



## APPLICATION FOR PLAN REVIEW

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### MINOR CONSTRUCTION & ALL EXTERIOR RENOVATION

Legal Construction Address:
<b>Owner Information</b>
Name:
Mailing Address:
Shipyard Address:
Phone:
Email:
<b>Architect Information</b>
Architect 1:
Address:
Phone:
Architect 2:
Address:
Phone:
<b>General Contractor Information</b>
Name:
Address:
Phone:
Email:
<b>Landscape Contractor</b>
Name:
Address:
Phone:
Email:



**SHIPYARD**

*Property Owners Association*

**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 are 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:**

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**8. Exterior Finishes:**

Note: All 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.

<b>ITEM</b>	<b>MATERIAL</b>	<b>COLOR</b>	<b>DESCRIPTION</b>
Roofing			
Foundation			
Siding			
Fascia			
Trim			
Soffit			
Gutters			
Front Door			
Garage Door			
Other Doors			
Handrails			
Pickets			
Columns			
Windows & Frames			
Mullions			
Shutters			
Chimney			
Decks			
Driveway			
Bulkhead			
Exposed Foundations			
Pool / Spa			
Pool Deck / Spa Deck			
Pool / Spa Screening			
Walks / Patio			
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:
Email:	Alt 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.

<b>Signature</b>	<b>Date</b>	<b>Print Name</b>
Owner:		
Architect:		
Designer:		
Gen. Contractor:		
Landscape Contract:		
ARB Chairman:		

ACCEPTED

DENIED