

### **III. Architectural Review Process**

#### **Overview**

The Architectural Design Review Process is intended to assist Property Owners and their Architects in designing or renovating homes on Seabrook Island. Recognizing that the design of homes should respond to the natural characteristics which are unique to each lot, the steps in the review process support working through the design possibilities in a clear and logical progression. Each review builds upon the information in the previous submittal, helping to avoid unnecessary delays.

The ARC places an emphasis on working directly with the Property Owner and his/her representatives to explore basic design concepts early in the review process and establish the direction for the Site Plan and the basics of how the residence will take shape and relate to the site. This initial step helps to avoid developing architectural plans which are not, in the opinion of the ARC, appropriate for a given Property.

There are similarities and differences in the review process for various types of projects. The following information addresses these requirements.

#### **A. Review Process For Exterior Alterations To Existing Dwellings**

As homes see a change in ownership or as we discover ways to enhance our homes, it is important to work through the design process to ensure that proposed changes to homes complement the existing home. Ideally, changes and additions will not be readily apparent, looking as though they were a part of the original structure. The review process for proposed alterations to the exterior or landscape of homes ensures that these changes are a positive addition to both the home and the fabric of the island.

The ARC is responsible for reviewing and approving any exterior alterations to existing residential buildings and property which alter the aesthetic characteristics of the building, landscape, or property in the SID. The ARC will take one of the following actions with each Design Review submittal: a) approve; b) approve with requirements; or c) disapprove with requirements.

Some examples of work which requires ARC approval include but are not limited to:

- Additions
- Exterior building modifications and exterior alterations
- Siding, roofing, or painting in existing or new colors
- Changes to or additions of appurtenant structures such as fountains, game structures, retaining walls, courtyards, and patios
- Exterior lighting changes, including both residence and landscape
- Changes to driveways, walkways, etc. including color, coating, and materials
- Removal of trees six inches (6") in diameter measured at four and one-half feet (4'-6") above ground level or other distinctive understory vegetation
- Major changes or additions to landscaping

- Topography changes on a property, cut and fill operations, and grade/drainage changes
- Construction or alteration of seawalls, bulkheads, or revetments
- Dock or associated walkway construction or alteration including handrails, benches, lighting, etc.
- Demolition of all or part of an existing structure

All Contractors performing alterations, additions, and other exterior modifications on Seabrook Island shall be properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. In an effort to maintain the character and quality of the island, please be aware that Property Owners who construct additions, make alterations, or execute other exterior changes to their buildings and/or grounds, or permit a Contractor to perform same, without prior written approval by the ARC, shall be subject to an Enforcement Assessment in accordance with Appendix B-SIPOA Enforcement Assessment Schedule, possible restoration of the Property to its previously approved condition, or other action as deemed appropriate by the ARC.

Two review levels correspond to the complexity of the planned exterior alteration:

- **Exterior Modifications Review** – for changes in appearance that do not alter building square footage, building footprint, or location of hardscape
- **Additions and Remodel Review** – for changes/additions to the building footprint or square footage and for relocation of hardscape

Please read the descriptions below to decide on the type of review that applies. The Architectural Review Staff is available by appointment to assist the Property Owner and representatives in determining which type of review to request and the specific materials that will be required for the review.

### 1. Exterior Modifications Review

Exterior Modifications are all changes in appearance that do not alter the building square footage, building footprint, or location of any hardscape. Proposed changes that fall into this category include but are not limited to:

- Painting: new color(s) and/or existing color(s) including siding, trim, front door, and foundation
- Siding, roof, window, porch, and any other exterior changes to buildings and/or grounds
- Exterior lighting changes, including both residence and landscape
- Any change to driveway or walkway color, coating, or material
- Tree trimming/pruning or changes to the landscaping costing more than \$1,000
- Alteration or construction of appurtenant structures such as fountains, game structures, retaining walls, courtyards, and patios
- Alteration or construction of seawalls, bulkheads, or revetments
- Alteration or construction of dock or associated walkway, including handrails, benches, lighting, etc.

### **Required Materials:**

A completed Request for Exterior Alteration/Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape form (on the SIPOA website or by contacting the SIPOA ARC); if the project involves removal of trees/vegetation, please review and follow instructions provided in Appendix L-Tree and Natural Vegetation Preservation/Removal Policy and use the Request for Landscape Vegetation Alteration on Developed Lot Form (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves demolition, please review and follow instructions provided in Appendix P-Demolition

Review Fee, if applicable, per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits

Description of work, plans, and description of materials including product literature detailing size, style, materials, and finishes

Scaled plans and/or photos of the affected area may be required to show the existing conditions

A PDF document for Architectural and Landscape plans may be required; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

### **Plan Approval Timeframe and Construction Deposit:**

The Architectural Review Staff will review the proposal for compliance with the SIPOA Policies and Procedures.

A refundable construction deposit may be required per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits.

ARC Exterior Modification Approval is valid for a period of six (6) months from the date the approval form is signed and/or plans are stamped by the Architectural Review Staff or the ARC Chairperson. If the work has not commenced within six (6) months of the date of approval, the Review Process shall be reinitiated and all review fees paid again.

All construction activities are governed by the Construction Guidelines requirements outlined later in this document.

## **2. Additions and Remodels Review**

Additions and remodeling projects are those that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. Please consult with Charleston County Building Services regarding the applicability of the Charleston County "50% Improvement Rule" for remodels and renovations.

The Architectural Review Staff is available by appointment to meet with the Property Owner and/or representatives in advance of initiating the process to clarify and discuss the intent of the project as well as the applicable Design Guidelines, policies, procedures, and submittal requirements.

### **The Additions and Remodels Review process consists of three steps:**

#### **Step 1. Request for Additions and Remodel Design Plans Review**

#### **Step 2. Project Initiation**

#### **Step 3. Post-Construction Review**

### **1. Request for Additions and Remodel Design Plans Review**

The first step of this process is for the Property Owner to provide complete information about the Additions/Remodel project. Not all of the items listed below are required for every project. For that reason, it is important that the Property Owner and Contractor meet with the Architectural Review Staff to identify the specific materials and work items that will be required for the particular project under consideration.

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday of the week prior to the ARC meeting.

While the ARC strongly recommends that all remodeling plans be stamped and signed by an Architect who is in responsible charge of the project, is currently registered and licensed in S.C., and has complete control to change or alter plans during the design phase, improvements that **will expand the heated/cooled area of the home**, it is required that plans be stamped and signed by an Architect who is in responsible charge of the project, is currently registered and licensed in S.C., and has complete control to change or alter plans during the design phase.

Any changes to the site's topography may lead to the requirement for a grading and drainage plan be prepared and sealed by an Architect, Landscape Architect, or Engineer who is in responsible charge of the project and currently registered and licensed in S.C.

Any tree removal or trimming/pruning of live canopy elements will lead to the requirement to submit a separate Request for Landscape Vegetation Alteration on Developed Lot Form or Landscape Vegetation Alteration on Undeveloped Lot Form (available on the SIPOA website or by contacting the SIPOA ARC)

The ARC will not review any plans if there is any unpaid assessment on the property.

**Required Materials** (one complete pdf of all forms, plans and supporting documents submitted via electronic means or on disk or flash drive and ten (10) sets at 11" x 17"; please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while stamped and signed drawings will be required for final approval):

- a. A completed Request for Additions and Remodel Design Plans Review form and checklist, Step 1-Request (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves demolition, please review and follow instructions provided in Appendix P-Demolition
- b. Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits
- c. Letter of Intent
- d. Tree and Topographic Survey stamped and signed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Design Review, in the same

vertical datum of the current Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), and prepared at a scale of 1/8" = 1'-0" or 1/10" = 1'-0", showing:

- Property lines, all easements, setbacks, critical lines, and lot area (square feet) and total square footage of highland where applicable
- Location of adjacent residences and driveways indicating their approximate side-yard window locations
- Utility locations
- Base Flood Elevation
- All existing site features including topography at 1-foot (1'-0") intervals
- OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal; certifications shall meet current OCRM criteria
- All surveyed trees flagged with yellow surveyor's ribbon
- Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground.
- All groupings of smaller trees and shrubs with an aggregate spread of ten feet (10'-0") or more in diameter
- Location of any grand trees (24" diameter or greater) as measured four and one-half feet (4'-6") above the ground
- Location and outline of tree canopies and critical root system areas for all trees other than pines, palms, tallows, chinaberries, and mimosas twelve inches (12") in diameter or greater. Diameter of Critical Root Zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees are to have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing.
- Location of any diseased or damaged trees

Note: The ARC recommends consulting with an ISA Certified Arborist® when considering the site development and location of any changes/additions to the building footprint. Depending upon the site, the ARC may require that an Arborist's report addressing the impact of the proposed Site Development Plan be provided prior to granting Conceptual approval.

- Any other significant site features
- e. Site Plan drawn on a copy of the Tree and Topographic Survey showing existing site conditions and characteristics, including:
- Site Plan(s) showing both the existing structure on the site and a revised Site Plan showing the proposed modification or area to be remodeled (including all eaves and overhangs) and all appurtenant structures on the lot (including utilities and utility items

such as propane tanks). Site plans shall be 1/8"=1'-0" or 1/10"=1'-0".

- Existing and proposed driveway and walkway locations, materials, and dimensions
  - Existing and proposed drainage patterns
  - Existing and proposed wildlife corridors
  - Building area and lot coverage of Structure Elements and Hardscape (see Appendix K-Lot Coverage Calculation Guidelines)
  - Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J-Site Plan Drawing Overview and Instructions for guidelines and an example)
  - Elements on adjacent lots and streets which might impact site development
  - Identification of all trees to be removed and/or transplanted and those that will remain, with trees scheduled for removal marked in red on the plan and trees to remain marked in green on the plan. Indicate on the plan any trees to be transplanted, showing both existing and planned locations
  - Proposed tree protection measures to prevent damage due to construction activity, compaction, or grading, as well as construction layout plans including (if appropriate) site access, erosion control measures, locations of material stockpile, sanitary facilities, and dumpster
- f. Architectural Drawings, including:
- Floor Plans at a scale of 1/4" = 1' showing both the existing floor plan(s) and a new floor plan indicating the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet; all materials are to be labeled.
  - Roof Plans with roof pitch marked to show both existing roofs and the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet.
  - Elevations for all elevations of the existing structure, showing both the existing design and the proposed improvements on separate elevation views. It is required that each view of both existing and proposed elevations be shown on the same sheet and that they show first and second floor elevations, building height from DFE, height to the tallest roof ridge, and the height restriction limit.
  - Design Detail(s) showing that the proposed modification or area to be remodeled contains the same detailing as the existing structure
- g. Landscape Plan for the lot and the right-of-way, if applicable. The 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 shall be specifically identified in a planting schedule

showing both common and species names, planting size, etc., and notes. The landscape plan shall address irrigation, grading and drainage, and landscape lighting.

Notes: A Landscape Architect registered and licensed in S.C. would not be needed for landscaping changes to existing single-family homes and villas/regimes. The approved landscape plan is subject to a field review of the in-place installation. At that time, the ARC might 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.

h. Tree Mitigation and Tree Preservation Plan, if applicable

Note: The plan is to be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. or an ISA Certified Arborist®.

i. Exterior Lighting Plan, if applicable, including cut sheets for proposed fixtures

j. Photos of the existing structure

k. Complete specifications defining materials, finish, and colors

l. Color samples of all proposed new exterior finishes, including but not limited to:

- Roofing material sample
- One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors
- All exterior door colors on a sample of the door material
- Exterior accent samples (brick steps, tile, etc.)
- Catalog cuts of all exterior light fixtures proposed for use on buildings or as a part of the Landscape Plan
- Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)

Note: Approval of the color samples submitted at the Final Design Review does not constitute approval of the color palette. Approval will only be granted following an onsite review.

m. Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures

n. PDF document of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive

**Site Work Items to be Completed Prior to Additions and Remodel Design Plans Review:**

a. Property Staking/Marking Requirements, if applicable.

Staking and marking shall be completed no later than the Thursday prior to the ARC meeting. Areas to be staked and required colors are:

- The 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
- Location of changes to building footprint, including all appurtenances, marked with stakes and connected with yellow surveyor's tape; stakes at the corners of the footprint shall have plan location names marked on the stake
- Location of changes to open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
- Location of changes to driveway, walkways, etc. marked with stakes and outlined with green surveyor's tape
- Trees to be removed marked with red tape
- Trees to remain marked with green tape

#### **Additions and Remodels Design Phase Completion:**

Following approval of the Additions and Remodels Design Plans, the Property Owner may proceed to the next step, Additions and Remodels Project Initiation.

Additions and Remodels Design plans that are not approved shall be resubmitted within ninety (90) days of the Additions and Remodels Design Review date.

ARC Approval is valid for a period of twelve (12) months from the date when ARC granted Approval. If a Charleston County Building Permit is not received within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.

## **2. Project Initiation**

Project Initiation is the step where final versions of plans approved in preceding steps and the Construction Commitment/Deposit Agreement are provided, Construction Deposits are paid, physical protection for vegetation on the property is installed, and ARC approval to proceed with construction is provided.

Please note that the submission shall be complete (including construction deposits), properly assembled, and delivered to the SIPOA office. 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. All Contractors performing alterations, additions, and other exterior modifications on Seabrook Island shall be properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. The ARC will not review any plans if there is any unpaid assessment on the Property.

#### **Required Materials:**

- a. Two (2) hard copy, full scale sets of plans, preferably on 24" X 36" paper:

- Site Plan at 1" = 10'-0"
  - Floor plans and elevations at 1/4" = 1'-0" and details at appropriate scales that accurately depict the existing conditions and all elements to be changed during the project
- b. A PDF document of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive
  - c. A completed Checklist for Additions and Remodels Review, Step 2-Project Initiation (available on the SIPOA website or by contacting the SIPOA ARC)
  - d. A completed Construction Commitment and Deposit Agreement form (available on the SIPOA website or by contacting the SIPOA ARC) and
  - e. Refundable Construction Deposit from the Property Owner
  - f. Refundable Construction Deposit from Contractor

Note: Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and/or Contractor who posted the deposit

**Site Work Item to be Completed Prior to Plan Approval:**

- a. Construction limits barrier and tree protection measures in place

**Approval for Project Initiation and Construction Phases:**

Upon approval of the Required Materials and Work Item, the Architectural Review Staff/Staff or ARC Chairperson stamps the plans to indicate ARC permission to proceed with construction.

Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines. 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 construction.

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 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.

Following completion of construction, the Property Owner may proceed to the next step, Final Review.

### **3. Post Construction Review**

At the end of construction, the ARC 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.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office. All architectural plans submitted to the ARC are to be stamped and signed by an Architect who is in responsible charge of the project, who is currently registered and licensed in S.C.

#### **Required Materials:**

To request a Post Construction Review, the Property Owner or Contractor shall submit the following:

- a. A completed Request for Post Construction Review and a completed Checklist for Additions and Remodels Review, Step 3-Post Construction Review (available on the SIPOA website or by contacting the SIPOA ARC)
- b. A copy of the Certificate of Occupancy, if applicable
- c. A copy of the final As-Built Survey
- d. A PDF document of the required surveys and revised plans if changes to the original plans were approved during the course of construction

#### **Site Work Items to be Completed Prior to Post Construction Review:**

- a. Building construction, including all exterior painting and lighting
- b. Landscape plantings, irrigation system, and landscape lighting, if applicable
- c. Driveway and walkways, if applicable
- d. Removal of job site sign, color board, construction debris, dumpster, and job toilet from site, if applicable
- e. Removal of all temporary facilities and utility pole, if applicable
- f. Repair of any damage to right-of-way, common areas and adjacent properties. 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-SIPOA Right-of-Way and Turf Grass Policy. Where turf cannot grow, mulch or an ARC-approved alternative shall be used
- g. Arrangements made with SIPOA ARC and Engineering for the repair of any damage to the roadway in front of the Property, including pavement stains and concrete spills

#### **Post Construction Review:**

The Architectural Review Staff conducts an onsite review of the exterior of the completed residence, the exterior hardscape, and the landscape/softscape.

#### **Post Construction Review Approval and Deposit Refund:**

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. If deficiencies are noted during the post construction review, the Property Owner and Contractor will be notified in writing via email and/or US Postal Service Certified Mail. The items noted shall be corrected within thirty (30) days of the date of the email or posting in the US Mail.

The ARC may require correction of any unauthorized exterior changes to the approved building plan.

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 per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

## **B. Review Process for New Single-Family Residences**

The formal review process consists of six steps:

- 1. Initial Site Meeting**
- 2. Conceptual Design Review *(To occur within 6 months of the Initial Site Meeting)***
- 3. Preliminary Design Review *(To occur within 12 months of the Conceptual Design Approval)***
- 4. Final Design Review *(To occur within 6 months of the Preliminary Design Approval)***
- 5. Project Initiation *(A Charleston County Building Permit must be obtained within 12 Months of the Final Design Approval)***
- 6. Post Construction Review *(Construction must be completed within 15 Months of the date of Charleston County Building Permit)***

The Architectural Review Staff is available by appointment to meet with the Property Owner and/or Architect, Realtor, etc., in advance of initiating the formal Review Process (steps 1-6 above) to clarify and discuss significant characteristics of the Property and applicable design guidelines, policies, and procedures.

All documents submitted to the ARC for review and approval are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase.

### **1. Initial Site Meeting**

The ARC requires a meeting of the Property Owner, the Architect/ Designer, the Landscape Architect, the General Contractor, if available, and the Architectural Review Staff. (The Property Owner may designate an alternate to represent him or her.) This Initial Site Meeting has several objectives:

- To clarify any applicable restrictions such as:
  - Setbacks
  - OCRM critical lines
  - Easements
  - Grading concepts

- Height restrictions and lot coverage
- Identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.

To clarify ARC procedures

To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Required Materials** (two (2) hardcopy sets of plans at 11" x 17", completed forms and checklists, and one pdf of all required documents submitted electronically; please confirm number of sets with Architectural Review Staff prior to submission):

- A completed Request for Initial Site Meeting and a completed Checklist for Initial Site Meeting (available on the SIPOA website or by contacting the SIPOA ARC)
- Tree and Topographic Survey prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than twelve (12) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:
  - Property lines, all easements, setbacks, critical lines, and lot area
  - Location of adjacent residences and driveways indicating their approximate side-yard window locations
  - Utility locations
  - Base Flood Elevation
  - All existing site features including topography at 1-foot (1'-0") intervals
  - OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria
  - All surveyed trees flagged with yellow surveyor's ribbon
  - Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground
  - All groupings of smaller trees and shrubs with an aggregate spread of ten feet (10'-0") or more in diameter
  - Location of any grand trees (24" diameter or greater) as measured four and one-half feet (4'-6") above the ground
  - Location and outline of tree canopies and critical root system areas for all trees other than pines, palms, tallows, chinaberries, and mimosas twelve inches (12") in diameter or greater. Diameter of Critical Root Zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees shall have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing
  - Location of any diseased or damaged trees

Note: The ARC recommends consulting with an ISA Certified Arborist® when considering the site development and location of the residence. Depending upon the site, the ARC may require that an Arborist's report addressing the impact of the proposed Site Plan be provided prior to granting Conceptual approval.

- Any other significant site features
- 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

### **Initial Phase Completion:**

Following the Initial Site Meeting, the Property Owner may proceed to the next step, Conceptual Design Review. If materials for the Conceptual Design Review are not submitted within six (6) months of the Initial Site Meeting, the Initial Site Meeting must be repeated with all supporting materials resubmitted for review.

## **2. Conceptual Design Review**

The Conceptual Design Review is the initial analysis of existing and proposed site conditions. This review serves as a design tool for the Property Owner, Architect, and ARC in establishing a shared understanding of specific site qualities as they relate to design development. This review helps to frame the site development concepts and will shape the design of the residence.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Conceptual Design Review and a completed Checklist for Conceptual Design Review (available on the SIPOA website or by contacting the SIPOA ARC)
- **Tree and Topographic Survey** prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Conceptual Design Review and updated as needed based on observations made during the Initial Site Meeting

**Site Analysis Drawing:** Existing site conditions and characteristics shall be drawn on a copy of the Tree and Topographic Survey and are to include:

- Existing drainage patterns
- View corridors
- 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.
- Evaluation of impacts of topography on site development both during construction and long-term
- Elements on adjacent lots and streets which might impact site development
- Any special or unusual site features

**Proposed Site Development Plan:** Proposed development shall be drawn on a copy of the Tree and Topographic Survey and are to include:

- Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
- Proposed drainage patterns
- Proposed wildlife corridor(s)
- Location of any trees to be removed marked in red
- **Proposed Site Protection Plan:** Proposed site protection shall be drawn on a copy of the Tree and Topographic Survey and are to include:
  - Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
  - Tree protection measures and/or construction limits (see §II.C.5.c. Tree Protection)
  - Proposed construction site layout, including the materials storage, dumpster, and temporary sanitary facility
  - Proposed wildlife corridor(s)
  - Location of any trees to be removed marked in red
  - Proposed erosion control measures
  - Proposed protection of any other significant site features

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

**Site Work Items to be Completed Prior to Conceptual Review:**

- Property Staking/Marking Requirements

Staking and marking shall be completed no later than the Wednesday prior to the ARC meeting. Areas to be staked and required colors are:

- 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
- Trees to be removed marked with red tape
- Trees to remain marked with green tape

### **Conceptual Phase Completion:**

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.

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.

ARC approval of Conceptual Plans shall in no way bind or obligate the ARC to approve subsequent Preliminary Plans.

### **3. Preliminary Design Review**

The Preliminary Design Review is an analysis of the proposed residence as it relates to the site and an evaluation of preliminary plans and elevations delineating form, mass, materials, and hardscapes.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Preliminary Design Review and a completed Checklist for Preliminary Design Review (available on the SIPOA website or by contacting the SIPOA ARC)

Non-refundable review fee per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits

Survey and site details as required for the Conceptual Design Review plus the following information:

- Location of the proposed residence (including all eaves and overhangs) and all appurtenant structures on the lot

- Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J-Site Plan Drawing Overview and Instructions for guidelines and an example)
- Building area and percentage of lot coverage (see Appendix K-Lot Coverage Calculation Guidelines for instructions)
- Grading, fill, and drainage plans indicating how positive drainage will be achieved
- Location(s) of utility corridors between street and proposed residence
- Location(s) of any exterior utilities, including but not limited to, propane tanks and satellite dish installations
- Proposed Tree Protection and Construction Layout Plan that indicates construction limits and measures to prevent damage due to construction activity, compaction, or grading, including site access
- Proposed erosion control measures
- Locations of material stockpile, sanitary facility and dumpster

#### Architectural Drawings:

- Preliminary elevations of front, sides, and rear at a scale of  $\frac{1}{4}" = 1'$  showing all exterior materials, windows, doors, decks, porches and other appurtenant structures; all materials shall be labeled
- Three-dimensional rendering (shaded and shadowed) drawing(s) of front elevation; additional three-dimensional drawings that clearly communicate the overall design (i.e., all sides of the structure) are recommended
- Building height above DFE
- Roof plan with roof pitch shown
- Preliminary floor plans at a scale of  $\frac{1}{4}" = 1'$  showing overall house dimensions, room sizes, windows, doors, decks, porches and other appurtenant structures; rooms shall be labeled as to function; driveway, guest parking, and turn-around areas are to be dimensioned
- Interior floor levels
- Building and site sections

#### Other Documentation:

- An analysis of the design evolution as it relates to the existing site conditions
- Photos of the street view of the property under review
- Photos of the street view of adjoining properties whether vacant or developed
- Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures

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

**Site Work Items to be Completed Prior to Preliminary Review:**

- Property Staking/Marking Requirements

In addition to the staking requirements required as part of the Conceptual Design Review, the following additional staking requirements are to be completed no later than the Wednesday prior to the ARC meeting. Areas to be staked and required colors are:

- Proposed heated area/building footprint, including all appurtenances, marked with stakes and connected with yellow surveyor's tape; stakes at the corners of the footprint are to have plan location names marked on the stake
- Open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
- Walkways, driveway, etc. marked with stakes and outlined with green surveyors tape

**Preliminary Phase Completion:**

Preliminary plans that are not approved shall be resubmitted within ninety (90) days of the Preliminary Design Review date. After ninety (90) days, an additional review fee will be required per the fee schedule in Appendix A-Schedule of ARC Fees and Deposits.

Following approval of Preliminary Plans, the Property Owner may proceed to the next step, Final Design Review.

Preliminary Plans that are approved shall be submitted for Final approval within six months of the Preliminary Design Review date. After six months, an additional review fee will be required per the fee schedule, and the Preliminary approval shall be reaffirmed as a part of the Final Design Review.

ARC approval of the Preliminary Plans shall in no way bind or obligate the ARC to approve the subsequent Final Plans.

**4. Final Design Review**

The exhibits required for the Final Design Review phase are the final working drawings and specification documents.

Please note that the submission shall be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Monday, one week plus one day, prior to the ARC meeting. All architectural plans submitted to the ARC for review and approval are to be stamped and signed by the South Carolina licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material and must have complete control to change or alter the plans during the design phase. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Review Materials Required** (one complete pdf of all forms, plans and supporting documents; ten (10) sets of the required plans at 11" x 17"; and ten (10) sets of forms, checklists, and supporting documents. Please reconfirm required number of sets with Architectural Review Staff prior to submission. In lieu of "stamped and signed" landscape or architectural drawings, a certification page containing a

listing of each submitted page / sheet name, number and date submitted by the registered and licensed S.C. Architect, Landscape Architect, or Engineer will be acceptable during the review process, while signed and sealed drawings will be required for project initiation phase):

- A completed Request for Final Design Review form and a completed Checklist for Final Design Review (available on the SIPOA website or by contacting the SIPOA ARC)

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

Architectural Drawings showing all items required for Preliminary Design Review and addressing requirements or conditions specified in the Preliminary approval

Final floor plans at a scale of  $\frac{1}{4}'' = 1'$  showing all pertinent information for a complete architectural plan including but not limited to electrical plans with locations and types of all exterior and interior light fixtures

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.

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.

Tree Mitigation, Construction Limits, Erosion Control Measures, and Tree Protection plans, if applicable

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®.

Complete specifications defining materials, finish, and colors

Color samples of all exterior finishes of the residence, including but not limited to:

- Roofing material sample
- One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors
- All exterior door colors on a sample of the door material
- Exterior accent samples (brick steps, tile, etc.)
- Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)
- Three-dimensional color rendering showing precisely where each color will be used

Note: Approval of the color samples submitted at the Final Design Review does not constitute approval of the color palette. 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, painted on the house during construction.

A description (including a photographic depiction), specifications, and the proposed location of all exterior building and landscape lighting fixtures, including but not limited to:

- Materials, colors, and key features, such as glare shields
- Fixture ID (include manufacture's product name or catalog number)
- Lamp type, including bulb wattage, K temperature, CRI, and lumens
- Quantity

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

#### **Final Phase Completion:**

Final Design Review plans that are not approved shall be resubmitted within ninety (90) days of the Final Design Review date.

Following approval of Final Design Review Plans, the Property Owner may proceed to the next step, Project Initiation.

Final Design Review Approval is valid for a period of twelve (12) months from the date when ARC granted Final Approval. If a Charleston County Building Permit is not received within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.

#### **5. Project Initiation**

Project Initiation is the step where final versions of plans approved in preceding steps and the Construction Commitment/Deposit Agreement are provided, Construction Deposits are paid, physical protection for vegetation on the property is installed, and ARC approval to proceed with construction is provided.

Please note that the submission is to be complete (including construction deposits), properly assembled, and delivered to the SIPOA office. All plans submitted to the ARC are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material. All construction must be by a contractor properly licensed as determined by the Town of Seabrook Island, Charleston County, and the State of South Carolina. The ARC will not review any plans if there is any unpaid assessment on the Property.

**Required Materials** (two (2) full scale sets of plans, preferably on 24" x 36" pages; please reconfirm required number of sets with Architectural Review Staff prior to submission):

- A completed Checklist for Project Initiation (available on the SIPOA website or by contacting the SIPOA ARC)

Hard-copy plans at 1/4" = 1'-0" including:

- Site Plan
- Elevations and Design Detail
- Floor Plan
- Proposed construction limits, tree protection and erosion control measures (see §II.C.5.c. Tree Protection)
- Proposed construction site layout, including the materials storage, dumpster, and temporary sanitary facility
- Landscape Plan
- Lighting Plan
- 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
- A completed Construction Commitment and Deposit Agreement form (available on the SIPOA website or by contacting the SIPOA ARC)
- Refundable Construction Deposit from the Property Owner
- Refundable Construction Deposit from Contractor

Note: Construction deposits are held in an interest-bearing account. Interest is paid to the Property Owner and to the Contractor who posted the deposits.

**Site Work Item to be Completed Prior to Plan Approval:**

- Construction limits barrier and tree protection measures in place

**Approval for Project Initiation and Construction Phases:**

Upon approval of the Required Materials and Work Item listed above, the Architectural Review Staff/Staff or ARC Chairperson stamps the approved plans to indicate ARC permission to proceed with construction.

Requirements governing construction activities and completion deadlines are outlined in §IV-Construction Guidelines. 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 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.

Following completion of construction, the Property Owner may proceed to the next step, Post Construction Review.

## **6. Post Construction Review**

At the end of construction, the ARC 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.

Please note that the submission is to be complete, properly assembled, and delivered to the SIPOA office. All plans submitted to the ARC are to be stamped and signed by the licensed professional, e.g. the Surveyor, Architect, Landscape Architect, etc., who developed the material. The ARC will not review any plans if there is any unpaid assessment on the Property.

### **Required Materials:**

To request a Post Construction Review, the Property Owner or Contractor shall submit the following:

- A completed Post Construction Review request form and checklist (available on the SIPOA website or by contacting the SIPOA ARC)

A copy of the Certificate of Occupancy

A copy of the final As-Built Survey

A copy of the Elevation Certificate

A PDF document of the required surveys and revised plans if changes to the original plans were approved during the course of construction

### **Site Work Items to be Completed Prior to Post Construction Review:**

- Building construction, including all exterior painting and lighting

Landscape plantings, irrigation system, and landscape lighting

Driveway and walkways

Mailbox installation

Removal of job site sign, color board, construction debris, dumpster, and job toilet from site

Removal of all temporary facilities and utility pole

Repair of any damage to right-of-way, common areas, and adjacent properties. 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-SIPOA Right-of-Way and Turf Grass Policy. Where turf cannot grow, mulch or an ARC-approved alternative shall be used

Arrangements made with SIPOA ARC and Engineering for the repair of any damage to the roadway in front of the Property, including pavement stains and concrete spills.

### **Post Construction Review:**

The Architectural Review Staff conducts an onsite review of the exterior of the completed residence, the exterior hardscape, and the landscape/softscape.

### **Post Construction Review Approval and Deposit Refund:**

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 within approximately two weeks of the approval final site review. If deficiencies are noted during the post construction review, the Property Owner and Contractor

will be notified in writing via email and/or US Postal Service 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.

The ARC may require correction of any unauthorized exterior changes to the approved building plan.

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 per Appendix B-SIPOA Enforcement Assessment Schedule, the levy of enforcement fees, and/or legal action to enforce compliance.

### **C. Review Process for Improvements to Existing Multi-Family Residences**

All procedures specified in the sections of these Policies and Procedures pertaining to single-family residences apply to Multi-Family Residences as well. In addition, each regime/association has standards determined by the original construction and ARC-approved changes since that time. The regime/association standards apply to changes proposed for the building and for other exterior elements such as decks, appurtenant structures, hardscape, landscape design, lighting, etc.

Requests to modify the exterior of a unit within a regime are to conform to the standards that have been approved by the Board of the Regime or Association and by the SIPOA ARC. A completed Request for Exterior Alteration/Maintenance - Proposed or Existing Dwelling, Appurtenant Structure, or Hardscape form (available on the SIPOA website or by contacting the SIPOA ARC); if the project involves the removal of trees/vegetation, please review and follow instructions provided in Appendix L-Tree and Natural Vegetation Alteration on Developed Lot Form (available on the SIPOA website or by contacting the SIPOA ARC)."

A regime/association Board may propose changes to its existing standards. Upon request, the ARC will review the proposal(s) and approve, disapprove, or suggest modifications. Standards that are approved by the ARC will be included in the regime/association standards for exterior repair and improvements, be applicable to all similarly-designed units, and include a notation of whether the standard is optional for owners or applies to all units and has an implementation deadline. Requests for items not already documented in the regime/association standards manual must include a commitment from the regime/association Board that, if approved by the ARC, the requested item will be included in the regime/association standards manual as either the required design or one of the design options that may be used when modifying a property in the regime/association.

Any and all exterior alterations, including repair and replace, shall be approved by the villa regime/association prior to the required ARC review. Following ARC approval, the regime/association may use the ARC-approved standard to proceed with future changes of the same nature as approved by the ARC. However, if a SIPOA ARC approval is required, the Architectural Review Staff will review the project to confirm that it is consistent with the regime/villa standard.

### **D. Review Process for New Multi-Family Dwellings**

Plans for new multi-family developments are to be reviewed and approved by the ARC prior to application to the Town of Seabrook Island Planning Commission.

All procedures specified in the sections of these Policies and Procedures pertaining to single-family residences apply to Multi-Family Residences as well.

Subdivision and Utility Plans for development are to show the following additional required materials:

- Tree and Topographic Survey indicating location and size of grand trees and significant areas of native groves of trees greater than six inches (6") in diameter at four and one-half feet (4'-6") height, excluding pine trees
- The size and location of individual lots with house locations
- Plans detailing utility locations, specifications, and corridors
- Roads and rights-of-way
- Parking areas
- Driveways
- Landscaping, including landscape lighting
- Buffer areas
- Storm water drainage
- Water and sewer facilities
- Electrical, telephone, and CATV units and fixtures
- Amenities, as applicable