



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)

New Construction Design Plans Review Step 3: Request for Preliminary 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 and review fees as outlined in the Preliminary Design Review procedure (see SIPOA Policies and Procedures §III.B.3). Please note that approval during this review phase does not constitute approval for construction.

Proposed Residence Information:

Property Address: _____ Block: _____ Lot: _____

Property Owner:

Home Street Address: _____

Home City/State: _____

Telephone#: _____

Email: _____

Architect:

Telephone#: _____

Email: _____

Landscape Architect:

Telephone#: _____

Email: _____

Land Surveyor or Professional Engineer:

Survey Date: _____

Initial Site Meeting Date: _____

Property Staked Date: _____

Site Information:

Platted Lot Size (sq. ft.) _____

Highland (sq. ft): _____

BFE (NAVD88): _____

BFE (NGVD29 if using): _____

Request for Preliminary Design Review, page 2 of 2:

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:

1. Area of driveway, turnaround space, and guest parking:		sq. ft.
2. Area of walkways:		sq. ft.
3. Area of on-grade decks and patios outside of building footprint:		sq. ft.
4. Area of on-grade pool and pool decks:		sq. ft.
5. Area of other hardscape elements:		sq. ft.
6. TOTAL COVERAGE BY HARDSCAPE ELEMENTS:		sq. ft.
7. TOTAL COVERAGE BY HARDSCAPE ELEMENTS AS PERCENT OF HIGHLAND:		%

Number of Guest Parking Spaces: _____

Exterior Materials:

Material(s)

Siding: _____

Trim: _____

Roof: _____

Decks/Railings: _____

Foundation Coating: _____

Driveway/Walkway: _____

Door(s): _____

Other: _____

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Committee review the attached drawings for Preliminary Design Review.

Property Owner

Date

Property Owner's Agent

Date

Review Fee Enclosed: \$ _____

Please make checks payable to SIPOA

New Construction Design Plans Review

Step 3: Checklist for Preliminary Design Review, page 1 of 3

(See Section III.B.3.1 of SIPOA Policies and Procedures for Residential Development)

Owner / Architect Certification of Complete Documentation for the Preliminary 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:

1. The submission is to be complete (including review fee), properly assembled, and delivered to the SIPOA office by close of business on the day of the ARC meeting submission deadline.
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. 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.
5. Following approval of Preliminary plans, the Property Owner may proceed to the next step, Final Design Review.
6. Preliminary Plans that are approved shall be submitted for Final Design Review 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.
7. ARC approval of the Preliminary Plans shall in no way bind or obligate the ARC to approve the subsequent Final Design Review Plans.

Required Materials Required Materials (ten (10) sets of forms, checklists, and required supporting documents at 8.5" X 11" as well as ten (10) sets of all required plans and elevations at 11" x 17"; please confirm number of sets with Architectural Review Staff prior to submission):

	a. Completed Request form and Checklists for New Construction Design Plans Review, Preliminary Design Review
	b. Non-refundable review fee per the fee schedule in Appendix A
Page #	c. Survey and site details as required for the Conceptual Design Review plus the following information:
	1. Location of the proposed residence (including all eaves and overhangs) and all appurtenant structures on the lot
	2. Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J)
	3. Building area and percentage of lot coverage (see Appendix K)
	4. Grading, fill, and drainage plans indicating how positive drainage will be achieved
	5. Location(s) of utility corridors between street and proposed residence
	6. Location of any exterior utilities, including but not limited to, propane tanks and satellite dish installations

New Construction Design Plans Review

Step 3: Checklist for Preliminary Design Review, page 2 of 3

(See Section III.B.3.1 of SIPOA Policies and Procedures for Residential Development)

	7. Proposed Tree Protection Plan and Construction Layout Plan that indicates construction limits and measures to prevent damage due to construction activity, compaction, or grading, including site access
	8. Proposed erosion control measures
	9. Locations of material stockpile, sanitary facility and dumpster
Page #	d. Architectural Drawings:
	1. Preliminary elevations of front, sides, and rear at a scale of 1/4" = 1' showing all exterior materials, windows, doors, decks, porches and other appurtenant structures; all materials shall be labeled
	2. 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
	3. Building height above DFE
	4. Roof plan with roof pitch shown
	5. Preliminary floor plans at a scale of 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
	6. Interior floor levels
	7. Building and site sections
Page #	e. Other Documentation:
	1. An analysis of the design evolution as it relates to the existing site conditions
	2. Photos of the street view of the property under review
	3. Photos of the street view of adjoining properties whether vacant or developed
	4. Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures
Date	f. 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 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
Work Item to be Completed Prior to Review:	
Date	a. Property staked and marked <i>(Note: In addition to the staking requirements required as part of the Conceptual Design Review, the following additional staking requirements are to be completed and photo(s) of the staking and marking shall be submitted to ARC staff.)</i> Areas to be staked and required colors are:
	1. 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

New Construction Design Plans Review

Step 3: Checklist for Preliminary Design Review, page 3 of 3

(See Section III.B.3.1 of SIPOA Policies and Procedures for Residential Development)

	2. Open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
	3. Walkways, driveway, etc. marked with stakes and outlined with green surveyors tape
	b. Photo(s) of the staking and marking submitted to ARC staff