



APPLICATION FOR PLAN REVIEW

MINOR CONSTRUCTION & ALL EXTERIOR RENOVATION

Legal Construction Address:
Owner Information
Name:
Mailing Address:
Shipyard Address:
Phone:
Email:
Architect Information
Architect 1:
Address:
Phone:
Architect 2:
Address:
Phone:
General Contractor Information
Name:
Address:
Phone:
Email:
Landscape Contractor
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.

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			
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.

Signature	Date	Print Name
Owner:		
Architect:		
Designer:		
Gen. Contractor:		
Landscape Contract:		
ARB Chairman:		

ACCEPTED

DENIED