



**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](mailto:arc@sipoa.org)

## New Construction Design Plans Review Step 2: Request for Conceptual Design Review

Application Date: \_\_\_\_\_

The following is to be completed and signed by the Property Owner of the proposed residence. This form must be accompanied by all information as outlined in the Conceptual Design Review procedure (see SIPOA Policies and Procedures §III.B.2). Please note that approval during this review phase does not constitute approval for construction.

**Property Location:**

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Home Street Address: \_\_\_\_\_

Home City/State: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Architect:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Landscape Architect:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Email: \_\_\_\_\_

**Land Surveyor or Professional Engineer:** \_\_\_\_\_

Survey Date: \_\_\_\_\_ Initial Site Meeting Date: \_\_\_\_\_

**Site Information:**

Platted Lot Size (sq. ft.): \_\_\_\_\_ Highland (sq. ft.): \_\_\_\_\_ BFE: \_\_\_\_\_

**Request for Conceptual Design Review, page 2 of 2:**

Describe significant site features: \_\_\_\_\_

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As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Committee review the attached drawings for Conceptual Design Review.

\_\_\_\_\_

Property Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Property Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Property Owner's Agent

\_\_\_\_\_

Date

## New Construction Design Plans Review

### Step 2: Checklist for Conceptual Design Review, page 1 of 2

*(See Section III.B.2.1 of SIPOA Policies and Procedures for Residential Development)*

**Owner / Architect Certification of Complete Documentation for the Conceptual Design Review**

I, \_\_\_\_\_, the Property Owner, or Owner's Representative, certify that each item below has been prepared in accordance with the SIPOA Policies and Procedures, indicated by my initials in the respective boxes in the column on the left.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Incomplete submissions will not be reviewed.

<b>General Requirements and Timeline:</b>	<ol style="list-style-type: none"> <li>1. The submission shall be complete, properly assembled, and delivered to the SIPOA office by close of business on the Tuesday prior to the ARC meeting.</li> <li>2. All architectural plans submitted to the ARC for review and approval are to be prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C.</li> <li>3. The ARC will not review any plans if there is any unpaid assessment on the Property.</li> <li>4. Conceptual approval is valid for a period of twelve (12) months. Following approval of Conceptual Plans, the Property Owner may proceed to the next step, Preliminary Design Review.</li> <li>5. If materials for the Preliminary Design Review are not submitted prior to the expiration of the Conceptual Plan approval, the Conceptual Plans and all supporting materials shall be resubmitted for review.</li> <li>6. ARC approval of Conceptual Plans shall in no way bind or obligate the ARC to approve subsequent Preliminary Plans.</li> </ol>
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**Required Materials** (ten (10) sets at 11" x 17"; please confirm number of sets with Architectural Review Staff prior to submission):

	a. <b>Completed Request form and Checklists for New Construction Design Plans Review, Conceptual Design Review</b>
	b. <b>Tree and Topographic Survey</b> updated as needed based on observations made during the Initial Site Meeting. <i>(Note: If the Tree and Topographic Survey was not provided for the Initial Site Meeting, the version provided for this review should meet all requirements defined in §III.B.1.b for the Initial Site Meeting Tree and Topographic Survey.)</i>
	c. <b>Site Analysis Drawing:</b> Existing site conditions and characteristics drawn <u>on a copy</u> of the Tree and Topographic Survey, to include:
	1. Existing drainage patterns
	2. View corridors
	3. Outline of the buildable area as defined by natural features including but not limited to topography, Critical Root Zones, tree canopies, setbacks, easements, regulatory requirements, etc.
	4. Evaluation of impacts of topography on site development both during construction and long-term
	5. Elements on adjacent lots and streets which might impact site development
	6. Any special or unusual site features

## New Construction Design Plans Review

### Step 2: Checklist for Conceptual Design Review, page 2 of 2

*(See Section III.B.2.1 of SIPOA Policies and Procedures for Residential Development)*

	d. <b>Proposed Site Development Plan:</b> Proposed development drawn <u>on a copy</u> of the Tree and Topographic Survey, to include:
	1. Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
	2. Proposed drainage patterns
	3. Proposed wildlife corridor(s)
	4. Location of any trees to be removed marked in red
	e. <b>Proposed Site Protection Plan</b> Proposed site protection drawn <u>on a copy</u> of the Tree and Topographic Survey, to include:
	1. Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
	2. Tree protection measures and/or construction limits
	3. Proposed construction site layout, including the materials storage, dumpster, and temporary sanitary facility
	4. Proposed wildlife corridor(s)
	5. Location of any trees to be removed marked in red
	6. Proposed erosion control measures
	7. Proposed protection of any other significant site features
	f. <b>A PDF document of all submittal items</b> including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files must be submitted on a CD/DVD/USB drive
<b>Work Item to be Completed Prior to Review:</b>	
	a. <b>Property staked and marked</b> according to the following requirements <i>(Note: Staking and marking shall be completed no later than the Thursday prior to the ARC meeting.)</i> Areas to be staked and required colors are:
	1. Perimeter of the property marked with stakes two to three feet (2'-3') tall, sprayed with orange paint and taped in orange tape with one foot (1') tails; stakes are to be located at all corners and changes in property line geometry and at mid-points along the side lot lines
	2. Trees to be removed marked with red tape
	3. Trees to remain marked with green tape