM buffer.

**BUILDING SECTIONS AND DETAILS –** Detailed drawings of typical wall section, from bottom of footings through roof and typical sections and/or details of added cornices, window, decks and railings, screening devices and other features such as dormers, pediments, columns, sections through unusual framing and construction.

COMPLIANCE DEPOSIT: When final ARB approval has been granted, a **refundable Compliance Deposit must be received in the ARB Office before any ARB permits will be issued.** The compliance deposit is calculated by \$10 per heated square foot from the final approval plans. If a pool addition is part of the final approved plans, an additional \$5,000 is required for the pool compliance deposit.

**EXTERIOR MATERIALS & COLORS – ARB WRITTEN APPROVAL REQUIRED PRIOR TO INSTALLATION OR APPLICATION. FINAL APPROVAL WILL NOT OCCUR UNTIL THE COLOR BOARD IS REVIEWED ON SITE AND APPROVAL IS GRANTED BY THE ARB.**

**BE SPECIFIC.** Show manufacturer or brand name and number in the description column. Furnish cut sheets for applicable items. A color board using white hard board approximately 8” x 11” is required. “Chips” of all key materials and colors are to be adhered to the board and clearly labeled. **Furthermore, a digital color rendering is required during the review process showing all four sides of the home with its finished material/color displayed.**

	<u>MATERIAL</u>	<u>COLOR</u>	<u>DESCRIPTION/MANUFACTURER</u>
Siding (wood)			
Siding (masonry)			
Roof			
Fascia			
Trim			
Shutters			
Front Door			
Exterior Doors			
Garage Doors			
Windows			
Chimney			
Decks/Porches/Rails			
Driveway-Paving			
Walks-Paving			
Pool			
Pool Deck			
Pool Enclosure			
Dock			
Other			
Exterior Light Fixtures			

PHOTOGRAPHS – Provide electronic photos of the existing property as well as front and rear of adjoining properties and label accordingly.

TREE PRESERVATION: Tree preservation is a priority in Palmetto Dunes. An arborist’s service is required for preservation of specimen trees. **ALL trees on the construction site must be protected against damage by orange mesh attached to 2 x 4 frame barricades, as close as possible to the tree’s drip line, or a minimum of 5 feet. Mulch should be placed within the perimeter of the barricades. Under no circumstance should building materials, equipment**

**or vehicular traffic or parked vehicles come into contact with trees on the site.** Designate an area well away from trees for storage of building materials. Root compaction is to be avoided within the drip line of trees. Caution should be exercised when making grade changes around trees. Tree wells are encouraged. Clearing around trees should avoid use of heavy root raking equipment that may damage or destroy root systems, resulting in tree failure. Any intended clearing (includes pruning/limbing) along the waterfront must be approved prior to clearing. Wax myrtles are sometimes abundant along the water. These need to be preserved relative to ecological factors and erosion control. **If, in the judgment of the ARB, a tree is damaged or destroyed due to carelessness or avoidable activities on the part of the owner or contractors, the ARB will require suitable replacement. A portion of the compliance deposit will also be retained as a penalty.**

**CONSTRUCTION PARKING:** Construction vehicles must be parked **ON** the property and off the street. Spaces for at least four construction vehicles must be provided on the site. Roadways in Palmetto Dunes may not be obstructed by construction traffic.

**PORTABLE TOILET:** Place a portable toilet facility on the property as far back on the lot as possible with door facing away from street and adjoining houses (minimum setback from street is 15 ft.); keep clean and odor free; remove promptly at completion of construction.

**TRASH RECEPTACLE:** Place a trash receptacle on lot (minimum setback from street is 15 ft.); empty regularly; remove promptly at completion of construction. The dumpster must be covered with a neutral colored tarp at the end of each work day and on weekends. Full containers over a weekend or holiday are not permitted. *NOTE: The ARB has the right to contract for cleanup, at property owner expense, should the contractor fail to maintain a neat and orderly work site.*

**BUILDER'S SIGN:** Place a builder's sign on the property; one sign per site on street side; maximum size is 4 ft. x 4 ft.; single faced only with sign face parallel to roadway; setback from street is 10 feet.

**BUILDING PERMITS:** Post the Town of HHI Building Permit on site (as well as Town of HHI Pool Permit, if applicable). Upon review of the Town of Hilton Head Building Permit and receipt of all required documentation, an ARB Foundation Permit will be issued to be posted at the construction site (followed by the ARB Building Permit). Construction may not begin until the ARB Permit is posted on the site. The same applies for the ARB Pool Permit. **A penalty will be imposed if construction has begun before any ARB Permits are posted on the site.**

Work at the site may not begin until the ARB Manager has met with the contractor, the appropriate compliance deposit has been received, the pre-construction packet signed, and the applicable ARB permit has been issued and posted.

A temporary driveway entrance, or a designated access path, with appropriate mulch or stone connecting the property to the street, must be provided so as not to interfere with drainage along the street. If there is a drainage inlet in close proximity to the jobsite, it must be protected. Street pavement and bike paths must be kept clean during construction. No steel track machinery is allowed across common property without protection. Costs of repairs and maintenance to off-site areas damaged in the construction process are the responsibility of the owner.

ARB final approvals are effective up to 12 months from the date of the final approval. After 12 months, all approvals previously given to a project are null and void. Approvals do not carry over if the property is sold. After issuance of the building permit, 12 months is allowed for new construction completion. Landscape installation must be completed in the time period prescribed.

The ARB strongly suggests that homeowners notify their neighbors of the construction that will occur at the property. Contact information for neighbors can be obtained through Beaufort County Tax Office at [sc-beaufort-county.governmax.com/svc/](http://sc-beaufort-county.governmax.com/svc/).

**To avoid delays in notification of ARB decisions, this form must be completed in its entirety. Do not leave any blanks. If an item does not pertain to your project, place an "n/a" in the space. This document must be submitted in its original form with original signatures, accompanied by the requirements as stated above. All requirements, forms and fees for conceptual review must be received in the ARB office subsequent to this submission.**

**INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.**

**Applicants must thoroughly read and comply with all requirements of the Palmetto Dunes Property Owners Association Architectural Review Board Design and Construction Guidelines. By signing, the parties acknowledge that they understand and accept the provisions therein.**

**Owner**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Builder**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Architect/Designer**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Landscaper**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Drainage**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Pool**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED FOR EACH SUBMISSION AND MARKED ACCORDINGLY.**

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## **PALMETTO DUNES ARB**

### **Plan Submission Procedures & Checklist**

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***Note: Any submission at any stage that does not include all plans, materials, applications, details, and other items as required will be rejected by the ARB Manager and not be placed on the ARB agenda until all requirements have been met.***

*DENOTE WHICH PAGE REQUIRED ITEMS ARE LOCATED ON IN THE LEFT-HAND COLUMN. ANY CHANGES OR MODIFICATIONS TO PLANS MUST BE DETAILED ON THE ARB CHANGE ORDER FORM AND HIGHLIGHTED ON THE PLANS. Only one set of plans is required.*

#### **CONCEPTUAL PLAN REQUIREMENTS:**

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

- \_\_\_ 1. An artist's rendering or a schematic rendering of the proposed improvement **MAY** be submitted to see if a particular style or design is suitable (provide one paper copy and one digital .pdf). Submittals at this stage may be directed at specific design issues and if so, the submission should be sufficiently complete to allow the committee to understand the issue and to make an informed decision. Include elevations, a layover of proposed house footprint on a current site plan (with tree survey) and floor plans. Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

#### **PRELIMINARY PLAN REQUIREMENTS:**

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

- \_\_\_ 1. Acquire Tree, topographic and boundary survey of existing property (provide one paper copy and one digital .pdf)
- \_\_\_ 2. Provide site plan to scale, overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
- \_\_\_ 3. A 1/8 inch per foot, three-dimensional scale model, or photo realistic 3D rendering, is required for a home plan submitted which is 4,000 heated square feet or more (provide one paper copy and one digital .pdf). **\*The ARB will notify you at which point during the submission process the model should be submitted.**
- \_\_\_ 4. Elevation drawing at 1/4" = 1' (provide one paper copy and one digital .pdf)
- \_\_\_ 5. Floor plans at 1/4" = 1' (provide one paper copy and one digital .pdf)
- \_\_\_ 6. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
- \_\_\_ 7. Indicate enough of adjacent structures to show relationship to submission.
- \_\_\_ 8. If applicable, a pool plan must be submitted showing construction details as well as providing samples for pool interior, tile and decking. If a spa is added, a cross section with elevation of the highest points and location to setbacks must be submitted. Pool deck height must be shown on plans (provide one paper copy and one digital .pdf).
- \_\_\_ 9. Color Board: Completely identify exterior colors, materials and pattern/ textures. (Samples required). Color samples may be submitted at a small scale but must be displayed later at the job site for the ARB to make its final evaluation. Note pattern and texture of driveways and walks. **Roof sample must be at least 12" square.**
- \_\_\_ 10. **Digital color rendering showing all four sides of the home with its finished material/color displayed.**
- \_\_\_ 11. Must show impervious to lot ratio on plan. The impervious to ratio for all new construction must be no more than 35 percent.
- \_\_\_ 12. Must show calculations for the 70 percent buildable area as well as the 75 percent second floor vs first floor.

**Grading/Drainage Plan:** Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Provide tree and topographic survey showing location and species of trees six inches or larger in diameter at a height of four feet above ground indicate the grading and drainage.

- \_\_\_ 2. Fill plan (indicating runoff and tree preservation method)
- \_\_\_ 3. Indicate the location and identification of special features. (e.g., drainage ditches, lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.).
- \_\_\_ 4. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/ texture).
- \_\_\_ 5. Indicate culvert(s) location, size, and flow direction.
- \_\_\_ 6. Plans for waterfront construction are to indicate location of temporary debris control fence.
- \_\_\_ 7. Plans show impervious to lot ratio.
- \_\_\_ 8. A profession drainage plan is required for all submissions and must be prepared and sealed by a licensed SC Civil Engineer or by a SC registered Landscape Architect experienced in drainage and grading.

**Landscape Plans & Elevations:** Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Show plants at installed size. Plants must cover 50%+ of the foundation width and height and provide screening for pools and spas upon installation.
- \_\_\_ 2. Provide exterior elevations with foundation planting drawn to scale at time of installation.
- \_\_\_ 3. Include a plant list with common and botanical names, height and spread at installation.
- \_\_\_ 4. Profession drainage plan must comply with site and landscape plans.
- \_\_\_ 5. Coordinate with and relate to adjoining landscape.
- \_\_\_ 6. Show all landscape lights and submit a cut sheet.

**Roof Plan:** (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Outline plan below to indicate overhangs.
- \_\_\_ 2. Show peaks, valleys, crickets and sheds
- \_\_\_ 3. Draw dormers, chimneys, vents and other features.
- \_\_\_ 4. Indicate slope direction and pitch
- \_\_\_ 5. Indicate gutters and downspout locations as applicable
- \_\_\_ 6. Indicate the overall height of the highest ridge or peak of the roof in AMSL format.

**FINAL PLAN REQUIREMENTS:**

Provide **one** set of plans with original signature, date, and stamp of architect and/or designer on each page, as well as a digital .pdf.

**Site Plan:** Scale of 1/8" = 1' (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Site plan overlaid on tree & topographic survey, indicating all structures and improvements with an indication of trees to remain, how they will be protected and the trees to be removed. All setbacks shown and any encroachment clearly identified.
- \_\_\_ 2. Indicate enough of adjacent structures to show relationship to submission.
- \_\_\_ 3. Show location of contractor's ID sign, dumpster, outdoor toilet, and construction parking.
- \_\_\_ 4. Provide foundation plans if other than slab on grade.
- \_\_\_ 5. Provide service yard details to include screening materials, service court and compressor screen fence. (If shown on other sheets, indicate on site plan the location of the details.)
- \_\_\_ 6. Indicate service yard's relationship to lot for water, electricity, cable, and telephone.
- \_\_\_ 7. Indicate location and type of any yard lights. If shown on landscape plan, indicate on site plan.
- \_\_\_ 8. Indicate all planting areas and beds on all sides of the house.
- \_\_\_ 9. A path to the service yard needs to be shown on the site plan. If shown on landscape plan, indicate on site plan.
- \_\_\_ 10. Must show impervious to lot ratio on plan. The impervious to ratio for all new construction must be no more than 35 percent.

**Floor Plan:** Scale at 1/4" = 1' (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Indicate all walls, doors, and windows. Plans should be complete and ready for construction.
- \_\_\_ 2. Provide enclosed heated/air-conditioned square footage (stated by floor).
- \_\_\_ 3. Doors & windows keyed to schedule
- \_\_\_ 4. Fully Dimensioned plans
- \_\_\_ 5. Must show calculations for the 70 percent buildable area as well as the 75 percent second floor vs first floor.

**Elevation Drawings:** Scale  $\frac{1}{4}'' = 1'$  (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Indicate floor-to-floor heights on each elevation.
- \_\_\_ 2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- \_\_\_ 3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1<sup>st</sup> finished floor and AMSL (Height limit established by DCG's at 47' AMSL)
- \_\_\_ 4. Note all materials.
- \_\_\_ 5. Show all service yards, stair rails, raised pool structures, planters, and decks on elevations.

**Detail Drawings: Keyed to plans and elevations** (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Typical wall sections showing all eave rake and base conditions. (Required)
- \_\_\_ 2. Patio wall section, if appropriate.
- \_\_\_ 3. Show column-base and capital (include relationship to beam above)
- \_\_\_ 4. Show railings (including supporting newel posts and rail terminations)
- \_\_\_ 5. Steps
- \_\_\_ 6. Screen porch
- \_\_\_ 7. Typical window details
- \_\_\_ 8. Window schedule (include material, glazing).
- \_\_\_ 9. Louver and/or hog board (include relationship to attached walls, base, etc.)
- \_\_\_ 10. Dormer – rake, eave, base.
- \_\_\_ 11. Trim projections where not clearly described elsewhere.
- \_\_\_ 12. Pool plan must include a cross section elevation of the highest points; pool tile and decking.
- \_\_\_ 13. Flood vents.

**Electrical Plan:** (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Provide an electrical schedule and legend
- \_\_\_ 2. Provide electrical panel and meter locations
- \_\_\_ 3. Exterior lighting source may be on site plan or landscape plan
- \_\_\_ 4. Catalog cuts of exterior lighting (cuts should provide as a minimum a photo, style, finish, and lamp wattage including model number and cross referenced to electrical plans and schedules.)

**Required Cut Sheets:** (provide one paper copy and one digital .pdf)

- \_\_\_ 1. Front Door
- \_\_\_ 2. Garage Doors
- \_\_\_ 3. Exterior Lights
- \_\_\_ 4. Landscape Lights
- \_\_\_ 5. Chimney Pot
- \_\_\_ 6. Skylights
- \_\_\_ 7. Railings
- \_\_\_ 8. Decorative Corbels
- \_\_\_ 9. Pool Tile, Interior and Decking
- \_\_\_ 10. Water Features, if any
- \_\_\_ 11. Statues
- \_\_\_ 12. Windows