



PALMETTO DUNES

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

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 - INCLUDE PICTURE OF TREE(S) AND SPECIFY LOCATION
 - 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.”*



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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