



**ARB TIER 4 APPLICATION FORM**

**Major Modifications, New Build or Re-Build**

**Application Fee: \$325 per process \* See Below - Must be paid before review of application.**

**Refundable Deposit: Varied \* See Below - required before permit can be issued.**

*If you have any questions or need additional information, please contact [ARB@PDPOA.ORG](mailto: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: \_\_\_\_\_

A **Tier 4** application is for major modifications or construction to a property that impact the existing footprint and/or elevation or for a new build or re-build. For these activities, you must submit this application, pay the application fee, and provide a damage deposit.

**Application Fee** - \$325 per process fee is a fee charged per process involved in your review. Tier 4 contains consultation appointment, staff and architect review of the plans, ARB review, final inspection and one change order. **This is a 5-step process = \$1,625.** Any additional processes – change orders, reviews, inspections, would incur additional processes and additional process fees.

**Deposit Fee** - refundable damage deposit covering any damage to common areas is required to be paid to receive a PDPOA permit. The ARB will conduct a final inspection within 30 days of the owner notifying the ARB Manager of project completion to determine satisfactory completion.

| Type of Activity   | Deposit Required |
|--|------------------|
| New home construction or re-build                                | \$10,000         |
| New accessory structure (garage, pool house, accessory building) | \$5,000          |
| Major renovations and additions affecting exterior of structure  | \$2,000          |
| Swimming pool and/or spa addition                                | \$2,000          |

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.



# PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

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. OCRM permit may also be required for beach and lagoon properties.

## **SECTION 3 — TYPE OF TIER 4 ACTIVITY** (Check all that apply and include requirements)

New home construction, re-build, new accessory structure or addition:

- Digital copy of plans (site, elevations, rendering, floor plan, roof plan, detail drawings, mechanical & electrical plan).
- Topographic, tree, height and boundary surveys
- Grading & drainage plan - prepared and sealed by a licensed SC Civil Engineer
- Landscaping plan
- Material list & color samples
- Impervious calculations sheet
- Cut sheets (exterior light fixtures, railings, exterior doors and windows)
- Town of Hilton Head permit

Swimming pool and/or spa addition

- Digital copy of site plan, construction details (including fencing detail, plans, material and colors).
- Material samples for pool interior, tile and decking.
- If a spa is added, a cross section with elevation of the highest points. Pool deck height must be shown on plans.
- Topographic, tree, boundary surveys
- Grading & drainage plan - prepared and sealed by a licensed SC Civil Engineer
- Landscaping plan
- Impervious calculations sheet
- Town of Hilton Head permit(s)

**PROJECT DETAILS:** Provide as much detail as possible with your selection(s). ie. *“Pool installation with in-ground spa at rear of property, to include paver deck and glass barrier.”*



**SECTION 4 — HOMEOWNER CERTIFICATION**

By signing below, the homeowner acknowledges:

- The listed work falls within Tier 4, as defined by the ARB Tiers document.
- All exterior work must be completed within 12 months 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 4 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 4 SUPPLEMENTAL INFORMATION GUIDE

### Site Plan

- 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 contractor's ID sign, dumpster, outdoor toilet, and construction parking.

### 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

### 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 profession drainage plan is required for all submissions and must be prepared and sealed by a licensed SC Civil Engineer or by a SC registered Landscape Architect.

### Elevation Drawings

- Indicate floor-to-floor heights on each elevation.
- 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 1st finished floor and AMSL (Height limit established by DCG's at 47' AMSL)
- Show all service yards, stair rails, raised pool structures, planters, and decks on elevations.

### Height Survey

Palmetto Dunes has a 47-foot AMSL height restriction. A height survey, certified by a registered surveyor, is required for any structure adding a second floor of living space.



## Design Plans and Details

- Scale drawings: 1/4" = 12" (minimum scale) are required.
- Provide the following drawings: FRONT, SIDE, AND PLAN VIEWS, where applicable.
- Roof plan to indicate overhangs, peaks, dormers, slope, pitch, overall heights and gutters.
- Floor plan to indicate walls, doors, windows and keyed to schedule.
- To show railings, column-base, steps, screen porch and cross section.
- To show electrical schedule and legend, panel and meter locations, exterior lighting.
- Existing footprints must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings of new and existing conditions.
- Digital color rendering shows all four sides of the home with its finished material/color displayed.
- Must show impervious to lot ratio on plan. The impervious ratio for all construction must be no more than 30 percent.
- Must show calculations for the 60 percent buildable area as well as the 60 percent second floor vs first floor.
- Samples of color and types of materials.
- Details to include:
  - Typical wall sections
  - Show railing details
  - Steps
  - Typical window details
  - Window schedule (include material, glazing).
  - Louver and Flood vents.

## Color Board

Completely identify exterior colors, materials and pattern/ textures. (Samples required). Color samples may be submitted on a small scale but must be displayed later at the job site. Note pattern and texture of driveways and walks. Roof sample must be at least 12" square.

## Required Cut Sheets

- Front Door
- Garage Doors
- Windows
- Exterior Lights
- Landscape Lights
- Chimney Pot
- Skylights
- Railings
- Decorative Corbels
- Pool Tile, Interior and Decking



## 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 \_\_\_\_\_ %



## **PDPOA ARCHITECTURAL REVIEW BOARD**

### **TWO HABITABLE STORIES ACKNOWLEDGEMENT (rev 12.29.25)**

Pursuant to the Palmetto Dunes Covenants, I, the undersigned, hereby confirm that my single-family residential property does not exceed 2 habitable stories, and it will remain so while I own the property. "Habitable" is defined by any living space that is to be used for entertainment, sleeping, and/or kitchen areas, that are located anywhere within the residence. Neither the unfinished lower level (if applicable) nor the unfinished upper level/attic (if applicable) will be finished out to make a 3<sup>rd</sup> habitable story.

I understand that in the event of noncompliance, I will be notified by the PDPOA. If action is not taken within 30 days to correct the deficiencies, a fine will be levied as permitted by the Covenants. The current fine is \$1,000 and 10 business days to correct, then \$100/day thereafter until violation is cured if not addressed within the allotted time period. PDPOA reserves all rights under the Covenants to enforce compliance.

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Property Owner(s)

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

\_\_\_\_\_  
Date