



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

New Construction Design Plans Review Step 4: Request for Final 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 Conditional Design Review procedure (see SIPOA Policies and Procedures §III.B.4).

Construction Location:

Property Address: _____ Block: _____ Lot: _____

Property Owner: _____

Home Street Address: _____

Home City/State: _____

Telephone#: _____

Architect: _____

Address: _____

Telephone#: _____ Email: _____

Landscape Architect: _____

Address: _____

Telephone#: _____ Email: _____

Construction Company Name: _____

Project Manager: _____

Address: _____

Telephone#: _____ Email: _____

Survey Date: _____ Initial Site Date: _____

Site Information:

Platted Lot Size (sq. ft.): _____ Highland (sq. ft.): _____ BFE: _____

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Distance in feet from Property lines to proposed dwelling (include all eaves and overhangs):

Front	Left Side	Right Side	Rear Covered	Rear Uncovered

Distance in feet from Driveway to Property Sidelines: Left: _____ Right: _____

BUILDING (STRUCTURE) ELEMENTS:

1. Area of residence footprint:		sq. ft.
2. Area of covered decks and porches, screened porches, porticos:		sq. ft.
3. Area of open elevated decks, stairs-to-grade, HVAC/generator platforms, pools, etc.:		sq. ft.
4. Area of attached/detached garage, if applicable:		sq. ft.
5. Other:		sq. ft.
6. TOTAL COVERAGE BY STRUCTURE ELEMENTS		sq. ft.
7. TOTAL COVERAGE BY STRUCTURE ELEMENTS AS PERCENT OF HIGHLAND:		%

HARDSCAPE ELEMENTS:

8. Area of driveway, turnaround space, and guest parking:		sq. ft.
9. Area of walkways:		sq. ft.
10. Area of on-grade decks and patios outside of building footprint:		sq. ft.
11. Area of on-grade pool and pool decks:		sq. ft.
12. Area of other hardscape elements:		sq. ft.
13. TOTAL COVERAGE BY HARDSCAPE ELEMENTS:		sq. ft.
14. TOTAL COVERAGE BY HARDSCAPE ELEMENTS AS PERCENT OF HIGHLAND:		%

Number of Guest Parking Spaces: _____

Exterior Lighting
Fixture Locations: **Quantity** / **Color** / **Brand, Model** / **Name and #** / **CRI** / **(Color Rendering Index)** / **K** / **(Kelvin)**

Ceiling Fan(s): _____

Deck/Stairs: _____

Foundation Level Door(s): _____

Front Door: _____

Garage Door: _____

Landscape Lighting:

Up Lights: _____

Down Lights: _____

Pathway/Walkway: _____

Rear Door(s): _____

Other: _____

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Exterior Materials: Material(s) / Color (Brand, Product #, Name) / Light Reflectance Value (LRV) #

Bandboard: _____

Decking/Stairs: _____

Driveway/Walkway: _____

Foundation Coating: _____

Front Door: _____

Garage Door: _____

Louvers/Lattice: _____

Other Door(s): _____

Railings: _____

Roof: _____

Secondary Roofing: _____

Shutters: _____

Siding: _____

Secondary Siding: _____

Trim: _____

Window Trim: _____

Other: _____

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Committee review the attached plans for Conditional Design Review. Upon approval of the Conditional Plans, I will ensure that the ARC Construction Guidelines are followed and certify that the residence will be constructed in strict accordance with the Conditional Plans. In the event the Contractor fails to perform his contractual obligations, I will accept total responsibility for the completion of my residence.

Property Owner

Date

Property Owner's Agent

Date

New Construction Design Plans Review

Step 4: Checklist for Final Design Review, page 1 of 2

(See Section III.B.4. of SIPOA Policies and Procedures for Residential Development)

Owner / Architect Certification of Complete Documentation for the Final 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.

General Requirements and Timeline:	<ol style="list-style-type: none"> 1. The submission is to be complete, properly assembled, and delivered to the SIPOA office by close of business on the Tuesday prior to the ARC meeting. 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. 3. The ARC will not review any plans if there is any unpaid assessment on the Property. 4. Conditional plans that are not approved shall be resubmitted within ninety (90) days of the Conditional Design Review date. 5. Following approval of Conditional plans, the Property Owner may proceed to the next step, Project Initiation. 6. Conditional Approval is valid for a period of twelve (12) months from the date when ARC granted Conditional Approval. If construction has not commenced within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.
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Required Materials (ten (10) sets at 11" x 17"; confirm number of sets with Architectural Review Staff prior to submission):

	a. Completed Request form and Checklist for New Construction Design Plans Review, Conditional Design Review
	b. A final Site Plan and Tree and Topographical Plan showing all items required for the Preliminary Design Review and addressing requirements or conditions specified in the Preliminary approval
	c. Architectural Drawings showing all items required for Preliminary Design Review and addressing requirements or conditions specified in the Preliminary approval
	d. Final floor plans at a scale of 1/4" = 1' showing all pertinent information for a complete architectural plan
	<p>e. Landscape Plan for the lot and the right-of-way, if applicable. Landscape plan is to show location of all new plant materials and trees, along with the existing vegetation and trees that are to be incorporated into the landscape plan. The number and size of each species of plant is to be specifically identified in a planting schedule showing both common and species names, planting size as to the caliper of trees/container size/height of plant at the time of installation, etc., and notes. The landscape plan shall address irrigation, grading and drainage, and landscape lighting.</p> <p><i>(Notes: The Landscape Plan is to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. The approved landscape plan is subject to a field review of the in-place installation. At that time, the ARC may require additional landscaping to reduce the visual height of the structure, to provide erosion control or screening, to correct damage from construction activity, or for any other reason deemed appropriate by the ARC.)</i></p>

New Construction Design Plans Review

Step 4: Checklist for Conditional Design Review, page 2 of 2

(See Section III.B.4. of SIPOA Policies and Procedures for Residential Development)

	<p>f. Tree Mitigation, Construction Limits, and Tree Protection plans, if applicable</p> <p><i>(Note: Plans are to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. or by an ISA Certified Arborist®.)</i></p>
	<p>g. Complete specifications defining materials, finish, and colors</p>
	<p>h. Color samples of all exterior finishes of the residence, including but not limited to:</p>
	<p>1. Roofing material sample</p>
	<p>2. One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors</p>
	<p>3. All exterior door colors on a sample of the door material</p>
	<p>4. Exterior accent samples (brick steps, tile, etc.)</p>
	<p>5. Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)</p>
	<p>6. Three-dimensional color rendering showing precisely where each color will be used</p> <p><i>(Note: Approval of the color samples submitted at the Conditional Design Review does not constitute final approval of the color palette. Final approval will be granted only following an onsite review of (1) the color board described in Appendix O-Job Site Color Board Sign Specifications and (2) a six foot (6') square sample of the siding color and a six foot (6') square sample of foundation color, with accompanying trim color painted adjacent to these samples, on the house during construction.</i></p>
	<p>i. A description (including a photographic depiction), specifications, and the proposed location of all exterior building and landscape lighting fixtures</p>
	<p>j. A PDF document of all submittal items 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 shall be submitted on a CD/DVD/USB drive</p>

New Construction
Step 5: Checklist for Project Initiation, page 1 of 2

(See Section III.B.5. of SIPOA Policies and Procedures for Residential Development)

Owner / Architect Certification of Complete Documentation for Project Initiation

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.

General Requirements and Timeline:	<ol style="list-style-type: none"> 1. The submission is to be complete (including construction deposits), properly assembled, and delivered to the SIPOA office. 2. Architectural plans that change the footprint or expand the heated/cooled area of the home 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. 3. The ARC will not review any plans if there is any unpaid assessment on the Property. 4. Upon approval of the Required Materials and Work Item, the Architectural Review Staff or ARC Chairperson stamps the approved plans to indicate ARC permission to proceed with construction. 5. Please note the following regarding the Construction Phase: <ul style="list-style-type: none"> • Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines of the Policies and Procedures. Site development and construction is to be completed in conformance with the plans approved by the ARC. The ARC reviews site conditions and checks for compliance with Construction Guidelines requirements throughout the construction of the home. • Failure to complete construction within fifteen (15) months of the date of the Charleston County Building Permit (including all noted deficiencies) may result in an assessment against the construction deposits by the SIPOA per Appendix B (SIPOA Enforcement Assessment Schedule), the levy of enforcement fees, and/or legal action to enforce compliance. • The Property Owner is responsible for informing the ARC if, at any step in the process, his/her plan deviates in any way from the approved plans. If it is found that deviations have been made without written ARC approval, the Property Owner shall be subject to the assessments set forth in the SIPOA Enforcement Assessment Schedule. In all cases, the Property Owner will be held accountable by the ARC for the actions of the General Contractor regarding construction of the residence. • Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and to the Contractor who posted the deposits. 6. Following completion of construction, the Property Owner may proceed to the next step, Final Review.
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Required Materials (four (4) sets at 24" x 36"; confirm number of sets with Architectural Review Staff prior to submission):

	a. Completed Checklist for Project Initiation
	b. Hard-copy plans at 1/4" = 1'-0" including:
	1. Site Plan
	2. Elevations and Design Detail
	3. Floor Plan

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Step 5: Checklist for Project Initiation, page 2 of 2

(See Section III.B.5. of SIPOA Policies and Procedures for Residential Development)

	4. Landscape Plan
	5. Lighting Plan
	c. A PDF document of the plans specified above; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive
	d. A completed Construction Commitment and Deposit Agreement form (see Forms section)
	e. Refundable Construction Deposit from the Property Owner
	f. Refundable Construction Deposit from Contractor
Work Item to be Completed Prior to Approval:	
	a. Construction limits barrier and tree protection measures in place