

## ARB FAQ'S

**QUESTION:** Do I need ARB approval to repaint/re-roof my house the same color it is now?"

**ANSWER:** Yes, all repainting/re-roofing must be approved by the ARB.

**QUESTION:** Are fences allowed?

**ANSWER:** Fences are allowed provided they do not surround the entire perimeter of a lot, are designed to complement the architectural style of the house and are adequately landscaped to blend with the natural woodland setting. Please refer to the guideline specification requirements. You will need to landscape the fence from the view of the adjoining neighbors.

**QUESTION:** If I am only changing my windows, do I need to get a permit?

**ANSWER:** Yes, you need ARB approval and a permit to replace windows, even if they are the same size, shape or color as the original windows.

**QUESTION:** I want to build a pool. How far does it have to be from the property line?

**ANSWER:** The setback for a pool and its deck is typically 10 feet from the property line for an in ground pool (less than 24 inches above the existing grade). For a street side pool, the minimum setback is 15 feet from the property line and privacy screening with a fence or substantial landscaping is usually required. See the guidelines for more specific information. Pools adjacent to golf course have a 30 foot setback from the property line.

**QUESTION:** When must an application be turned in to be reviewed at the next ARB meeting?

**ANSWER:** Applications received by noon on Thursday are generally reviewed the following Tuesday unless the application is for room additions, pools or new houses which require adjacent property owner notification. This notification process takes a minimum of 10 business days to allow the neighbors an opportunity to review the plans prior to the ARB review. A yellow notice is posted at the site as an additional notification of neighbors. From time to time, the ARB may not meet to review applications due to special meetings for Guideline review, other ARB business or the lack of a quorum.

**QUESTION:** Do I need plans to enclose a porch or carport?

**ANSWER:** Complete architectural plans showing the complete elevation for each elevation that is affected are required for any exterior change. For changes/additions that alter the footprint of the house or to add a pool or hot tub, an as-built survey is required with the application for approval. You will need an 11 x 17 copy of the

site plan and elevations when submitted plus a full size plan of the site plan, elevations and floor plans.

**QUESTION:** Do I need approval to remove a dead tree?

**ANSWER:** Any tree 6 inches or larger in diameter (measured at 4 feet above the ground) requires approval by the ARB before it can be removed. There are times when a tree appears to be dead but is just temporarily dormant. The ARB Arborist can determine if the tree is dead or dormant. Sealoft covenants require approval to remove any tree 4 inches or larger in diameter.

**QUESTION:** Does the ARB have my plans on file and how do I get a copy of my plans?

**ANSWER:** The ARB has plans for most of the houses in Sea Pines. With a letter from the owner authorizing copying the plans and a \$30.00 processing fee, the ARB staff will copy your plans on a CD. All of the completed house plans are now scanned and can be put on a CD for you to put in your safety deposit box.

**QUESTION:** Do I need ARB permission for Satellite dishes?

**ANSWER:** Yes, you must complete an application form with \$25.00. Please call our office to arrange for an appointment (671-5533). Then call us when the installer arrives at your house. The dish should be hidden from view of the street and the neighbors.

**QUESTION:** Do I need ARB permission for swing sets, trampolines and basketball hoops?

**ANSWER:** No application is necessary for these amenities but there are guidelines which apply to location and screening requirements. We suggest you purchase natural material play equipment rather than the bright colored available.

**QUESTION:** I need to resurface my driveway. Do I need ARB approval?

**ANSWER:** To resurface your driveway with the same material that exists, you need to submit an application for ARB approval. For any change of material or size/shape it is necessary to get ARB approval.

**QUESTION:** How much will it cost to review my plans?

**ANSWER:** New houses: **\$1600.00** for the first 2000 square feet plus **\$35.00 per 100** square feet for the next 2,000 to 4000 square feet of covered or heated space. **\$50.00** per 100 for additional square footage from 4000 to 6000. **\$100** per 100 square feet of any heated or covered square feet over 6000.

Additions less than 500 square feet - \$600.00

Additions between 500 and 1000 square feet - \$700.00

Additions over 1000 square feet but less than 1500 square feet - \$900.00 \$35 per 100 square feet for additional heated or covered space over 1500 square feet.

**QUESTION:** What is a Compliance Deposit? How much is required?

**ANSWER:** Compliance deposits are made to ensure that the building is completed according to the approved plans, that the project is completed in a timely fashion and that the site is clean and orderly. The amount ranges from \$500.00 for a minimal alteration to \$100,000.00 for a new house.

**QUESTION:** After you have approved the application, how long do I have to pay the escrow deposit for the project and start construction?

**ANSWER:** Approvals expire after 6 months. The escrow deposit must be received before the approval expires.

**QUESTION:** If the approval expires, do I have to re-apply and go thru the process again and pay an additional application fee?

**ANSWER:** If the approval expires, you must resubmit for approval again and pay the appropriate fee.

**QUESTION:** How long do I have to complete my project before my permit expires?

**ANSWER:** The Sea Pines Building Permit Agreement expires after 1 year.

**QUESTION:** If I want to demolish an older existing home to make room for new construction, will I need a permit?

**ANSWER:** A demolition permit is required before you can demolish an existing structure. A fee of \$300.00, a completed application, a copy of the Town of Hilton Head demolition permit and a current tree and topo survey are required to obtain a demolition permit. An escrow deposit of \$4,000.00 is required. The permit is good for thirty (30)days.

**QUESTION:** What is the minimum square footage I can build?

**ANSWER:** Minimum sizes vary but are generally the following:  
The minimum for patio homes is 1200 square feet.  
The minimum for Harbour Town townhouse lots is 1500 square feet.  
The minimum for full size lots is 2000 square feet.

Please consult your sales contract and deed for your minimum size requirements.

**QUESTION:** Does the ARB have any height restrictions?

**ANSWER:** The maximum height allowed for single family home sites is 35 feet above the first finished floor or 50 feet above mean sea level (whichever is less). The maximum for Townhouse Sites is from 3 to 5 stories.

**QUESTION:** Are landscape plans required for remodel additions.

**ANSWER:** Landscape plans may be required to mitigate the impact of an addition on the neighbors or the view from the street. A pool landscape plan is required with the submission of the pool application.

**QUESTION:** If I want to re-work my existing landscaping will I need to submit plans for review?

**ANSWER:** You can add to your landscaping without approval but if you remove all the landscape materials, you must get ARB approval for the new design.

**QUESTION:** I want to change out my ugly old front door. Do I need to have the new door approved before I buy it?

**ANSWER:** Any exterior change including replacing a front door requires ARB approval.

**QUESTION:** Are setbacks for new houses and additions measured to the exterior wall or the roof overhang?

**ANSWER:** Setbacks are measured to the walls of the structure.

**QUESTION:** I need to remove my foam stucco and replace it with cement stucco. Do I need a permit?

**ANSWER:** Approval is necessary for any exterior change even if you are using the same color. An application fee of \$300.00 is required. Due to the length of time and debris created by replacing foam stucco, a Building Permit Agreement and escrow deposit of \$4,000.00 is also required for this type repair.

**QUESTION:** Do I need approval to repaint or stain my house the same color?

**ANSWER:** You will need to submit a sample of the color on the same material as the home with a photograph.

**QUESTION:** Do I need approval to repair or replace materials on the exterior of my home.

**ANSWER:** Yes, you will need to come in and make application for these repairs. It is typically a staff approval and we issue a permit at that time for you to post for our inspector who visits the construction sites weekly.