

## **Sea Pines Architectural Review Board**

### **Emergency Permits and Inspections**

**Purpose:** Following a hurricane or other disaster, once Hilton Head Island is legally declared to be a disaster area, the following "Emergency Guidelines" will take effect and the Sea Pines ARB Guidelines in effect at that time are modified as follows to assure that property owners, or their properly designated representatives (usually architectural firms or general contractors), can rapidly begin the process of returning their properties to normal conditions.

In order to assure that Sea Pines Plantation remains a premier resort and residential community which continues to adhere to its basic design concept of improved properties that blend into their natural environment, it is also necessary for the ARB to keep timely records and approvals of exterior design changes to be sure that the covenants supporting our community are adequately enforced.

**Overview:** The ARB Administrator maintains an electronic file system for each property owner's plans. A second set of these files is securely stored in case of emergencies. Each property owner's plans have been updated as approvals where obtained from ARB over the years since the property was originally constructed. These plans may be transmitted electronically to property owners or their designated representatives.

In situations where trees need to be removed, the roof partially repaired, a few broken windows or doors replaced, and the property needs to be repainted because of minor exterior damage, in most cases no prior approval will be required of the ARB Administrator or the Board.

In situations where property is going to be reconstructed virtually identically to the current updated plans on file with the ARB, only a simple Declaration Form (an Affidavit) signed by the property owner is required. This Declaration Form will be promptly reviewed and approved, if appropriate, by the ARB Administrator or designated staff members (no ARB Board action is required). See attached form.

In cases where the property needs to be substantially rebuilt and the property owner decides to change the design, size, or exterior materials, the traditional ARB application approval process will be required in accordance with published ARB Guidelines.

**Overview**

**(continued):** The nine member Architectural Review Board is made up of 7 voting members and 2 alternates duly appointed by CSA, ASPPO and the Sea Pines Company. At present, two of the ARB members are local professional architects and there is one non voting guest architect. During the period of the emergency it is the intention of the Board to review and approve, if appropriate, each application as expeditiously as possible. In order to expedite the approval process, the 9 member ARB Board intends to divide itself into three approval committees of three members each, with each group meeting twice a week (therefore meetings will be held six days a week including Saturdays) until such time as the ARB Board determines the emergency is over (based on the number of traditional applications declining to less than 30 per week). Following the emergency the Board will return to its traditional weekly meetings. As movement within Sea Pines Plantation could be severely curtailed during the emergency, Board members will not be required to visit each site, but may review and approve design plans either faxed or electronically transmitted to them at locations which may be off island. Telephonic or electronic meetings will be permitted throughout the duration of the emergency.

**THE ARB MAY BE REACHED THROUGH:**

The CSA web site at . . . . . [www.csaseapines.com](http://www.csaseapines.com)  
By telephone at . . . . . 843-671-5533  
By fax at . . . . . 843-671-5368

**The  
Approval  
Process:**

**No Approvals Are Required For:**

- Tree removal when trees have fallen on the ground, across structures, or are leaning more than 30 degrees;
- Minor roof repairs involving less than 50% of the total roof surface; including the garage surface, with matching color and texture roofing materials;
- Replacing broken windows with those of a matching color and type of window;
- Replacing less than 50% of all exterior wall materials with matching materials and repainting with an ARB pre-approved paint color or an identical existing paint color; and;
- Replacement of any damaged exterior doors or garage doors and repainting with an ARB pre-approved paint color or an identical existing paint color.

**ARB ADMINISTRATOR TO BE NOTIFIED IN WRITING FOLLOWING THE COMPLETION OF REPAIRS SO THAT ARB PLAN FILES MAY BE PROPERLY UPDATED FOR PROPERTY OWNER'S PROTECTION. PROPERTY OWNER OR DESIGNATED REPRESENTATIVE TO SUBMIT BEFORE AND AFTER PHOTOS.**

**The  
Approval Process**     **ARB Administrator Approval Required When:**

**(continued): Major property repairs are required beyond those noted above (which require no approvals), specifically:**

- **Damaged tree removal where the property owner feels a tree or trees should be removed, but it does not qualify as noted above.**
- **Replacement of more than 50% of the roof or replacement of any portion of the roof with a different color or texture roof than the one currently existing; -**
- **Replacement of broken windows with a noticeably different type or color window;**
- **Replacement of more than 50% of all exterior wall materials;**
- **Repainting exterior walls or exterior doors and garage doors with a non-ARB pre-approved paint color or color different from the existing color.**

**ARB ADMINISTRATOR OR STAFF TO BE CONTACTED FOR APPROVAL USING SIMPLIFIED FORM DEVELOPED FOR SUCH EMERGENCIES. REVIEW AND APPROVAL, IF APPROPRIATE, TO BE COMPLETED AS SOON AS POSSIBLE. SEE ATTACHED FORM.**

**The simple Declaration Form may be used for major reconstruction of a property to a condition identical to the approved existing plans currently on file with the ARB where paint color of exterior walls and doors and garage doors is identical to those existing or is an ARB pre-approved color and where roofing material is either identical to that existing or an ARB pre-approved color and texture. See attached form.**

**ARB ADMINISTRATOR OR STAFF TO BE CONTACTED FOR APPROVAL USING A SIMPLE DECLARATION FORM AVAILABLE FOR SUCH EMERGENCIES. REVIEW AND APPROVAL, IF APPROPRIATE, TO BE COMPLETE AS SOON AS POSSIBLE. SEE ATTACHED FORM.**

**Emergency ARB Board Approval Required When:**

**Proposed property improvements are other than those specifically noted above. ARB Guidelines are available electronically at the CSA web site and are generally well known to local architects. It is likely that local architects will coordinate their efforts with many out of town architects to speed up the design process during the emergency.**

**The type of property improvements requiring Emergency ARB Board action generally will include substantive architectural design changes involving such items as raising the ground floor elevation to conform to current standards, extensive changes in the exterior wall materials being used, expanding or contracting the property improvements to better correspond to the lifestyle and needs of the property owner, etc.**

**THE ARB BOARD IS COMMITTED TO PROMPTLY REVIEWING AND APPROVING, IF APPROPRIATE, THESE APPLICATIONS AS EXPEDITIOUSLY AS POSSIBLE.**

**The Sea Pines Architectural Review Board and its Administrative staff is dedicated to seeing that all Sea Pines property owners and their approved designated representatives are promptly and efficiently served, especially in time of an emergency, when professional assistance from architects, general contractors, and other service providers will be difficult to obtain.**

**SEA PINES ARCHITECTURAL REVIEW BOARD**

**DECLARATION\***

**PROPERTY ADDRESS: LEGAL ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **STREET ADDRESS** \_\_\_\_\_

**OWNER** \_\_\_\_\_

**OWNER'S MAILING ADDRESS IF DIFFERENT FROM ABOVE:**

\_\_\_\_\_

\* Damage less than 50% as determined by Town of Hilton Head

**I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE REFERENCED PROPERTY HAS BEEN DAMAGED AS A RESULT OF THE RECENTLY DECLARED DISASTER AND WILL BE REPAIRED TO THE CONDITION THAT EXISTED PRIOR TO THE CURRENT DAMAGE. NO EXTERIOR CHANGES WILL BE MADE FROM THE PREVIOUS SPARB APPROVED STRUCTURE INCLUDING ARCHITECTURAL DESIGN, WINDOWS AND DOORS OR OTHER FINISH MATERIALS AND COLORS WITHOUT WRITTEN APPROVAL FROM THE SPARB.**

**BEFORE PHOTO**                      Submitted by: (Signature) \_\_\_\_\_

**AFTER PHOTO**                      Date: \_\_\_\_\_ Phone No. \_\_\_\_\_