



**ARB APPLICATION FOR RENOVATION / ADDITION TO EXISTING PROPERTY**

APPLICATION DATE: \_\_\_\_\_

**PROPERTY:**

STREET ADDRESS \_\_\_\_\_ Year Built: \_\_\_\_\_

*(House number must be **clearly visible** from the street for the site inspector or the application will not be reviewed.)*

**PROPERTY OWNER** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**ARCHITECT/DESIGNER** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

**BUILDER** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

**LANDSCAPE DESIGNER** \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ E-MAIL \_\_\_\_\_

**DESCRIPTION OF RENOVATION/ADDITION:** \_\_\_\_\_

\_\_\_\_\_

**REQUIREMENTS FOR APPROVAL (provide one paper copy and one digital .pdf file where applicable):**

Existing site plan can be no older than five (5) years. 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".)** 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.

**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 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 adding a second floor of living space. The survey must be furnished to the ARB office at the completion of framing. (A sample can be furnished on request.)

**FLOOR PLAN** - Show renovated area in relation to existing, fully dimensioned, using ¼ inch equals 1 foot.

**ELEVATIONS** - Show elevations for all sides impacted by the renovation using ¼ inch equals 1 foot. Label existing grades. Label finished floor elevations, and overall height. 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 renovation/addition typical wall section, from bottom of footings through roof and typical sections and/or details of added 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 OR APPLICATION.**

**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 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	_____	_____	_____
Chimney	_____	_____	_____
Driveway-Paving	_____	_____	_____
Walks-Paving	_____	_____	_____
Pool	_____	_____	_____
Pool Deck	_____	_____	_____
Pool Enclosure	_____	_____	_____
Dock	_____	_____	_____
Other _____	_____	_____	_____
<b>Exterior Light Fixtures</b>	_____	_____	_____

**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 electronic photos of the existing property as well as front and rear of adjoining properties and label accordingly.

**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 as determined by the ARB must be received in the ARB Office before any ARB permits will be issued.**

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 with 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 the Town of HHI Building Permit on site. Upon review of the Town of Hilton Head Building Permit and receipt of all required documentation, an ARB Building Permit will be issued and posted at the construction site. Construction may not begin until the ARB Building Permit is posted on the site. **A penalty will be imposed if construction is begun before the ARB Building 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