

Shipyard Plantation

An Island Community



Shipyard Property Owners' Association
10 Shipyard Drive
Hilton Head Island, SC 29928
(843) 785-3310

Table of Contents

- I. History of Shipyard Plantation**
- II. Board of Directors and Plantation Management**
- III. General Guidelines to Life in Shipyard Plantation**
- IV. Architectural Review Board**
 - A. Architectural Review Board Jurisdictions
 - B. ARB Submission Procedures
 - C. ARB Plans Approval Procedures
 - D. Requirements and Guidelines for Proposed Projects
 1. Full Size lot setbacks
 2. Patio Lot Guidelines for Misty Cove, Kingston Dunes, and Kingston Cove
 3. Shipyard Building Permit
 4. Approval Period
 5. Inspections
 6. Appeal of Decisions
 7. Changes in the Project, Change Orders
 8. Architectural Review Board Fees
 9. Architectural Review Board Deposits
- V. Covenant Compliance and ARB Guidelines for all Projects**
 - A. Fines & Penalties for Construction Projects
 - B. Summary of SPOA Covenant Fines.
- VI. Shipyard Applications**

I. History of Shipyard Plantation

When Charles Fraser developed the first plantation on Hilton Head Island in 1957, he instituted a master land use plan that blended with and accentuated the natural beauty of the Island. The second plantation to be developed for residential purposes was Shipyard Plantation. Much like its Sea Pines predecessor, Shipyard was developed with special consideration given to complementing rather than competing with nature.

There are approximately 2,100 density units in Shipyard Plantation with an unusual combination of resort, residential and commercial interests. Nestled in among the trees are twenty-seven holes of golf, twenty tennis courts, a 338 room beachfront hotel, a world-class Health Institute, 255 residential lots, and approximately 400 timeshare units and 1,000 condominium units.

In the late 1980's Shipyard Property Owners' Association was organized to provide homeowner management of Shipyard Plantation. Its authority was derived from the original developer, the Hilton Head Company, by Assignment of the Declarant Rights that mandate enforcement of protective Covenants and Restrictions. After several years of operation under thirty-two individual sets of covenant, the Shipyard Property Owners' Association adopted a uniform set of Covenants in 2002 that define how the property in the plantation can be used.

II. Board of Directors and Plantation Management

Restrictive Covenants and By-laws that are on file in the Beaufort County Office of the Register of Mesne Conveyances govern Shipyard Property Owners' Association. It is these Protective Covenant Restrictions and By-laws that provide for a SPOA Board of Directors to govern the operation of the community.

The management of Shipyard Plantation is under the direction of a 24 person Board of Directors. The Board includes representation from all commercial, resort and residential elements of the plantation. Directors serve a two-year term by appointment or election within their varied areas. There are 10 board meetings a year and an annual meeting of the entire association in early March. Under their guidance of the Board of Directors, on-site personnel manage the day-to-day operations. The General Manager along with the Director of Safety & Security and the Administrative Operations Manager coordinate the in-house security and additional subcontract services required for the operation of the common areas of the plantation.

III. General Guidelines to Living in Shipyard Plantation

Access:

Entry into Shipyard Plantation is authorized through the 278 Parkway Gate and the Pope Avenue Gate. As it is private property, the Association reserves the right to deny admission to any person or conveyance that does not meet proper access requirements for residential, commercial or resort entrance. To enter, a vehicle must display a proper decal, daily pass, temporary pass, domestic pass, staff decal or real estate pass. For additional information of specific access policies, contact the Security office at Shipyard Welcome Center for a copy of the Guide to Shipyard Security and Access Policies.

Alligators:

It is imperative that owners and guests refrain from feeding, harassing, or approaching the alligators. If an alligator is fed, it associates people with food and loses its natural inclination to remain at a safe distance. Alligators also prefer 70-degree weather conditions and will be most visible on the lagoon banks and in the lagoons during these temperatures. Shipyard POA respects the life of the natural inhabitants and asks all owners and guests to respect them and their habitat.

Animals:

No animals, livestock or poultry of any kind may be raised or permitted within Shipyard Plantation with the exception of dogs, cats or other usual and common household pets. All owners, renters and guests shall remove their pet's waste from the common areas and other plantation property. Dogs must be kept in accordance with the Beaufort County "Leash Law," and they may not be tied or left unattended outside. In accordance with Town Code no dog or cat may bark or meow to such an extent to interfere materially with or affect the health, comfort, peace or quiet of any other person.

Assessments and Fees:

Every property owner in Shipyard Plantation pays an annual fee to the Shipyard Property Owners' Association to cover the costs of operating the common areas of the plantation. This fee is approved by the SPOA Board of Directors and is based on the budgetary needs for the coming year. The annual invoice is forwarded January 1st of each year and is due upon receipt. The funds collected are for the operation of security and maintenance of common roads, grounds, buildings, bike paths, and lagoons. Additional fees may be charged for interest on late assessment payments or for Covenant or Architectural Review Board fines. A schedule of fines for violations is recommended by each Committee and approved by the SPOA Board of Directors. Each Committee has procedures for any appeals.

Beach Club Use and Rentals:

All property owners may access the beach at the Beach House and use the restroom during daytime hours of operation. The private Beach Club may be rented

by an owner for a private party and can be reserved by contacting the Beach Club Coordinator.

Bicycles and Leisure Paths:

Shipyard has several miles of leisure paths available for jogging, biking, walking, and skating. All bikes used within Shipyard should comply with State regulations and have an operating bell and light. All owners and guests should exercise caution while using the paths and remember that they are multipurpose paths.

Commercial Contractors & Work Times:

All commercial contractors must purchase a decal or a pass to work within Shipyard Plantation. This pass gives them access to and from the work site only. Work is only permitted from 7:00 a.m. to 7:00 p.m. weekdays. Management must approve weekend work. No work is permitted on holidays.

Easements Reserved:

The Association reserves the right to grant or amend easements over any part of the common properties for utilities, drainage or other such Board approved reasons. The Association also reserves easements for maintaining utility services over and under ten feet of land adjacent to each side of the property as shown by reference in the plats or records.

Fishing:

Fishing is permitted in the common area lagoons, but owners and guests should not park along the roadside areas. Catch and release is recommended.

Fire, Fireworks, Firearms:

Open fires and fireworks on any property including the beach and Beach Club are prohibited by South Carolina law. The use of firearms is also prohibited.

Mailboxes:

All residential homes will have a uniform mailbox and 911 identification sign. Please contact the ADMINISTRATION office at the Welcome Center for owner installation and repair costs. The costs of the 911 signs and mailboxes are the owner's responsibility.

Non-Conforming Vehicles:

No boat, motor home, trailer or recreational vehicle or trailer may be left upon any portion of Shipyard Plantation for longer than 48 hours without the written consent of SPOA unless it is stored in a garage. Access permitted once per season. The Covenants define the recreational vehicle to include motor homes, boats, trailers, motorcycles, mini-bikes, scooters, go-carts, campers, buses, vans, jet skis or jet ski trailers, (Mini-vans are not included in the term van.) Due to various commercial

access agreements, the above does not apply to certain commercial entities within the Plantation.

*Please note that regimes may have further restrictions regarding non-conforming vehicles, and residents may not exercise this option on repeat entrances.

Landscape Debris:

The Plantation does not provide pick up for yard or landscape debris. The regime, commercial entity or owner individual must contract this service. Landscape debris cannot be staged on the roadside or remain unscreened for more than a brief period.

Motorcycles and Mopeds:

Motorcycles are not permitted into the residential or regime areas unless they are garaged and display a property owner's decal. They are permitted access only to and from the Crowne Plaza or other commercial entity with specified commercial access easements. Rental mopeds are not permitted on the property.

Parking:

Vehicles need to be parked in designated parking spaces or residential driveways or garages.

Roadside Parking

Parking along the roadsides is discouraged. This rule may be waived for temporary periods of time for special functions, but no overnight parking is permitted.

Skateboards/Roller Blades

Limited use of skateboards and roller blades are permitted on the leisure paths. Owners and guests need to exercise great caution on the paths and yield to the slower means of transportation on the paths.

Signs:

No sign of any kind shall be erected by an owner or any occupants without the written consent of the Shipyard Architectural Review Board. This includes for sale signs on vehicles or windows.

Solicitation:

No door-to-door solicitation of any kind is permitted within Shipyard Plantation. Mailboxes may not be used for any type of distribution other than the U.S. mail.

Trash:

All garbage cans, woodpiles and landscape debris shall be located or screened as to be concealed from view of neighboring streets and property. All rubbish, trash

and garbage shall be regularly removed and shall not be allowed to accumulate. Trash cans may not be staged on roadsides.

IV. Architectural Review Board (ARB)

Shipyards are one of the most beautiful tracks of land on Hilton Head, and through the efforts of the Architectural Review Board, the Shipyards Property Owners' Association strives to maintain a balance with development and the natural surroundings. The Architectural Review Board's responsibility, as required in the Covenants, is to assure the orderly development and renovation of any structure within the plantation. The ARB is made up of owners and a staff architect whose job is to review all new construction, tree removal, additions, landscaping, renovations, and substantial exterior construction within Shipyards. The Committee meets once each month. The ARB Office and pertinent forms and guidelines are located at the Shipyards Welcome Center at 10 Shipyards Drive.

All Shipyards property owners, (this includes all private residential, condominium, commercial and timeshare), must adhere to the ARB Guidelines as required by the SPOA Covenants.

A. Architectural Review Board Jurisdictions

The Shipyards Property Owners' Association (SPOA) Architectural Review Board (ARB) has jurisdiction over the following:

- A. Vertical and Horizontal construction, including but not limited to:
 - Building
 - Walls
 - Fences
 - Garages and carports
 - Driveways
 - Parking areas
 - Signs
 - Roof
 - Pools
 - Permanent sculptures placed in yards, on buildings, or on patios
 - Playground equipment
 - Satellite, TV dishes, or antennas
 - Decks, patios, terraces, and screened enclosures
 - Changing exterior surfaces
 - Awnings and shutters (side & hurricane, all window coverings)

- B. Dredging and Fill Operations for Shaping of Land Areas and Drainage as well as all Site Preparations

- C. All New Construction
 - Residential, Commercial, or Multifamily Addition
 - Garages
 - Room Additions
 - Pools and Spas
 - Pool Enclosures

- Porch or Patio enclosures of any kind
 - Driveways
 - Decks, Patios, and Porches
- D. All Alterations - Major and Minor
- New Doors
 - Window Replacements
 - Decks, Patios, and Porches
 - Exterior Stairs
 - Service Yards
 - Porch and Screen Enclosures of any kind
 - All Landscape Features (trellis work, walkways, etc.)
- E. Remodeling or Altering the Exterior of Existing Structures including:
- Repainting - new or same color
 - Reshingle - new pattern or color and same pattern or color
 - Decks or Stair repairs
 - Addition of any kind
- F. Removal of Trees that are six (6) inches or greater in diameter at four (4) feet above existing development grade.
- G. Demolition of any Structure
- H. All Exterior Lighting
- I. All Landscaping
- J. Building Heights and Design Guidelines

B. Submission Procedures

Applications must be submitted to SPOA - ARB on forms provided in the Appendix of this document or in the ARB office. The initial submission whether conceptual, preliminary or final must include the appropriate fee for the type of work proposed. The fee schedule is included in this document. For additional information call the ARB Administrator at (843) 785-3310 ext. 226.

C. Plans Approval Procedure

Submit Preliminary Plans, Final Plans and Exterior Colors and Materials to the ARB, which will review them for completeness.

1. The ARB meets on a monthly basis at the Welcome Center or as indicated. The ARB will act on most minor submissions within two weeks of receipt of the plans.
2. The ARB will notify the applicant in writing of the results of the review procedure. If the ARB's decision is negative, it will explain the decision and make suggestions for corrective action. Oral representations of any decisions will be non-binding on the part of the

ARB.

3. All plans and documents submitted to the ARB, pursuant to these procedures, will remain the property of SPOA. Under no circumstances will the plans and documents be returned. Special visual aids, such as models, photos, slides, and renderings are encouraged and will not become the property of the SPOA, but must be reclaimed within ten days of the review meeting.
4. The decisions of the ARB are final. The ARB decision may be appealed as described in Section 1.6 of the ARB Guidelines.

D. Requirements and Guidelines for Proposed Projects

(1) Full Size Lot Setbacks

- 50 feet - from a golf course or lagoon and oceanfront property line
- 35 feet - from street or road property line
- 20 feet - from all other property lines, including rear if not golf course, lagoon or deep water
- Pools - 40 feet from golf course or rear of property line; 20 feet from side property line

The ARB has the authority to grant variances from these guidelines when they are justified by special circumstances, such as irregularly shaped lots, corner lots, and retention of specimen trees for aesthetics or other reasons.

(2) Patio Lot Guidelines - Misty Cove, Kingston Cove & Kingston Dunes

Dwelling units constructed on patio lots must be constructed to utilize a patio wall as designated on the plat. The patio house emphasizes an indoor-outdoor use relationship and full utilization of the site for living purposes. The main architectural element of every patio home is the patio wall. The design criteria for the patio wall require greater imaginative utilization than simply a straight wall or fence. Architects are encouraged to optimize the "private garden-court" character of the patio home where the wall enclosure is employed to provide privacy and obtain a maximum utilization of living space. **No window or opening is allowed on the patio wall side of the house, and no overview of the adjacent lot (on either side) is allowed.** Skylights will be considered by the ARB if deemed appropriate. The patio wall must be at least 6 feet in height above the adjacent first floor level or above natural grade beyond the house walls and is normally located three feet inside the designated lot line. The length of the wall should normally extend to within 10 feet of the front and rear property lines and may extend the entire length of the lot -- except for golf course patio lots, where the rear patio wall must remain at least 30 feet (exception Misty Cove) from the golf course property line. All other setbacks for patio homes vary depending on the location. Please contact the ARB to find setbacks for specific lots.

(3) Shipyard Building Permit

Once the ARB has issued its Final Approval, the applicant has paid all required Fees and Deposits, and all Town or State permits are acquired, the ARB will issue a Shipyard Plantation Building Permit for construction. **No work may be performed without a Shipyard Plantation Building Permit. A copy of the Building Permit is located in the appendix, and when issued, it must be posted in clear site during any project.**

(4) Approval Period

Approvals are issued for a period of ninety (90) days. If construction has not commenced within the ninety days following approval, the applicant must resubmit the plans for construction for reconsideration to the ARB. Failure to resubmit will result in cancellation of all approvals.

(5) Inspections

The SPOA ARB Architect or Staff conducts six inspections: Stakeout, Batter Board, Foundation, Framing, Landscape and Final. **No building project, dredge, fill, remodeling, site clearing, etc., may proceed unless a permit certifying that stage of construction is in full display on the property.** Request for all inspections must be made 5 business days prior to the day of inspection. Construction may not progress to the next stage without inspection approval. For request, call 785-3310 ext. 226.

A. Stakeout (String) Inspection

Prior to final ARB approval, the applicant must request a Stakeout Inspection to the ARB Administrator. This inspection must be performed prior to any clearing or other site work on property. The Stakeout must show all building corners, driveways, walks, service yards, property lines, and setback lines. Trees to be removed must be flagged in red. Following the approval of the Stakeout Inspection, the ARB will issue a permit to clear and proceed with construction of batter boards.

B. Batter Board Inspection

When the batter boards are in place but **before** slabs or footings are poured or work of a permanent nature begins, the applicant must request a Batter Board Inspection.

C. Foundation Inspection

D. Framing Inspection

When Framing is completed, the applicant must request a Framing Inspection. When ready to make the request from the Town of Hilton Head, the Architectural Review Board Office must be notified.

E. Landscape Inspection

When completed, the ARB landscape architect will inspect the lot for compliance with approved plan and submitted drainage plan.

F. Final Inspection

When the applicant is ready for the Certificate of Occupancy, the applicant must request a Final Inspection by a representative of and the staff architect of SPOA ARB. Final inspection to include compliance with all plans.

(6) Appeal of Decisions

The applicant may appeal the decisions of the ARB according to the following procedures:

- A. The applicant receiving a negative decision is encouraged to revise the plans in accordance with written recommendations from the ARB and resubmit them to the ARB for approval, with written comment.
- B. If the applicant is unable to comply with the requirements of the ARB or feels that the requirements are overly stringent, the applicant may request a hearing before the Architectural Appeals Board. Such a request must be made in writing and should be directed to the President, SPOA, who will appoint an Architectural Appeals Board to review the application.
- C. The Architectural Appeals Board will consist of a minimum of three (3) members, none of whom may be members of the ARB. The SPOA President will chair the Architectural Appeals Board.
- D. The Chairman of the Architectural Appeals Board will convene a meeting of the Architectural Appeals Board within fifteen (15) days of receipt of the request.

(7) Changes in the Project - Change Orders

- A. If after the ARB has granted final approval and the applicant wants to make changes to the project that would affect any exterior design, materials, or elevation, the applicant must submit revised, detailed plans to the ARB.
- B. The ARB will review the changes and issue a final approval for the changes. Implementation of any changes may not proceed until change is approved in writing by the ARB.
- C. The ARB will accept two changes to final approved plans. Any additional change will incur a \$50.00 review fee.

8. Architectural Review Board Fees

Application Fees for Construction and Ongoing Maintenance for All Regimes, Single-Family, Multi-Family, and Commercial Residences in Shipyard

<u>Commercial/Multi Family Units</u>		\$ 2,500.00
<u>Single Family Residence</u> - Up to 3,000 square feet/ 50 per additional square feet &above		\$ 1,000.00
<u>Additions or Major Alterations</u>	\$750.00 -1,000 sq. ft. plus \$500.00-less than 1,000 sq. ft.	
<u>Pools & Spas</u>		\$ 500.00
<u>Minor Construction</u> New Deck, Stairs, Service Yards, Porch Enclosures, Privacy Walls		\$ 100.00
<u>New Color Paint-Requires Inspection</u>		\$ 50.00
<u>New Color Shingle-Requires Inspection</u>		\$ 50.00
<u>Minor Alterations & Repairs</u> New Doors, Window Replacement, Satellite TV, New Signage, Fences, Driveways		\$ 50.00
<u>Re-staining (Same Color)</u>		\$ 25.00
<u>Re-roofing (Same Shingle)</u>		\$ 25.00
<u>Tree Removal</u>	1-5 trees	\$ 35.00
	5-10 trees	\$ 75.00
	Over 10	\$ 100.00

No Shipyard permit fee is required for tree removal in regimes, commercial or multi-family units. A Town permit is required for those entities. A no charge Shipyard permit will be issued upon the Shipyard ARB's receipt of the Town permit.

<u>Demolition</u>	\$ 250.00
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***All Multi-Family Buildings, Commercial Entities, Regimes-The ARB fees for multi-family, commercial and regimes are per building not to exceed \$500.00. All exterior work must be permitted.**

9. Deposits

Deposits are required from both the property owner and the contractor for all new construction, major renovations, commercial or residential, including foundation work, garages, pool, and spas. These deposits are due upon approval of plans and before SPOA ARB issues either a clearing or a building permit. Make checks payable to SPOA ARB. A performance bond in lieu of a cash deposit is acceptable.

Deposits are refunded unless fines or penalties have been imposed due to non-compliance with the SPOA Covenants and ARB Guidelines. Property Owner deposits are refunded within fourteen (14) days of final inspection and with full

compliance with the approved plans, including the landscaping, the removal of all construction debris, and the total restoration of common areas abutting the property.

Deposits from the contractor are refunded within approximately fourteen (14) days of final inspection and with full compliance with the approved plans, including decks, walkways, driveways abutting common areas, with the removal of portable toilet/trash receptacles, construction material, debris, contractor sign, and completion of repair to common areas damaged or built on in the construction process.

Deposits

Residential - New Construction (Homeowner)	\$5,000.00
Residential - New Construction (Contractor)	\$4,000.00
Commercial or Multi-Family (Homeowner)	\$7,500.00
Commercial or Multi-Family (Contractor)	\$7,500.00
Major Alterations requiring foundation work, including pools and garages (Homeowner)	\$2,000.00
Major Alterations requiring foundation work, including pools and garages (Contractor)	\$2,000.00

V. Covenant Compliance & ARB Guidelines For All Projects

The property owner, contractor, and landscaper will observe the SPOA Covenants and the ARB Guidelines during the construction period and insure that all subcontractors do likewise. Fines and/or penalties for non-compliance will be imposed. If necessary, a stop work order will be issued for repeated non-compliance. Some of the Covenants and Guidelines are listed below.

1. The property owner is ultimately responsible for contractor/subcontractor adherence to all SPOA Covenants and ARB Guidelines.
2. Adherence to the site/house/landscape plans as submitted to and approved by the ARB is required. Any changes to the approved plans must be submitted to the ARB along with a set of revised plans. Without exception, these changes must be approved by the ARB before any changes are made to the site.

3. Plan approvals are dated and are in effect for ninety (90) days from the date of the approval. Construction must begin within the (90) days of plan approval and must be completed within one (1) year after commencement. Landscape installation must begin within thirty (30) days following completion of the house, decks, walkways, and driveways and must be complete within thirty (30) days of receipt of Certificate of Occupancy.
4. Lot clearing is not permitted until the ARB Building Permit has been issued by the ARB, the Town of Hilton Head Island Building Permit has been issued, and both permits are posted by the contractor, adjacent to the contractor's sign.
5. The contractor is responsible for providing water and electrical service at the job site before starting work that requires the use of water and electrical service. Using water and electricity from neighboring properties is strictly prohibited.
6. All work is to be performed Monday through Friday between 7:00am and 7:00pm. Weekend work is permitted on Saturday between 8:00am and 5:00pm, but the work must be quiet work inside the house. A permit is required for Saturday work and must be applied for before 12:00 Noon on the preceding Friday. Saturday work is at the contractor's/subcontractor's risk. Noise or complaints from neighboring property owners will require that Security shut down the job for the day. No work is permitted on Sundays, Christmas, Thanksgiving, or National Holidays.
7. The site must be kept in good appearance at all times. Construction areas must be cleaned and free of debris at the end of each day or the job will shut down. No burning or dumping of any kind is permitted.
8. Store all materials on the building lot, not on adjacent property. Access to the building lot via an adjacent property is not permitted.
9. All vehicles used by contractors/subcontractors must display a valid commercial decal and will not be permitted access to Shipyard Plantation before a commercial decal is issued. All such vehicles must be parked off the roadway and on the building lot.
10. All Shipyard Plantation speed and traffic regulations must be obeyed.
11. Noxious or loud music or behavior will not be allowed on the building site or within Shipyard Plantation.
12. Any cost of repairs or maintenance to offsite areas, such as neighboring lots, roadways, bike paths, right of ways, etc., that are damaged in the construction process are the responsibility of the contractors/landscapers.
13. Upon completion of final inspection all dumpsters and toilet facilities are to be removed.

A.

Shipyards Plantation ARB Compliance & Construction Penalties and Fines

<u>Violation</u>	<u>Penalty</u>
Failure to construct the project in accordance with approved plans	\$1000 and stop construction until revised plans are received/approved.
Clearing without a posted ARB permit	\$1000
Tree pruning, trimming, or removal without a posted ARB permit and Shipyards approval.	\$1000
Failure to submit an as-built survey prior to construction	\$500
Violation of any sign rule	\$50 /day
Failure to submit a foundation survey before vertical construction is begun	\$1000 and work stopped until survey is received and approved
No trash receptacle on site	\$50/day
Failure to deposit trash in receptacle	\$50/day
Failure to cover dumpster	\$50/day
Overflowing trash receptacle	\$50/day
No portable toilet on site/failure to enclose portable toilet	\$50/day
Failure to barricade trees or inadequate barricades Or non-maintenance of barricades during construction	\$100/day
Tree damage due to improper care during construction	\$500 and replacement of tree
Use of privately owned property (adjacent home sites) Without providing the ARB with written prior permission from the owner	\$50/day
Use of water or electricity from neighboring properties	\$50/day plus reimbursement of expenses to owner
Use of exterior materials/colors not approved by the ARB colors	\$500 & change to approved
Failure to install approved landscape/drainage plan	Case-by case basis \$500 & expenses
Legal or other expenses incurred	Actual costs
Work without permit	\$500/stop work till permit is obtained
Failure to request due inspections before work continuation	\$500

B.

Summary of Shipyard Plantation Property Owners' Association Covenant Fines

Fine Category	1 st OFFENSE	2 ND OFFENSE
Violations	\$50.00	\$100.00

Solicitation

Tents

Signs

Boats/Trailers/Cars

Pets/Unleashed

Mailboxes

Noise/Nuisance

Lighting

Unkempt yard/home

Landscape Debris

Damage Common Area

Contractor Dumping

Play Equipment

Warnings: Before any fines are issued, an owner will receive a written warning of the offense. Continued non-compliance after 2nd offense will result in Board approved fines on a daily basis until the stated offense is brought into compliance.

Appeal: An appeal process will be determined and available to all owners.

Time for Offense to be brought into compliance:

1. First offense 30 days from receipt of regular letter.
2. 2ND Offense after 30 days of non-compliance and owner must pay first fine. 15 days to bring offense into compliance and has an additional 50.00.
3. After 45 days of said offense in non-compliance.

A fine of \$100.00 will be issued every two weeks. Until the offense is brought into compliance and all previous fines are paid by the owner.

VI. Applications for Shipyard ARB Permits

All applications are available in the ARB office or on-line at the SPOA Website-Shipyardhhi.com.

- A. Application for Plans Review-Renovations Major/Minor Construction**
- B. Application for Tree Removal**
- C. Plan Submission Form**
- D. Drainage and Tree Compliance Agreement**
- E. Application for Regime Completed Work**
- F. Change Requests Form-Approved Construction**
- G. Request for Exterior Repainting**
- H. Request for Re-roofing**

SHIPYARD ARB
Application for Plans Review
Major Construction & All Renovations

Date: _____

Construction Address (Legal): _____
Lot #, Street, Plat

Owner

Name: _____

Address: _____

Telephone: _____ Facsimile: _____ Cellular: _____

Architect

Name: _____

Address: _____

Telephone: _____ Facsimile: _____ Cellular: _____

Name: _____

Address: _____

Telephone: _____ Facsimile: _____ Cellular: _____

General Contractor

Name: _____

Address: _____

Telephone: _____ Facsimile: _____ Cellular: _____

Landscape Contractor

Name: _____

Address: _____

Telephone: _____ Facsimile: _____ Cellular: _____

APPLICANTS MUST COMPLY WITH ALL REQUIREMENTS OF SHIPYARD.

1. Application is for:

New Residence

Exterior Alteration/Addition. Any change to an existing home and/or outbuildings, which alters the external envelope of the structure(s) or compound, or addition of a bulkhead or horizontal construction such as decks, pools, patios, etc.

Interior Alteration. Any change to an existing home but no envelope change, or extensive internal remodeling.

Minor Change. An addition or alteration of minor nature/cost: external repainting; roof, window or door replacement; added or expanded service yard; major landscaping changes. (Minor landscaping changes, tree pruning and internal remodeling not requiring a Hilton Head Town Building Permit do not require approval).

2. Type of Submission:

Schematic Conceptual Final Color Samples

Other: _____

3. Use of Home: Current owner residence Resale Rental

4. Estimated cost of the project: \$ _____ 5. Estimated date of completion: _____

6. Fee Enclosed: \$ _____ 7. Proposed Building Data:

ITEM	SQ. FOOTAGE	%
a. Developable Area (area within setbacks - shall not exceed 60% of total Lot size). Include Square Footage and %.		
b. Homesite Coverage Calculation (square footage and percentage of site impacted by any building footprints, driveways and any other vertical or horizontal improvements).		
c. Total Building Footprint (including decks, garage, etc.)		
d. Heated Area:		
Main Floor		
Second Floor		
Total Main House Heated Area		
Attached Addition First Floor		
Attached Addition Second Floor		
Total Attached Addition Heated Area		
Outbuilding		
Other		
e. Main Floor Elevation Above Mean Sea Level (MSL)		
f. Height of the Building Main Ridge Line		

8. Floor Plan Data:

No. of Bedrooms: _____

Garage Parking/No. Of Automobiles: _____

No. of Full Baths: _____

No. of Half Baths: _____

Bonus Room: _____

Potting Sheds: _____

Other Outbuildings: _____

9. Exterior Finishes:

Note: All of the following items must be specified and 8 ½ " x 11" sample boards included for **Preliminary Approval**. Larger color samples on the intended materials (wood siding, stucco, etc.) can be requested by the ARB. All vertical construction (includes hand/deck rails, stair risers, chimney screens, roof/wall vents, etc.) is to be painted/stained. Be specific- show manufacturer or brand name and number in the description column below.

Item	Material	Color	Description
Roofing	_____	_____	_____
Foundation	_____	_____	_____
Siding	_____	_____	_____
Fascia	_____	_____	_____
Trim	_____	_____	_____
Soffit	_____	_____	_____
Gutters	_____	_____	_____
Front Door	_____	_____	_____
Garage Door	_____	_____	_____
Other Doors	_____	_____	_____
Handrails	_____	_____	_____
Pickets	_____	_____	_____
Columns	_____	_____	_____
Windows & Frames	_____	_____	_____
Mullions	_____	_____	_____
Shutters	_____	_____	_____

Chimney	_____	_____	_____
Decks	_____	_____	_____
Driveway	_____	_____	_____
Walks/Patio	_____	_____	_____
Bulkhead	_____	_____	_____
Exposed Foundations	_____	_____	_____
Pool/Spa	_____	_____	_____
Pool/Spa Deck	_____	_____	_____
Pool/Spa Screening	_____	_____	_____
Other	_____	_____	_____

10. Description of Project if Addition or Alteration:

11. The following is a contact person who may be contacted in the event of emergencies or other activities requiring an immediate response:

_____	_____
Name	Phone
_____	_____
Pager/Other	Cell Phone

12. I hereby certify that I have read the current Shipyard Plantation ARB Guidelines and that I have complied with all applicable parts of them, and that the information presented above is true and correct to the best of my knowledge.

Owner, Architect, General Contractor, and Landscape Contractor must sign application.

_____	_____	_____
Owner Signature	Date	Print Name
_____	_____	_____
Architect Signature	Date	Print Name

Designer Signature

Date

Print Name

General Contractor Signature

Date

Print Name

Landscape Contractor Signature

Date

Print Name

ACCEPTED:

Architectural Review Board

Date

B.

**Shipyards Plantation
Architectural Review Board**
Application for Tree Removal Permit

Property Owner: _____

Shipyards Property Address:

Telephone # _____ Alt. Telephone #

Location of trees to be removed (mark with ribbon). Specify number of trees to be considered:

Reason for Removal: _____

~Shipyards ARB Use Only~

The Shipyards ARB does approve the following for removal:

The Shipyards ARB does not approve the following for removal:

The Shipyards ARB requires tree replacement, as follows:

To be planted by: _____
(Date)

Shipyards ARB Representative

Date Inspected

ARB PLAN SUBMISSION CHECKLIST Major Construction

Shipyard ARB Plan Submission Procedures & Requirements

This form must be completed for each submission and marked accordingly.

NOTE: Any submission at any stage that does not include all plans, materials, applications, details and other items as required will be rejected by the Administrator and not be placed on the ARB agenda until all requirements have been met. It is recommended that the guidelines be read and digested prior to starting the design of a house in Shipyard Plantation.

Conceptual Plan Requirements:

1. An artist's rendering or a schematic rendering of the proposed improvement MAY be submitted to see if a particular style or design is suitable. Submittals at this stage may be directed at specific design issues and if so the submission should be sufficiently complete to allow the ARB to understand the issue and to make an informed decision. Approval at this stage does not preclude the ARB from addressing issues in subsequent reviews.

Preliminary Plan Requirements:

1. Acquire tree, topographic and boundary survey of existing property and provide site plan to scale, overlaid on a tree and topographic survey, indicating all structures and improvements with an indication of trees to remain and trees to be removed. All setbacks shown and any encroachment clearly identified.
2. Elevation drawing at 1/4"=1' (if plans and/or elevations will not fit on sheet at 1/4" scale provide an additional set of plans and elevation at 1/8" scale.)
3. Floor plans at 1/4"=1'
4. Spot elevations for anything outside the setback lines and a notation of the highest natural grade on the site.
5. Indicate enough of adjacent structures to show relationship to submission.
6. Must show ratio for softscape vs. hardscape on plan.
7. Any variances required to be identified and requested. Any variance request must be in writing, however variance requests are discouraged.
8. Must show area of the gross heated area by floor and the area of the lot.
9. All exterior colors and materials.

Final Plan Requirements:

Provide **two** sets of plans with original signature and stamp of architect on each page. The covenants require the services of a registered architect be used for plan preparation. South Carolina law requires that any architect providing services in South Carolina be registered to provide those services in South Carolina.

Site Plan: Scale of 1/8"=1'

1. Indicate enough of adjacent structures to show relationship to submission.
2. Show location of contractor's ID sign, dumpster, outdoor toilet, and construction parking.

- ___ 3. Show size and location of all service yards, locate pool equipment and provide service yard details to include screening materials. Service court and compressor screen fence. (If shown on other sheets indicate the location of the details.)
- ___ 4. Indicate service yards relationship to lot for water, electricity, cable and telephone.
- ___ 5. Indicate location and type of any yard lights. If shown on landscape plan, also indicate on site plan and in adjacent blank.
- ___ 6. Indicate all planting areas, beds and site improvements on all sides of the house.
- ___ 7. Color Board: Completely identify exterior colors, materials and pattern/textures. (Samples required.) Color samples may be submitted at a small scale but should be accompanied by a large sample that allows the committee to make its evaluation. Large size samples will be returned. Note pattern and texture of driveways and walks.
- ___ 8. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/texture)
- ___ 9. Show all utility routings.
- ___ 10. Provide all pervious/impervious calculations.

Grading Plan: Scale of 1/8"=1' (Note: a separate plan is required for grading & drainage)

- ___ 1. A drainage plan is required for all submissions. A civil engineer, landscape architect or architect must prepare drainage plans.
- ___ 2. Provide tree and topographic survey indicating the grading, fill and drainage to be done.
- ___ 3. Indicate the location and identification of special features. (e.g. drainage ditches existing manholes, lagoon, easements, adjacent structures, golf fairways, tennis courts, etc.)
- ___ 4. Indicate access streets, walkways, drives and other exterior improvements on site plan. (Indicate color/texture)
- ___ 5. If applicable, indicate the culvert(s) location, size, and flow direction. If not applicable, enter N/A in adjacent blank.
- ___ 6. Plans show ratio for pervious vs. impervious.

Landscape Plans & Elevations: Scale of 1/8" = 1'

- ___ 1. Show plants at installed size.
- ___ 2. Include a plant list with common and botanical names, height and spread at installation.
- ___ 3. Coordinate with and relate to adjoining landscape.
- ___ 4. Show all landscape lights and submit a cut sheet.

Floor Plan: Scale of 1/4" = 1' (Floor plans must agree with elevation and details)

- ___ 1. Indicate all walls, door and windows. For partial renovations plans of the affected areas will suffice. Plans should be complete and ready for construction.
- ___ 2. Provide enclosed heated/air-conditioned square footage (stated by floor).
- ___ 3. Doors and windows keyed to schedule.
- ___ 4. Fully dimension plans.
- ___ 5. Foundation plan.

Elevation Drawings: Scale of 1/4" = 1'

- 1. Indicate floor-to-floor heights on each elevation.
- 2. Indicate minor elements not detailed elsewhere (such as quoins and stucco rustication).
- 3. Indicate all finished floor heights including the garage, the service yard, pool decks, decks and patios, plate height for the upper floor and the overall height of the highest ridge or peak of the roof above 1st finished floor and MSL.
- 4. Note all materials.
- 5. Show all service yards, stair rails, raised pool structures, planters and decks on elevations.
- 6. If applicable, show downspouts and gutters. If not applicable, enter N/A in adjacent blank.

Roof Plan:

- 1. Outline plan to indicate overhangs.
- 2. Show peaks, valleys, crickets and sheds.
- 3. Draw dormers, chimneys, vents, skylights and other features.
- 4. Indicate slope direction and pitch of all roof areas.
- 5. Indicate gutters and downspout locations as applicable.

Detail Drawings: (keyed to plans and elevations)

- 1. Detail typical wall sections showing all eave, rake and base conditions. **(Required)**
- 2. Show patio wall section, if appropriate.
- 3. Show column-base and capital (including relationship to beam above).
- 4. Show railings (including supporting newel posts and rail terminations).
- 5. Steps (Note: material and profile of steps).
- 6. Screen porch
- 7. Typical window details
- 8. Window schedule (including material, glazing). **Note: May be on elevation but must show material and type of glazing.**
- 9. Louver (including relationship to attached walls, base, etc.)
- 10. Dormer - rake, eave, base.
- 11. Trim projections where not clearly described elsewhere.
- 12. Pool plans

Electrical Plan:

- 1. Provide an electrical schedule and legend.
- 2. Provide electrical panel and meter locations.
- 3. Exterior lighting source may be on site plan or landscape plan.
- 4. Catalog cuts of exterior lighting and elements readily visible for outside.

Required Cut Sheets:

- 1. Front Door
- 2. Garage Doors
- 3. Exterior Lights
- 4. Landscape Lights
- 5. Water features
- 6. Exterior porch ceiling fans (w/o lights)

**Application for Regime Complexes
In Shipyard**

Date: _____

**Work to be done: _____ Wood Replacement _____ Repaving
_____ Pool/Spa Resurfacing _____ Tennis Courts
_____ Mailbox Replacement**

(Other areas?) _____

Regime (name): _____

Manager of Regime: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Contract Company: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Contact Person: _____

Description of Project:

Dates for project: Beginning: _____ Ending: _____

Cost of Project _____

*** All new construction must be submitted on "Application for Plans Review" found in this guide.

Request for Exterior Repainting

To: Shipyard ARB
10 Shipyard Drive
To: ARB Chairman
Hilton Head Island, SC. 29928
(843) 785-3310 ext. 226

From: Owner's Name: _____

Mailing Address: _____

Proposed Colors:

Siding-Mfg. _____ Color Name/No. _____

Garage Doors-Mfg. _____ Color Name/No. _____

Trim (Check applicable items)

___ Windows Mfg _____ Color Name/No. _____

___ Fascia Mfg. _____ Color Name/No. _____

___ Soffits Mfg. _____ Color Name/No. _____

___ Columns Mfg. _____ Color Name/No. _____

___ Front Entry Door Color: _____

___ Exterior Doors Color: _____

___ Fences, Handrails, Pickets, etc. Color _____

___ Shutter Color _____

Windows & Door Trim Color: _____

Other: _____

Stucco/Masonry-Brand _____

Color Name/No. _____

I have attached a sample (4"x4" or smaller on the actual material) of all proposed colors are not displayed in ARB office and a photograph of the front exterior.

Submitted by: (Signature) _____

Address (if different) _____

Phone No. _____

Request for Re-Roofing

To: Shipyard ARB Chairman -10 Shipyard Drive, Hilton Head Island, SC 29928

From: Owner's Name: _____

Mailing Address: _____

Existing Roofing: (Check one and complete)

_____ Wood Shake/Shingles

_____ Asphalt /Fiberglass Shingles

Color _____

Other (Describe) _____

Proposed Roofing: (Check one and complete)

_____ Wood Shake/Shingles* Color, if any _____

Asphalt /Fiberglass Shingles -Minimum requirement: **300 pounds per square**

Other Materials* _____

Manufacturer _____

Color _____

Wt.per square lbs. _____

Roofing Contractor:

Name: _____

Phone: _____

I have attached a sample (6"x6 " or larger) of the intended roofing material.

Submitted by: (Signature) _____

Phone No. _____

