



ARB TIER 1 APPLICATION FORM

Minor Repair or Replacement with NO change in footprint

Application Fee: \$50 Refundable Deposit: NA

Application Fee: Must be paid before application is reviewed.

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 & REQUIREMENTS

Estimated Start Date: _____ Estimated Completion Date: _____

Tier 1 – Minor Enhancement, Repair or Replacement

An owner may submit a Tier 1 application for specific minor enhancement, repair and/or replacement activities. For these activities, you must submit this application and pay an application fee. You do not pay a damage deposit.

Upon receiving a completed application, the ARB Manager will review and respond within 5 business days. 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.



SECTION 3 — TYPE OF TIER 1 ACTIVITY (Check all that apply and include requirements)

- Tree trimming (20% or greater of canopy)
 - Statement from Arborist and Town of Hilton Head permit also required
- Tree removal
 - For specimen and significant trees, a Town of Hilton Head permit required. OCRM permit may be required
- Replace doors, skylights, or windows with different types
 - Digital copy of design detail, plan/photos of existing area required
 - Town of Hilton Head permit also required
- Exterior light fixture change in type or additional locations
 - Digital copy of design detail, plan/photos of existing area required
 - Plan to show additional location(s) required
- Dumpster and/or Portable Toilet
 - Site plan showing location required
- Replace Railing with different - no change in footprint
 - Digital copy of design details, photos of existing area required
- Exterior painting/staining color change with pre-approved colors
 - Color sample required
- Stucco or siding color change with pre-approved colors
 - Color sample required
- Approved property signage (PDPOA standard required)
 - Purchased through and installed by PDPOA
- Other: _____

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 1, 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 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 1 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: _____ *Fee Received:* _____

APPROVAL STATUS

Reviewed By: _____ *Date:* _____

Approved: YES NO



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