



PALMETTO DUNES™

PROPERTY OWNERS ASSOCIATION

A RESIDENTIAL RESORT COMMUNITY

ARB - APPLICATION FOR RESIDENTIAL BUILDING PERMIT

APPLICATION FEES: Without a Pool \$4,500 ~ With a Pool \$5,000

SUBMISSION DATE: _____ SUBMISSION TYPE: CONCEPTUAL ___ PRELIMINARY___ FINAL___

PROPERTY:

STREET ADDRESS _____ LOT NUMBER: _____

PROPERTY OWNER: _____

MAILING ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

ARCHITECT/DESIGNER: _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

BUILDER: _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

LANDSCAPE DESIGNER: _____

ADDRESS _____ EMAIL _____

CITY/STATE/ZIP _____ PHONE _____

REQUIREMENTS FOR APPROVAL:

EXISTING SITE PLAN (must be current): Use 1/8 inch equals 1 foot showing existing house with tree survey indicating tree sizes. **(Plan sheets may be no larger than 24" x 36"- provide one printed copy and one digital .pdf)** Indicate location of all exterior lighting and type of fixture. Parking for at least four construction vehicles must be indicated on the site plan, along with placement of the portable toilet and trash receptacle.

ENGINEERED DRAINAGE PLAN: must be included with submission. Prior to Final Inspection, the homeowner and/or builder must verify, in writing, that the certified drainage plan has been installed per approved plan and is functioning.

SETBACKS – HOUSE: Setbacks are measured from nearest vertical construction over 18 inches in height and include garage, service yard, decks, planters, landings, and stairs. Minimum setbacks from respective property lines: front – 30 feet; rear – 50 feet; sides – 15 feet.

SETBACKS – POOL: ALL pools, if not submitted at time of initial submission will require a separate application. Pool/surrounding deck must be 30 feet from the rear and 20 feet from side property lines.

HEIGHT RESTRICTION: Palmetto Dunes has a 47 foot AMSL height restriction. A height survey, certified by a registered surveyor, is required for any structure with a second floor of living space. The survey must be furnished to the ARB office at the completion of framing prior to the installation of shingles. (A sample detail will be furnished on request.)

FLOOR PLAN: Show all levels, fully dimensioned, using ¼ inch equals 1 foot.

ELEVATIONS: Show front, rear, right and left sides using ¼ inch equals 1 foot. Label existing grades. Label finished floor elevations, and overall height from pre-construction grade to highest roof line. Graphically depict and label all added material selections for trim, siding, railings, windows, doors, chimney, chimney cap, and foundation and entry steps. Show location of all exterior lighting and type of fixtures. Furnish cut sheets with this application.

BUILDING SECTIONS AND DETAILS: Detailed drawings of typical wall section from bottom of footings through roof and typical sections and/or details of cornices, window, decks and railings, screening devices and other features such as dormers, pediments, columns, sections through unusual framing and construction.

EXTERIOR MATERIALS & COLORS:

ARB WRITTEN APPROVAL REQUIRED PRIOR TO INSTALLATION. This approval occurs after the installation and review of the on-site colors and materials board.

Show manufacturer or brand name and number in the description column. Furnish cut sheets for all applicable items. A color board using white hard board approximately 8” x 11” is required. “Chips” of all key materials and colors are to be adhered to the board and clearly labeled.

	<u>MATERIAL</u>	<u>COLOR</u>	<u>DESCRIPTION/MANUFACTURER</u>
Siding (wood)	_____	_____	_____
Siding (Masonry)	_____	_____	_____
Roof	_____	_____	_____
Fascia	_____	_____	_____
Trim	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows (white not allowed)	_____	_____	_____
Chimney	_____	_____	_____
Driveway-Paving	_____	_____	_____
Walks-Paving	_____	_____	_____
Pool	_____	_____	_____
Pool Deck	_____	_____	_____
Pool Enclosure	_____	_____	_____
Dock	_____	_____	_____
Other _____	_____	_____	_____
Exterior Light Fixtures	_____	_____	_____

SPEAKERS: “No exterior speaker, horn, whistle, bell or other sound devise, except devices intended for use and used exclusively (and with reasonable regard for neighbors) for safety or security purposes, shall be located, used or placed upon any part of the Property.” See Section 3-11, Palmetto Dunes Resort Covenants.

PHOTOGRAPHS: Provide digital photos of all four sides of the property after construction is complete, this must accompany the as-built drawing to initiate final inspection for compliance refund.

LANDSCAPE PLAN: Use 1/8 inch equals 1 foot. Show types, heights, sizes, and spreads of existing trees and plants. Show types, heights, gallonage, and spreads of plants to be installed. Foundation plants are to be full size and provide a minimum of 50% foundation height coverage at installation. Depending on the height of the foundation, plant size requirement will vary. Show plant schedule on plan. Show a north arrow and flow of surface water using drainage arrows. Show detail of any site construction not on architectural plans (stepping stones, benches,) Furnish cut sheets for all landscape lighting coded to their location on the plan. Sod must be installed in yard in the 10’ easement area. This sod must be tied into the front yard landscaping and extend entire width and length of lot.

COMPLIANCE DEPOSIT: When final ARB approval has been granted, a refundable Compliance Deposit must be received in the ARB Office at or before the preconstruction meeting. The CD is \$10 per heated square foot, payable by the owner to PDPOA.

TREE PRESERVATION: Tree preservation is a priority in Palmetto Dunes. An arborist's services are required for preservation of specimen trees. **ALL trees on the construction site must be protected against damage by orange mesh attached to 2 x 4 frame barricades, as close as possible to the tree's drip line, or a minimum of 5 feet. Mulch should be placed within the perimeter of the barricades. Under no circumstance should building materials, equipment or vehicular traffic or parked vehicles come into contact with trees on the site.** Designate an area well away from trees for storage of building materials. Root compaction is to be avoided within the drip line of trees. Caution should be exercised when making grade changes around trees. Tree wells are encouraged. Clearing around trees should avoid use of heavy root raking equipment that may damage or destroy root systems, resulting in tree failure. Any intended clearing (includes pruning/limbing) along the waterfront must be approved prior to clearing. Wax myrtles are sometimes abundant along the water. These need to be preserved relative to ecological factors and erosion control. **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 portion of the compliance deposit will also be retained as a penalty.**

CONSTRUCTION PARKING: Construction vehicles must be parked **ON** the property and off the street. Spaces for at least four construction vehicles must be provided on the site. Roadways in Palmetto Dunes may not be obstructed by construction traffic.

PORTABLE TOILET: Place a portable toilet facility on the property as far back on the lot as possible with door facing away from street and adjoining houses (minimum setback from street is 15 ft.); keep clean and odor free; remove promptly at completion of construction.

TRASH RECEPTACLE: Place a trash receptacle on lot (minimum setback from street is 15 ft.); empty regularly; remove promptly at completion of construction. The dumpster must be covered by a neutral colored tarp at the end of each work day. Full containers over a weekend or holiday are not permitted. *NOTE: The ARB has the right to contract for cleanup, at property owner expense, should the contractor fail to maintain a neat and orderly work site.*

BUILDER'S SIGN: Place a builder's sign on the property; one sign per site on street side; maximum size is 4 ft. x 4 ft.; single faced only with sign face parallel to roadway; setback from street is 10 feet.

BUILDING PERMITS: Post all permits on the approved building sign including the Town of HHI Building Permit. Construction may not begin until the ARB Clearing Permit is posted on the site. **A penalty will be imposed if construction is begun before the ARB Clearing Permit is posted on the site.**

To avoid delays in notification of ARB decisions, this form must be completed in its entirety. Do not leave any blanks. If a blank does not pertain to your project, place an "n/a" in the space. This document must be submitted in its original form with original signatures, accompanied by the requirements as stated above. All requirements, completed forms and fees for concept review and preliminary review must be received in the ARB office subsequent to this submission.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

Applicants must thoroughly read and comply with all requirements of the Palmetto Dunes Property Owners Association Architectural Review Board Policies, Procedures and Guidelines. By signing, the parties acknowledge that they have received a copy of and understand and accept the provisions therein.

SIGNATURE OF OWNER

SIGNATURE OF ARCHITECT/DESIGNER

SIGNATURE OF BUILDER

SIGNATURE OF LANDSCAPER

PALMETTO DUNES ARB Plan Submission Procedures & Check List

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:

- ___ 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. 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 and floor plans. Approval at this stage does not preclude the committee from addressing issues in subsequent reviews.

PRELIMINARY PLAN REQUIREMENTS:

- ___ 1. Acquire Tree, topographic and boundary survey of existing property.
- ___ 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 is required for a home plan submitted which is 4,000 heated square feet or more.
***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 a cross section elevation of the highest points
- ___ 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 ratio for pervious vs. impervious on plan. The impervious ratio for all new construction must be no more than 38 percent.
- ___ 11. House must be staked in accordance with the architectural site plan that is part of the construction documents. Provide **one** set of plans with original signature and stamp of architect and/or designer on each page. The ARB recommends the services of a registered architect be used for plan preparation.

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

FINAL PLAN REQUIREMENTS:

Provide **one** set of plans with original signature and stamp of architect and/or designer on each page. The ARB recommends the services of a registered architect be used for plan preparation.

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 so indicate on site plan the location of the details.)
- ___ 6. Indicate service yards relationship to lot for water, electricity, cable and telephone.
- ___ 7. Indicate location and type of any yard lights. If shown on landscape plan so indicate on site plan
- ___ 8. Indicate all planting areas and beds on all sides of the house.

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 four 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. An engineered 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.
- ___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. Engineered 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.
- ___7. Note on plan % of grassed area to % natural or planted.

Floor Plan: Scale at 1/4" = 1' (provide one paper copy and one digital .pdf)

- ___1. Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. 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

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 1st finished floor and MSL (Height limit established by PPG's at 47' MSL)
- ___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 (inc. 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 (inc. material, glazing).
- ___9. Louver and/or lattice (inc. 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.

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 | ___5. Chimney Pot | ___9. Pool Tile, Interior and Decking |
| ___2. Garage Doors | ___6. Skylights | ___10. Water Features if any |
| ___3. Exterior Lights | ___7. Railings | ___11. Statues |
| ___4. Landscape Lights | ___8. Decorative Corbels | |