



Application # (for office use only)

**SEABROOK ISLAND**  
*Property Owners Association*

1202 Landfall Way, Johns Island, SC 29455  
(843) 768-0061 | [www.sjpoa.org](http://www.sjpoa.org)  
Architectural Review • [arc@sjpoa.org](mailto:arc@sjpoa.org)

### Request for Alteration to an Undeveloped Lot

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

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

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Work & Information Required** (check all that apply)

\_\_\_\_\_ Hazard Tree Removal (description & risk assessment)      \_\_\_\_\_ Selective Site Clearing (see below)

**Selective Site Required Materials:** Attach a plat with the building setbacks and the area to be trimmed.

Appendix L-Tree and Natural Vegetation Preservation/Removal Policy §5 (Permitting Procedure) describes the process for requesting authorization for selective clearing of an undeveloped lot.

The Architectural Review Staff will review existing site conditions prior to approval/permitting of the selective clearing of underbrush and after completion of the work. The required application and review fee are to be provided, and ARC approval is to be obtained, prior to initiation of any work. If common areas and rights-of-way are disturbed during limited clearing operations, they shall be restored as required by the ARC prior to the return of the required deposit.

The selective clearing of underbrush on parcels of land without existing structures is permitted only on lots that are for sale or those that are being developed. The scope of work on lots being developed is limited to the main buildable area and the probable driveway location/route. The following restrictions apply:

- The use of bush hogging equipment is not permitted unless specifically approved by the Architectural Review Staff.
- There is to be no clearing of any kind in the setbacks, easements, or any areas beyond the property lines such as common areas or Club properties. While the desire to cut understory and smaller caliper trees in the rear and side setbacks to show views is understandable, it is not allowed because it destroys the existing plant materials which create natural buffers. Existing sea island plant materials in setbacks are an important part of the maritime forest environment that help to define the character of Seabrook Island. These

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elements might later be effectively incorporated into the Landscape Plan and actually benefit the Property Owner.

- Clearing for access from the street shall be limited to the probable driveway entrance. The use of this approach is essential for preserving the character of the streetscape until such time as the lot is developed/house built.
- The area to be selectively cleared is to be outlined with surveyor's tape prior to applying for a permit. The tape shall remain in place until the Architectural Review Staff has reviewed the completed clearing.
- Lot corners are to be staked and the stakes painted a bright orange.
- Trees shall not be removed.
- The Critical Root Zones of significant trees shall be protected and no equipment may drive over these areas.
- Pruning of tree limbs and canopy is not permitted.
- Significant clumps of understory growth such as wax myrtles, yaupon, holly, and any other indigenous plant materials shall be preserved.
- In general, selective clearing shall be less rather than more, addressing the core of the lot, in order to provide adequate viewing of the interior of the lot.

I have read the *SIPOA Policies and Procedures Tree and Natural Vegetation Preservation/ Removal Policy*, understand it, and agree to adhere to all requirements relating to the approved work. I also agree to contact the ARC for a Final Review of the work and/or mitigation once completed. I 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 project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Submitted By:** \_\_\_\_\_  
Please make checks payable to SIPOA

**Final Inspection date:** \_\_\_\_\_

\_\_\_\_\_  
Final Approval by Architectural Review Administrator

\_\_\_\_\_  
Date

**Additional Work Required:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_