



ARB TIER 3 APPLICATION FORM

Property Modifications impacting footprint

Application Fee: \$300 Refundable Deposit: \$1,000

Application Fee: Must be paid before review of application.

Deposit: required **before application can be approved.**

If you have any questions or need additional information, please contact

ARB@PDPOA.ORG

SECTION 1 — PROPERTY INFORMATION

Owner Name(s): _____

Property Address: _____

Email: _____ Phone: _____

Contractor/Company (if applicable): _____

Contractor Phone: _____ Email: _____

SECTION 2 — PROJECT DETAILS AND PROCESS

Estimated Start Date: _____ Estimated Completion Date: _____

Tier 3 – Modification

An owner may submit a Tier 3 application for property modifications or additions that change the existing building footprint or elevation. For these activities, you must submit this application, pay an application fee of \$300, and provide a damage deposit of \$1,000.

The ARB will review the application at the next scheduled meeting, but no later than 60 days after a complete submission. Missing information or incomplete applications will delay the review process and may require resubmission.

Homeowners shall review a copy of the Palmetto Dunes Standards & Guidelines document as well as the Design and Construction Processes & Procedure document prior to submitting their application to ensure all required information is included with their submission. A copy of the current documents is available for review on the POA website.

BUILDING PERMITS – ALL BUILDING PERMITS ARE THE RESPONSIBILITY OF THE OWNER It is the Owners' responsibility to contact the Town of Hilton Head at 843-341-4757 to confirm any required permits. **The Town of Hilton Head requires a Building Permit when removing a tree, constructing something new, making changes to an existing building, or performing any electrical, plumbing, or heating and cooling work.*



Town of Hilton Head Permit may be required for all. OCRM & DES permits may also be required

SECTION 3 — TYPE OF TIER 3 ACTIVITY (Check all that apply and include requirements)

- Synthetic Turf installation
 - Digital copy of landscaping plan, material color and details, photos of area
 - Impervious ratio calculation required
- New bulkhead or dock
 - Survey, site plan, drainage and landscaping plan, design plans & details, photos
 - Copy of property's lagoon easement. OCRM & DES permits also required
- Patio Deck or Pool Deck addition or expansion – change in impervious footprint
 - Digital site plan, landscaping plan, design plans & material details, photos
 - Impervious ratio calculation sheet required
- Outdoor kitchen or living area addition
 - Digital site plan, landscaping plan, design plan, details, photos
 - Impervious ratio calculation sheet required
- Landscaping footprint change – more than 50% of total yard
 - Digital site plan, landscaping plan, design plans & details, photos
- Retaining wall addition
 - Digital site plan, drainage & landscaping plan, design plans & details, photos
- Driveway footprint change – pervious and impervious materials
 - Survey, site plan, landscaping plan, design plans & details, photos
 - Impervious ratio calculation required
- Service yard footprint change
 - Digital site plan, landscaping plan, design plans & details, photos
 - Impervious ratio calculation required
- Walkway replacement with impervious footprint change
 - Digital site plan, landscaping plan, design plans & details, photos
 - Impervious ratio calculation required
- Other: _____

PROJECT DETAILS: Provide as much detail as possible with your selection(s). ie.

“Repainting exterior of home with a different color. Base color selected is Summit Gray SW 7669 and trim is Snowbound SW 7004.”



SECTION 4 — HOMEOWNER CERTIFICATION

By signing below, the homeowner acknowledges:

- The listed work falls within Tier 3, as defined by the ARB Tiers document.
- All work must be completed within 90 days of the date of approval.
- I have read and agree to adhere to the Architectural Standards & Guidelines, Design & Constructions Processes and Construction & Maintenance Rules. Available on the POA website.
- No changes to impervious ratio, exterior colors, materials, footprints, or mechanical systems will occur, other than those indicated above.
- I will obtain any permits required by governmental agencies (Town, County, State, Federal)
- I will post all permits where they are visible from the street or common area for Villas.
- All contractors will follow PDPOA rules regarding access, parking, noise, and property protection. Only non-noise producing interior work is allowed on Saturdays from 8AM to 5PM.
- Any compliance violation fines will be charged to my POA account and will be payable immediately. Any damage to POA property will be repaired at the homeowner’s expense.
- Any changes from the listed Tier 3 scope may require ARB approval (which may include an additional fee) and must be re-submitted before work proceeds.

Homeowner Name: _____

Homeowner Signature: _____ Date: _____

SECTION 5 – POA USE ONLY

Date Received: _____

Application Fee Received: _____

APPROVAL STATUS

ARB Review Date: _____

APPROVED: YES NO **Comments:** _____

Deposit Received: _____



SECTION 6 — TIER 3 SUPPLEMENTAL INFORMATION GUIDE

Site Plan – Required with all Tier 3 additions/modifications.

- Plan shall show all dimensions of the property, any governmental and/or Covenant setback lines (Wetland buffer, Coastal buffer, Golf Course easement)
- Site plan overlaid on survey, indicating all structures and improvements with an indication of trees to remain, how they will be protected and the trees to be removed.
- Indicate adjacent structures to show relationship to submission.
- Show location of dumpster, outdoor toilet, and construction parking.
- Plans must show calculations for the buildable area and impervious to lot ratio

Landscaping Plan

- Plan to indicate the location of new or replacement plants.
- Provide dimensioned drawings for all proposed site improvements such as walkways, driveway modifications, patios, or any other feature.
- Provide a plant list of materials to be used including plant names, quantity, and size.
- Plan must show: Irrigation, Screening plants and Foundation plants, where required.
- Show all landscape lights and submit a cut sheet.
- Plans must show calculations for the buildable area and impervious to lot ratio

Design Plans and Details - Required with all Tier 3 additions/modifications.

- Site improvements such as patio or deck additions, service yards, walkways, driveway changes, bulkhead or dock additions, outdoor kitchens, or other.
- Scale drawings: 1/4" = 12" (minimum scale) are required.
- Provide the following drawings: FRONT, SIDE, AND PLAN VIEWS, where applicable.
- Existing footprints must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings of new and existing conditions.
- Samples of color and types of materials.
- Provide a GRADING & DRAINAGE PLAN if the proposed work requires changes to existing grades or drainage areas.

Grading/Drainage Plan

- Provide tree and topographic survey overlay showing location and species of trees and indicate the grading and drainage.
- Fill plan (indicating runoff and tree preservation method)
- Indicate the location and identification of special features.
- Plans for waterfront construction to show location of temporary debris control fence.
- Plans must show calculations for the buildable area and impervious to lot ratio
- A professional drainage plan is required for all submissions and must be prepared and sealed by a licensed SC Civil Engineer or by a SC registered Landscape Architect.



MATERIALS LISTING SHEET

COMPLIANCE DEPOSIT: When final ARB approval has been granted, a **refundable Compliance Deposit must be received in the ARB Office before any ARB permits are issued.**

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

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

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

PHOTOGRAPHS - Provide electronic photos of the existing property as well as front and rear of

SINGLE FAMILY HOME 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 30%)

All permit applications for building additions, change in 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/SPA DECKS AND COPINGS | _____ SF |
| G. | EXISTING AND PROPOSED POOL/SPA BODY OF WATER | _____ SF |
| H. | SERVICE YARDS | _____ SF |
| I. | ALL OTHER IMPERVIOUS PAVEMENTS - _____ | _____ SF |

TOTAL IMPERVIOUS COVER IN SQUARE FEET (A) _____ SF

TOTAL LOT SQUARE FEET (B) _____ SF

TOTAL % IMPERVIOUS COVER (A ÷ B) x 100 _____ %

Maximum % of Second Floor Square Footage Area Calculation Sheet (Must be less than or equal to 60%)

Your second-floor outline shall not exceed 60% of the first-floor outline that includes all enclosed space and porches that do not open to the sky.

PLEASE COMPLETE THE FOLLOWING IN SQUARE FOOTAGE:

TOTAL SECOND FLOOR OUTLINE (A) _____ SF

TOTAL FIRST FLOOR OUTLINE (B) _____ SF

TOTAL % OF SECOND FLOOR SQUARE FOOTAGE AREA (A ÷ B) x 100 _____ %

Maximum Building Footprint Area Calculation Sheet

Your building may have a maximum footprint of no more than 60% of the buildable area of the lot. Roof overhangs are specifically deleted from this calculation. The footprint is the ground area contained within the outer edges of the building structures including walls, elevated decks, service yards, porches, and attached garages.

PLEASE COMPLETE THE FOLLOWING IN SQUARE FOOTAGE:

TOTAL BUILDING FOOTPRINT (A) _____ SF

TOTAL BUILDABLE LOT AREA (B) _____ SF

TOTAL % OF BUILDABLE SQUARE FOOTAGE AREA (A ÷ B) x 100 _____ %