



SEABROOK ISLAND  
Property Owners Association

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Architectural Review • [arc@sipoa.org](mailto:arc@sipoa.org)

Application # (for office use only)

### Additions and Remodels Design Plans Review Step 3: Request for Post-Construction Review

The following request is to be signed by the Property Owner and Contractor. **NO** Post-Construction inspection shall be made until the project is completed as required in SIPOA Policies and Procedures §III.B.6.

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

**Construction Location:**

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

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

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

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

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

<b><u>Final Exterior Materials/Finishes:</u></b>	<b><u>Material(s)</u></b>	<b><u>Color (Brand, Product #, Name)</u></b>
Siding: _____		
Trim: _____		
Roof: _____		
Decks/Railings: _____		
Foundation Coating: _____		
Driveway/Walkway: _____		
Door(s): _____		

As Property Owner of the residence referenced above, I hereby request that the SIPOA Architectural Review Committee inspect the residence for Final Review.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

As Contractor of the residence referenced above, I hereby request that the SIPOA Architectural Review Committee inspect the residence for Final Review.

\_\_\_\_\_  
Property Owner's Agent

\_\_\_\_\_  
Date

**Request for Final Review, page 2 of 2**

As agent for the SIPOA Architectural Review Committee, this Post – Construction Review submission is (approved) (disapproved). I have (authorized) (not authorized) the release of the escrowed funds to the Property Owner and Contractor.

\_\_\_\_\_  
Approved by Architectural Review Administrator

\_\_\_\_\_  
Date

ARC COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additions and Remodel Design Plans Review

### Step 3: Checklist for Post-Construction Review, page 1 of 2

*(See Section III.A.2.3 of SIPOA Policies and Procedures for Residential Development)*

**Owner / Architect Certification of Complete Documentation for the Additions and Remodel Design Plans Post-Construction 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. I have personally checked to ensure the materials accurately correlate to the plan documents submitted for this review.

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

Note: Incomplete submissions will not be reviewed.

**The Additions and Remodels Review applies to projects that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. This "Step 3" Checklist applies to the last of the three steps in the process.**

**Post-Construction Review Inspection:** At the end of construction, the Architectural Review Staff will conduct a Post-Construction Review to verify compliance with the approved plans and specifications with regard to aesthetics, the exterior of the residence, and the overall Site Plan (e.g., the completed residence exterior, the exterior hardscape, and the landscape/softscape).

<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.</li> <li>2. All architectural plans submitted to the ARC 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. Please note the following regarding activities that follow the Final Review: <ul style="list-style-type: none"> <li>• When the Post-Construction Review is approved, construction deposits plus interest less any assessments will be returned to the Property Owner and to the Contractor after the site inspection. If deficiencies are noted during the final inspection, the Property Owner and Contractor will be notified in writing via email or certified mail. The items noted are to be corrected within thirty (30) days of the date of the email or posting in the US mail.</li> <li>• The ARC may require correction of any unauthorized exterior changes to the approved building plan.</li> <li>• Failure to complete construction within twelve (12) 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 the SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.</li> </ul> </li> </ol>
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**Required Materials:**

	a. <b>Completed Request Form and Checklist for Additions and Remodel Design Plans Review, Step 3 - Post-Construction Review</b>
	b. <b>A copy of the Certificate of Occupancy</b> , if applicable
	c. <b>A copy of the final As-Built Survey</b>

## Additions and Remodel Design Plans Review

### Step 3: Checklist for Post-Construction Review, page 2 of 2

*(See Section III.A.2.3 of SIPOA Policies and Procedures for Residential Development)*

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	d. <b>A PDF document of the required surveys and revised plans</b> if changes to the original plans were approved during the course of construction
<b>Work Items to be Completed Prior to Review:</b>	
	a. <b>Building construction, including all exterior painting and lighting</b>
	b. <b>Landscape plantings, irrigation system, and landscape lighting</b> , if applicable
	c. <b>Driveway and walkways</b> , if applicable
	d. <b>Removal of job site sign, color board, construction debris, dumpster, and job toilet from site</b> , if applicable
	e. <b>Removal of all temporary facilities and utility pole</b> , if applicable
	f. <b>Repair of any damage to right-of-way, common areas and adjacent properties.</b> Property Owners shall irrigate and sod those turfed areas of the right-of-way which have been damaged or destroyed during construction in accordance with the specifications in Appendix E. Where turf cannot grow, mulch or an ARC approved alternative shall be used
	g. <b>Repair of any damage to the roadway in front of the Property</b> , including pavement stains and concrete spills