



SEABROOK ISLAND
Property Owners Association
 1202 Landfall Way • Johns Island, SC 29455
 Tel. (843) 768-0061
 www.seabrook.org

Application # (for office use only)

Architectural Review • arc@sipoa.org

Request for Exterior Alteration/Maintenance Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape

Application Date: _____ Change/Update to Existing Approval

The following is to be completed and signed by the Property Owner. This form must be accompanied by all information as outlined in the Review Process for Exterior Alterations to Existing Dwellings procedure (see SIPOA Policies and Procedures §III.A).

Property Location: _____ Property is in Regime: _____

Property Address: _____ Block: _____ Lot: _____

Property Owner: _____ Contractor: _____

Address: _____ Address: _____

Telephone #: _____ Telephone #: _____

Email: _____ Email: _____

Proposed Work & Information Required (check all that apply)

- | | |
|---|--|
| ___ Deck (site plan & material information) | ___ Porch Enclosure (window details) |
| ___ Demolition (completion timetable) | ___ Recreational Equipment (location & photo) |
| ___ Dock Construction (site plan & dock plan) | ___ Roofing (brand & color) |
| ___ Driveways/Walks (site plan & material) | ___ Rot Repair (location & material information) |
| ___ Handicap Access (site plan & description) | ___ Screened Porch (site plan & description) |
| ___ Lighting (locations & cut sheets of fixtures) | ___ Siding (type & material, color) |
| ___ Paint (brand name, product #, & color) | ___ Window Replacement (window details) |
| ___ Patio (site plan & material information) | ___ Other (describe below) |

Description of Information Requested Above: _____

Request for Exterior Alteration Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape, page 2 of 2:

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Staff review this application and any attached drawings for exterior alteration/improvement.

AUTHORIZATION TO ENTER PROPERTY: I/we hereby authorize ARC members and SIPOA and/or ARC agents and employees to enter upon the Property from time to time during the entire course of the Design Review Process.

DESIGNATION OF AGENT: I/we, the Owner(s) of the above referenced property, designate the following individual(s) to act for me/us during the Architectural Review Committee application and/or construction process.

Contractor/Agent Name: _____

Address: _____

City/State: _____

Telephone#: _____ Email: _____

Property Owner Date

Property Owner's Contractor/Agent Date

Estimated Cost of Project: \$ _____

Review Fee: \$ _____ **Date:** _____ **Check/Receipt #** _____

Submitted By: _____

Please make checks payable to SIPOA

Approved by Architectural Review Administrator Date

Conditions: _____

Deposit Required: \$ _____ **Date:** _____ **Check #** _____

Submitted By: _____ **SS#/EI#:** _____

NOTE: Approval by the Architectural Review Committee (ARC) certifies that the plan meets the ARC requirements regarding appearance and in no way certifies the quality, strength, accuracy, etc., of the building design. All improvements must also comply with the applicable version of the SIPOA ARC Policies and Procedures. Alterations to multi-family dwellings must be approved by the Property Manager prior to requesting ARC approval. Application must be made to the *Town & Charleston County* for any required permits prior to commencing construction or other activity. **The omission of any stipulation or requirement of the Policies and Procedures is not a waiver of said requirement.** This approval is valid for **6 months** from date of ARC approval.