

- IV. 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.)
- V. Remodeling or Altering the Exterior of Existing Structures including:
 - Repainting - new or same color
 - Re-shingle - new pattern or color and same pattern or color
 - Decks or Stair repairs
 - Addition of any kind
- VI. Removal of Trees that are four (4) inches or greater in diameter at two (2) feet above existing development grade.
- VII. Demolition of any Structure
- VIII. All Exterior Lighting
- IX. All Landscaping
- X. 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 Chairman at (843) 785-3310 ext. 1005.

C. Plans Approval Procedure

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

1. The ARB meets on a necessary 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,

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. 1005.

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>	
<u>1,000 + sq. ft.</u>	\$750.00
<u>less than 1,000 sq. ft.</u>	\$500.00
<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>	\$100.00
<u>New Color Shingle-Requires Inspection</u>	\$100.00
<u>Minor Alterations & Repairs</u> New Doors, Window Replacement, Satellite TV, New Signage, Fences, Driveways	\$50.00
<u>Re-staining (Same Color)</u>	\$50.00
<u>Re-roofing (Same Shingle)</u>	\$50.00
<u>Tree Removal</u>	
1-4 trees	\$25.00
5-9 trees	\$50.00
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.

Demolition

\$ 250.00

***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. The deposits are due upon approval of plans and before the SPOA ARB issue 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.

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.

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.

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.

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.

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 before a commercial decal is issued. All such vehicles must be parked off the roadway and on the building lot.
10. All Shipyard 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.
- 1 . 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.

Upon completion of final inspection all dumpsters and toilet facilities are to be removed.

A. Shipyard ARB Compliance & Construction Penalties and Fines

<u>Violation</u>	<u>Penalty</u>
Failure to construct the project in accordance with approved plans and stop construction until revised plans are received/ approved.	\$1000
Clearing without a posted ARB permit	\$1000
Tree pruning, trimming, or removal without a posted ARB permit and Shipyard 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	\$500 & change to approved colors
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 until permit is obtained
Failure to request due inspections before work continuation	\$500

B. Summary of Shipyard Property Owners' Association Covenant Fines

Fine Category	1st OFFENSE	2ND OFFENSE
Violations	\$50.00	\$100.00
Solicitation	\$50.00	\$100.00
Tents	\$50.00	\$100.00
Signs	\$50.00	\$100.00
Boats/Trailers/Cars	\$50.00	\$100.00
Pets/Unleashed	\$50.00	\$100.00
Mailboxes	\$50.00	\$100.00
Noise/Nuisance	\$50.00	\$100.00
Lighting	\$50.00	\$100.00
Unkempt yard/home	\$50.00	\$100.00
Landscape Debris	\$50.00	\$100.00
Damage Common Area	\$50.00	\$100.00
Contractor Dumping	\$50.00	\$100.00
Play Equipment	\$50.00	\$100.00

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. Covenant Compliance & ARB Guidelines for All Projects

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

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

A.1

SHIPYARD ARB Application for Plans Review Major Construction & All Renovations

Date: _____

Construction Address (Legal):
Owner
Name:
Address:
Telephone:
Cellular:
Email:
Architect
Name:
Address:
Telephone:
Name:
Address:
Telephone:
General Contractor
Name:
Address:
Telephone:
Cellular:
Email:
Landscape Contractor
Name:
Address:
Telephone:
Cellular:
Email:

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.

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) Home site 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 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	

A.2

SHIPYARD ARB
Application for Plans Review
Minor Construction & All Exterior Renovations

Date: _____

Construction Address (Legal):
Owner
Name:
Address:
Telephone:
Cellular:
Email:
Architect
Name:
Address:
Telephone:
Name:
Address:
Telephone:
General Contractor
Name:
Address:
Telephone:
Cellular:
Email:
Landscape Contractor
Name:
Address:
Telephone:
Cellular:
Email:

APPLICANTS MUST COMPLY WITH ALL REQUIREMENTS OF SHIPYARD.

1. Application is for:

- 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.
- Minor Change. An addition or alteration of minor nature/cost: 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. Description of Project if Addition or Alteration: _____

8. 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			

9. 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

10. I hereby certify that I have read the current Shipyard 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.

**Shipyard
Architectural Review Board
Application for Tree Removal Permit**

Property Owner: _____

Shipyard Property Address: _____

Telephone # _____

Alt. Telephone# _____

Location of trees to be removed (mark with ribbon).

Specify number of trees to be considered:

Reason for Removal:

Shipyard ARB Use Only

The Shipyard ARB **DOES** approve the following for removal :

The Shipyard ARB **DOES NOT** approve the following for removal:

The Shipyard ARB requires tree replacement as follows:

To be planted by: (Date)

Shipyard ARB Representative: _____

Date Inspected: _____

C.

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.

I. Conceptual Plan Requirements:

- 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.

II. 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.

III. 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)

E.

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: _____

Email: _____

Cell: _____

Contract Company: _____

Address: _____

Phone: _____

Email: _____

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.***

G.

Request for Exterior Repainting

Owner's Name: _____

Mailing Address: _____

Proposed Colors:	
Siding-Mfg.	
Color Name/No.	
Garage Doors Mfg.	
Color Name/No.	

Trim (Check applicable items)

Windows-Manufacturer _____

Color Name/No. _____

Fascia-Manufacturer _____

Color Name/No. _____

Soffits-Manufacturer: _____

Color Name/No. _____

Columns-Manufacturer _____

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. _____

H.

Request for Re-Roofing

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. _____