



ARB APPLICATION FOR RENOVATION/ADDITION (rev 1.1.23)

Application Date: _____ **Submission Type :** Conceptual Preliminary Final

Application Fee: Varies depending upon scope of project; TBD by ARB and must be paid before review of application.

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: _____

Description of Renovation/Addition:

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.)

FLOOR PLAN - Show renovated area in relation to existing, fully dimensioned, using ¼ inch equals 1 foot.

ELEVATIONS - Show elevations for all sides impacted by the renovation 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 renovation/addition 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 are issued.** The Compliance Deposit amount varies depending upon scope of project.

EXTERIOR MATERIALS & COLORS – ARB WRITTEN APPROVAL REQUIRED PRIOR TO INSTALLATION OR APPLICATION.

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. Upon review of the Town of Hilton Head Building Permit and receipt of all required documentation, an ARB Building Permit will be issued to be posted at the construction site. Construction may not begin until the ARB Permit is posted on the site. **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 6 months from the date of the final approval. After 6 months, all approvals previously given to a project are null and void. Renovation completion time will be based on scope of work as determined by the ARB. Landscape installation must be completed in the time period prescribed for renovation.

Any renovation requiring ARB approval also subjects the property to an overall ARB inspection to ensure the property meets current ARB standards. If deficiencies are found, issuance of the ARB permit may be contingent upon the owner's agreement to bring the property into compliance with the current ARB's Design and Construction Guidelines.

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/.

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: _____