



SEABROOK ISLAND
Property Owners Association

1202 Landfall Way, Johns Island, SC 29455
(843) 768-0061 | www.sipoa.org
Architectural Review • arc@sipoa.org

Application # (for office use only)

Additions and Remodels Design Plans Review **Step 2: Construction Commitment and Deposit Agreement**

The following is to be completed and signed by the Property Owner and Contractor and submitted with the Construction Deposit following plan approval (see ARC Policies and Procedures §III.B.5).

Application Date: _____

Construction Location:

Property Address: _____ Block: _____ Lot: _____

Property Owner: _____ Social Security #: _____

Address: _____ Phone #: _____

Email: _____

Contractor: _____ EI #: _____

Address: _____ Phone #: _____

Email: _____

Prime Sub-Contractors:

Foundation/Footing: _____ Plumbing: _____

Foundation/Block: _____ Electrical: _____

Framing: _____ Painting: _____

Roofing: _____ Mechanical: _____

Landscaping: _____ Grading: _____

Anticipated Date of Construction Commencement: _____

Completion: _____

Construction Commitment and Deposit Agreement

I/We, _____, the Property Owner(s),
and I, _____, the Contractor, have received and will follow the ARC Policies and Procedures for Residential Development established by the Seabrook Island Property Owners Association. I certify that the construction will be performed in strict accordance with the approved Final Design Review plans. Any failure on my part to do so will entitle you to deduct all or any part of the construction deposit as well as any other remedy provided by law or contract, including such remedies as may be provided in the Bylaws of the Seabrook Island Property Owners Association.

We further acknowledge and agree that:

5. We will maintain a clean construction site at all times per the ARC Policies and Procedures for Residential Development.
6. Any change to the approved plans will be submitted to the ARC before implementation of the change.
7. We are responsible for the conduct of all workers performing services at this site at all times while they are engaged by us.
8. The ARC review and approval does not relieve the Property Owner or Contractor of responsibility for compliance with all municipal, state or federal laws that may be applicable. ARC approval does not constitute any opinion or representation by the ARC that the plans comply with these requirements.
9. Any issues that arise during construction must be addressed as soon as practicable.

Property Owner

Date

Property Owner

Date

Contractor

Date

Property Owner Deposit submitted per Appendix A:

Amount: \$ _____

Date: _____

Contractor Deposit submitted per Appendix A:

Amount: \$ _____

Date: _____

Please make checks payable to SIPOA

**Additions and Remodel Design Plans Review
Step 2: Checklist for Project Initiation, page 1 of 2**

(See Section III.A.2.2 of SIPOA Policies and Procedures for Residential Development)

**Owner / Architect Certification of Complete Documentation for the Additions and Remodel
Project Initiation 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 Remodel Design Plans 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 2" Checklist applies to the second of three steps in the process.

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. 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. 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 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 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 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, Post-Construction Review.
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Required Materials:

	a. Completed Checklist for Additions and Remodel Design Plans Review, Step 2 - Project
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Additions and Remodel Design Plans Review
Step 2: Checklist for Project Initiation, page 2 of 2

(See Section III.A.2.2 of SIPOA Policies and Procedures for Residential Development)

	Initiation.
	b. Hard copy plans with the Site Plan at 1/8" or 1/10" = 1'-0" (confirm number of sets with ARC Administrator prior to submission)
	c. 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
	d. 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
	e. A completed Construction Commitment and Deposit Agreement form (see Forms section)
	f. Refundable Construction Deposit from the Property Owner
	g. Refundable Construction Deposit from Contractor
Work Item to be Completed Prior to Approval:	
	a. Construction limits barrier, tree protection, and erosion control measures in place