REVISED 8/26
FOR SPARB USE

SEA PINES
ARCHITECTURAL REVIEW BOARD
APPLICATION FOR BUILDING PERMIT

NOTICE: THE APPLICATION AND APPROVAL PROCESS OF THE SEA PINES ARCHITECTURAL REVIEW BOARD IS SUBJECT TO BINDING ARBITRATION IN ACCORDANCE WITH THE SEA PINES ARB ARBITRATION GUIDELINES.

TO: SEA PINES ARCHITECTURAL REVIEW BOARD
175 GREENWOOD DRIVE
HILTON HEAD ISLAND, SOUTH CAROLINA 29928
(843) 671-5533 • website: www.seapinesarb.com

APPLICATION FOR:

☐ NEW CONSTRUCTION ☐ COMMERCIAL ☐ DEMO
☐ EXTERIOR ALTERATION ☐ POOL ☐ OTHER

NEEDED FOR APPROVAL	Prelim.	Or Final
STAKE OUT w/ submission of Application	☐	☐
TREE/TOPO SURVEY PDF (less than 2 yrs.) (Sealed by Registered P.E.)	☐	☐
AS BUILT SURVEY PDF	☐	☐
ENTIRE FOOTPRINT OF ADJACENT PROPERTY BUILDINGS PDF	☐	☐
PHOTOS OF ADJACENT PROPERTIES	☐	☐
SEALED DRAINAGE PLAN PDF BY PROF. ENGINEER / ARCHITECT	☐	☐
SITE PLAN PDF	☐	☐
FLOOR PLANS & ELEVATIONS DRAWINGS PDF'S (full set)	☐	☐
BEFORE & AFTER ELEVATIONS PDF	☐	☐
BUILDING SECTION WITH DETAILS PDF	☐	☐
VARIANCE REQUEST FORM	☐	☐
EXTERIOR LIGHTING CUT SHEETS PDF'S Electrical Plans (no flood lights)	☐	☐
LANDSCAPE MASSING PLAN PDF	☐	☐

APPLICATION FEES – MUST ACCOMPANY APPLICATION

FEES RECEIVED $_____ DATE _____

CHECK #_____

Date: _____ Serial No. _____

Legal Lot # of Construction _____

Mailing Address of Construction _____

OWNER:

Name: _____

Address: _____

_____

Phone No. _____

Email Address: _____

ARCHITECT OR DESIGNER:

Name: _____

Address: _____

_____

Phone No. _____

Email Address: _____

BUILDER:

Name: _____

Address: _____

_____

Phone No. _____

Email Address: _____

The owner agrees to submit with this application, pdf plans to include any and all setbacks, covenant restrictions, easements, or other restrictions.

The undersigned agrees to comply with the rules, guidelines, amended and restated Covenants and procedures of the Sea Pines ARB, including, but not limited to arbitration provisions for disputes as contained in the Sea Pines ARB Guidelines.

Owner's Signature: _____
(MUST BE SIGNED BY THE HOMEOWNER)

ENCLOSED DWELLING AREA (square footage)

First Floor _____ (Heated) + _____ (Covered area) = _____

Second Floor _____ (Heated) + _____ (Covered area) = _____

+ _____ (Garage area) = _____

Total Dwelling Area * = _____

ELEVATIONS

First Floor Elevation
Above MSL _____ Ft.

Total Square Footage
Of Lot _____ Ft.

Maximum Roof Height
Above First Floor _____ Ft.

Ratio of Covered Area
to Lot Size _____

* Note: The term "enclosed dwelling area" means the total area enclosed in a dwelling and includes areas of screened porches, covered porches, and garages. Areas of patios, terraces, and decks are specifically excluded.

EXTERIOR MATERIALS & COLORS: **Be specific; show manufacturer, or brand name and number.**
⊛ - Indicates materials to be approved at final review, the remaining color pallet will be given final review and approval from the field color board.

	Material	Color	Description Manufacturer or Brand Name	LRV Rating
WINDOWS ⊛				
ROOFING ⊛				
METAL ROOF ⊛				
FRONT DOOR ⊛				
EXTERIOR DOORS ⊛				
Shakes				
Siding (Wood)				
Masonry Siding				
Foundation				
Chimney				
Corner Boards				
Soffits				
Fascia, Trim				
Shutters				
Garage Doors				
Windows & Door Trim				
Columns				
Attic Vents				
Band Board				
Foundation Vent				
Drive Paving				
Walks Paving				
Fences				
Other (Handrails, Pickets, etc.)				

Brief description of project: