



**PALMETTO DUNES**

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

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# **PALMETTO DUNES PROPERTY OWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD**

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## **DESIGN AND CONSTRUCTION GUIDELINES**

**New Residential Construction & Exterior Changes, Additions, and  
Renovations to Existing Residences**

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Effective on January 1, 2022

Revised January 2023

PALMETTO DUNES PROPERTY OWNERS ASSOCIATION

16 Queen's Folly Road | Hilton Head Island, SC | 29928 | 843.785.1109

Dear Property Owner:

Hilton Head Island is truly a wonderful paradise. With that in mind, the goal of property development in Palmetto Dunes is – and has been – to achieve a visually pleasing blend of natural beauty and man-made improvements.

The intent of this document is for the Palmetto Dunes Property Owners Association (PDPOA), and the Architectural Review Board more specifically, to provide a well-considered set of guidelines for new home construction, additions, renovations and homesite development / improvement. Environmentally-sensitive design can best be achieved through a careful, well-thought-out response to the configuration of your homesite, topography, and existing vegetation and Lowcountry climate.

While these guidelines serve as a useful and helpful resource, it's unlikely they will provide every answer for every situation. So, as questions arise concerning your plans, the Architectural Review Board and PDPOA staff stand ready to assist you. Please do reach out.

Respectfully,

Palmetto Dunes Property Owners Association / Architectural Review Board

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## **1.0 VISION**

### **1.1 GENERAL**

- a. Palmetto Dunes' guiding principle is to preserve, protect, and enhance the community.

### **1.2 DESIGN OBJECTIVES**

- a. To ensure all aspects of the design are consistent with these guidelines.

### **1.3 AESTHETIC CONSIDERATIONS**

- a. Property owners and their design professionals are to use original designs and varied materials to avoid a stereotypical home. It is important to realize that the overall impact of a house design involves considerations of taste and judgment which cannot be reduced to measurable standards such as square footage, setbacks, roof pitch or similar items. A house which meets all of the statistical criteria may be unacceptable for purely aesthetic reasons, and the ARB has the authority to make subjective judgments of this nature. The authority of decisions by architectural review boards, which decisions can be based purely upon aesthetic considerations, has been recognized and upheld by the South Carolina Supreme Court.

## **2.0 MISSION STATEMENT**

- a. To contribute to maintaining the quality of life of residents and guests by assuring that residential construction, remodeling and landscaping is designed and built to high aesthetic standards consistent with the neighborhood character, overall ambiance and natural environment of Palmetto Dunes.

## **3.0 FORWARD**

### **3.1 COVENANTS**

- a. Recorded among the Beaufort County land records is a Declaration of Rights, Restrictions, Conditions, etc. which constitute covenants running with certain lands in Palmetto Dunes. These covenants, as we shall refer to them, run with the deeds to that land, regardless of from whom and/or from what company it was purchased.
- b. These covenants were established, among other things, to assure and preserve certain high standards of aesthetics and materials, to provide all property owners with ample opportunity to make the best use of their property in a manner in keeping with rights and values of the adjoining property, and to create certain procedures to enable the community to permanently control the quality of its neighborhoods.
- c. The covenants, to which homeowner lots are subject, specifically provide for an Architectural Review Board and the implementation of architectural guidelines. While the covenants identify and outline certain architectural conditions and restrictions, they also address other topics.
- d. In addition to the covenants, Palmetto Dunes Property Owners Association, Inc. (hereinafter referred to as PDPOA) has established architectural policies, procedures and guidelines that are explained throughout this document. This document is not intended to be on the same level of authority as the covenants and, unlike the covenants, may be amended or modified at the sole discretion of the PDPOA.

### **3.2 SPECIFICATION REVIEW**

- a. Architectural review of specifications for new construction, additions, re-constructions,

alterations or changes to structures and landscaping, and decisions thereof are solely determined by the Palmetto Dunes Architectural Review Board (hereinafter referred to as ARB).

- b. “No building, wall, fence, sign, swimming pool, roof, exterior light or other structure or improvement shall be commenced or erected upon the exterior of any structure nor shall any building permit for such structure or improvement be applied for, nor shall any landscaping be done, nor shall any addition to any existing building or alteration or change therein be made until the proposed building plans, specifications (including height, color of roof, siding, etc., materials and exterior finish) plot plan, landscape plan and construction schedule shall have been submitted to and approved by the PDPOA Architectural Review Board, as provided by Article VIII hereof.” (Palmetto Dunes Covenants, Article III, Section 3-1)

### **3.3 ADHERENCE TO GUIDELINES**

- a. Adherence to the policies, procedures and guidelines in this document is essential to achieving a combination of high-quality home/landscape design, overall diversity and individual expression within the context of a cohesive and harmonious community design setting which is accomplished in a manner that is compatible with and complements the natural surroundings, climate and other environmental factors indigenous to this area.
- b. Although most local architects, designers and contractors will be familiar with the information contained herein, property owners are urged to verify that the design, construction and landscape professionals they select are, in fact, thoroughly knowledgeable as to the content of this document.

### **3.4 ARCHITECTURAL REVIEW BOARD**

- a. The PDPOA Covenants has created a three to seven-member Architectural Review Board (ARB) for the purpose of establishing and enforcing architectural, siting, landscaping, vegetation and building controls in conformity with these Covenants and pertinent law.
- b. The ARB meets on a regularly scheduled monthly basis to review all plans for construction, provide recommendations, discuss the general appearance of the community and appropriate actions to improve its aesthetics, and work with owners, architects, builders, and landscapers to ensure that high standards are being maintained.
- c. By approval of such plans, the ARB assumes no liability for structural design or damage to other property during the approved construction.
- d. Furthermore, if some portions of the approved plans are due to inadvertent oversight by the ARB and are in violation of the Palmetto Dunes covenants, such approval will not later prevent the ARB from seeking enforcement of the covenants.
- e. The authority of the ARB is derived from the covenants. In any instance where the information contained herein conflicts with the covenants, the covenants shall control.
- f. In any instance where the information contained herein conflicts with the ARB permit application, this document shall control.
- g. Additionally, the decisions of the ARB are not and will not be bound or restricted by any precedent relating to existing residential construction/landscape on any other lot within Palmetto Dunes.

### **3.5 SCOPE OF ARB DECISIONS**

- a. The Covenants grant the ARB authority to approve or disapprove plans based on subjective or aesthetic judgments as well as on objective, quantitative grounds. This authority is limited

only by the requirements that the architectural review process not be conducted in an arbitrary or capricious manner. ARB decisions are based on reasonable grounds consistent with the objectives of the Covenants, including but not limited to the following:

- Size (square footage, height, mass and scale);
  - Siting of structures, including setback requirements;
  - Placement and number of parking spaces;
  - Aesthetic considerations of harmony and suitability of overall design, including color and construction materials that must blend with existing neighboring homes;
  - Landscaping and preservation of significant trees or unique vegetation;
  - Exterior lighting and drainage;
  - Auxiliary amenities such as pools and docks;
  - Effect on neighboring properties;
  - Appearance of the property from roads, bike paths, walkways or waterways.
- b. It is to be understood that any approval of a plan which when completed is not considered desirable for future construction, shall not set a precedent requiring the ARB to approve similar plans on subsequent submissions.

### **3.6 LIABILITY**

- a. The Board assumes no liability as to the adherence to building codes, as that remains the sole responsibility of the owner, along with the architect and the builder.

### **3.7 WRITTEN NOTIFICATION**

- a. Applicants will be notified in writing of all ARB decisions. Oral representations of ARB decisions shall be non-binding on the ARB.
- b. No approval of plans/locations and specifications by the ARB shall ever be construed as representing/implying that such plans/locations and specifications will, if followed, result in a properly designed residence or will comply with pertinent law.
- c. Such approvals shall in no event be construed as representing or guaranteeing that any residence will be built in a good workmanlike manner.
- d. No implied warranties of good workmanship, design, habitability, quality, and fitness for purpose or merchantability shall arise as a result of approvals made by the ARB.

### **3.8 ORAL REPRESENTATION**

- a. No person has been authorized to give any information or make any representation not contained in this document and, if given or made, such information or representation must not be relied upon as having been authorized by the ARB.

### **3.9 INQUIRIES / CONTACT INFORMATION**

- a. Mailing and Physical Address: Palmetto Dunes POA ARB, 16 Queen's Folly Drive Hilton Head, SC 29928
- b. Phone: (843) 785-1109                      Fax: (843) 785-3589
- c. Web: [www.pdpoa.org](http://www.pdpoa.org)

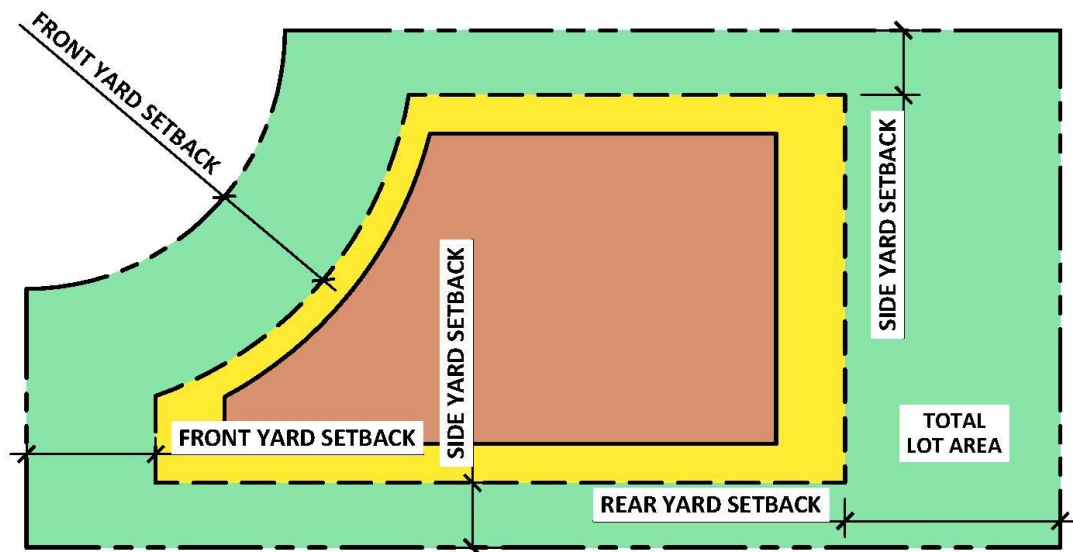
### **3.10 REVISIONS**

- a. These policies, procedures and guidelines are subject to periodic revision and modification.

## 4.0 LANDSCAPE

### 4.1 PROPERTY LINE SETBACKS

- a. For every property, regardless of lot shape and total number of property lines, only (4) four property lines shall be declared on plan submittals; and shall include (1) one front yard property line, (2) side yard property lines, and (1) rear yard property line.
- b. The following definitions apply in the determination of Property Line Setbacks:
  - Setback Line - A line at a predetermined distance inside and parallel to a specified property line.
  - Setback Area - The area between the specified property lines and the applicable setback lines.
  - Vertical Construction - The projection on the ground of the outer limits of any structure, the highest point of which exceeds 18 inches above finished adjacent natural grade (includes decks, service yards, porches, garages, chimneys, etc.).
  - Horizontal Construction - Any structure with maximum height of 18 inches, or less, above finished grade.
- c. No vertical construction is permitted within the setback areas defined by the following setback lines:
  - Front yard - 30 feet;
  - Rear yard – 50 feet; or the edge of water for properties located along lagoons and lakes with a copy of the property's easement on file; (For some lots in the Inverness area a rear setback of 30 feet may be appropriate. Check with the ARB Manager.)
  - Side yard – 15 feet.
- d. At the end of T-streets, the PDPOA ARB declares that the front yard setback line will be as follows:



- e. Patios, Pools, Pool Decks and Fire Pits must be equal to or less than 18" above adjacent natural grade and are defined by the following:
  - Rear – 30 feet or the edge of water for properties located along lagoons and lakes with a copy of the property's easement on file; (For some lots in the Inverness area a rear setback of 20 feet may be appropriate. Check with the ARB Manager).

- Side - 20 feet.
- f. Some lots might have a change to a setback line depending on certain variables (such as being on the lagoon or a corner lot). For instance, an additional 5 feet buffer setback may be required for any building, surface parking lot, or vehicular access way along the 20-foot buffer. These shall be reviewed by the ARB on a case-by-case basis.
- g. No horizontal construction may be closer than five feet from any property line, except walkways and driveways may cross the property line in order to provide access to the street.
- h. Edges of boat ramps and docks must be setback 20 feet from side property lines.
- i. Flagpoles must be setback 20 feet from all property lines.
- j. Playhouses and Gym Sets must be setback 20 feet from rear and side property lines.

## **4.2 IMPERVIOUS COVER**

- a. The impervious cover to lot ratio for all properties must be no more than 35 percent.
- b. Impervious Cover: The percentage of a parcel of land or lot that is covered by impervious surfaces, calculated by dividing the total area covered by impervious surfaces (expressed in square feet), by the total acreage of the land or lot (expressed in square feet). See Appendix Y.
- c. Impervious Surfaces: A surface composed of any material that significantly impedes or prevents natural infiltration of water into soil. Impervious surfaces include: building roofs (roof overhangs to be omitted); impervious pavements such as streets, driveways, parking areas, sidewalks, steps, stairs, service yards, pool and spa decks and copings; impervious pavement materials such as compacted aggregate, asphalt, concrete, wood, and pavers; and permanent surface water bodies such as pools and spas.
- d. Specifically designed permeable or pervious paver units are not included as impervious cover as long as manufacturer installation details are provided on plan submittals for approval, and the pavers are installed per manufacturer's instructions.

## **4.3 SITE WORK**

### **4.3.1 GENERAL**

- a. All underground utility locations are to be flagged prior to any clearing, grading or digging. Call 1-888-721-7877 to make arrangements. The Underground Utility Damage Prevention Act of July 18, 1978, provides for a penalty of \$1,000 to the person doing the excavating if the utility involved has not been contacted. The penalty will be collected by the utility company.
- b. Designated areas for the storage of building materials must be outside tree driplines.
- c. Root compaction is to be avoided within the drip line of trees through the use of wood barricades and mulch.
- d. Caution should be exercised when making grade changes around trees. Tree wells are encouraged.
- e. 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 fine may be issued or a portion of the compliance deposit may be retained as a penalty.



## **4.4 EXISTING VEGETATION REMOVAL**

### **4.4.1 UNDERBRUSH REMOVAL AND BUSH HOGGING**

- a. An undeveloped lot may be left in a natural state unless it becomes unsightly or unsafe (fallen trees, limbs and underbrush) as determined by the ARB.
- b. Underbrush removal is considered an alteration of vegetation characteristics of a property. No underbrush removal is permitted until an ARB permit is issued. An administrative fee, as well as a compliance deposit, is required.
- c. Underbrush removal is reviewed on a case-by-case basis and will not be permitted until reviewed by the Town of Hilton Head Island. In addition, removal of underbrush 30 feet ocean side of the Ocean and Coastal Resources Management (OCRM) critical boundary line is not permitted.
- d. All debris/ refuse from underbrush removal is to be removed from the property within 24 hours after completion. Underbrush removal is to be scheduled so that no debris/refuse is left on the site over any weekend/holiday. No burning or dumping of any kind is permitted.
- e. Within the 20-foot wetland buffer, particular attention should be given that there is to be no disruption of the earth or removal of native vegetation along lakes and lagoons.

### **4.4.2 TREE REMOVAL/ TRIMMING/ PRUNING**

- a. This Section establishes standards for the conservation, removal and mitigation of trees. It is the intent of this Section to:
  - Protect woodlands as important natural resources that provide beauty, preserve animal habitat and prevent damage from erosion, siltation and stormwater runoff;
  - Limit tree removal to the minimum necessary to reasonably develop a property;
  - Only permit the removal of hazardous trees, to include dead, diseased and dying trees on a developed lot, and
  - Treat all sites equitably for the purpose of protecting and replanting trees and maintaining tree canopies consistent with the character of Palmetto Dunes.
- b. Tree Permits are required to remove or prune trees 6 inches in diameter at breast height ("DBH") or greater.
- c. Definitions:
  - Protected Tree. A protected tree is defined as all trees that are 6 inches in Diameter at Breast Height ("DBH") or greater, including significant trees.
  - Significant Tree. A significant tree is defined as all trees that are 24 inches in DBH or greater and all trees, regardless of size, that are located within wetland buffers.
- d. No person shall cut, destroy, or cause to be destroyed a protected tree without first obtaining written ARB approval.
- e. Tree Marking. Prior to any removal or commencement of construction on a site, a red ribbon shall be used to identify trees to be removed.
- f. Tree Conservation during Site Planning. During the site planning process, consideration shall be given to the existing tree canopy and every reasonable effort

made to maximize the preservation of existing trees.

- g. Tree Conservation during Construction. The following standards shall apply to all trees, natural areas, and buffers that are to be preserved during construction:
  - Tree Protection Fencing. Tree protection fencing shall consist of 4 to 6 feet high orange laminated plastic mounted on sturdy posts (wooden or metal) spaced no more than 10 feet apart. Tree protection fencing shall be erected before demolition, grading, or construction begins and remain in place until final inspection by the ARB.
  - Any damage to preserved trees during construction shall be mitigated using industry accepted standards for limb pruning, root pruning, wound cleaning, watering, fertilizing, and any other applicable mitigation needed. Any damage that is determined to be lethal to preserved trees shall cause the tree to be removed and replaced in accordance with the requirements in this Section.
- h. Tree Conservation Post Construction. Any tree required to be preserved or required to be planted as a result of the requirements of this article, shall not be removed or caused to be removed unless the tree(s) are replaced in accordance with the requirements of this Section.
- i. Installation.
  - Native and regionally appropriate plant species are required.
  - Materials selected for planting must be free from injury, pests, disease, nutritional disorders or root defects, and must be of good vigor in order to assure a reasonable expectation of survivability.
  - At least 80% of all tree plantings must be hardwoods.
- j. Pruning and Maintenance.
  - Routine and seasonal pruning of protected trees is allowed, with an approved ARB permit, provided that it is done in accordance with the guidelines of ANSI A300 Pruning. As stated in ANSI A300, topping and lion's tailing shall be considered unacceptable pruning practices. Removing more than 25 percent of the leaf surface within an annual growing season is also unacceptable and shall be considered tree removal, which would require a tree removal permit. The use of climbing spurs on trees that are not being removed is prohibited, with the exception of the seasonal pruning of sabal palmettos.
  - Routine and seasonal pruning of palm trees is allowed, and does not require an ARB permit.
  - Trees shall be maintained in good condition at all times in accordance with standards established by ANSI. All plantings that die or are destroyed must be replaced during the next suitable planting season.
  - Attaching lights, signage or any other items to trees that may result in damage to the tree is strictly prohibited.
  - Maintenance in required buffer areas shall be limited to seasonal pruning, maintaining a view corridor and not compromise the intent of the buffer.

#### **4.4.3 TREE REPLACEMENT**

- a. Should any existing trees be removed through the approval by the ARB, then the ARB, in its discretion, may require mitigating replacement trees at a rate of one tree per every ten inches in DBH removed.

- b. Example calculation: Total of 117 DBH inches removed divided by 10 inches equals 11.7, rounded up to 12 trees to be planted as mitigation.
- c. The replacement tree preferred shall be of equal species and/or native species such as oaks, magnolias, sabal palmetto or hickory.
- d. If the tree or trees removed were not native, including, but not limited to, oaks, magnolias, sabal palmetto or hickory, the owner can opt to upgrade tree categories where each native oak, magnolia, sabal palmetto or hickory planted as tree replacements counts towards two required replacement trees.
- e. For Category I and II tree replacements, each tree must be a minimum of 2-inch caliper and 10 feet in height when installed. As an option, planting a 4-inch caliper tree would count towards two required replacement trees. For Category III and IV tree replacements, each tree must be a minimum of 1-inch caliper and 6 feet in height when installed. As an option, one Category I or II replacement tree can be substituted for every two required Category III or IV replacement trees. See Appendix A for List of Category I, II, III and IV tree types.
- f. Depending upon the number of trees removed and the landscaping planned by the owner, the requirement of replacement trees may be reduced or waived or, in the ARB's discretion, plant material and shrubbery may be substituted where visually appropriate.
- g. In exercising its discretion respecting these Tree Replacement Guidelines, the ARB shall take into consideration, among other things, the number and species of trees removed, the remaining foliage, canopy coverage trees, shrubbery, and other plant species as may exist on a lot and/or as may be proposed to be added by the owner as a part of the landscaping plan, the size, shape, and topography of the lot, the size, species, and value of proposed replacement tree, the neighborhood characteristic including its general topography, foliage, and natural tree canopy, and other relevant factors.
- h. If the ARB agrees with the applicant that replacement trees will not "fit" on a lot, the ARB may require the applicant to contribute to the Palmetto Dunes POA tree fund.
- i. Monies from collective contributions will be escrowed and utilized exclusively for Palmetto Dunes Property Owners Association beautification projects.
- j. Contributions to the Tree Fund will be calculated by the total sum of tree diameter inches to be removed, divided by 10 (rounded to the nearest whole number), times the currently established ARB fee for the average cost to install a 2.5-inch caliper, 12-foot tree.

#### **4.5 FILL/ GRADING/ DRAINAGE**

- a. Careful planning and design are required to ensure that the project's site requirements are compatible with the existing site conditions, thereby preventing excessive disruption of the native site. Unsightly grading, indiscriminate earth moving, clearing of the property, or removal of the trees and vegetation, which could cause disruption of natural watercourses, scar natural landforms, or destroy native plant groupings are prohibited.
- b. Storm water drainage systems shall be designed and built to meet all federal, state and local requirements and regulations.
- c. Fill/grading is to be designed in a manner to prevent standing water and to assure there will be no run off to adjoining properties.

- d. Cuts and fills should be designed to complement the natural topography. Grading should produce graceful contours, not sharp angles. A smooth transition should be provided at the crest and base of the slope.
- e. All storm water must be retained on site and percolated into the soil or directed to an ARB approved on-site drainage structure, or procedure, that facilitates the percolations into the soil. On site storm water is prohibited from discharging into lagoons, lakes, oceans, Palmetto Dunes storm drainage system, common areas or adjacent properties. PDPOA has the authority to permit site specific flexibility to this section.
- f. Pool water backwash and/or well point discharges from the construction process for homes or pools must be retained on site and percolated into the soil or directed to an ARB approved on-site drainage structure, or procedure, that facilitates the percolations into the soil. Discharging into lagoons, lakes, oceans, PD storm drainage system, common areas or adjacent properties is prohibited. PDPOA has the authority to permit specific flexibility to this section.

## **4.6 LANDSCAPE**

### **4.6.1 GENERAL**

- a. Palmetto Dunes' natural setting offers a unique environment that must be recognized and preserved as a framework for development. The Guidelines are intended to indicate the seriousness with which we approach alteration of Palmetto Dune's vegetation. These Landscape Guidelines are intended to protect the property values of all owners throughout the community, as Palmetto Dunes' most outstanding feature is its natural beauty.
- b. The location of new plants is to be in relation to the building's elevations and design to achieve a cohesive and harmonious setting.
- c. The following projects require Landscape Plans to be reviewed and approved by the ARB:
  - All new construction;
  - All significant renovations and additions (including the addition of a pool/ spa);
  - Landscape modifications that affect more than 50% of any side of a residence or significantly affects the screening of the property, pool, or home;
  - All development within wetland buffers and/ or along lakes and lagoons, including bulkheads, boat ramps and docks. Town of Hilton Head Island approval is required prior to submitting for ARB review. Submit Town approval letter with plans.
- d. Refer to the Appendix B for Suggested Plant Lists and Recommended Foundation Plantings.

### **4.6.2 LANDSCAPE PLAN**

- a. Plants shall be drawn to scale of their approximate size at maturity according to ANSI Z60.1 American Standards for Nursery Stock.
- b. A plant schedule is to be incorporated on the Landscape Plan showing associated plant symbol/abbreviation, common name, botanical name, size at time of planting (height, spread, and container size), and quantity used.
- c. All foundations (house, deck, garage, service yards, etc.) shall be landscaped on all sides. Foundations plants shall provide a minimum of 50% foundation width and

height coverage at installation.

- d. Swimming pools are to be fully screened from the street and adjoining properties (including common areas, lakes, lagoons, and golf courses) with mature evergreen plants that provide screening upon installation.
- e. Plantings are to be in double staggered rows. Plant smaller shrubs and/or ground covers in front of larger shrubs for a layered appearance to help reduce the apparent foundation height.
- f. Planting beds shall be placed between the foundation and stairways, pools, pool decks, patios, driveways and parking areas to soften the mass of the hardscape and structure.
- g. The portion of all residential lots within 30 feet of the lot line bordering golf courses shall be in harmony with the overall landscaping pattern of the adjoining golf course area.
- h. Site utility boxes shall be fully screened from the street with landscaping.
- i. Lawn and/or greenspace areas should be integrated into the front landscape plan in curved patterns to provide aesthetic appeal to the overall site and shall extend to the edge of the street or leisure path in areas that do not contain other planting beds. In addition to lawns, greenspace is defined as ground cover or plantings that maintain their color/foliage throughout the year. The ARB may grant exceptions to the requirement of having lawn or greenspace in the front of a property in areas where heavy shading makes growing grass or other greenspace materials impractical. Climate tolerant sod such as Centipede, Zoysia or St. Augustine shall be used in all lawn areas.
- j. Native plants are encouraged that are deer resistant, drought tolerant, and winter hardy.
- k. Heavy foliage evergreen plants shall be used for all screening applications.
- l. The planting of sizeable trees may be required to mitigate second story heights. All such required trees shall be a minimum two-inch caliper and ten feet in height at time of planting.
- m. Plantings may not obstruct street/roadway site lines.
- n. All turf and plant material shall have irrigation.
- o. Mulch shall be pine straw or shredded wood/bark of a uniform texture and color.
- p. Leaving some areas in their natural state may be appropriate. Natural state refers to a natural leaf ground cover. These areas shall still be kept free from weeds, vines and debris. Designated natural areas may use a natural bed of leaves/pine straw as the mulching material. No exposed earth is allowed.
- q. Materials selected for planting must be free from injury, pests, disease, nutritional disorders or root defects, and must be of good vigor in order to assure a reasonable expectation of survivability.
- r. It should be noted that approval of a landscape plan, performed by the ARB's landscape consultant, is conditional, pending a field review of the in-place installation. At that time, additional landscaping may be required to reduce the visual height of a tall structure, to provide erosion control and additional screening, to correct damage from construction activity, or for other reasons as deemed

appropriate by the ARB.

#### **4.6.3 TREES**

- a. Of the trees shown to be planted on the landscape plan, at least two-thirds must be native species (oaks, magnolias, hickories, palmettos, etc.).
- b. At least 80% of all tree plantings must be hardwoods.

#### **4.6.4 SHRUBS AND ORNAMENTAL GRASSES**

- a. 50% of all shrubs installed away from the foundation must be a minimum of seven-gallon size. Three-gallon size may be considered for dwarf varieties or if placed in front of seven-gallon plant material to achieve a tiered effect.
- b. All other installed shrubs must be a minimum size of three gallons.
- c. All installed ornamental grasses must be a minimum size of one gallon.
- d. Straight-line plantings (hedges) along the property lines are discouraged unless as part of an overall neighborhood landscape concept plan.
- e. Planting beds near side property lines are encouraged to blend with adjacent properties in both plant material and design. Native plants such as wax myrtles and hollies are also encouraged along these edges.
- f. The use of native or drought tolerant plants is recommended to reduce irrigation needs.

#### **4.6.5 GRASS, GROUNDCOVERS AND MULCH**

- a. Areas shown to be grassed must be sodded as opposed to seeded or sprigged.
- b. Areas of turf must be a minimum of 20 feet from lagoon and lake edges.
- c. Lawn and/or landscaping is required to the edge of the street or leisure path. Property owners are responsible for landscape maintenance of this area.
- d. Roadside rights-of-way that are disturbed during construction must be regraded and revegetated. This includes areas of nearby lots that are damaged during construction.
- e. Ground cover plantings are encouraged in shaded areas where it is difficult to grow grass.
- f. Pine straw or mulch can be used in areas without ground cover plants or sod.
- g. Synthetic turf is not allowed.

#### **4.6.6 BUFFER PLANTINGS FOR WETLANDS (LAGOONS AND LAKES)**

- a. Buffer plantings will be required within the 20 foot OCRM wetland buffer zone of lagoons and lakes.
- b. Buffer plantings will be required for boat ramp, dock and bulkhead construction and renovations.
- c. At the time of planting, overstory and understory trees included as part of required buffers shall comply with the following size standards:
  - All buffer plantings must be native species of plants, see Appendix C, except where ornamental plantings or plants that have historically been prevalent on

Hilton Head Island are approved as part of the ARB approval.

- Overstory trees shall be a minimum of 2" caliper tree as measured at 6" above root ball; and a minimum of ten feet in height.
  - Understory trees shall be a minimum of 1" caliper tree as measured at 6" above root ball; and a minimum of six feet in height.
  - Evergreen shrubs shall be at least three feet in height above ground level.
  - Native groundcovers are permitted.
  - No sod shall be allowed.
- d. See Appendix C for approved plantings in the buffer as well as a landscape sample for the buffer area.

## **4.7 HARDSCAPE**

### **4.7.1 DECKS, PATIOS, PORCHES, TERRACES**

- a. Decks, patios, porches and terraces are usually integral parts of the house design. A site plan, showing exact location and construction details, along with a landscape plan, is required.
- b. The design of decks, patios and terraces must be coordinated with the design of the residence. These spaces add a great deal to the outdoor "livability" of a home and can provide a high degree of privacy when bordered by dense natural vegetation and/or appropriate landscaping.
- c. Vertical structures 18 inches above adjacent natural grade shall be located within the applicable building setbacks. Vertical structures below 18 inches shall be located within the applicable pool setbacks.
- d. All open spaces beneath an elevated deck must be closed with louvers or other "open air" paneling between the outermost vertical posts or piers; such vertical surfaces are to be screened by landscape planting. The exceptions are open areas incorporated into the house design intended for outdoor living areas that have a finished appearance.
- e. All exposed vertical elements of a wooden deck or terrace, including benches, railings and below deck outside structures, must be stained or painted to complement the house. Stains and paints that can be used on new pressure treated wood are commercially available. To delay painting for "wood seasoning" will delay the return of the full amount of the compliance deposit.
- f. Stamped concrete for pool decks, steps, and paths will be reviewed on a case-by-case basis provided:
  - Only muted, neutral colors will be considered. White or very light colors will not be considered.
  - The top coat (sealer) must be a matte finish with little shine.
  - The design must have ARB approval. Emblems, pictorial depictions, logos, initials and other inserted artistic renderings will not be approved.
  - The desired locations must be shown on a site plan.
  - A sample of the proposed concrete showing patterns and colors will be required.

### **4.7.2 DRIVEWAY/ PARKING AREAS**

- a. All driveway and parking area materials are to be concrete or pervious pavers.

Submit construction details for pervious paver installation.

- Minimum construction details for concrete flatwork, to include driveways, walkways, patios, pool decks, and service yard slabs, are to be 3000 psi normal weight concrete reinforced with 6x6 w1.4x w1.4 wwm or 1.5 pcy of fiber reinforcing — concrete to be placed on 6 mil poly on compacted fill or subsoil — minimum of 6" thickness for driveways. This includes flatwork that will receive finishes of brick, stone or tile. Please refer to Appendix W for a sample drawing.
  - Please refer to Appendix X for details on minimum construction details for pavers.
  - The ARB may approve alternative construction methods if the driveway plans are prepared by a South Carolina licensed professional engineer.
- b. Decorative brick inserts are permitted.
- c. Material samples for a driveway, other than concrete, must be submitted for ARB approval.
- d. Staining/tinting/painting a driveway will be reviewed on a case-by-case basis provided:
- An ARB paint application is filled out and submitted indicating the manufacturer/color name of the driveway.
  - A sample of the proposed color must be provided onsite for ARB approval. Sample must be painted on the driveway itself or a separate concrete non-permanent stone placed next to the driveway.
  - The stained/tinted/painted driveway must be maintained at all times and touched up as needed.
- e. Space for parking a minimum of 4 automobiles in the driveway must be provided; all parking spaces will be reviewed by the ARB to ensure the impervious ratio meets ARB requirements.
- f. The ARB reserves the right to require pervious pavers in areas with known drainage issues.
- g. Parking areas are to be incorporated with driveways.
- h. Stamped concrete for driveways will be reviewed on a case-by-case basis provided:
- Only muted, neutral colors will be considered. White or very light colors will not be considered.
  - The top coat (sealer) must be a matte finish with little shine.
  - The design must have ARB approval. Emblems, pictorial depictions, logos, initials and other inserted artistic renderings will not be approved.
  - The desired locations must be shown on a site plan.
  - A sample of the proposed concrete showing patterns and colors will be required.
- i. If a driveway is made of asphalt, it may only be patched for maintenance. Patching may not exceed 50 percent over a 5-year period. If less extensive patching is needed, then a top coat applied to the entire driveway will be required. No driveways may be replaced with asphalt, all replacement driveways must be brought to current guideline standards.
- j. All new construction and all existing concrete driveways will be maintained and or



replaced only with current guideline standards.

#### **4.7.3 FENCES, WALLS AND GATES**

- a. Fences are not allowed. The use of tall plant materials or earthen berms with plant materials is encouraged.
- b. Retaining walls required to stabilize earth will be considered on a case-by-case basis.
- c. Gates to control public access onto private property will be considered on a case-by-case basis. Gates to be of smaller scale and must receive ARB approval prior to installation.

#### **4.7.4 POOLS**

- a. For Oceanfront properties, the surface of pool deck height shall be no greater than 14.0 AMSL or average dune elevation across the rear property line as shown on topographic survey, whichever is lower.
- b. Pool equipment, including heaters, tools and chemicals are to be located in a service yard. Underground propane tanks may be located outside the service yard, but must be a minimum of 10 feet from the property line.
- c. The ARB reserves the right to require complete landscape upgrade if the property does not meet current guidelines. Landscaping for pool additions should complement or enhance the existing property. It should provide for landscape planting beds between the house/raised decks and pool deck to allow adequate foundation plantings to screen and soften the mass of the house. In addition, the pool and spa should be landscaped to fully screen them from the lagoon, lake, golf course, street, common areas and/or adjacent properties.
- d. Heavy foliage evergreen plants shall be used for screening. Screening plants shall provide a solid evergreen hedge at least 4 feet high minimum with a 75% opacity at time of installation.
- e. Screened pool enclosures are generally not allowed.
- f. Street side/front yard pools are generally not allowed.
- g. Side and rear property lines must be clearly indicated at the site. The proposed pool deck is to be designated on site indicating the outside edge of the pool deck on all sides.
- h. When an elevated waterfall is part of the pool design. The waterfall may not exceed 18 inches above the pool deck.
- i. Pool fencing is not allowed. Retractable covers will be allowed on a case-by-case basis and must receive ARB approval.
- j. After the completion of the pool construction, the pool cannot be used until a successful final inspection has been performed by the ARB. Landscape must be completely installed per the approved landscape plan prior to requesting a final inspection.

#### **4.7.5 POOL BACKWASH**

- a. Pool backwash water may not be allowed to discharge directly or indirectly into the lagoon or lakes. Even a small amount of pool chemicals can have a negative effect on the water quality in the lagoon and lakes.

- b. Pool backwash may not be discharged into rights-of-way, Palmetto Dunes drainage system, adjacent private properties, or common areas.
- c. Flexible/collapsible surface hoses are not acceptable.
- d. See Appendix E for pool backwash diagram if not using a fully underground backwash system.

#### **4.7.6 HOT TUBS/ SPAS**

- a. Hot tubs/spas must meet setback requirements for horizontal construction. Hot tubs/ spas must be adequately screened with landscaping. An ARB permit is required. All materials must be submitted for approval. Work may not begin until the ARB permit is issued.

#### **4.7.7 POOL/ SPA EQUIPMENT**

- a. All pool and spa equipment is required to be completely screened from view in an enclosed service yard.

#### **4.7.8 GAZEBOs**

- a. All gazebos must meet setback requirements for vertical construction.
- b. The gazebo is to complement the design, architectural elements, and scale of the house.
- c. A site plan showing exact location; complete construction/elevation details showing proposed materials and colors; a landscape plan; an electrical plan with cut sheets for exterior lighting are required with all gazebo submissions.

### **4.8 EXTERIOR ELEMENTS**

#### **4.8.1 ANTENNAS/ SATELLITE DISHES**

- a. Antennas should be installed in attics, service yards, or well screened areas of the landscape.
- b. Property owners may install television satellite dishes with a maximum diameter of 1 meter (39.4 inches).
- c. Satellite dishes and personal weather stations are discouraged in prominent locations and should be hidden from view from the street, beach, golf course, lagoons/lakes, and neighboring properties.

#### **4.8.2 GENERATORS**

- a. Only residential grade generator units may be used.
- b. Generators must be enclosed in a service yard.
- c. Noise generating exterior equipment including but not limited to generators, must also be baffled using both barrier and absorption components.
- d. Generators must meet the Town of Hilton Head Island Noise Ordinance requirements.

#### **4.8.3 CLOTHESLINES**

- a. Exposed clotheslines are prohibited.

#### **4.8.4 FLAGPOLES AND STATUARY**

- a. Statuary elements are normally permitted only in the rear of the residential lot, and

within the established vertical construction property line setback guidelines. All plumbing and electrical fixtures associated with statuary elements shall be adequately screened.

- b. Flag or banner poles are normally permitted only in the rear of the residential lot, and within the established property line setback guidelines and with a maximum height of 20 feet above natural grade. The American flag may be displayed in the front of the house.

#### **4.8.5 HAMMOCKS**

- a. Hammocks are not permitted in front or side yards.

#### **4.8.6 MAILBOXES**

- a. According to Postal Services, there is no legal requirement for residences to have a mailbox. Therein, mailboxes are not required.
- b. If homeowners want a new mailbox or replace a mailbox, they must use the standard mailbox for all Palmetto Dunes single residences, which follow these guidelines:
  - Special-Lite Products Company, Inc. of Loyalhanna, PA.
  - "Savannah" Curbside Mailbox (SCS -1014)
  - Color: Evergreen powder coated finish
  - Dimensions: H: 11 1/4 inches, D: 21 3/4 inches, W: 9 1/2 inches
- c. The mailbox will be purchased by the homeowner from the PDPOA. The PDPOA will be responsible for the installation. All mailboxes will be installed in accordance with all United States Postal Service regulations.

#### **4.8.7 OUTSIDE SHOWERS**

- a. Outside showers must be dimensioned on the site plan and shown on the elevation drawings. It must be located within the building setbacks.
- b. The shower must be enclosed (similar to a service yard).
- c. Pre-existing showers outside the setbacks must be screened with shrubbery. The ARB, in its sole judgment, may require that the existing outside shower be enclosed depending on its location on the property.

#### **4.8.8 OUTDOOR STORAGE**

- a. Enclosed temporary storage units "Pods" are allowed on site for no more than 48 hours to store and remove personal items.
- b. Detached storage of any kind is not permitted.

#### **4.8.9 FIRE PITS**

- a. All fire pits shall be located in the rear yard and must meet pool setback line guidelines.
- b. Fire Pits cannot exceed 18" above adjacent finished grade elevation.
- c. Fire pits are limited to metal fire rings, commercially manufactured units for open flame type burning (Chimenea, outdoor fireplace, fire pits) or constructed fire pits completely enclosed by a non-combustible material such as steel, brick, masonry, or stone lining the perimeter. The following must be followed:

- Recreation Fires in Container must be located at least 15 feet from any structure or stored combustible materials.
  - Recreation Fires not within a Container or Constructed Encloser must be located at least 25 feet from any structure or stored combustible materials.
- d. The internal dimension of the fire pit shall not exceed 5 feet in diameter; the fire pile may not exceed 2 feet in height by 3 feet in width.
  - e. Fire cannot be used for disposal of trash, waste wood, or yard waste including but not limited to pine straw, leaves, and grass.
  - f. Only natural vegetation, commercially prepared fireplace logs, or charcoal can be used.
  - g. Fires must be attended at all times until completely extinguished.
  - h. Fires that illuminate the beach, for beachfront properties, must be extinguished prior to 10pm from May 1<sup>st</sup> to October 31<sup>st</sup>.
  - i. For the Town of HHI burn ordinance, and fines and fees associated with violations of the burn ordinance, please visit  
<https://hiltonheadislandsc.gov/firerescue/burn/recreational.cfm>.

## **4.9 PLAY EQUIPMENT**

### **4.9.1 BASKETBALL BACKBOARD**

- a. A single backboard may be installed at a residential home site, without need for an ARB permit, provided the following guidelines are met:
  - The backboard is to be placed at the side of the residence and the front surface of the backboard is to be set perpendicular to the street.
  - Backboards made of transparent Plexiglas or with a muted neutral color are preferred.
  - Bright (red, orange, etc.) stripe accents are not permitted.
  - The wooden or metal post which supports the backboard and the back of the backboard should be painted Charleston green, black or to match the main body of house.
  - A landscape buffer is to be installed to screen the backboard from view from the street and adjoining properties (including golf course/ lagoons).
  - The responsibility for the continued general appearance, maintenance and upkeep of the basketball backboard and surrounding area is the responsibility of the respective property owner.
  - All basketball equipment must be stored when not in use.

### **4.9.2 PLAYHOUSES/ GYM SETS**

- a. The ARB does allow, without formal application or permit, the placement and use of aesthetically pleasing play/recreational facilities in the rear yard of residential home sites provided the following guidelines are met:
  - It is not visible (or is landscape screened) from streets, neighboring houses, and golf courses/lagoons;
  - Meets established property line setback guidelines;
  - Colors are neutral earth tone/color and is to blend with its surroundings or

matches the main body house color.

- b. Recreation equipment that is not a wooden structure must be approved by the ARB.

#### **4.9.3 TRAMPOLINES**

- a. Trampolines are not permitted.

#### **4.9.4 TREEHOUSES**

- a. Treehouses, tree stairs or platforms, or any other structures in or on a tree are not permitted.

#### **4.9.5 TENTS**

- a. Tents of any type are not permitted.

### **4.10 SOLAR PANELS**

- a. The total overall appearance of the project will be considered as part of the ARB review.
- b. Each application will be reviewed on a case-by-case basis and approval will be based on the following:
  - Every effort should be made to coordinate the colors of the panels and adjoining roof.
  - A detailed plan of the scope of the project will be included with the application. This will include a plan showing the solar panels, as they will appear on the roof, both design and location, as well as a photo representation of the product such as a brochure. The size of the panels should be in proportion to and determined by the amount of roof area available.
  - Only roof mounted photovoltaic solar panel systems, solar shingles and solar hot water collector systems will be considered. The solar panels may extend no more than 4 inches above the level of the roof surface.
  - No solar panel application will be considered that is mounted on the front of the house.
  - All plumbing pipe and wiring must be kept to the interior of the house.

### **4.11 OUTDOOR TELEVISIONS AND SPEAKERS**

- a. Outdoor wired and wireless/ portable televisions and speakers will not be permitted to become a nuisance to neighboring properties.
- b. TV's and speakers should also be discreet and properly planned for so that they are not visible or audible from the street or the neighboring properties.

### **4.12 BULKHEADS**

- a. The bulkhead is to be constructed adjacent to and at a level near the existing lagoon bank to allow proper drainage.
- b. The bulkhead is to be designed to follow the contour of the lagoon bank. The ends of the bulkhead are to be angled and extended into the property a minimum of 6 feet from the corner markers of the actual property line in a manner so as to minimize soil washout on adjoining lots that do not have bulkheads. If the adjoining lots have bulkheads, the proposed bulkhead is to be tied into that existing bulkhead(s) to prevent soil washout and promote a smooth/natural transition between the bulkheads.
- c. Contractor must have a SC State License for Marine Construction.
- d. Soil added along the bulkhead is to be covered with Town of Hilton Head Island approved plantings. The ARB may require additional plant replacement.

- e. Bulkheads are not encouraged on lots bordering enclosed lakes.
- f. Marine grade materials and filter fabric must be used.
- g. Lights are not permitted on bulkheads.
- h. Owners of a bulkhead must, at all times, maintain these structures in good repair and keep them safe, clean and orderly in appearance at all times. An ARB permit is required for and repair or replacement to a bulkhead.
- i. An ARB permit cannot be issued without record of the Town of Hilton Head Island and OCRM/DHEC permit being on file with the ARB. A PDPOA easement agreement must be received by the ARB for all bulkhead applications prior to an ARB permit being issued.

#### **4.13 BOAT RAMPS**

- a. A site plan, showing exact location and construction/elevation details, including color/ finish, is required with all boat ramp submissions.
- b. No elevated boat lift will be permitted or approved.
- c. Floating boat ramps are not permitted.

#### **4.14 DOCKS**

##### **4.14.1 DOCKS ON THE LAGOON**

- a. The dock may extend a maximum distance of 6 feet into the water, including steps. The maximum width is 12 feet, including benches. Only 1 dock per property.
- b. A site plan that shows exact location and construction/elevation details showing materials, elevations and dimensions are required.
- c. Lagoon average height is 1'-8" AMSL. Recommended height of dock is 3'-3" AMSL.
- d. Marine grade materials must be used.
- e. Lights will be considered by the ARB. Details or a cut sheet of the fixtures are to be furnished and shown on the site plan.
- f. Owners of a dock must, at all times, maintain these structures in good repair and keep them safe, clean and orderly in appearance. Consult with the ARB Manager if an ARB permit will be required for maintenance work.
- g. An ARB permit cannot be issued without the Town of Hilton Head Island and OCRM/DHEC permits. In addition, a PDPOA easement agreement must be on file.
- h. Floating docks are reviewed on a case by case basis.

##### **4.14.2 DOCKS ON LAKES**

- a. Docks on the fresh water lakes are reviewed on a case-by-case basis.
- b. The dock may extend a maximum distance of 6 feet into the water, including steps. The maximum width is 12 feet, including benches. Only 1 dock per property.
- c. A site plan that shows exact location and construction/elevation details showing materials, elevations and dimensions are required.
- d. Port Tack/Off Shore lake average height is 5' AMSL. Recommended height of dock is 6'-5" AMSL. Full Sweep lake average height is 4'-2" AMSL. Recommended height of dock is 5'-7" AMSL.
- e. Marine grade materials must be used.

- f. Lights will be considered by the ARB. Details or a cut sheet of the fixtures are to be furnished and shown on the site plan.
- g. Owners of a dock must, at all times, maintain these structures in good repair and keep them safe, clean and orderly in appearance. Consult with the ARB Manager if an ARB permit will be required for maintenance work.
- h. Floating docks are reviewed on a case by case basis.

#### **4.15 EXTERIOR LIGHTING**

- a. Exterior lighting for a home, and particularly the illumination of the natural features of the site, has the potential to disrupt the established character of Palmetto Dunes. Therefore, the location and description of exterior lighting fixtures are subject to review and approval by the ARB prior to installation. Prior to installation, the ARB must approve the location, number and wattage/lumens and equivalents of exterior lighting fixtures. All lighting proposals are expected to show suitable restraint and concern for the impact on neighboring properties. Lighting of adjacent property and common areas are prohibited.
- b. General Exterior Lighting Standards:
  - Fixture (luminaire) - The light source shall be concealed within a translucent housing and shall not be visible from any street right-of-way or neighboring property.
  - Light Source (lamp) - Only LED, Incandescent, or Compact Fluorescent be used.
  - Mounting - Fixtures must be mounted in such a manner that the cone of light does not cross any property lines of the site.
  - Color Temperature – All fixtures must be equal in color temperature.
- c. Entry, garage, walks, deck and terrace areas may be illuminated by post or wall mounted lighting fixtures, provided:
  - Fixtures may be lit by gas.
  - All fixtures must be no greater than 800 lumens each and have a color temperature below 3000k.
  - Fixtures are in scale and harmony with the components of the house.
- d. Landscape lighting, when made an integral part of the landscape plan for the site shall be permitted, provided:
  - The total lumens per customary house lot area shall not exceed 9,600 lumens by all bulbs.
  - Clusters of specimen trees; shrubs or lone specimen trees (live oak, magnolia, etc.) may be illuminated by ground-level fixtures concealed by planting.
  - Up lighting is acceptable. Fixtures are to be glare free by use of baffles.
  - All electrical wiring must be located below ground.
- e. Floodlights are discouraged. If used, they must be motion activated; have a shade; be painted to match the exterior of home; and positioned downward.
- f. Town of HHI ordinance requires that all exterior lights on beachfront properties be turned off after 10:00 P.M. from May 1 through October 31 to prevent disorientation of baby loggerhead turtles.
- g. Prohibited Lighting:
  - Lighting that, in the judgment of the ARB, will have a detrimental effect on adjacent properties.

- Fixtures using high-pressure sodium, mercury vapor, quartz, and any light with a High Intensity Discharge rating.
- Permanent strings of lights located in trees or outlining portions of buildings, decks or benches. Temporary string lights are allowed, but must receive ARB approval.
- Illuminating large areas of exterior walls.
- “Moonlighting” large areas of the site.
- Wall, soffit or ground level fixtures where lamps are not screened by baffles or planting from view of adjoining properties.

#### **4.16 SIGNS/ REFLECTORS/ POST AND ROPE**

##### **4.16.1 HOUSE NUMBER YARD SIGNS**

- a. All residences in Palmetto Dunes, and in accordance with the Town of Hilton Head Island regulations, are required to display their appropriate house numbers.
- b. A standard address sign must be used for all Palmetto Dunes single-family residences, which follow these guidelines:
  - The house number must be posted within twenty feet of the edge of the street or road surface, near the drive entry or walk;
  - The house number should not be obscured by shrubbery or other vegetation;
  - Each address number must be a minimum of 4 inches in height, and a minimum of ½ inch in width;
  - The numbers must be clearly visible and legible from the street or roadway;
  - The color of the address numbers must contrast with the color of the background on which the numbers are posted;
  - And the numbers must be made of a durable reflective material.
- c. The address sign will be purchased by the homeowner from the PDPOA. The PDPOA will be responsible for the installation. All address signs will be installed in accordance with the Town of Hilton Head Island regulations.

##### **4.16.2 DRIVEWAY ENTRANCE REFLECTORS**

- a. Reflectors and similar items may not exceed 12 inches in height and must be mounted on a firm base.
- b. Up to two reflectors are allowed per driveway curb-cut. Reflectors shall be placed adjacent to the driveway curb-cut.

##### **4.16.3 NO TRESPASSING SIGNS**

- a. “No Trespassing Sign” must be approved by the ARB prior to posting on residential property.
- b. See Appendix Z for samples of signs available for purchase through the PDPOA.

##### **4.16.4 CONSTRUCTION SIGNS**

- a. See Appendix F for permitted sign graphics.

##### **4.16.5 POSTS AND ROPES**

- a. Posts and ropes along public streets and access ways are permitted on a case-by-case scenario and must be approved by the ARB and installed by the PDPOA.

## **5.0 ARCHITECTURE**

### **5.1 BUILDINGS**



### **5.1.1 GENERAL**

- a. Architectural siting should ensure that the location and configuration of structures are visibly harmonious with the terrain and vegetation of the existing home, if applicable, and with surrounding home sites and structures.
- b. Every residence should be a carefully planned addition to its natural setting. New homes should provide interest and be compatible with neighboring homes. A renovation/addition should be designed to provide interest, complement the existing home, and be compatible with neighboring homes.
- c. The aesthetic appearance of a residence depends greatly upon the articulation of the siding, roofing, decks, fenestration (arrangement of doors and windows), etc. Fences or walls, which are not otherwise permitted, are to be used to enclose service areas, pool equipment and HVAC units. Details at the soffit, fascia, foundation, corners, windows and decks should have common elements that help unify the appearance.
- d. Repetitive house designs are unacceptable. Exterior architectural design modifications should be compatible with and complementary to the respective site and neighboring homes.
- e. Homes designed to completely fill the building envelope of a lot or to touch entire areas of each respective setback line are considered incompatible with the natural setting of the Palmetto Dunes community and will not be approved.
- f. Maximum roof height allowed is 47 feet AMSL. Chimney height is left to the discretion of the ARB. Chimney exteriors shall be of masonry construction (i.e., brick, tabby or stucco). Exposed metal flues are not permitted. Prefabricated chimney flue caps shall be screened with a metal or other non-combustible material shroud.
- g. Only one detached single-family residential unit not to exceed 2 habitable stories is allowed on each site. The finished first floor elevation must meet FEMA requirements.
- h. Exterior walls are to be of stucco, wood or other approved material. Vinyl or aluminum siding is not acceptable.

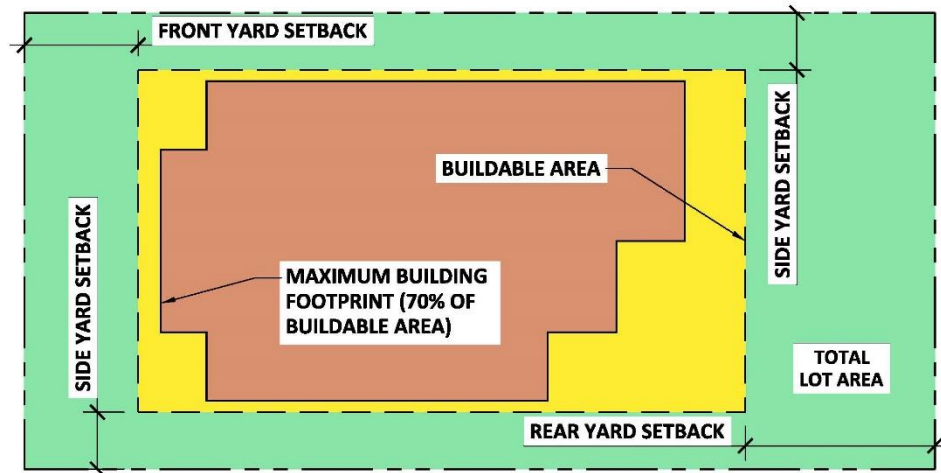
### **5.1.2 MINIMUM SQUARE FOOTAGE REQUIREMENTS**

- a. Minimum heated square footage requirements for the enclosed dwelling area of residential units:
  - Beach/ Lagoon/ Lake Areas – 2,000 square feet;
  - Golf Fairway/ Woodland Areas – 1,800 square feet;
  - Inverness Area – 1,800 square feet.

### **5.1.3 BUILDING MASSING**

- a. The mass and bulk of a structure, as it relates to the site and neighboring homes, can be greatly affected by the design of the home. Therefore, design concepts relating to roof form, foundation height, finished floor, fenestration, etc., to break down the “mass and bulk” are required. Examples of some of these design concepts are:
  - Incorporating a roof line between the first and second floor elevation areas;
  - Breaking up the roof line;
  - Setting the second-floor elevation back from the first-floor elevation in all or

- some areas (see b. below);
  - Breaking up the elevations with areas that set “back” or set “forward” from the main elevation;
  - Keeping the first finished floor within several feet above the required FEMA flood elevation;
  - Placing heated space over a garage area at mid-level as opposed to raising the entire first finished floor to accommodate a garage area under the entire house;
  - Use of verandas and porch areas, breaking up the exterior stairway areas, and use of planters.
- b. The second floor outline shall be less than 75% of the first floor outline. The outline includes all heated space and porches not open to the sky.
  - c. The maximum building "footprint" (which is the area contained within the projection on the ground of the outer edges of the building structures including walls, elevated decks, service yards, porches, and garages) shall be no more than 70% of the "buildable" area of the lot. The "buildable" area of the lot is defined as the total area within the applicable setbacks. Roof overhangs are specifically deleted from this calculation.



#### 5.1.4 FOUNDATIONS

- a. The enclosure of a raised foundation must receive the same careful attention to detail and finishes as the main portion of the house. Foundation walls are to be stucco or similar material. Exposed wooden/round pilings are not acceptable. The raised foundation must be fully enclosed with a foundation wall or a combination of foundation wall, louvers, or the like. Lattice is not acceptable for new construction. Foundation wall openings (on all elevations) are to be of the same design and material treatment, including attached porches, stairs, decks, etc. The exterior wall of the raised foundation is to be the same color as the remainder of the house or match other house trim.
- b. Due to flood elevation requirements, high foundation walls may be necessary, requiring careful architectural design to reduce their apparent height and massiveness. Pier foundations with louvered openings and terracing of decks, stairs, planters, etc. may help reduce massiveness of the walls.

#### 5.1.5 GARAGES/ GUEST SUITES/ CARPORTS

- a. A second story over the garage is permitted provided the garage is attached to the

residential unit by an enclosed roofed corridor or similar structure. The peak of the garage roof is to be at the same height or lower than the peak of the house roof.

- b. A detached one-story garage, or stick built carport, may be constructed provided it can fit within the building setbacks and is compatible with the design of the house.

#### **5.1.6 ROOF**

- a. See Appendix G for examples of preferred/ suggested exterior colors to assist the homeowner in their color selections.
- b. No vents or skylights may be located on the front of the house. All roof vents are to be painted to blend with the roof.

#### **5.1.7 COLOR SELECTIONS**

- a. Exterior colors should complement and blend with the surrounding natural and built environment. All roof, siding, trim, shutter, and door colors should be selected accordingly.
- b. Bright white will not be permitted for homes, trim, decks, louvers, doors, etc.
- c. All vertical construction is to be painted or stained including hand or deck rails, posts, stair risers, louvers, lattice, columns, etc. Vents and all visible utility boxes are to be painted to blend with the area in which they are located.
- d. Renovation/ repainting of house trim and/or siding must be approved by the ARB. Even if the intent is to repaint with the same color.
- e. Front doors may be of a contrasting color and shall be approved by the ARB on a case-by-case basis.
- f. Gutters should match the roof or trim color and downspouts should match the color they are up against.
- g. A copy of preferred/ suggested colors is available in the Appendix G.

#### **5.1.8 SERVICE YARDS**

- a. An attached service yard is required.
- b. Electric and gas meters, heat pumps, air-conditioning equipment, water heaters, generators, above ground propane tanks, outdoor showers, cable and telephone boxes, irrigation boxes, pool equipment, garbage receptacles and similar exterior equipment must be located within a service yard and screened from view and shown on plans and elevations.
- c. Noise generating exterior equipment including but not limited to chillers, generators, pool equipment, and air conditioning units must also be baffled using both barrier and absorption components.
- d. Underground propane tanks may be located outside the service yard, but must be a minimum of 10 feet from the property line.
- e. Service yards should be designed to complement the house. Lattice or similar see-through material is not acceptable. Overlapping siding, stucco or louvers are acceptable.
- f. Service yards must meet setback requirements of the residence.
- g. Landscaping around the perimeter of the service yard is required and must be

approved by the ARB.

- h. During a renovation, if the HVAC, pool equipment, utility boxes, or showers are found to be exposed, the ARB has the right to request they be enclosed by a service yard as part of the renovation.
- i. For new construction, service yards will require paved pathways from the driveway to the service yard entrance or wherever trash bins are stored. Pathway material to match driveway material.
- j. For new exterior renovations, existing service yards will require paved pathways from the driveway to the service yard entrance or wherever trash bins are stored. Pathway material to match driveway material.

#### **5.1.9 AWNINGS**

- a. Awnings may be installed on residences with ARB approval. Awning color should be compatible with the exterior colors of the house.
- b. All awnings must be in a rear location.
- c. A cut sheet of the awning with pictures of the existing home showing details of construction, along with a sample of the awning material are required with all awning submissions.

#### **5.1.10 WINDOW TREATMENTS**

- a. The exterior surfaces of all exterior window treatments, including hurricane protection devices, are to be compatible with and complement the exterior of the residence.
- b. The exterior surfaces of all interior window treatments, such as blinds, shades and curtains, are to be subdued in color and compatible with and complement the exterior colors of the residence.

### **6.0 DESIGN REVIEW**

#### **6.1 GENERAL INFORMATION AND FEES**

##### **6.1.1 APPLICATION**

- a. All ARB applications, requests and forms are to be completed in their entirety and signed by all applicable parties. Administrative fees are due with the initial submission of the application.
- b. ARB applications that must be reviewed at an ARB monthly meeting need to be submitted to the ARB office by 3:00 PM on the Monday prior to the ARB meeting with all pertaining documents and plans.
- c. All plans and documents submitted to the ARB become the property of the ARB.
- d. For minor changes, clear, legible drawings prepared by the owner or contractor may be sufficient. The ARB Manager, Chairperson or Board members shall determine if the drawings are sufficiently clear and detailed.
- e. The owner applicant or his/her designated representative may request to attend an ARB meeting. The date and time will be determined by the ARB Manager or ARB Chairman. A written decision will be provided subsequent to the meeting. Verbal determinations shall not be rendered.
- f. All documents specified on the application form must be submitted to the ARB. Final

approval does not constitute permission to commence any work at the site until proper permits are issued and posted.

- g. Any submission that does not include all required documents and signatures as cited on the relevant application form will not be reviewed.
- h. If applicable, following final approval of a new construction project, and as directed by the ARB final approval letter, the ARB office must receive a copy of all applicable forms to include:
  - Town of Hilton Head Island Building Permit; and/or appropriate SCDHEC or OCRM documents;
  - Paid receipt for Broad Creek PSD Water/Sewer application.

#### **6.1.2 ADMINISTRATIVE FEE**

- a. A non-refundable administrative fee is due with the application. Checks should be made payable to the Palmetto Dunes P.O.A., Inc. The administrative fee covers four submissions (concept, preliminary, final and one additional). For each additional review, a fee will be imposed.
- b. Fee Schedule: See Appendix H.

#### **6.1.3 COMPLIANCE DEPOSIT**

- a. A refundable compliance deposit is due from the owner after the approval of the plans and prior to the issuance of any ARB permits. The amount of the compliance deposit varies with scope of work. See Appendix H for the list of fees. Checks should be made payable to the Palmetto Dunes POA, Inc.
- b. Compliance funds are deposited in an interest-bearing account with interest accruing to the benefit of the PDPOA. All funds will be retained by the PDPOA, pending satisfactory completion of a project in accordance with the plans approved by the ARB and in accordance with the covenants.
- c. The compliance deposit is refundable, except for any uncollected fines assessed against the property during construction or fines assessed after the ARB final inspection.
- d. A refund of the compliance deposit will not be issued until all elements of the project are completed and a satisfactory ARB final inspection has been performed.
- e. The ARB may withhold the compliance deposit until the approved landscape plan is completely installed prior to the final inspection.
- f. Request for final inspection must be made within 30 days of completion or compliance deposits will be non-refundable and retained by the PDPOA.

#### **6.1.4 PENALTIES**

- a. The ARB has the right to impose penalties for failure to comply with its policies and decisions. The amounts of such penalties are established and modified by the ARB and approved by the PDPOA. Penalties may be deducted from the compliance deposit upon notice to the owner. However, retention of the total compliance deposit shall in no way relieve the owner of further liability.
- b. Daily penalties may be imposed and/or the job may be shut down if rules are not met.
- c. The ARB has the right to contract for cleanup should the contractor fail to maintain a

neat and orderly work site.

- d. Repeat offenders of the above rules and guidelines will be subject to higher penalties for these offenses. These higher penalties will be determined by the ARB.
- e. Penalties will be imposed for, but not limited to, the following:
  - Failure to construct the project in accordance with the approved plans including any exterior change without prior ARB approval.
  - Clearing or building without a posted ARB permit.
  - Failure to complete construction by the ARB permit expiration date.
  - Tree pruning or removal (for trees that are 6 inches in DBH or greater) without ARB approval and a posted ARB permit.
  - Exterior painting without ARB approval and a posted ARB Permit.
  - Use of exterior materials or colors not approved by the ARB.
  - Failure to submit an as-built survey, where applicable.
  - Failure to submit a foundation survey verifying the siting of the house and ensuring that the building setbacks are met, where applicable.
  - Failure to submit an elevation certificate verifying the first-floor elevation.
  - Failure to submit a height survey, certified by a SC registered surveyor prior to installing roof shingles.
  - Violation of the builder/architect sign requirement.
  - The posting of un-approved signage.
  - No dumpster on site.
  - Failure to deposit trash in the dumpster.
  - Overflowing trash receptacle.
  - Failure to use a dumpster cover as required at the end of each work day or when no activity is on site.
  - No portable toilet on site, where applicable.
  - Failure to barricade trees as required or inadequate barricades.
  - Use of privately owned property (adjacent home sites) without providing the ARB with prior written permission from the owner.
  - Use of water or electricity from neighboring properties.
  - Failure to install the approved landscape or drainage plan.
  - Legal or other expenses incurred.
  - Dumping of any pool water into the lagoon or on a neighboring property.
- f. See Appendix I for Schedule of Penalties with Fine Amounts.

## **6.2 PERMITTING**

- a. If the permitting process is not adhered to, a fine per occurrence will be assessed. In addition, a stop work order may be placed on the project until all requirements have been met.
- b. For new construction and renovation, work at the site may not begin until the ARB Manager has met with the contractor, the appropriate compliance deposits have been received and the applicable ARB permit has been issued and posted. It is the property owner's and/or contractor's responsibility to post the appropriate ARB permits in conjunction with town permits if applicable. Posted permits must be visible from the street.
- c. A copy of the Town of Hilton Head Island Building Permit is to be provided to the ARB.
- d. Lot clearing, foundation work, house framing, pool construction, and driveway construction

all require separate permits.

- e. Exterior work that changes the appearance (color, material, etc.) or footprint of the existing property requires an ARB permit. Contact the ARB Manager to determine if permits are required. Examples of exterior work that require an arb permit, but are not limited to:
  - Adding gutters to a home that does not already have a gutter system in place
  - Repainting (even if the home will be painted the same colors)
  - Reroofing (even if the new roof will match the existing color/material)
  - Replacing/changing a driveway (even if replacing it to the same color/material)
  - Extending a deck or patio
  - Addition ornamental features (such as exterior lights or skylights)
  - Extensive changes to landscaping where it alters more than 50%
  - Tree trimming/removal/bush hogging (for trees 6 inches in DBH or greater)
  - Replacing a window or door (even if the new door/window will be the exact style/color)
  - Pool maintenance for re-plaster or re-tile (even if replacing with the same color)
- f. Interior remodeling will require an ARB permit if it affects the exterior appearance of the house in any way or if a portable toilet or dumpster will be utilized. Contact the ARB office at 843-785-1109 to ask questions or to request a copy of the guidelines.
- g. 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 Design and Construction Guidelines.
- h. Routine maintenance, upkeep, and repairs to the exterior of a home and landscaping does not require a permit. Contact the ARB Manager to determine if permits are required. The following are examples of work not requiring a permit:
  - Minor roof repair (due to a roof leak or missing shingles)
  - Wood rot and touch up paint after the repair
  - Pool cleaning
  - Power washing
  - Landscape maintenance (including pruning of palm trees; all other tree trimming requires a permit for trees that are 6 inches in DBH or greater)
  - Driveway repair due to cracking or lifting (seal coating, patching or overlay resurfacing to the affected section)
  - Replacing gutters to match existing gutters
  - Re-staining or re-sealing of a deck or patio
  - Removal of debris from a fallen tree
  - Stucco repair due to cracks
- i. The following permits will be issued after final approval for the project has been granted by the ARB:
  - A Clearing Permit is issued after a site visit by the ARB to verify trees that are permitted to be removed.
  - A Foundation Permit is issued after a clearing inspection has been completed by the ARB to verify the site has been cleared according to approved plans.
  - A Palmetto Dunes Building Permit is issued after a foundation survey is received by the ARB Manager verifying the approved siting of the building meets all building setbacks and an elevation certificate is received verifying that the first-floor elevation meets the building height elevation requirements.

- Demolition permits will be granted provided:
  - ✓ The homeowner signs a maintenance acknowledgement form;
  - ✓ All contents are emptied and removed from the property;
  - ✓ The home passes a pre-demolition inspection by an ARB member;
- j. If a new home is under review, a demolition permit will not be issued until final approval is granted and the compliance deposit is received by the ARB.



### 6.3 CHANGE REQUESTS

- a. Plan revisions – When there are changes to the approved plans, a change request application and revised plan is required to be submitted to the ARB for approval. No fee for the initial revised plan submission. Revised plans thereafter will be charged \$100 per revised plan submission.
- b. Revised plans clearly showing changes must be submitted and approved prior to site changes being made. No exceptions! Failure to adhere to this policy will result in a fine and or retention of all or part of your compliance deposit.

### 6.4 PLAN REVIEW PROCEDURES

#### 6.4.1 GENERAL

- a. In general, the ARB reviews submittals through a three step review and approval process – Conceptual, Preliminary and Final.
- b. The ARB and/or ARB Manager, at their discretion, may grant approvals on submittals that meet all the necessary submittal requirements, foregoing any of the review steps and approval process.

#### 6.4.2 CONCEPTUAL

- a. Owners should submit plans to ARB for Conceptual Plan Review. The submission should contain information depicting all exteriors of the proposed building with information as to materials and colors. A scale drawing of the site plan with the footprint within setback lines should be included.
- b. The submission must include all required documents specified on the application form. The ARB will furnish a written opinion as to the acceptability of the design.
- c. The architect/designer is encouraged to attend the review meeting.

#### 6.4.3 PRELIMINARY

- a. For preliminary approval, all documents cited on the application form must be submitted to the ARB. In addition, a 1/8 inch per foot three-dimensional scale model, or photo realistic 3D rendering, for homes over 4,000 heated square feet is required. The purpose of such models is to aid the ARB's understanding of more complex, elaborate or otherwise controversial design proposals.
- b. Preliminary approval does not constitute approval for lot clearing or construction activity of any kind.



- c. The architect/designer is encouraged to attend the review meeting.

#### **6.4.4 FINAL**

- a. For final approval, all documents specified on the application form must be submitted to the ARB. Final approval does not constitute permission to commence construction on a building site including lot clearing and tree removal or tree trimming. Final approval to begin construction and/or renovation is contingent upon ARB required inspections and the completion of the pre-construction meeting with the ARB Manager.
- b. The architect/designer is encouraged to attend the review meeting.

### **6.5 SUBMITTAL REQUIREMENTS**

#### **6.5.1 GENERAL**

- a. One (1) paper copy of the documentation described below and approved digital or PDF version shall be submitted to the ARB. All documents shall include the name and contact info for the responsible party (designer, architect, surveyor, engineer, contractor, etc.) and shall be retained by the ARB.
- b. Refer to the Plan Submission Procedures & Checklist in Appendix J for more information on requirements.

#### **6.5.2 SURVEY/ CERTIFICATE REQUIREMENTS**

- a. All surveys shall have the seal of a South Carolina licensed land surveyor.
- b. All new construction must show proposed work over a boundary, tree and topographical survey less than two years old.
- c. Boundary, Tree and Topographical Surveys to show:
  - Lot number and Street Address.
  - Total lot square footage and acreage.
  - Property lines.
  - Setback lines, with indication of Front, Side and Rear Setback Lines.
  - Existing vertical and horizontal construction.
  - Topographical one-foot contours; original grade spot elevations at 20 foot spacing along each property line and any applicable lagoon, lake or sand dune; and at each lot corner.
  - All trees over 6 inches in diameter at breast height ("DBH"); groups of three or more trees within three feet of each other, each of which exceeds three inches in diameter at breast height ("DBH"); and the tree size and species clearly labeled.
  - Trees that are dead, diseased, decaying or damaged to be labeled as so.
  - Major features on adjacent properties including the edges of vertical construction, roads, paths, marshes, lagoons, ponds, dunes, swales and culverts (with sizes and invert elevations), golf courses, any applicable restrictions, etc.
- d. A foundation survey and a finished floor elevation certificate by a SC registered surveyor is required to indicate the proper placement of the building on the site. This survey must be completed after the foundation is in place, prior to framing and delivered to the ARB. Failure to deliver the as-built foundation survey or a finished floor elevation certificate prior to framing will result in a STOP WORK order and a penalty which must be paid before framing can continue. Once the foundation

survey and finished floor elevation certificate have been reviewed and approved by the ARB, the Building Permit will be issued.

- e. Pool Renovations or New Pool Construction must show proposed work over an as-built or lot survey less than five years old. It must indicate pool setback lines; and all existing or proposed structures and the proposed extents of the renovation or new construction. Indicate existing trees, if any, which are to be removed due to the renovation or construction of the pool/pool deck.
- f. A height survey, certified by a registered SC surveyor, is required for any structure with a second floor of living space verifying all building heights do not exceed the 47 feet above mean sea level (AMSL) height restriction. The height survey must be submitted to the ARB office at the completion of framing prior to the installation of shingles.
- g. Upon completion of the project, before final inspection, a copy of the As-built Survey (if new construction or changes in the building footprint with renovation or additions, including pools) and pictures of all four sides of the new construction or the renovated area must be submitted to the ARB Manager.
- h. Refer to New Construction Permit & Survey Procedures in Appendix K for a complete list of all requirements needed to be submitted prior to the request of a final inspection for new construction.

#### **6.5.3 SITE PLANS**

- a. A site plan based on a certified survey at an appropriate scale for a 24x36-inch sheet is required showing:
  - Those trees which are proposed to be removed indicated by an "X";
  - Required setback lines along with the extreme edges of all proposed vertical construction including, but not limited to, the building (roof overhang perimeter to be indicated by solid lines and the foundation perimeter by dashed, broken lines), porches, decks, service yards, heating/air conditioning equipment, etc., dimensioned to the property line;
  - Required setback lines along with edges of all proposed horizontal construction including driveways, parking areas, paths, walkways, docks, ramps, planters, pools, decks, patios, etc.;
  - The location of any other fixed structures, such as exterior lighting, flagpoles, playhouses, etc. not directly related to the residence, sited on the property;
  - Show the impervious surfaces ratio percentage for the developed lot;
  - Service entry to lot for water, electricity, telephone, cable TV; sanitary sewer connection;
  - A mobilization site plan is required to show locations of dumpster, portable toilet, construction parking, material/supply staging, etc.

#### **6.5.4 GRADING AND DRAINAGE PLANS**

- a. A Grading and Drainage Plan based on a certified survey at a minimum scale of 1" = 10' and be prepared and sealed by a licensed South Carolina Civil Engineer or by a South Carolina registered Landscape Architect experienced in drainage and grading is required showing:

- Those trees which are proposed to be removed indicated by an “X”;
  - Improvements as described under Site Plan above, as needed;
  - Drainage flow indication with arrows showing runoff away from buildings, adjoining property and directed to graded catchment area(s);
  - Proposed contour lines for swales, catchment area(s), and level spreaders at a contour interval less than 1 foot;
  - Spot elevations to clearly indicate feasibility of drainage runoff;
  - Location and construction details of silt fence, level spreaders, seepage trenches, and any other seepage devices for containing runoff.
  - Show the impervious surfaces ratio calculations and percentage for the developed lot.
- b. Prior to Final Inspections, a "Certificate of Completion" letter shall be signed and submitted by the licensed professional verifying that the grading and drainage was completed per guidelines set forth in this document and per the approved grading and drainage plan, it was visually inspected on-site after the drainage and grading was installed and found to be in working order, and confirmation that all water will be maintained on property and not run off to adjacent properties.

#### **6.5.5 LANDSCAPE PLANS**

- a. A Landscape Plan based on a certified survey at an appropriate scale for a 24x36-inch sheet and prepared by a landscape designer experienced in local planting conditions and plant types is required showing:
- Those trees which are proposed to be removed indicated by an “X”;
  - Improvements as described under Site Plans above, as needed;
  - Improvements as described under Grading and Drainage Plans above, as needed;
  - Improvements as described under Pool Plans below, as needed;
  - Size, species, and locations of all existing vegetation;
  - Size, species, and locations of all proposed vegetation;
  - Minimum tree requirement calculations;
  - Tree mitigation calculations.

#### **6.5.6 POOL PLANS**

- a. The site plan for a swimming pool shall include the following:
- A site plan at an appropriate scale showing, by dimensions, the relation of the pool and pool deck to the property lines, setback lines, and house. Show existing and new finish grade contours, drainage flow, and tree removals;
  - Photographs of the area of the proposed pool including the existing landscape, trees, and natural growth as well as photos of the immediately adjacent properties;
  - Pool and pool deck dimensions;
  - Elevation (AMSL) of pool deck and finish floor elevation of house;
  - Location(s) of stairs or steps from house to pool deck;
  - Location of all pool equipment and service yard, and their relation to the

- property and setback lines;
  - Location of the pool backwash;
  - Location of propane tanks;
  - Structural section through pool and deck indicating depths and materials;
  - Samples of materials with proposed colors: tile, coping, and deck finish;
  - Locations and types of pool and deck lighting;
  - Define other features: spa, waterfall, etc.;
  - Indicate route of mobile equipment access to pool site;
  - Describe disposal of excavated earth.
- b. In addition, complete construction details including waterfalls, raised spas, and construction materials are required.

#### **6.5.7 CONSTRUCTION DETAILS**

- a. Submit construction details for proposed work verifying materials and dimensions.

#### **6.5.8 ARCHITECTURAL PLANS**

- a. Fully dimensioned architectural plans on a 24x36-inch sheet at a scale of 1/4 inch per foot by a licensed Professional Architect or residential designer are required showing:
- Floor plans with computation of heated/air-conditioned area (in sq. ft.) by floor and for the total building, including indication of the roof overhang perimeter by dashed, broken lines;
  - Footprint of building(s) shown on lot with applicable setback lines with computation of total building(s) footprint less than or equal to 70% of buildable area. See Section 6.1.3 for additional information.
  - Calculations of second floors being less than 75% of the first floor. See Section 5.1.3.b and Appendix Y for additional information.
  - All elevations shall show a schedule of colors, keyed to the elevation drawings. Each of the features shown on the elevation drawings shall indicate the specific color and material;
  - Elevation views of all sides showing treatment of all exterior surfaces, finished main floor elevation, other floor elevations, maximum building roof height above the main floor, original and final grade levels and a statement of the Base Flood Elevation (BFE) required for the lot, and meeting required angled setbacks;
  - Typical construction details including wall sections, dimensioned roof overhangs, trim, lattices, service yard, etc.;
  - Each exterior elevation shall be drawn commencing from the finish grade and proceeding up. The finish grades shown shall correspond to those indicated on the grading plans;
  - Complete definition of any other structures (planters, decorative columns, pole lights, pool, waterfall, etc.) to be erected whether attached or separate from the main building.
  - If any part of a pool or spa projects 18 inches above grade, an elevation drawing is required, and the pool or spa must be located within the building setbacks.
- b. In the case of additions to existing structures, the specific addition shall be clearly defined in the construction drawings. The addition shall be identified in the complete and up to date floor plans and elevation drawings. This may be

accomplished by “clouding” or “cross-hatching” the new portions.

#### **6.5.9 THREE-DIMENSIONAL REPRESENTATIONS**

- a. A 1/8 inch per foot, three-dimensional scale model, or photo realistic 3D rendering, is required for all new builds or major renovations. The purpose of such models is to aid the board’s understanding of a more complex, elaborate, design proposal.

#### **6.5.10 EXTERIOR COLORS AND MATERIALS**

- a. When making improvements to an existing structure, ARB written approval of color selections is required prior to installation. Painting may not take place until the ARB permit has been issued and posted. This includes repainting a house the same color.
- b. Prior to ARB approval, a 3-foot x 3-foot area of each proposed color must be painted in a well-lit area of the house for ARB review on site. Each painted 3-foot x 3-foot area must be located adjacent to one another, and defined as to its location on the structure, i.e. trim color, base color, door color, etc. An administrative fee is charged for all submissions.
- c. For all new construction projects, the ARB requires that a separate color selection display board, as specified in the pre-construction packet, be placed on the building site in full view of the street. Color samples should be proportionate to the use and displayed on the finish to be used.
- d. Final approval for color and materials on new construction will only be given after a color board is placed on site after the foundation survey/ elevation certificate is submitted for the building permit. Upon approval of the color board, it must remain on site until all materials have been installed and/or applied to the building, and the ARB has inspected and approved all materials.
- e. During the review process of new construction or major renovations, “chips” of all color selections, including picture of and color selection for front entry door and garage door(s), as well as window casement color, need to be labeled and submitted for pre-approval on white hard board approximately 8 inches x 11 inches. Furthermore, a digital color rendering is required during the review process showing all four sides of the home with its finished material/color. If any material/color changes before the ARB has reviewed and approved the onsite material/color board during the construction phase, a revised digital color rendering will need to be submitted for the change along with updating the material/color page of the application.
- f. All stucco color selections are to be submitted on stucco. A “chip” is not acceptable.
- g. Larger samples, when required, are to be submitted separately, in addition to the color board. These larger samples of the exterior color and finish of all materials proposed for the building are to be submitted on actual samples of materials proposed for use. These samples are most important to both the owner and the ARB in evaluating the eventual appearance of the house as color chips often vary greatly from actual applications.
- h. All pool materials must be submitted for approval, including water-level tile, coping and pool deck material and color, and in-pool tile and/or plaster.
- i. Tiles on the exterior walls of a spa will be approved on a case-by-case basis.
- j. When replacing the roof on an existing residence, ARB approval is required prior to

installation. This applies even if the roofing color and material are to remain the same. An application for reroofing must be completed; an administrative fee paid and an ARB permit issued before reroofing can begin. A building permit must be obtained from the Town of Hilton Head Island and presented to the ARB prior to the issuance of the ARB permit. All permits must be posted on site.

- k. Submit new or renovated exterior handrail styles, materials and colors for ARB approval.
- l. See Appendix G for samples of preferred/suggested exterior colors for painting and roofing.

## **6.6 INTERIOR REMODEL**

- a. In general, interior remodeling does not require an ARB permit. If a dumpster or portable toilet will be utilized, an ARB permit will be required for it. Also, if the interior remodeling affects the exterior appearance of the house in any way (such as replacing exterior doors or windows), an ARB permit will be required. Contact the ARB office at 843-785-1109 to ask questions or to request a copy of the guidelines.

## **6.7 APPEAL PROCESS**

- a. RECONSIDERATION. Owners who receive an adverse decision by the ARB may seek a reconsideration of that decision by written request within fifteen (15) calendar days from the date of notice of the adverse decision. Such request must include a detailed narrative identifying the specific decision or decision from which the Owner seeks a reconsideration. The ARB shall schedule a meeting on the matter at its next scheduled meeting and afford the Owner a right to present their argument in favor of their position. Owners are encouraged to attend the reconsideration meeting or have their architect and/or builder attend on their behalf. The reconsideration meeting may be postponed upon a request of the Owner for good cause shown in the discretion of the ARB. The ARB shall render its final decision in writing to the Owner within fifteen (15) calendar days of the reconsideration hearing.
- b. APPEAL. All appeals are before the Palmetto Dunes Hearing Board. Prior to any appeal, the Owner must have first requested a Reconsideration by the ARB and received an adverse decision following the Reconsideration.
- c. Appeal Notice. An Owner who has received an adverse decision following Reconsideration by the ARB, may, within fifteen (15) calendar days of notice thereof, appeal the decision by written notice of appeal to the ARB Manager. The notice of appeal must contain a detailed narrative identifying with specificity and decision subject to the appeal and the grounds for the appeal.
- d. Appeal Procedure. Within fifteen (15) calendar days of receipt of the notice of appeal, the ARB Manager shall cause the Palmetto Dunes Hearing Board to schedule a hearing of the appeal at their next scheduled meeting. The Hearing Board will provide written notice of the date, time, and place of the hearing to the appealing owner. The hearing shall occur not less than fifteen (15), nor more than forty (40), calendar days of receipt of the notice of appeal. The Hearing Board may postpone the hearing to a later day upon good cause shown.
- e. Appeal Hearing. The Hearing Board shall afford the Owner and the ARB a reasonable opportunity to be heard and to present such statements, exhibits, and other evidence as may reasonably assist the Hearing Board in rendering its decision. The Hearing Board encourages Owners, or their appointed representative, to appear in person; however, the Owner may submit a written statement in lieu of personal appearance. The ARB shall cause

a member of the ARB, or the ARB Manager, to appear to present such statements, exhibits, and evidence as it deems appropriate. The Hearing Board shall not be required to adhere to the Rules of Evidence. The decision shall be established by the majority vote of the Hearing Board present. The deliberation and vote of the Hearing Board shall be confidential to the Hearing Board.

- f. Appeal Record. The Hearing Board shall cause a record of the hearing to be maintained which shall include:

- The notice of appeal and the notice of hearing date to the Owner;
- Copies of any memoranda, statements, and to the extent the Hearing Board deems appropriate, exhibits presented at the hearing;
- The written decision of the Hearing Board.

The Hearing Board shall not be required to maintain detailed minutes or a transcript of the hearing. Neither party may record the hearing without the prior written approval of the Hearing Board, which may be denied in its sole discretion.

- g. Appeal Decision. The Hearing Board shall render its written decision on the matter(s) presented within fifteen (15) calendar days following the hearing and provide written notice of the decision to the Owner and the ARB Manager. The decision of the Hearing Board shall be final and binding on the Owner and the ARB.

## **7.0 CONSTRUCTION**

### **7.1 GENERAL**

- a. Owners, architects, engineers, landscape architects, surveyors, builders, contractors and landscape professionals are to adhere to the Covenants and Architectural Review Board (ARB) Design and Construction Guidelines and ensure adherence by all subcontractors. The ARB Design and Construction Guidelines, as well as Palmetto Dunes Property Owners Association (PDPOA) Covenants, may be accessed via the website at [www.pdpoa.org](http://www.pdpoa.org).

### **7.2 RESPONSIBLE PARTY**

- a. The property owner is the ultimate responsible party. Projects may only be submitted by the current owner for review, approvals do not transfer with the property.

### **7.3 ADHERENCE TO PLANS**

- a. Adherence to plans, as they are submitted and approved, is required. Changes to approved plans must be submitted on a Change Request Form. Revised plans clearly showing changes must be submitted and approved prior to site changes being made. No exceptions! Failure to adhere to this policy may result in a fine and/or retention of all or part of your compliance deposit.

### **7.4 APPROVAL AND PERMITTING EXPIRATION PERIODS**

- a. New construction and additions must begin within 12 months of written ARB final approval. After 12 months, approvals are null and void.
- b. New construction and additions must be completed within 12 months of issuance date of the ARB clearing permit. Installation of landscape must be completed within the same time period.
- c. For renovations, construction must begin with 6 months of written ARB final approval. After 6 months, approvals are null and void.
- d. Renovations must be completed as determined by the ARB, and based on the scope of work.

Landscape renovations must be completed within the same time period.

- e. For application approvals by the POA and not requiring full ARB approvals, allow a minimum of (3) three business days for responses after all items have been submitted.
- f. Requests for extension of completion dates for new construction, additions or renovations must be received in writing by the ARB two weeks prior to the expiration of the permit. Extensions may be granted at the sole discretion of the ARB.
- g. ARB permits such as those issued for painting/staining, roofing, tree removal/trimming (trees that are 6 inches in DBH or greater), pool maintenance, or similar, are valid for one month.

## **7.5 ARB REQUIRED INSPECTIONS**

- a. The contractor is responsible for notifying the ARB office for all required inspections in accordance with the Inspection Checklist and this document. See Appendix K for Inspection Checklist.
- b. All surveys and stakeouts shall be completed by a SC licensed surveyor.
- c. The ARB will make interim inspections throughout the construction or renovation period.

### **7.5.1 PRE-CLEARING INSPECTION**

- a. After final ARB approval, the applicant must request a Pre-Clearing Inspection from the ARB Manager. This inspection must be performed prior to surveyed stakeouts or any other site work on property.
- b. Trees approved by the ARB to be removed must be flagged in red. All trees 6" and larger in diameter may not be removed without ARB approval. All other tape on site to be removed. Any trees within the 20-foot wetland buffer requires approval from OCRM first before it can be flagged and the OCRM approval must be submitted to the ARB.

### **7.5.2 PRE-FOUNDATION INSPECTION**

- a. Prior to requesting a Pre-Foundation Inspection, the applicant must survey and stakeout the property. The surveyed stakeout must show all building/ foundation corners, driveways, pools, pool decks, walks, service yards, property lines, and setback lines.
- b. Tree protection is required to be in place.
- c. Storm water runoff protection is required to be in place.
- d. The boundary of driveways and walkways should be marked by short blue or yellow flags set on approximately four-foot centers to assist in verifying needed tree removal.
- e. A dedicated driveway should be installed with mulch or gravel along the ROW to eliminate dirt or wash-off onto the road.
- f. Also, this inspection will ensure no additional trees were removed nor excessive trimming completed during clearing. Any damage to trees noted to remain; or unapproved tree removal or trimming will be subject to fines and/or retention of all or part of the compliance deposit.
- g. This section includes home additions.
- h. Foundation permits will not be issued prior to pre-foundation inspection approvals.



### **7.5.3 PRE-BUILDING INSPECTION**

- a. Prior to framing, the applicant must survey the foundation showing the foundations are properly located according to approved plans; and provide a finished floor elevation certificate verifying the approved foundation elevations.

### **7.5.4 POOL/POOL DECK INSPECTION**

- a. An inspection will be made to ensure pools and pool decks are properly located according to approved plans.
- b. A surveyed stakeout of the pool deck perimeter must be staked and strung by a SC licensed surveyor.

### **7.5.5 DRIVEWAY INSPECTION**

- a. An inspection will be made to ensure driveways are properly located according to approved plans.
- b. After completed preparations for the pouring or laying of the driveway, the applicant shall contact the ARB Manager for an inspection of the driveway, including but not limited to review of:
  - Locations and dimensions of formwork or line work;
  - Grading spot elevations and slopes;
  - Drainage directions and inlets, if any.
- c. A surveyed stakeout or formwork laid in place for the driveway shall clearly delineate the areas to be paved.

### **7.5.6 FINAL INSPECTION**

- a. A final inspection will be conducted when the ARB office has been furnished with the following:
  - Provide a written request for final inspection, by the homeowner, within 30 days of completion of the project.
  - Provide a signed Two Habitable Stories Acknowledgement Form.
  - Provide a copy of the As-Built Survey (required for new construction, renovations or additions if the footprint changes, including pools).
  - Provide a copy of the completed Elevation Certificate.
  - Provide a copy of the Certificate of Occupancy.
  - Provide photographs of all four sides of the home.
  - Provide a certified drainage plan with written notification that it was designed and constructed according to the ARB's "Design and Construction Guidelines" standards, as well as per the approved plan, and is in good working order.
  - Confirmation that all landscaping has been completed, as per the approved plans. Landscaping is not given final approval until a successful final inspection. At final inspection, the ARB in its sole judgment, will determine whether the landscape design intent has been met, and it has the authority to require additional plants if deemed necessary.
  - Provide a .pdf of the final construction approved plans, with all approved change requests incorporated in it, in 8 ½ x 11 format.
  - If the project is not completed at the time of the final inspection and subsequent inspections are necessary, they will be assessed at \$50.00 each.
  - If a final inspection hasn't been requested by the homeowner after 60 days,

then such deposit will be non- refundable and retained by the ARB.

- If a final inspection hasn't been requested prior to selling of the home, the compliance deposit does not carry over, nor does it get returned, once the name on the deed changes.
- Once items above are met, reviewed and approved, the compliance deposit will be returned to the owner.

## **7.6 CONSTRUCTION SITE REGULATIONS**

### **7.6.1 BUILDER/ ARCHITECT SIGNS**

- a. Construction signs must follow the Palmetto Dunes standard design and specifications found in the Appendix F.
- b. Builders' and architects' temporary signs are permitted during construction and must be removed promptly at completion of construction prior to the final inspection.
- c. The Builder/ Architect sign must be placed on the property with sign front facing the street with a minimum setback of 10 feet from the street.
- d. Builder/ Architect signs are not allowed to be posted on trees or mailboxes.

### **7.6.2 POSTING OF PERMITS**

- a. The Town of Hilton Head Island Building Permit and all ARB permits must be posted on either a builder's sign, a window or door closest to the street, or in another suitable area where it is visible from the street.
- b. No permits are to be posted on trees or mailboxes.

### **7.6.3 UTILITIES**

- a. The builder is responsible for providing water and electrical service at the job site prior to beginning any work that requires their use. Water and electricity usage from neighboring properties is prohibited. A fine will be issued if a violation occurs.

### **7.6.4 PROPERTY USE**

- a. The owner or contractor shall provide a temporary driveway entrance or a designated access path with appropriate mulch or stone connecting the property to the street at one point, so as to not track dirt into the street or interfere with drainage along the street.
- b. Materials must be stored on the building lot, not on the adjacent property.
- c. Access to the building site by means of an adjacent property is not permitted. However, if it is not possible to perform construction work without using common property for access, the applicant may request permission to use the common area from the ARB Manager under the direction of the PDPOA. Permission to use privately owned property must be obtained in writing from the owner and a copy provided to the ARB.
- d. After construction has been completed, any damage resulting from the construction, including damage to streets, bike and leisure paths, must be corrected. Costs of repairs and maintenance to off-site areas damaged in the construction process are the responsibility of the owner. Any area damaged during construction must be returned to its original condition before the request is made for final inspection. After final ARB inspection all repairs to the common area must also

receive final approval from the PDPOA prior to the refund of any compliance deposit.

- e. It may be in the best interest of the owner/ contractor to photograph with date/ time stamp adjacent properties prior to construction activities beginning.
- f. Street pavement must be kept clean during construction, including right of ways, bike paths and leisurely paths. They should be maintained in a way to protect them from construction and open for public use. If any damage is done, it must be repaired immediately.
- g. Post and ropes are permitted on jobsites to keep contractors from going onto other adjacent properties with vehicles and machinery.

#### **7.6.5 SITE MAINTENANCE**

- a. The project site is to be kept in a clean and uncluttered. The entire area is to be free of debris at the end of each day. A fine will be imposed if the jobsite's condition is not addressed after a warning.
- b. If a portable toilet is deemed necessary, it must be indicated on the site plan, and must be placed on the property with the door facing away from the street and adjoining houses. Minimum setback from the street is 15 feet. A portable toilet should be kept clean and odor free and must be removed promptly at the completion of construction.
- c. Dumpsters:
  - If a dumpster is deemed necessary, it must be indicated on the site plan, and must be placed on the lot with a minimum setback from the street of 15 feet.
  - It is the responsibility of the contractor to ensure that the dumpster(s) are emptied in a timely fashion and never exceed the full line.
  - All dumpsters are to be covered completely with a tarp and secured at the end of each workday.
  - The contractor will be subject to fines which must be paid prior to work continuing at the site if the dumpster exceeds the full line or is left uncovered.
  - Full containers over the weekend or holiday are not permitted.
  - The dumpster must be removed promptly at completion of construction. PLEASE NOTE: The ARB has the right to contract for cleanup at the owner's expense, should the contractor fail to maintain a neat and orderly work site.
  - Builders/contractors shall not use dumpsters located on Palmetto Dunes common property or any other private properties.
- d. The ARB reserves the right to require the installation of a silt fence to guard against soil erosion or water runoff onto neighboring properties.
- e. During any demolition activities, techniques are required to minimize/eliminate dust. When pavers, or other hardscape materials, are being installed for driveways, paths and/or pool decking, wet-saw techniques must be used to minimize/eliminate dust. This dust is both a nuisance and a health hazard to those on the worksite as well as to neighbors in nearby properties. More information can be found in this statement from OSHA:

<https://www.osha.gov/laws-regs/standardinterpretations/2006-07-20>.

If the excessive dust continues on the jobsite, a citation will be issued for failure to comply with ARB requests to clean/clear job site.

#### **7.6.6 CONTRACTOR RULES**

- a. Contractor work is to be performed Monday through Friday between 7:00 AM and 7:00 PM.
- b. Work on Saturdays and Sundays is prohibited.
- c. In the event that a contractor needs to visit and inspect their jobsite on Saturdays and Sundays, the contractor must notify and receive approval from the ARB in advance of the visitation/ assessment/ inspection. Submit requests in a timely manner and allow for one business day to receive approvals.
- d. Work is not authorized on national holidays.
- e. Noise or unacceptable behavior complaints from property owners will require the ARB or Security to shut down the job site and a penalty will be imposed.
- f. Construction vehicles must be parked on the property and off the street. Space for at least 4 construction vehicles must be provided on the site and indicated on the site plan. Roadways in Palmetto Dunes may not be obstructed by construction vehicles.
- g. Under no circumstance are building materials, equipment, vehicular traffic or parked vehicles to come into contact with trees on the site.
- h. No burning or dumping is permitted in Palmetto Dunes.
- i. No fishing or hunting by construction workers is permitted.
- j. Pets of construction workers are not allowed.
- k. Only persons associated with the job shall be allowed on the project site.

#### **7.7 DEMOLITION**

- a. When a building or structure is completely demolished (whether intentionally or not), any variance previously granted becomes null and void.
- b. If a house is to be demolished and an existing pool does not meet current setbacks, the pool must be demolished in conjunction with the house.
- c. If an existing pool meets the current setbacks, the pool may only remain if a new home construction has been approved. The pool area must not be used, and it must be secured to ensure it does not become a safety hazard until the new home final inspection is approved.
- d. After demolition, the property must be maintained in such a way that it does not detract from the community. It must be kept free of debris and weeds and must be mulched to prevent soil erosion. Saplings are allowed to take root and grow.
- e. If the home to be demolished is on the lagoon or lakes and there is grass in the 20-foot wetland buffer, a silt fence must be installed, the grass must be removed, and the area must be mulched to prevent erosion.
- f. Existing onsite garages and/or outbuildings must be included in the demolition.
- g. Demolition must include all hardscape, including the driveways and walkways, as well as exterior fixtures such as outdoor decorations, light fixtures, and landscaping elements, such as bird baths, irrigation systems, etc.

##### **7.7.1 EXISTING/ NON-COMPLIANT STRUCTURES**

- a. If a building or structure was built in accordance with the existing design and

construction guidelines set in place at that time, or were granted variance through an approved variance process, the building or structure is considered to be “grandfathered” in and is allowed to remain in its current state.

- b. Should the homeowner wish to conduct any major renovations or additions to the existing, non-compliant building or structure, they must meet current ARB Guidelines, and a variance request must be submitted for the future work to be approved by the ARB.

#### **7.7.2 DAMAGE OR DESTRUCTION DUE TO A NATURAL DISASTER/ ACT OF NATURE**

- a. When a building or structure is partially damaged due to a natural disaster or act of nature (such as a tornado, natural/wildfire, lightning, or hurricane), that portion of the building or structure may be repaired/rebuilt on the same foundation as it existed prior to the damage. In order to be granted this variance, the following shall apply:
  - Only the current homeowner at the time of the damage may apply to have the portion repaired/rebuilt and must do so within sixty (60) days from the date that the damage occurred. The repair/rebuild must also be completed by that same current homeowner. If the home is sold after the damage occurred, and before the repair/rebuild has been completed, any variances previously granted are void and null, and any approvals previously granted do not carry over to the new homeowner. Said damage at that point would have to be repaired/rebuilt within the current ARB Guidelines.
  - The portion of the building or structure that was damaged cannot exceed 50% of the market value of the structure determined by the Town of HHI, prior to the damage, to qualify for this provision.
  - A copy of the original house plans must be digitally on file at the ARB office, or a digital copy of the original plans obtained from the Town of HHI must be sent to the ARB office. Photos of the home and property will be reviewed on a case-by-case basis if no house plans can be located.
  - The repair/rebuild must match plans on file or provided by homeowner. That includes, but is not limited to, material, color, design, footprint, size, etc.
  - Even though the application fee will be waived to repair/rebuild the damage, a compliance deposit must be submitted to the ARB. The deposit will be returned after a successful final inspection is completed after the project is finished.
  - An ARB permit must be issued before any work may commence.
  - If any external changes are requested, the revised plans must go through a full ARB review, with a renovation application, as well as the application fee paid.
- b. If the homeowner elects to demo the entire home, the demo application fee will be waived. Once the entire structure is demolished, any previous variances are void and null. At that point the lot, and any future construction, must adhere to current ARB Guidelines.
- c. If the damage is minor and the homeowner elects not to repair or rebuild the damaged building or structure, the homeowner shall remove any and all debris associated with the damage (including any landscape or hardscape). The property, including the remaining building, structure, landscape, and hardscape must be left in a clean, orderly, safe, and sightly condition within one hundred and twenty (120) days from the date that the damage occurred.

### **7.8 EASEMENTS**

- a. Improvements by an owner to property within an easement may be subject to disruption by the activities of the PDPOA and/or the Broad Creek Public Service District (BCSPD). The replacement and/or repair of such improvements after PDPOA disruption are not required and are at the discretion of the PDPOA.
- b. Easement agreement information for waterfront property may be obtained by calling the ARB office at 843-785-1109.

## **7.9 DUNE CROSSOVERS**

- a. The dune is to remain as is and is to be protected during the construction process. No trees, shrubs or existing vegetation may be removed or pruned without ARB and OCRM written approval.
- b. On a case-by-case basis, a dunes crossover may be permitted. Written OCRM approval is required.
- c. A site plan, showing the exact location and construction/elevation details is required, including a profile of the crossover with respect to the dunes.

## **7.10 OCEANFRONT**

- a. The portion of beachfront property ocean ward of the OCRM critical boundary line is subject to the OCRM's rules and regulations. Clearing/construction of any kind in this area is subject first to OCRM approval. A copy of their letter of approval is required by the ARB.
- b. Owners of beachfront property may not remove, reduce, cut down or otherwise lower the elevation of sand dunes and ridges located on the Oceanside portions of any beachfront properties without prior written approval from the OCRM and the ARB.
- c. In order to preserve the natural appearance and scenic beauty and to minimize erosion, the covenants establish a construction and clearing restricted zone on all lots or parcels adjoining the ocean. That portion located within 30 feet of the average high-water mark shall be preserved substantially in its present natural state except for moderate clearing for view and breeze. Construction and major clearing of trees and underbrush in this area must be specifically approved by the Town of Hilton Head Island, in conjunction with the OCRM/DHEC requirements, prior to the ARB approval.

## **7.11 LAGOONS AND LAKES**

### **7.11.1 GENERAL**

- a. Jurisdiction of the 20-foot protected buffer along the edges of the lagoon is shared by the Town of Hilton Head Island and the ARB.
- b. The lagoons and lakes in Palmetto Dunes are wetlands and are protected natural resources. They are also some of the most prized amenities of the community. The lagoons and lakes are essential to help control flooding in PD, but they also provide a sustainable habitat for a variety of birds and fish – all parts of the natural environment that is important to Palmetto Dunes residents and visitors. These standards are intended to regulate development and activities in and around wetlands so as to:
  - Avoid the disturbance or alteration of the lagoons and lakes;
  - Enhance the quality of the water;
  - Minimize erosion, sedimentation, and pollution of the lagoons and lakes;
  - Provide buffers along the perimeter of wetlands that will 1) protect the wetlands from impacts of adjacent development; 2) allow for filtration of

stormwater runoff before it enters wetlands; and 3) allow for views of the lagoons and lakes.

- c. General and specific requirements for the protection of wetlands are included in ordinances of the Town of Hilton Head Island and the SC Office of Coastal Resource Management (OCRM) policies. In some cases, Palmetto Dunes ARB requirements are more stringent and they take precedent over those regulatory entities.

#### **7.11.2 APPLICABILITY**

- a. This section shall apply to all building, development, redevelopment and site alterations adjacent to PDPOA-owned lagoons and lakes.

#### **7.11.3 REQUIREMENTS**

- a. Fertilizers, pesticides, and all other potential pollutants shall be prevented from directly or indirectly entering into the lagoons and lakes, whether by surface flow, ground water flow, or through drainage structures.
- b. During construction and renovation, every precaution shall be taken to prevent the disruption of adjacent lagoons and lakes. Silt fences and other best-management practices shall be used at all times to minimize siltation, sedimentation, erosion, and disturbance of vegetation.
- c. To ensure that sediment is not transported into adjacent lagoons and lakes, erosion and sediment controls shall be left in place until filled areas are stabilized with permanent vegetation that will prevent the transport of sediment into the water.
- d. When the use of fill is permitted on a site, fill material shall be clean and shall not consist of garbage, refuse, toxic or contaminated material, or any material that through the actions of soil leaching may cause the degradation of surface or ground water quality. Filling shall be limited to the minimum amount to achieve the purpose for which the fill is permitted.
- e. Slopes resulting from the placement of fill near the lagoons or lakes (e.g., fill placed behind a new bulkhead) shall be no steeper than a 3 to 1 (horizontal to vertical) ratio and shall be stabilized with vegetation to prevent erosion and sedimentation. The stabilization shall be completed at least 30 days before final ARB inspection. The vegetation used for fill stabilization shall be maintained in a living condition.

#### **7.11.4 WETLAND BUFFER REQUIREMENTS**

- a. The 20-foot area along the perimeter of all lagoons and lakes within Palmetto Dunes is designated as a "wetland buffer," which is "a naturally vegetated upland area adjacent to a wetland or surface water."
- b. The 20-foot buffer shall be measured landward from either the South Carolina OCRM critical line or from the average high-water mark, whichever is farther landward.
- c. Issuance of the ARB permit cannot occur until the ARB has received a copy of the Town of Hilton Head Island permit. After receipt of the Town of Hilton Head Island permit the ARB has final approval for plant removal, trimming or pruning of any plant material in this area.
- d. There shall be no disturbance of the lagoon buffer, except as allowed for bulkheads, rip-rap and erosion control devices, view corridors, and other allowable disturbances.

- e. Any disturbance of the shoreline within the lagoon buffer shall require submission of a re-vegetation plan. A principle objective of the plan is to preserve and replace as much of the on-site pre-construction native vegetation to the extent possible. The re-vegetation plan shall be prepared by a landscape design professional. The re-vegetation plan shall be designed so that upon plant maturity, the disturbed area is completely vegetated.
- f. Removal of any tree within a lagoon buffer shall require an ARB tree removal permit, as well as town approval. Removal of trees shall require plant back inch for inch (DBH) of trees removed, except in those instances in which a tree is dead, hollow, or has another condition that poses a hazard to people or structures on the property or adjoining property as determined in writing by a certified arborist. In those cases, the tree shall be replaced with one 2.5-inch minimum caliper tree. If all tree caliper inches cannot be planted back on site due to site constraints, the remaining tree inches shall be subject to a payment into the tree fund. See Tree Fund section for more information.

#### **7.11.5 PROHIBITED DEVELOPMENT ACTIVITIES IN WETLAND BUFFERS**

- a. The following activities are specifically prohibited in the 20-foot wetland buffer:
  - Removal, excavation, or disturbance of the soil;
  - Dumping or filling with any materials;
  - Placement or replacement of any sod;
  - Placement of any garden of any type (e.g., vegetable, fruit, ornamental);
  - Placement of structures or other pervious or impervious surfaces (except allowed pervious pedestrian walkways as described below); and
  - Removal or destruction of trees, plants or grasses.

#### **7.11.6 PERMITTED DEVELOPMENT ACTIVITIES IN WETLAND BUFFERS**

- a. The following activities may occur in a required wetland buffer, subject to ARB approval and receipt of Palmetto Dunes Property Owners' Association Easement Agreement, and the specified limitations noted:
  - Installation of native trees and plants as approved by the ARB (see Appendix C for a list of approved native plantings);
  - Maintenance of existing buffer landscaping, as approved by the ARB;
  - Construction and maintenance of a pedestrian walkway that is perpendicular to the water's edge and through the buffer, to provide access to the water for viewing, fishing, and other recreational purposes, provided the walkway is not more than 4 (four) feet wide and is pervious material. Submit construction details for pervious material installation.
  - Construction and maintenance of bulkheads, including bulkhead backfill in the wetland buffer —provided:
    - ✓ A wetland buffer in accordance with the standards in this section is established or re-established following construction; and
    - ✓ The ARB approves the replanting plan and any necessary tree removal.
  - Clearing needed to establish or improve view corridors, as described below under View Corridors;
  - Essential development activities such as stormwater management facilities and water, sanitary sewer, telephone, natural gas, cable TV, or other utility lines—provided:
    - ✓ Stormwater management facilities and utility lines that must cross the



- buffer shall do so at approximately a right angle to minimize the area of buffer width disturbed; and
- ✓ Stormwater management facilities and utility lines may run approximately parallel to the edge of the wetland if the utility or drainage easement allows the vegetation necessary to provide for significant filtration of stormwater runoff before it reaches the wetland; otherwise additional buffer width shall be required to provide the space for such filtration.
- Water-dependent development activities such as construction of docks, boat ramps, and shoreline stabilization;
- Limited removal of:
  - ✓ Trees or other vegetation determined by the ARB to be dead, dying, or diseased, provided the root system is retained intact;
  - ✓ Non-native trees or other vegetation determined by the ARB to constitute a threat to the growth of native species of vegetation;
  - ✓ Fallen trees, tree limbs, brush, and similar debris that have accumulated in or along the water's edge and are determined by the ARB to impede water flow or limit navigation of boats in the lagoons or lakes.

#### **7.11.7 VIEW CORRIDORS**

- a. Vegetation within wetland buffers may be selectively removed or pruned to establish view corridors to the lagoons or lakes, subject to the ARB's determination of compliance with the following standards:
  - To the maximum extent practicable, view corridors shall be located where the least amount of native vegetation is required to be removed or pruned (i.e., where little vegetation exists or where existing vegetation is non-native), and the pruning of trees and vegetation adjacent to the view corridor can be done in a manner that maintains the health of such trees and other vegetation.
  - No healthy tree may be removed to create a view corridor.
  - Selective pruning of trees is allowed, with an ARB permit, and in accordance with the guidelines of ANSI A300 Pruning. In general, ANSI A300 Pruning states that selective pruning is a horticultural practice involving the selective removal of certain parts of a plant, such as branches. Reasons to prune plants include deadwood removal, shaping (by controlling or redirecting growth), improving or sustaining health, and reducing risk from falling branches.
  - Any dead, diseased or dying trees removed shall be cut flush with existing grade and their root systems left intact. Upon approval of the ARB, tree stumps may be ground out to be flush with existing grade. All removed vegetation shall be replaced with shrubs or other low-growing vegetation (not turf or sod) that will maximize the buffer's function in slowing runoff and removing pollutants before they reach the lagoons or lakes.
  - The ARB may require landscaping as mitigation for removed vegetation, such as the addition of native trees, understory and groundcover plantings.

## **8.0 MULTI-FAMILY UNITS**

### **8.1 GENERAL**

- a. Multi family unit owners must adhere to the same requirements as single family homeowners when it comes to any exterior renovation to the unit. This includes, but is not limited to, renovating/remodeling an existing deck, adding a new deck, replacing exterior doors/windows, painting a front door, exterior modifications to the unit, etc.

- b. The submission requirements would be the same as a single family home with the additional requirement of the regime approval for the proposed exterior work.
- c. Once all requirements are received, including the regime approval, the application will be reviewed. Once approved, an ARB permit will be issued.
- d. If only interior work is being done, but a unit owner requires a dumpster onsite, a dumpster application will need to be submitted for a dumpster permit.
- e. If the regime itself will be doing any modifications to the overall property (such as reroofing or repainting buildings, redesigning/renovating property signage, replacing roadways/parking areas within the property, trimming/removing trees, etc.), the regime representative will have to submit to the ARB the corresponding application and all applicable documents/plans for review. Once approved, an ARB permit will be issued. The regime is responsible for all roadways/parking areas within its property from Palmetto Dunes right of way.
- f. The following properties are under the jurisdiction of the PDPOA's ARB:
 

<ul style="list-style-type: none"> <li>• Beach Villas</li> <li>• Captain's Cove</li> <li>• Captain's Walk</li> <li>• Centre Court</li> <li>• Fazio Villas</li> <li>• Hickory Cove</li> <li>• Inverness Village</li> <li>• The Moorings</li> </ul>	<ul style="list-style-type: none"> <li>• Ocean Cove</li> <li>• Queen's Grant</li> <li>• St. Andrews Common</li> <li>• Turnberry Village</li> <li>• The Villages</li> <li>• Villamare</li> <li>• Water Oak</li> </ul>
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## **APPENDICES**

### **APPENDIX A - CATEGORY I, II, III AND IV TREE TYPES**

#### **TREE EQUIVALENCY TABLE**

##### **CATEGORY I: Broad-leaved Evergreen Overstory Hardwoods and Endangered Species**

American Holly	<i>Ilex opaca</i>
Bald Cypress	<i>Taxodium distichum</i>
Laurel Oak	<i>Quercus laurifolia</i>
Live Oak	<i>Quercus virginiana</i>
Loblolly Bay	<i>Gordonia lasianthus</i>
Pond Cypress	<i>Taxodium ascendens</i>
Spruce Pine	<i>Pinus glabra</i>
Southern Magnolia	<i>Magnolia grandiflora</i>

##### **CATEGORY II: Deciduous Overstory Hardwoods/ Broad-leaved Evergreen Understory**

American Beech	<i>Fagus grandifolia</i>
American Elm	<i>Ulmus americana</i>
American Hornbeam	<i>Carpinus caroliniana</i>
American Sycamore	<i>Platanus occidentalis</i>
Bitternut Hickory	<i>Carya cordiformis</i>
Black Cherry	<i>Prunus serotina</i>
Black Gum	<i>Nyssa sylvatica</i>
Black Willow	<i>Salix nigra</i>
Boxelder	<i>Acer negundo</i>
Buckthorn Bumelia	<i>Bumelia lycioides</i>
Carolina Ash	<i>Fraxinus caroliniana</i>
Carolina Basswood	<i>Tilia caroliniana</i>
Carolina Buckthorn	<i>Rhamnus caroliniana</i>
Carolina Silverbell	<i>Halesia carolina</i>
Carolina Willow	<i>Salix caroliniana</i>
Common Persimmon	<i>Diospyros virginiana</i>
Dahoon Holly	<i>Ilex cassine</i>
Devilwood	<i>Osmanthus americanus</i>
Eastern Cottonwood	<i>Populus deltoides</i>
Eastern Hophornbeam	<i>Ostrya virginiana</i>
Florida Basswood	<i>Tilia floridana</i>
Florida Maple	<i>Acer barbatum</i>
Hercules Club	<i>Zanthoxylum clava-herculis</i>
Honeylocust	<i>Gleditsia triancanthos</i>
Mockernut Hickory	<i>Carya tomentosa</i>
Overcup Oak	<i>Quercus lyrata</i>
Pecan	<i>Carya illinoensis</i>
Pignut Hickory	<i>Carya glabra</i>
Post Oak	<i>Quercus stellata</i>
Red Buckeye	<i>Aesculus pavia</i>
Red Maple	<i>Acer rubrum</i>
Red Mulberry	<i>Morus rubra</i>
Redbay	<i>Persea borbonia</i>
River Birch	<i>Betula nigra</i>

Sand Hickory	<i>Carya pallida</i>
Sassafras	<i>Sassafras albidum</i>
Scrub Hickory	<i>Carya floridana</i>
Southern Bayberry	<i>Myrica cerifera</i>
Southern Red Oak	<i>Quercus falcata</i>
Sugarberry	<i>Celtis laevigata</i>
Swamp Chestnut Oak	<i>Quercus michauxii</i>
Swamp Cottonwood	<i>Populus heterophylla</i>
Sweet Gum	<i>Liquidamber styraciflua</i>
Sweetbay	<i>Magnolia virginiana</i>
Tough Bumelia	<i>Bumelia tenax</i>
Tupelo	<i>Nyssa biflora</i>
Turkey Oak	<i>Quercus laevis</i>
Water Hickory	<i>Carya aquatica</i>
Water Oak	<i>Quercus nigra</i>
Water Tupelo	<i>Nyssa aquatica</i>
Waterlocust	<i>Gleditsia aquatica</i>
White Oak	<i>Quercus alba</i>
Yaupon Holly	<i>Ilex vomitoria</i>

### **CATEGORY III: Cone-Bearing Evergreens**

Eastern Red Cedar	<i>Juniperus virginiana</i>
Loblolly Pine	<i>Pinus taeda</i>
Long Leaf Pine	<i>Pinus palustris</i>
Pond Pine	<i>Pinus serotina</i>
Slash Pine	<i>Pinus elliottii</i>
Shortleaf Pine	<i>Pinus echinata</i>
Southern Red Cedar	<i>Juniperis silicicola</i>

### **CATEGORY IV: Ornamentals, Palms, and Small Understory Trees**

American Plum	<i>Prunus americana</i>
Cabbage Palmetto	<i>Sabal palmetto</i>
Carolina Laurelcherry	<i>Prunus caroliniana</i>
Chickasaw Plum	<i>Prunus angustifolia</i>
Common Sweetleaf	<i>Symplocus tinctoria</i>
Crepe Myrtle	<i>Lagerstroemia indica</i>
Dahoon Holly	<i>Ilex cassine</i>
Eastern Coralbean	<i>Erythrina herbacea</i>
Eastern Redbud	<i>Cercis canadensis</i>
Flatwoods Plum	<i>Prunus umbellata</i>
Florida Chinkapin	<i>Castanea floridana</i>
Flowering Dogwood	<i>Cornus florida</i>
Fringetree	<i>Chionanthus virginicus</i>
Littlehip Hawthorn	<i>Crataegus spathulata</i>
Parsley Hawthorn	<i>Crataegus marshallii</i>
Possumhaw Holly	<i>Ilex decidua</i>
Southern Crab Apple	<i>Malus angustifolia</i>
Sparkleberry	<i>Vaccinium arboreum</i>
Swamp Dogwood	<i>Cornus stricta</i>
Witch Hazel	<i>Hamamelis virginiana</i>

## APPENDIX B - PREFERRED/ SUGGESTED PLANT LISTS

Plant Names	Foundation Plants (1); Screening Plants (2); and Deer Resistant (3)	Plant Names	Foundation Plants (1); Screening Plants (2); and Deer Resistant (3)
Abelia	1, 3	Lily, Crinum	
Agapanthus		Liriope	
Agave	3	Loquat	2
Anise	1, 2, 3	Lorapetalum, Dwarf	1, 2, 3
Aspidistra	1	Lorapetalum	2, 3
Aucuba	1, 2, 3	Magnolia	2
Azalea	1, 2	Mahonia	1
Beautyberry		Maple, Japanese	
Bottlebrush, Dwarf	1, 2, 3	Nandina	1
Bottlebrush	1, 3	Oaks, Native	2
Boxwood	1, 2, 3	Oleander, Dwarf	1, 2
Buddleia	3	Oleander	2
Camellia	1, 2	Palm, Chinese Fan	1, 2, 3
Cassia		Palm, Coontie	1, 3
Cedar, Eastern Red	2	Palm, European Fan	1, 2, 3
Cephalotaxus	1, 2, 3	Palm, Needle	1, 3
Cherry Laurel	2	Palm, Pindo	
Citrus		Palm, Sabal	
Clethra	1, 3	Palm, Sabal Minor	2, 3
Cleyera	2	Palm, Sago	1, 2, 3
Crape Myrtle		Palm, Sylvester	
Crape Myrtle, Dwarf	1	Palm, Washingtonian	
Croton		Palm, Windmill	
Cypress	2	Palmetto, Saw	2, 3
Daylily		Papyrus	
Dianella		Philodendron	1
Dianthus		Pine	2
Distylium	1	Pineapple, Guava	1
Dogwood		Pittosporum, Dwarf	1, 2
Duranta		Pittosporum	1, 2
Elephant Ear		Plum, Purple Leaf	
Elm		Plumbago	
Farfugium	1	Podocarpus, Dwarf	1, 2, 3
Fatsia	1, 2, 3	Podocarpus	1, 2, 3
Fern		Redbud	
Fig		Rhaphiolepis	1, 2
Fringetree	1	Rose	
Gardenia	1, 2	Rosemary	
Ginger, Shell		Ruellia	
Grass, Ornamental		Sedum	
Heather, Mexican		Setcreasea	
Heuchera		Society Garlic	
Holly, Dwarf Yaupon	1, 2, 3	Spirea	

Holly	1, 2	Stromanthe	
Hosta		Tea Olive	1, 2, 3
Hydrangea	1, 3	Ti Sister Plant	
Iris, African	1	Tulip Poplar	
Itea		Viburnum, Dwarf	1, 2
Jasmine		Viburnum	1, 2, 3
Juniper	1, 2	Vitex	
Lantana	3	Wax Myrtle, Dwarf	2
Leucothoe		Wax Myrtle	2
Ligustrum, Dwarf	1	Yucca	
Ligustrum	2		

## APPENDIX C - BUFFER PLANTINGS FOR WETLANDS (LAGOONS AND LAKES)

### Native Freshwater Wetland Plants for Lower Bank/Shallow Water Plantings

#### *Grasses*

Soft Rush	<u>Juncus effusus</u>
Maidencane	<u>Panicum hemitomon</u>
Wild Rice	<u>Zizania aquatica</u>
Spikerushes	<u>Eleocharis</u> sp.
Woolgrass bulrush	<u>Scirpus cyperinus</u>
Rushes	<u>Juncus</u> sp.
Muhly grass	<u>Muhlenbergia capillaris</u> (upland buffer only)*
Sand cordgrass	<u>Spartina bakeri</u> (upland buffer only)*

#### *Flowering plants*

Duck potato	<u>Sagittaria latifolia</u>
Golden club	<u>Orontium aquaticum</u>
Arrow arum	<u>Peltandra virginica</u>
Pickernelweed	<u>Pontederia cordata</u>
Lizard's tail	<u>Saururus cernuus</u>
Bur-marigolds	<u>Bidens</u> sp. (yellow flower, blooms in fall)
Blue flag iris	<u>Iris virginica</u>
Hooded pitcher plant	<u>Sarracenia minor</u>
Yellow fringed orchid	<u>Habenaria ciliaris</u>
Yellow canna	<u>Canna flaccida</u>
Buttonbush	<u>Cephalanthus occidentalis</u>
Jack-in-the-pulpit	<u>Arisaema triphyllum</u>
Large marsh pink	<u>Sabatia dodecandra</u>
Swamp rose mallow	<u>Hibiscus moscheutos</u>

#### *Floating Plants*

Watershield	<u>Brasenia schreberi</u>
Fragrant water lily	<u>Nymphaea odorata</u>
Floating hearts	<u>Nymphoides aquatica</u>

### Native Plants for Upland Sites (Overstory)

Live oak	<u>Quercus virginiana</u>
Laurel oak	<u>Quercus laurifolia</u>
Water oak	<u>Quercus nigra</u>

Southern red oak	<u>Quercus falcata</u>
Southern magnolia	<u>Magnolia grandiflora</u>
Bald cypress	<u>Taxodium distichum</u>
Black gum	<u>Nyssa sylvatica</u>
Sweet gum	<u>Liquidambar styraciflua</u>
Red maple	<u>Acer rubrum</u>
Florida maple	<u>Acer barbatum</u>
Hickories, various species	<u>Carya spp.</u>
Loblolly pine	<u>Pinus taeda</u>
Long leaf pine	<u>Pinus palustris</u>
Slash pine	<u>Pinus elliottii</u>

### **Native Plants for Upland Sites (Understory)**

Southern red cedar	<u>Juniperus silicicola</u> *	
Redbay	<u>Persea borbonia</u>	
Common persimmon	<u>Diospyros virginiana</u>	
American holly	<u>Ilex opaca</u>	
Dahoon holly	<u>Ilex cassine</u>	
Sassafras	<u>Sassafras albidum</u>	
Sugarberry	<u>Celtis laevigata</u>	
Loblolly bay	<u>Gordonia lasianthus</u>	
Cabbage palmetto	<u>Sabal palmetto</u> *	
Saw palm	<u>Serenoa repens</u> *	
Wax myrtle	<u>Myrica cerifera</u> *	
Salt myrtle	<u>Baccharus halimifolia</u> *	
Yaupon holly	<u>Ilex vomitoria</u> *	
Sparkleberry	<u>Vaccinium arboreum</u>	
Fetterbush	<u>Lyonia lucida</u>	
Inkberry	<u>Ilex glabra</u>	
Witch hazel	<u>Hamamelis virginiana</u>	
Passion flower	<u>Passiflora incarnata</u>	host plant for zebra longwing butterfly
	<u>Passiflora lutea</u>	
Cinnamon fern	<u>Osmunda cinnamomea</u>	
Cross vine	<u>Anisostichus capreolata</u>	hummingbird favorite
Trumpet vine	<u>Campsis radicans</u>	hummingbird favorite
Yellow Jessamine	<u>Gelsemium sempervirens</u>	S.C. state flower
Coral honeysuckle	<u>Lonicera sempervirens</u>	hummingbird favorite
Mix of wildflowers native to the coastal plain of South Carolina (usually needs full sun)		

### **Native Plants for Salt Marsh Buffers**

Black needle rush	<u>Juncus roemarianus</u>
Sea ox-eye	<u>Borrchia frutescens</u>



Salthay                                      Spartina patens

Also, those plants listed above followed by an asterisk (\*).

### **Native Plants for Dunes**

For Primary Dune (dune nearest ocean) and Secondary Dune (landward of primary):

Sea oats	<u>Uniola paniculata</u>
Beach morning glory	<u>Ipomoea stolonifera</u> (white flowers August-Oct.)
Seaside panicum	<u>Panicum amarum</u>
Railroad vine	<u>Ipomea pes-caprae</u> (purple flower)

\*\*For Dunes behind Second Dune:

Muhly grass	<u>Muhlenbergia capillaris</u>
Seaside panicum	<u>Panicum amarum</u>
Yaupon holly	<u>Ilex vomitoria</u>
Wax myrtle	<u>Myrica cerifera</u>
Salt myrtle	<u>Baccharus halimifolia</u>
Saw palm	<u>Serenoa repens</u>
Passion flower(vine)	<u>Passiflora incarnata</u> (purple flower May-July)
	<u>Passiflora lutea</u> (yellow flower June-Sept.)
Camphor weed	<u>Heterotheca subaxillaris</u> (yellow flower July-Oct.)
Climbing Butterfly pea	<u>Centrosema virginianum</u> (purple flower June-Oct.)
Prickly pear cactus	<u>Opuntia compressa</u> (yellow flower August-Oct.)
Beach evening primrose	<u>Oenothera drummondii</u> (yellow flower April-Oct.)
Bear-grass (yucca)	<u>Yucca filamentosa</u> (white flower April-June)
Dune sunflower	<u>Helianthus debilis</u> (yellow flower blooms spring – fall)

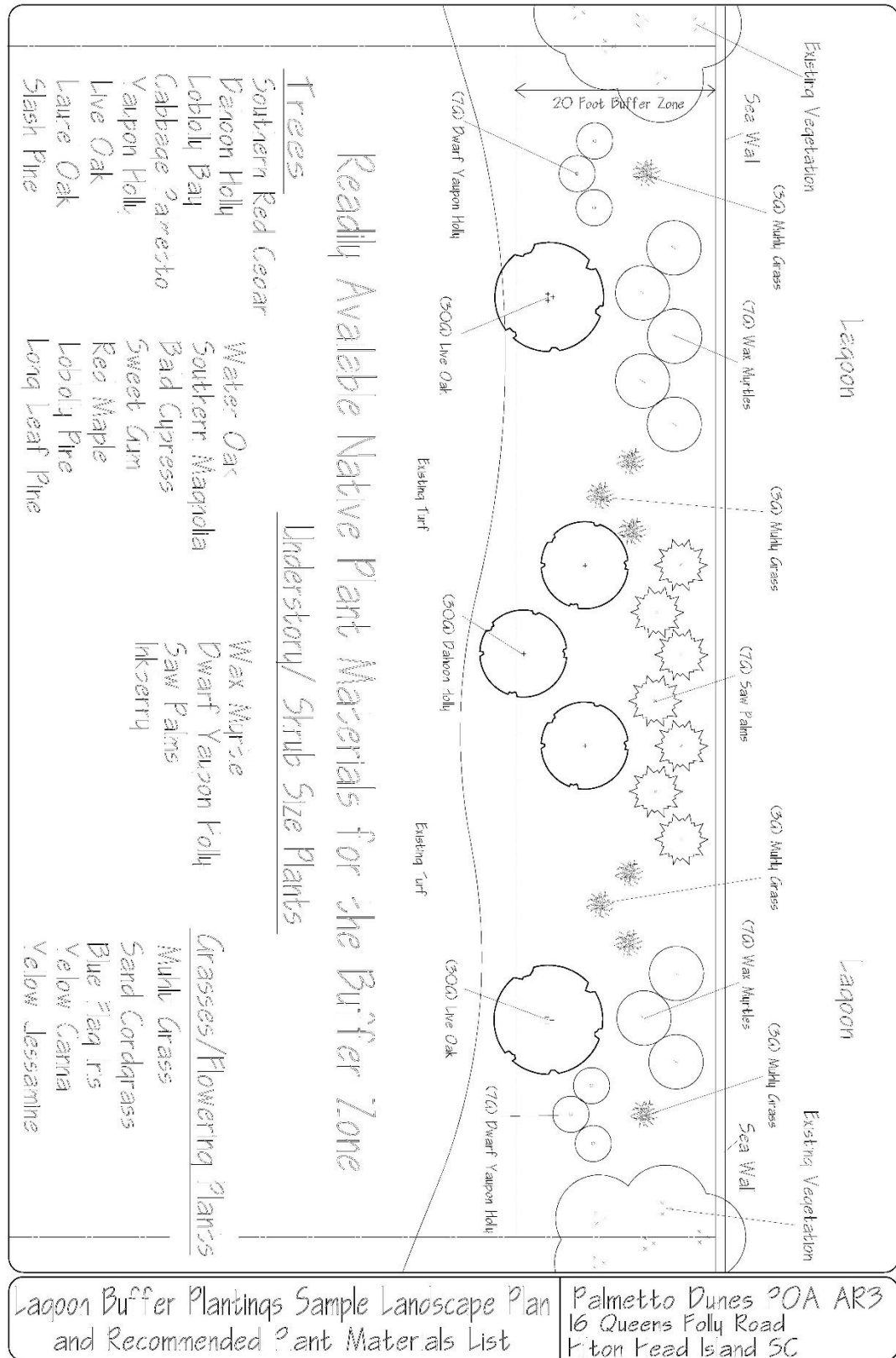
\*\*Dune fields can contain several dune rows that have mostly grasses and other non-woody plants in them. Look at dune areas adjacent to yours to determine which plants are best to use in similar areas.

Having trouble locating a plant? Try [www.plantlocator.com](http://www.plantlocator.com).

Sally Krebs  
Sustainable Practices Coordinator  
[sallyk@hiltonheadislandsc.gov](mailto:sallyk@hiltonheadislandsc.gov)  
843-341-4690

List updated 1-28-19

APPENDIX D - LANDSCAPE PLAN SAMPLE FOR A BUFFER AREA



## APPENDIX E - POOL BACKWASH DIAGRAM



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

### ARB POLICY FOR POOL BACKWASH

The backwash water leaving the pool equipment must leave the system through a rigid underground pipe. This pipe is then brought to the surface in a manner guaranteed to keep the backwash on the owner's property. Hardscape such as gravel or decorative stone must be placed around the outlet to minimize soil erosion. The pipe is to be painted to blend with its surroundings.



## APPENDIX F - CONSTRUCTION SIGN GRAPHICS

**PALMETTO DUNES POA | ARB REQUIRED CONTRACTOR SIGN AND POST**

## POST SPECIFICATIONS

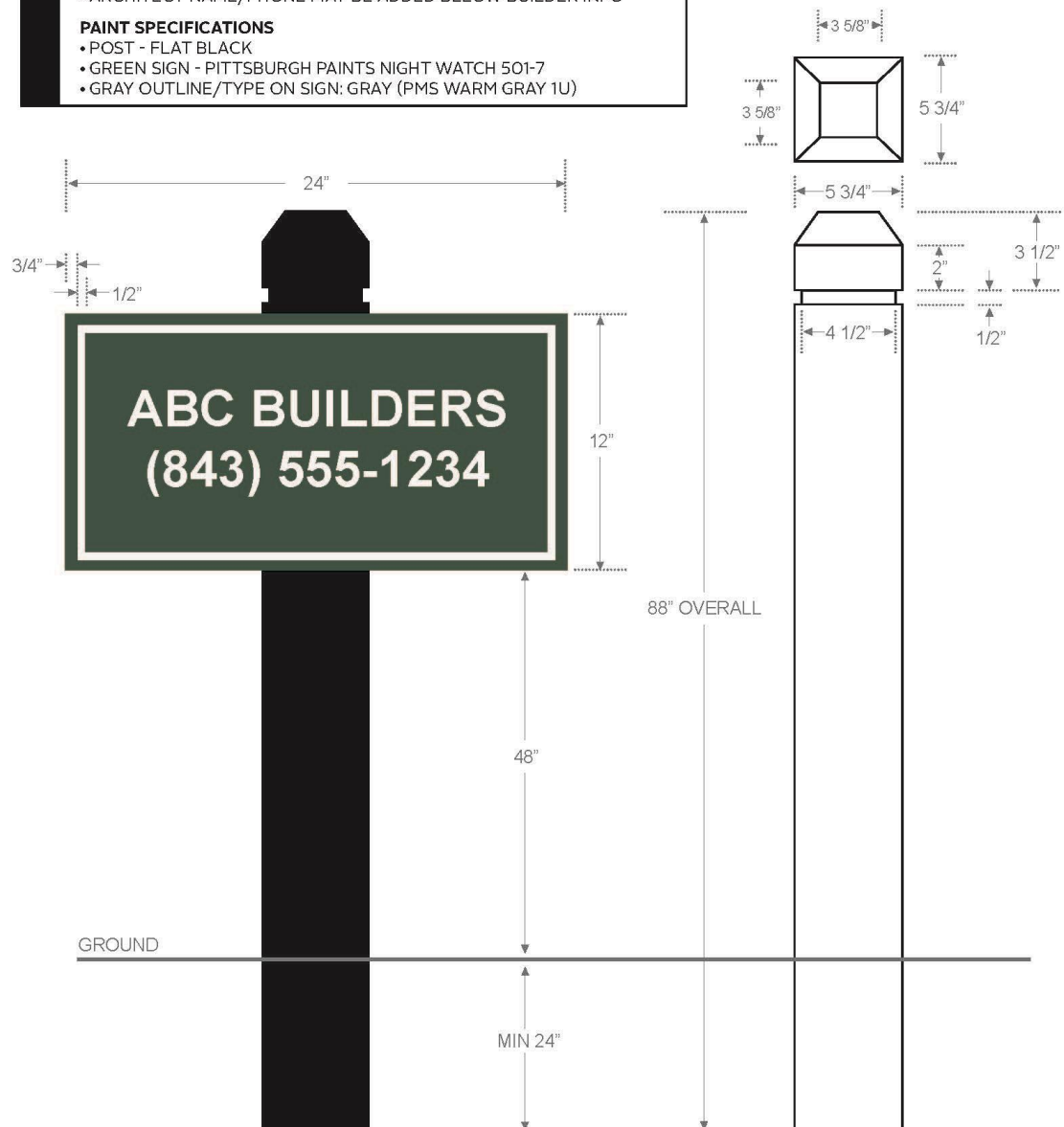
- 6" X 6" PRESSURE TREATED LUMBER; TYPICAL 4-SIDED POST

## SIGN SPECIFICATIONS

- 1 - 1.5" THICK PRESSURE TREATED BOARD
- TEXT: ARIAL, UPPERCASE, RAISED LETTERING
- SIGN MUST BE MOUNTED .5" BELOW GROOVE
- PERMIT MUST BE MOUNTED TO POST .5" BELOW SIGN
- SIGN MUST BE PLACED AT LEAST 10' FROM THE STREET
- ARCHITECT NAME/PHONE MAY BE ADDED BELOW BUILDER INFO

## PAINT SPECIFICATIONS

- POST - FLAT BLACK
- GREEN SIGN - PITTSBURGH PAINTS NIGHT WATCH 501-7
- GRAY OUTLINE/TYPE ON SIGN: GRAY (PMS WARM GRAY 1U)



## APPENDIX G - PREFERRED/ SUGGESTED EXTERIOR COLORS

### HOUSE COLORS: SIDING/STUCCO/TRIM

		
Gossamer Veil SW 9165	Passive SW 7064	Argos SW 7065
		
Rare Gray SW 6199	Summit Gray SW 7669	Downing Sand SW 2822
		
Svelte Sage SW 6164	Green Earth SW 7748	Balanced Beige SW 7037
		
Perfect Greige SW 6073	Prairie Grass SW 7546	Taupe Tone SW 7633

HOUSE COLORS: SIDING/STUCCO/TRIM (Cont.)

Stucco SW 7569	Accessible Beige SW 7036	Naturel SW 7542
Kilim Beige SW 6106	Uncertain Gray SW 6234	Dorian Gray SW 7017
Repose Gray SW 7015	Latte SW 6108	

HOUSE COLORS: TRIM ONLY

Nacre SW 6154	Pearly White SW 7009	Drift of Mist SW 9166
Snowbound SW 7004	Heron Plume SW 6070	Alluring White SW 6343
Dover White SW 6385	Restful White SW 7563	Crisp Linen SW 6378
Whitetail SW 7103		



**ROOF COLORS: METAL**



**ROOF COLORS: SHINGLES**





## APPENDIX H - FEE SCHEDULE



### ARCHITECTURAL REVIEW BOARD APPLICATION FEES AND COMPLIANCE DEPOSITS

TYPE OF APPLICATION	APP FEE (non-refundable)	COMPLIANCE DEPOSIT (refundable)
<b>TIER 1 (Reviewed at Monthly ARB Meeting)</b>		
New Construction	with a pool \$5,000 without a pool \$4,500	\$10/heated square foot plus \$5,000 for pool \$10/heated square foot
Renovations and Additions (change in footprint/elevation)	\$250 \$500 \$750 \$1,000	Category 1 - Min \$2,000 (aesthetics only) Category 2 - Min \$3,000 (aesthetics + minimal structural) Category 3 - Min \$6,000 (aesthetics + minor structural) Category 4 - Min \$10,000 (major structural)
Pool Addition	\$500	\$5,000
Spa Addition	\$150	\$1,500
<b>TIER 2</b>		
Boat Ramp Addition	\$50	\$500
Bulkhead Addition and Repair	\$100	\$2,500
Dock Addition and Repair	\$100	\$1,000
**Bulkhead, Dock or Boat Ramp Combination	\$150	\$3,000
Bush Hogging	\$100	\$1,000
Demolition	\$200	\$5,000
Re-stucco (partial house)	\$100	\$1,000
Re-stucco (whole house)	\$500	\$5,000
Solar Panels	\$500	\$3,000
<b>TIER 3</b>		
Beachwalk/Courtyard Gate	\$100	\$1,000
Deck Boards Renovation (no change to footprint)	\$100	\$1,000
Grills (Built-In/Permanent)	\$100	\$1,000
Gutters	\$100	\$1,000
Landscape/Hardscape	\$100	\$1,000
Pool Maintenance (draining)	\$100	\$1,000
Pool Deck Replacement (no change to footprint)	\$100	\$1,000
Retaining Wall Addition	\$100	\$1,000
Service Yard Addition	\$100	\$1,000
Railing System Addition	\$100	\$1,000
Walkway/Driveway Replacement (no change to footprint)	\$100	\$1,000
Window/Door Replacements	\$100	\$1,000 (single door or window only - no CD Required)
<b>TIER 4</b>		
Dumpster (Interior Work Only)	\$50	\$0
Exterior Lights (Change or Addition)	\$50	\$0
Painting/Staining	\$50	\$0
Post and Rope	\$100 for 6 posts; \$20 per post after	\$0 purchased & installed by PD
Property Signage	\$150-\$250	\$0 purchased & installed by PD
Re-roofing	\$50	\$0
Tree Removal	\$50	\$0
Tree Trimming	\$25	\$0
Walkway/Driveway Post and Chain	\$150-\$250	\$0 purchased & installed by PD

#### NOTES:

Plan Review > 4 times \$100 each additional review until granted final approval  
 Additional Inspections for Final Approval \$50 each after 2nd inspection

Compliance Deposits and Application Fees are baselines and may be adjusted by the ARB based on scope of work

Updated July 2021

## APPENDIX I - SCHEDULE OF PENALTIES

### ARB VIOLATIONS

<u>Violation 03-03:</u>	Damage to Property (accidental, unintentional, negligent)  Fine: \$100 per occurrence and 5 days to correct; then \$50 per day until violation cured
<u>Violation 06-01:</u>	ARB Permit (working without an ARB permit or working with an expired or unposted ARB permit)  Fine: Stop Work Order will be issued; and up to \$500
<u>Violation 06-02:</u>	Dumpster Overflowing and/or Uncovered, No Current ARB Permit, Non-Compliant with ARB Policy  Fine: \$100; and \$50 per day until violation cured
<u>Violation 06-03:</u>	Removal of Tree Greater Than 6" in Diameter at Breast Height ("DBH") Without Permit  Fine: \$1,000 per tree; and tree mitigation as required by the ARB
<u>Violation 06-04:</u>	Portable Toilet Non-Compliant with ARB Policy  Fine: \$50; and \$50 per day until violation cured
<u>Violation 06-05:</u>	Excessive Pruning of Tree Greater Than 6" in in Diameter at Breast Height ("DBH")  Fine: \$500 per tree; and tree mitigation as required by the ARB
<u>Violation 06-06:</u>	Clearing Without an ARB Permit, plus all Consecutive Phases for Permitting (Foundation, Building, Pool, etc.)  Fine: Stop Work Order will be issued; and \$2,500
<u>Violation 06-07:</u>	Failure to Submit Required Surveys Prior to Beginning Vertical Construction  Fine: Stop Work Order will be issued; and \$1,000

<u>Violation 06-08:</u>	Failure to Use Adequate Tree/Site Protection During Construction  Fine: \$1000 and 5 days to comply; then \$100 per day thereafter until violation cured
<u>Violation 06-09:</u>	Failure to Construct the Project in Accordance with Approved Plans  Fine: Minimum \$1,000 plus Up To 10% of Compliance Deposit per Item and 10 business days to correct; then \$100 per day thereafter until violation cured
<u>Violation 06-10:</u>	Failure to Install Approved Landscape/Drainage Plan  Fine: \$1,000 and 10 business days to correct; then \$100 per day thereafter until violation cured
<u>Violation 06-11:</u>	Use of Unapproved Exterior Colors or Materials  Fine: \$1000 and 10 business days to correct; then \$100 per day thereafter until violation cured
<u>Violation 06-12:</u>	Failure to Complete Construction by Completion Date  Fine: 30-day extension upon written request without penalty; then \$100 per day until project is complete
<u>Violation 06-13:</u>	Failure to Comply with ARB Requests to Clean/Clear Job Site  Fine: \$100 per occurrence; then \$50 per day until violation cured
<u>Violation 06-14:</u>	Use of Adjacent Home Sites without Prior Written Permission (includes parking, electric, and water)  Fine: \$500; and reimbursement of expenses to adjacent owner
<u>Violation 06-15:</u>	Drainage of Pool, Ground Water and/or Chemicals into Lagoons, Lakes, Adjacent Properties, PDPOA Common Areas, or Drainage Inlets  Fine: First offense - \$1,000; Second offense - \$2,000; Third offense - \$4,000; and for violating commercial vendors, refusal of entry into the Resort for one (1) year

## APPENDIX J - PLAN SUBMISSION PROCEDURES & CHECKLIST

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

### PALMETTO DUNES ARB Plan Submission Procedures & Checklist

***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 Administrator 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 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 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 (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. Must show impervious to lot ratio on plan. The impervious to ratio for all new construction must be no more than 35 percent.
- \_\_\_\_ 11. Must show calculations for the 70 percent buildable area as well as the 75 percent second floor vs first floor.

**Grading 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 ratio for pervious vs. impervious.
- \_\_\_8. A profession drainage plan is required for all submissions.

**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 and provide screening for pools 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 plan.
- \_\_\_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 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, door 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 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 PPG'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

## APPENDIX K - NEW CONSTRUCTION PERMIT & SURVEY PROCEDURES



**PALMETTO DUNES**

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

### NEW CONSTRUCTION PERMIT & SURVEY PROCEDURES

#### Clearing Permit

1. Put tree protection in place (requirements are outlined in the Pre-Construction Packet)
2. String the foundation including decks, pool and driveway using different colors for different areas.
3. String the property lines and stake the corners.
4. Trees approved for removal should be marked with red tape.
5. Contact the ARB to schedule a site visit once items 1-4 have been met.
6. After a successful site inspection, the Clearing Permit will be issued and is valid for 45 days.

#### Foundation Permit

1. Once clearing is complete, re-string the foundation, including property lines, and stake the property corners. Please note: footers may be dug prior to a successful ARB site inspection and the stringing of property lines need to remain throughout construction.
2. Ensure all tree protection is in place.
3. Install silt fencing around the entire property (especially for homes on the lagoon/lake) as well as mulch or gravel at the entrance of the jobsite connecting to the street.
4. Place a 2' x 6' color and materials board on the building site in full view of the street (a sample is included in the Pre-Construction Packet).
5. Provide a receipt from the Broad Creek PSD and a copy of the Town of HHI Building Permit.
6. Once items 1-5 have been met, contact the ARB to schedule a site visit. Once all has been reviewed and approved by the ARB, the Foundation Permit will be issued and is valid for 45 days.

#### Building Permit & Roofing Approval

1. Provide a foundation and elevation certificate, certified by a registered surveyor, verifying the following: 1) the approved site of the house, 2) that all building setbacks have been met and 3) verifying the first floor elevation.
2. Once those items have been met, reviewed and approved by the ARB the Building Permit will be issued and is valid for 12 months.
3. Final approval of colors (including roof color) will be granted following a successful ARB inspection of the on-site color and materials board. Final inspection of approved color board must be requested when colors/materials are up on the house before removing the board from the property.
4. Upon completion of framing and prior to the installation of shingles, provide a height survey, certified by a registered surveyor, for structures with a second floor living space.
5. The height survey must meet or be below the Palmetto Dunes 47 foot above mean sea level height restriction.
6. Once items 3 – 5 have been met, roof shingles may be installed.
7. Driveway must be reviewed by the ARB prior to installation of material. String out the proposed driveway and contact the ARB to schedule a site visit.

#### Pool Permit

1. Once construction is well under way, string out the proposed pool and pool deck and contact the ARB to schedule a site visit. The stringout of the property lines should still be present and will need to remain throughout construction.
2. Provide a copy of the Town of HHI Pool Permit.
3. Provide samples for all pool material, including decking, to the ARB for approval.
4. Final approval of the pool will be granted after a successful ARB site inspection and approval of material.
5. Once items 1 – 3 have been met the pool permit will be issued and is valid for 3 months.

#### Final Inspection & Return of Compliance Deposit

1. Provide a written request for final inspection, by the homeowner, within 30 days of completion of the project.



## PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

### **Final Inspection & Return of Compliance Deposit**

1. Provide a written request for final inspection, by the homeowner, within 30 days of completion of the project.
2. Provide a signed Two Habitable Stories Acknowledgement Form.
3. Provide a copy of the As-Built Survey (required for new construction, additions, or renovations if the footprint changes).
4. Provide a copy of the completed Elevation Certificate.
5. Provide a copy of the Certificate of Occupancy.
6. Provide photographs of all four sides of the home.
7. Provide a certified drainage plan with written notification by the professional that it was designed and constructed according to the ARB's Design and Construction Guidelines (D&CGs) standards, as well as per the approved plan, and is in good working order.
8. Confirmation that all landscaping has been completed, as per the approved plans. Landscaping is not given final approval until a successful final inspection.
9. Provide a .pdf of the final construction approved plans, with all approved change requests incorporated in it, in 8 ½ x 11 format.
10. If the project is not completed at the time of the final inspection and subsequent inspections are necessary, they will be assessed at \$50.00 each.
11. Once items 1 – 9 are met, reviewed, and approved, the compliance deposit will be returned to the owner.
12. If a final inspection hasn't been requested by the homeowner after 60 days, then such deposit will be non-refundable and retained by the ARB.
13. If a final inspection hasn't been requested prior to selling of the home, the compliance deposit does not carry over, nor does it get returned, once the name on the deed changes.



## APPENDIX L - CONSULTING ARCHITECT CHECKLIST



**PALMETTO DUNES™**  
PROPERTY OWNERS ASSOCIATION

RESIDENTIAL RESORT COMMUNITY

## CONSTRUCTION REVIEW CHECKLIST

<input type="text"/>		<input type="text"/>		<input type="text"/>	
Property Address		Owner Name		Contractor Name	
<input type="checkbox"/> NEW	<input type="checkbox"/> Conceptual	<input type="text"/>		<input type="text"/>	
<input type="checkbox"/> RENOVIATION	<input type="checkbox"/> Preliminary	Consultant Signature		Date	
<input type="checkbox"/> POOL/SPA ADD'T	<input type="checkbox"/> Final				
<input type="checkbox"/> CHANGE REQUEST					

	Compliant	In Violation	N/A	Comments
<b>SETBACKS</b>				
Front/Back/Sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driveway/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patio/Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PLANS</b>				
Roof Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Impervious to Lot Ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
Heated & Cover Sq. Ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total
Second Floor 75%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70% Buildable Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Service Yard Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>DETAILS</b>				
Front Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Garage Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Venting/Louvers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Railings/Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Roof Color/Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Color Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LANDSCAPE</b>				
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waterfront Buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant Material/Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Aesthetic Notes/Comments

## APPENDIX M - CONSTRUCTION SITE CHECKLISTS



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

### ARB Site Inspection Checklist for Active Sites

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

ARB Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Silt fence / erosion control is in place around the property (especially around the Lagoon, if applicable)  
Comments:

\_\_\_\_\_ Tree protection is in place around all trees  
Comments:

\_\_\_\_\_ Drainage inlets are cleared from dirt / debris, with inlet protection installed (if applicable)  
Comments:

\_\_\_\_\_ No damage or cracks to sidewalks / bike paths / PD Property  
Comments:

\_\_\_\_\_ ARB Permit clearly visible for the work being done. If applicable, construction sign is posted with all documents attached to it and color / material board is property affixed to the ground  
Comments:

\_\_\_\_\_ Job site is in a neat and orderly condition. If inspecting after 7p, the site is cleaned  
Comments:

\_\_\_\_\_ Dumpster is at a minimum of 15' from the street. If inspecting after 7p, the dumpster is not overflowing and is covered  
Comments:

\_\_\_\_\_ All construction trailers, equipment, and personal vehicles are parked within the property lot. If inspecting after 7p, no vehicles were left parked on the construction site (unless approved by ARB); This does not include construction equipment which is allowed to stay during its use  
Comments:

\_\_\_\_\_ Portable toilet is placed on the property with the door facing away from the street and adjoining homes, is at a minimum of 15' from the street and is clean / odor free  
Comments:

\_\_\_\_\_ No debris is on the street, bike path, adjacent property, or (if applicable) in the lagoon or lake  
Comments:

\_\_\_\_\_ No trees are being removed or trimmed without proper authorization and an ARB permit posted  
Comments:

## APPENDIX N - FINAL INSPECTION REQUEST CHECKLIST – FOR CONTRACTOR



**PALMETTO DUNES™**  
PROPERTY OWNERS ASSOCIATION  
A RESIDENTIAL RESORT COMMUNITY

Phone: (843) 785-1109

Fax: (843) 785-3589

### ARCHITECTURAL REVIEW BOARD

#### CONTRACTOR CHECK LIST

**Prior to requesting a final inspection please review the list below as these are some of the items that will be checked during this final inspection.**

- |  |  |
|--|--|
| <input type="checkbox"/> Portable Toilet Removed   | <input type="checkbox"/> All Landscape Materials/Debris/Equipment Removed  |
| <input type="checkbox"/> Builder's/Architect's Sign Removed  | <input type="checkbox"/> Fill/Grading Assures no Run Off to Adjoining Properties                                     |
| <input type="checkbox"/> Trash Receptacle Removed  | <input type="checkbox"/> Foundation Areas Completely Landscaped  |
| <input type="checkbox"/> All Construction Materials/Equipment Removed  | <input type="checkbox"/> Foundation Plants are 50% or Greater of Foundation Height                                   |
| <input type="checkbox"/> All Construction Debris Removed   | <input type="checkbox"/> Service Yard Walls Landscaped 50% or Greater of Wall Height                                 |
| <input type="checkbox"/> Roof/Color Selections as Approved   | <input type="checkbox"/> Site Utility Boxes Screened from Street/Adjoining Properties by Landscaping                 |
| <input type="checkbox"/> All Vertical Construction Painted   | <input type="checkbox"/> Garage Door Openings Visually Screened from Street/Adjoining Properties by Landscaping      |
| <input type="checkbox"/> HVAC/Water Heater, Compressed Gas, Etc.   | <input type="checkbox"/> Pool Completed Per Plans  |
| <input type="checkbox"/> Pipes Same Color as Surroundings  | <input type="checkbox"/> Pool Equipment Enclosed in Service Yard/Under Deck or House                                 |
| <input type="checkbox"/> Exhaust Vent Covers Same Color as Surroundings  | <input type="checkbox"/> Pool Landscape Per Plans  |
| <input type="checkbox"/> Porch/Deck Rails, Posts, Pickets, Etc.  | <input type="checkbox"/> Vertical Pool Const. Painted to Match Surroundings  |
| <input type="checkbox"/> Stair Risers  | <input type="checkbox"/> Pool Backwash is Rigid Underground Pipe to Keep Water on Property and Minimize Soil Erosion |
| <input type="checkbox"/> Chimney Screen Same Color as Chimney  | <input type="checkbox"/> Color of Propane Tank Top Blends with Surroundings  |
| <input type="checkbox"/> Roof Vents to Match Shingles  | <input type="checkbox"/> Outside Shower Screened from Street/Neighboring Properties/Common Areas                     |
| <input type="checkbox"/> House Completed to Plans/Specs  | <input type="checkbox"/> Dock/Bulkhead/Boat Ramp Completed Per Plans   |
| <input type="checkbox"/> All Heat Pump Compressors, Trash Cans, Utility Boxes (Electric Meter/Panels, Cable TV, Telephone, Etc.) | <input type="checkbox"/> Easement Completed if applicable  |
| <input type="checkbox"/> Enclosed in Service Yards   |  |
| <input type="checkbox"/> Deck/Stairway Foundation(s) Enclosed  |  |
| <input type="checkbox"/> No Outside Speakers   |  |
| <input type="checkbox"/> No Offsite Damage (Street/Adjoining Properties)   |  |
| <input type="checkbox"/> Landscape Completed per Plans   |  |
| <input type="checkbox"/> New Mailbox and House Number Sign Installed   |  |

**APPENDIX O - FINAL INSPECTION CHECKLIST – FOR ARB MEMBER**



**PALMETTO DUNES**

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

**ARB FINAL INSPECTION CHECKLIST**

**Palmetto Dunes Address:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

The following have been addressed:

- |   |  |
|---|--|
| <input type="checkbox"/> Portable Toilet Removed  | <input type="checkbox"/> Fill/Grading Assures no Runoff to Adjoining Properties  |
| <input type="checkbox"/> Builder's/Architect's Sign Removed   | <input type="checkbox"/> Foundation Areas Completely Landscaped  |
| <input type="checkbox"/> Trash Receptacle Removed   | <input type="checkbox"/> Foundation Plants are 50% or Greater of Foundation  |
| <input type="checkbox"/> All Construction Materials/Equipment Removed   | <input type="checkbox"/> Service Yard Walls Landscaped 50% or Greater of Wall Height   |
| <input type="checkbox"/> All Construction Debris Removed  | <input type="checkbox"/> Site Utility Boxes Screened from Street/Adjoining Properties by Landscaping                             |
| <input type="checkbox"/> Roof/Color Selections as Approved  | <input type="checkbox"/> Garage Door Openings Visually Screened from Street/Adjoining Properties by Landscaping                  |
| <input type="checkbox"/> All Vertical Construction Painted  | <input type="checkbox"/> Pool Completed Per Plans  |
| <input type="checkbox"/> HVAC/Water Heater, Compressed Gas, Etc. Pipes Same Color as Surroundings   | <input type="checkbox"/> Pool Equipment Enclosed in Service Yard/Under Deck or House   |
| <input type="checkbox"/> Exhaust Vent Covers Same Color as Surroundings   | <input type="checkbox"/> Pool Landscape per Plans  |
| <input type="checkbox"/> Porch/Deck Rails, Posts, Pickets, Etc. Stair Risers  | <input type="checkbox"/> Vertical Pool Const. Painted to Match Surroundings  |
| <input type="checkbox"/> Chimney Screen Same Color as Chimney   | <input type="checkbox"/> Pool Backwash is Rigid Underground Pipe with Outlet to Keep Water on Property and Minimize Soil Erosion |
| <input type="checkbox"/> Roof Vents to Match Shingles or House  | <input type="checkbox"/> Color of Propane Tank Top Blends with Surroundings  |
| <input type="checkbox"/> House Completed to Plans/Specs   | <input type="checkbox"/> Outside Shower Screened from Street/Neighboring Properties/Common Areas                                 |
| <input type="checkbox"/> All Heat Pump Compressors, Trash Cans, Utility Boxes (Electric Meter/Panels, Cable, Phone, Etc.) Enclosed in Service Yards | <input type="checkbox"/> Dock/Bulkhead/Boat Ramp Completed Per Plans   |
| <input type="checkbox"/> Deck/Stairway Foundation(s) Enclosed   |  |
| <input type="checkbox"/> No Outside Speakers  |  |
| <input type="checkbox"/> No Offsite Damage (Street/Adjoining Properties)  |  |
| <input type="checkbox"/> Landscape Completed Per Plans  |  |
| <input type="checkbox"/> New Mailbox & House Number Sign Installed  |  |
| <input type="checkbox"/> All Landscape Materials/Debris/Equipment Removed   |  |

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspector Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspector Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX P - SAMPLE OF HEIGHT SURVEY**



**ARB DETAIL SAMPLE DETAIL FOR HEIGHT SURVEY**

Palmetto Dunes has a 47 foot ASML \*maximum roof height restriction. A height survey, certified by a registered surveyor, similar to this sample detail, is required for any structure dimensioned at 45 feet or more. The survey must be furnished to the ARB office at the completion of framing.

\*TOP OF ROOF  
ELEVATION:\_\_\_\_\_

TOP OF CHIMNEY ELEVATION:\_\_\_\_\_

The diagram shows a cross-section of a house. It has a gabled roof with a chimney on the right side. The interior is divided into four horizontal sections: an attic, a second floor, a first floor, and a garage. To the right of the diagram are five labels with blank lines for elevation measurements, each pointing to a specific part of the house: 'ATTIC FLOOR ELEVATION:\_\_\_\_\_' and 'EVE OF ROOF ELEVATION:\_\_\_\_\_' point to the attic; 'SECOND FLOOR ELEVATION:\_\_\_\_\_' points to the second floor; 'FIRST FLOOR ELEVATION:\_\_\_\_\_' points to the first floor; and 'GARAGE GRADE ELEVATION:\_\_\_\_\_' points to the garage.

ATTIC FLOOR ELEVATION:\_\_\_\_\_

EVE OF ROOF ELEVATION:\_\_\_\_\_

SECOND FLOOR ELEVATION:\_\_\_\_\_

FIRST FLOOR ELEVATION:\_\_\_\_\_

GARAGE GRADE ELEVATION:\_\_\_\_\_

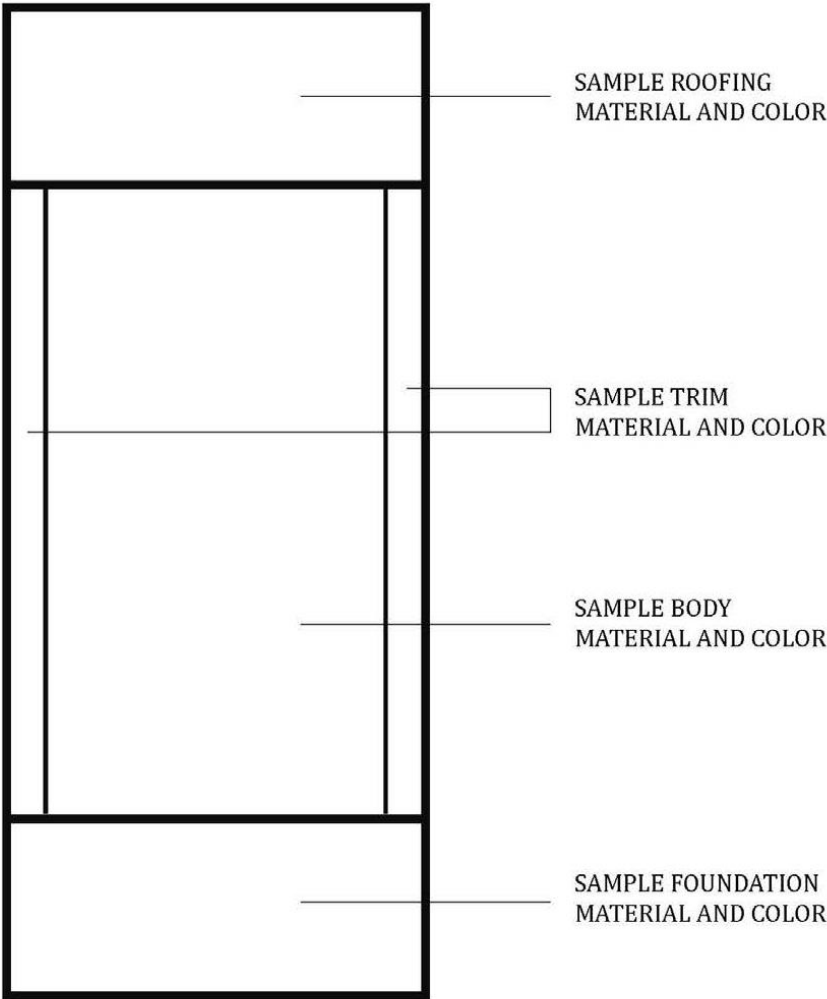
**APPENDIX Q - DETAIL DIAGRAM FOR ONSITE COLOR/ MATERIAL BOARD**



**PALMETTO DUNES**  
PROPERTY OWNERS ASSOCIATION  
A RESIDENTIAL RESORT COMMUNITY

**ARB DETAIL FOR MATERIAL AND COLOR DISPLAY BOARD**

Sample Display Board should be approximately 2' x 6'. Samples displayed should be proportionate to their use. Display samples on material/finish to be used. Place board in full view of street front.





## APPENDIX R - PASS OFFICE RULES AND REGULATIONS



**PALMETTO DUNES**

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

### COMMERCIAL CONTRACTOR PASS OFFICE RULES & REGULATIONS

Work Hours:	Mon – Fri 7am – 7pm
Saturday Work:	NO SATURDAY WORK is permitted in the Mariners and Inverness unless the work to be done is an emergency, i.e. AC, roof leak, etc. or as necessary to “flip” a rental unit.
Utility Digging:	Monday thru Thursday 7am to 2pm and Friday 7am to 12pm.
Daily Passes:	Must be displayed on dashboard of vehicle assigned to at all times while on Palmetto Dunes property.
Commercial Decals:	May be purchased and MUST be permanently affixed to vehicle assigned.
Visitors Passes:	NO VISITOR PASSES are allowed for commercial vehicles. Fines start at \$75.00 and work privileges can be revoked.
Replacement Decal:	May be purchased for \$10.00 at the Palmetto Dunes Pass Office, you MUST return the damaged decal or produce a copy of the Police Report for stolen decals.
Refunds:	No refunds will be issued for passes or decals. No Exceptions!
Exceptions:	All Vendors, Estimators, Contractors and Service Technicians are required to purchase a daily pass or yearly decal. No Exceptions!
Weight Limitations:	27 tons or 54,000 lbs. Commercial vehicles are required to display weight ticket upon entrance to Palmetto Dunes.
Debris Removal:	Commercial vehicles MUST remove all yard debris. Debris is not permitted on any vehicle when entering Palmetto Dunes. Debris must be covered when exiting Palmetto Dunes. Dumping debris within the resort and/or not removing the debris will result in fines starting at \$75.00 and work privileges can be revoked.
Parking:	Commercial Vehicles must NOT be parked on roadways, bike paths or vacant lots.
Illegal Discharge:	Water from swimming pools/spas or any other source MAY NOT be emptied into or near lagoons in Palmetto Dunes. Water MUST be emptied onto owner’s property and be absorbed naturally into the soil. Fines start at \$500 and work privileges can be revoked.

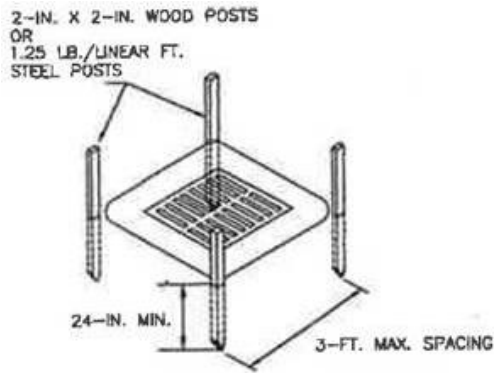
Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

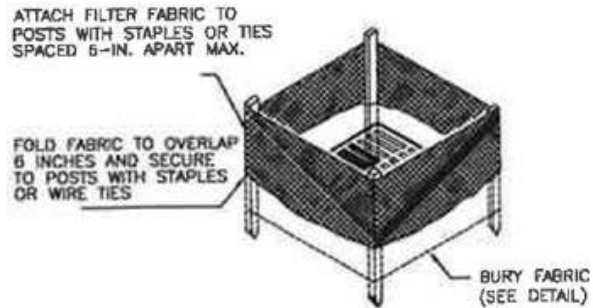
Palmetto Dunes Address: \_\_\_\_\_



APPENDIX S - PALMETTO DUNES DRAINAGE/ INLET PROTECTION PROGRAM

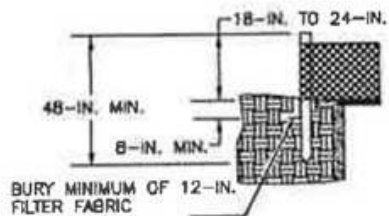


POST INSTALLATION DETAIL



(Sd2)

FILTER FABRIC INSTALLATION  
DETAIL



FILTER FABRIC BURIAL DETAIL

South Carolina Department of Health and Environmental Control	
TYPE A - FILTER FABRIC INLET PROTECTION	
SEARCHED DRAWING NO. SC-07	Page 1 of
AUGUST	

**APPENDIX T - ARB SATISFACTION QUESTIONNAIRE (EXIT SURVEY)**



**Architectural Review Board Satisfaction Questionnaire (Exit Survey)**

We are constantly striving to provide the best service to all residents in Palmetto Dunes with respect to all projects they do at their property. This survey is part of the ongoing process. Please help us to do this by completing this questionnaire.

This survey is about the experience you had with the PDPOA ARB. Please tick the appropriate boxes and add your comments where relevant.

1 = very dissatisfied    2 = somewhat dissatisfied    3 = neutral    4 = somewhat satisfied    5 = very satisfied

	1	2	3	4	5
1. How would you rate your overall satisfaction with the ARB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How would you rate the communication and response time from the ARB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. How would you rate your interactions with the ARB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. How would you rate the approval process/decision of the ARB for your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How would you rate the turnaround time in obtaining a permit from the ARB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please share any improvement opportunities for the ARB (Optional).

7. Please share any positive experiences while working with the ARB (Optional).

OPTIONAL (if left blank, survey will be submitted anonymously):

Name \_\_\_\_\_ PD Property Address \_\_\_\_\_

## APPENDIX U - DRAINAGE PROFESSIONAL SAMPLE LETTER OF APPROVAL



June 24, 2021

Monica Stites  
ARB Manager  
Palmetto Dunes POA  
16 Queen's Folly Road  
Hilton Head, SC 29928

**SUBJECT:**           **Lot #**  
                          **Palmetto Dunes - Drainage Verification**  
                          **Project Number: #**

This letter is to meet the request of the Palmetto Dunes POA to have an engineer provide a letter stating that sitework was completed in accordance with the approved drainage plan dated July 1, 2020.

I have visually inspected the new home on Long Boat on June 21, 2021. The site drainage was designed and constructed in accordance with the ARB's Design and Construction Guidelines' standards. The site was graded consistent with the approved drainage plan. The site grading was designed and executed to direct runoff towards stone wells onsite and to minimize standing water onsite and to direct runoff away from adjacent properties and towards those stone wells to maximize infiltration. The grading should provide effective drainage on the lot.

Please call if you have any questions.

Sincerely,

*Brian Pennell*

Brian Pennell, PE

## APPENDIX V - COMMON QUESTIONS AND ANSWERS

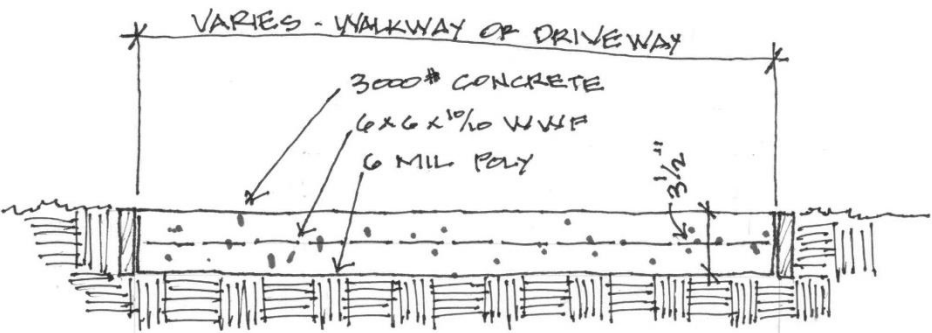
### COMMON Q&As

1. Can I get a variance for setback lines?
  - Variances are reviewed on a case-by-case basis. An ARB application will have to be submitted for the project along with your variance request, to be reviewed at a monthly ARB meeting.
2. Do I need an up-to-date site survey?
  - If your project is changing the footprint of your property (including hardscape projects), a current site survey, no older than 2 years, will have to be submitted for the project.
3. Do I need a path to the service yard?
  - All new construction must show a designated pathway from the driveway to the service yard, or wherever trash bins are stored. For renovations, if the existing service yard does not have the required pathway one will have to be installed.
4. Will I need to mitigate for trees being removed?
  - Should any existing trees be removed through the approval by the ARB, then the ARB, in its discretion, may require mitigating replacement trees per our Tree Mitigation schedule.
5. What requires an ARB permit?
  - Most exterior work, and any interior only work that requires a dumpster or portable toilet onsite, requires an ARB permit. A “Stop Work Order” can be issued, as well as a citation, for working without an ARB permit (as well as working with an expired or unposted permit). Regular property maintenance/repair/upkeep does not require a permit. Please refer to section 6.2 for a list of examples as to what will require an ARB permit and what will not. You can also call the ARB Manager to inquire if your project requires a permit or not.
6. Do I need a permit if I am painting my home to same exact colors or reroofing my home with the same shingle color?
  - Even if you are painting your home with the same colors or reroofing your home with the same shingle color, an ARB application will need to be submitted and an ARB permit issued for it.
7. Where should I post my ARB permit?
  - Permits should be posted either on a window or door visible from the street, on an approved builder’s sign, or on a wooden post in the yard by the street. They should not be stapled/nailed to a tree. Permits should then be removed from the property once the project is complete and before requesting a final inspection.
8. When does the ARB meet for their monthly ARB meeting?
  - The ARB meets on the Monday of the same week as the Board of Directors meeting. Depending on the scope of work, the application will be reviewed either at the monthly ARB meeting or administratively for approval.
9. What is the turnaround time for an ARB permit to be issued?
  - Depending on the scope of work, if an application can be reviewed administratively, and the application is approved, then the ARB permit will be issued within 3 business days once all items have been submitted for review. If the application must go in front of the whole ARB at their monthly meeting, then the ARB decision will be sent in a formal letter, via email, with 3 business days of their monthly meeting.
10. How can I get a citation that was issued for an ARB violation voided?
  - Once a citation is issued, it can only be voided through the appeal process. The appeal board meets once a month and an appeal request must be submitted within 15 days of the date of the citation. All appeal decisions are final.

11. Is synthetic turf allowed?
  - Artificial products (such as turf, rubber mulch) is not allowed.
12. Is a fence allowed around my pool or around my backyard?
  - Fences are not allowed.
13. Do I need a permit for interior work?
  - You do not need a permit for interior work. The only time one would be required is if you need a dumpster or portable toilet onsite or if you are replacing any windows or doors that are at the exterior of your home.
14. Do you have a list of approved exterior colors?
  - We have a color/material board with pre-approved/suggested colors that are for siding, trim and roof. This board is located at our administrative office as well as in the appendix of this document.
15. Can I have a vegetable garden?
  - Vegetable gardens are allowed as long as there is no fencing around them. You can have them in a raised planter bed as long as it is not higher than 18 inches.
16. Do I need a permit if I am doing landscape work?
  - If you are altering more than 50 percent of your overall landscaping, then you will require a permit. If you are not altering more than 50 percent, you will not require a permit, but you should make sure that you adhere to our landscape guidelines found within this document.
17. What are the building setbacks for my property?
  - All properties within Mariners and the Hunt Club Woods side of Inverness are as follows:
    - i. Building setbacks are 30 feet from the front property line, 15 feet from the side property lines and 50 feet from the rear property line. If your property is on a lake or lagoon and you have an easement on file, you can measure the rear setback by the edge of the water.
    - ii. Pool setbacks are 20 feet from the side property lines and 30 feet from the rear property line. If your property is on a lake or lagoon and you have an easement on file, you can measure the rear setback by the edge of the water.
  - All properties within the St. George side of Inverness are as follows:
    - i. Building setbacks are 30 feet from the front property line, 15 feet from the side property lines and 30 feet from the rear property line. If your property is on a lake or lagoon and you have an easement on file, you can measure the rear setback by the edge of the water.
    - ii. Pool setbacks are 20 feet from the side property lines and 20 feet from the rear property line. If your property is on a lake or lagoon and you have an easement on file, you can measure the rear setback by the edge of the water.
18. What is the maximum permitted building height?
  - Palmetto Dunes has a 47 feet above mean sea level (AMSL) height restriction.
19. Aside from an ARB permit, does my project require a Town permit?
  - You or your contractor will have to contact the town to inquire if your project requires one.
20. I know that parking on the street is not allowed, but what happens if my project does not allow me to park on my driveway?
  - Please reach out to the ARB Manager or Security with your request and they will be able to let you know if they will approve street parking during the timeframe you are not able to park on your driveway. They will also be able to approve parking on your property outside of your driveway.
21. What do I do if I am having issues with my contractor? Can the ARB assist me?

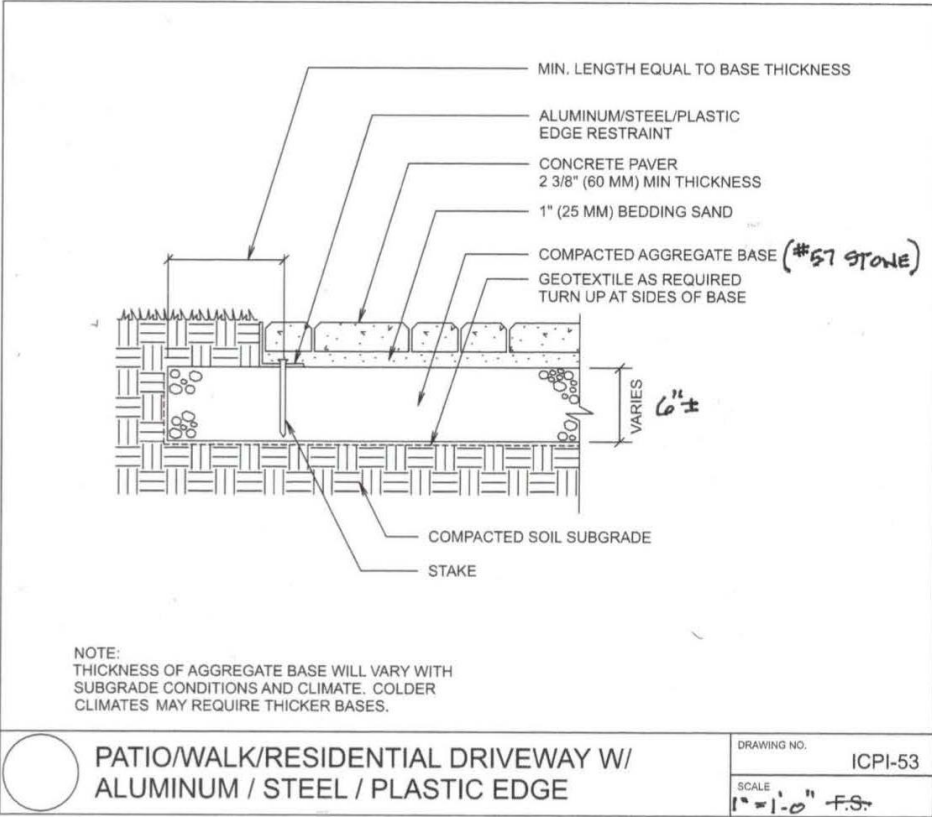
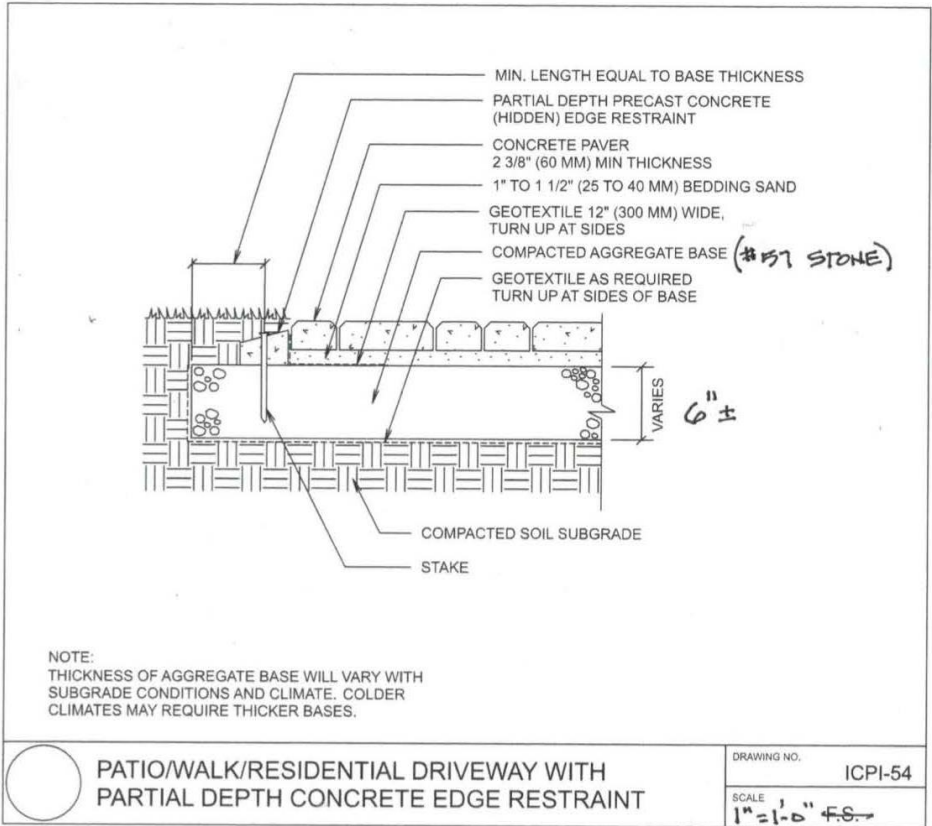
- Unfortunately, the ARB and PDPOA cannot get involved between homeowners and 3<sup>rd</sup> party vendors that they contract.
22. Can I replace rotten wood bards on my deck without a permit?
    - Wood rot is considered maintenance/upkeep, so an ARB permit is not required. If the project is more major, call the ARB Manager to verify. As long as it's minor wood rot, you will be able to replace the wood boards and touch it up with paint without a permit.
  23. Can I apply stain/sealant to my wood deck every 2 years without a permit?
    - Yes as this is considered maintenance/upkeep.
  24. Do I need a new survey if I'm just replacing my deck in the same footprint?
    - No, you do not need a new survey if the footprint of your property does not change. You will only require a new survey if you are changing the footprint of your property; either structurally or with hardscape.
  25. What are my options if I disagree with an ARB decision?
    - Owners who receive an adverse decision by the ARB may seek a reconsideration of that decision by written request within ten (10) calendar days from the date of notice of the adverse decision. An Owner who has received an adverse decision following Reconsideration by the ARB, may, within ten (10) calendar days of notice thereof, appeal the decision by written notice of appeal to the ARB Manager. The Hearing Board shall render its written decision on the matter(s) presented within ten (10) calendar days following the hearing and provide written notice of the decision to the Owner and the ARB Manager. The decision of the Hearing Board shall be final and binding on the Owner and the ARB.
  26. Why do I need to pay a fee for a simple project?
    - Some of the "simple projects" have been moved to the "maintenance" category and require no fee or permit (Section 6.2). Other fees have been modified to better fit the significance of the project. While "free" always sounds better, the ARB puts measurable effort into each project approval via reviewing, corresponding, final approval, permitting, tracking, and oversight.

APPENDIX W - MINIMUM CONSTRUCTION DETAILS FOR CONCRETE



SECTION @ CONCRETE FLATWORK  
1/2" = 1'-0"

APPENDIX X - MINIMUM CONSTRUCTION DETAILS FOR PAVERS





# **APPENDIX Y - MAXIMUM IMPERVIOUS COVER, SECOND FLOOR AREA AND BUILDING FOOTPRINT CALCULATIONS**

## **Maximum Impervious Cover Calculation Sheet (Total Impervious Cover must be less than or equal to 35%)**

All permit applications for building additions, pools, pool decks, decks, patios, buildings, walkways, driveways, service yards, or anything else covering the land must be accompanied by a site plan indicating all impervious coverages that exist and/or proposed on the property.

PLEASE COMPLETE THE FOLLOWING IN SQUARE FOOTAGE:

A.	PROPOSED OR EXISTING BUILDING (FOOTPRINT ONLY)	_____ SF
B.	PROPOSED BUILDING ADDITION	_____ SF
C.	EXISTING AND PROPOSED DECKS AND PATIOS	_____ SF
D.	EXISTING AND PROPOSED DRIVEWAYS AND PARKING AREAS	_____ SF
E.	EXISTING AND PROPOSED SIDEWALKS, STEPS AND STAIRS	_____ SF
F.	EXISTING AND PROPOSED POOL AND SPA DECKS AND COPINGS	_____ SF
G.	ALL OTHER IMPERVIOUS PAVEMENTS - _____	_____ SF
H.	EXISTING AND PROPOSED POOL AND SPA	_____ SF
<b>TOTAL IMPERVIOUS COVER IN SQUARE FEET</b>		<b>(A) _____ SF</b>
TOTAL LOT SQUARE FEET		<b>(B) _____ SF</b>
<b>TOTAL % IMPERVIOUS COVER</b>		<b>(A ÷ B) x 100 _____ %</b>

## **Maximum % of Second Floor Square Footage Area Calculation Sheet (Must be less than or equal to 75%)**

All permit applications for buildings and building additions with heated space, and porches not open to the sky must be accompanied by a plan indicating all heated space and porches not open to the sky that exist and/or are proposed on the property.

PLEASE COMPLETE THE FOLLOWING IN SQUARE FOOTAGE:

TOTAL SECOND FLOOR OUTLINE	<b>(A) _____ SF</b>
TOTAL FIRST FLOOR OUTLINE	<b>(B) _____ SF</b>
<b>TOTAL % OF SECOND FLOOR SQUARE FOOTAGE AREA</b>	<b>(A ÷ B) x 100 _____ %</b>

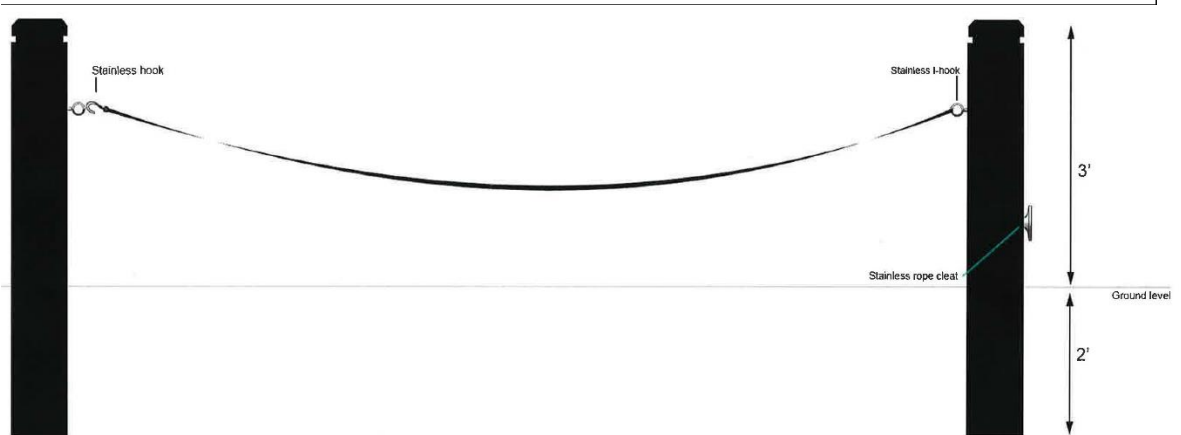
## **Maximum Building Footprint Area Calculation Sheet**

All permit applications for buildings and building additions must be accompanied by a plan indicating all building structures shall be no more than 70% of the “buildable” area of the lot.

PLEASE COMPLETE THE FOLLOWING IN SQUARE FOOTAGE:

TOTAL BUILDING FOOTPRINT	<b>(A) _____ SF</b>
TOTAL BUILDABLE LOT AREA	<b>(B) _____ SF</b>
<b>TOTAL % OF SECOND FLOOR SQUARE FOOTAGE AREA</b>	<b>(A ÷ B) x 100 _____ %</b>

APPENDIX Z - PROPERTY SIGN SAMPLES



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