

ARC Frequently Asked Questions

General Questions:

1. **When does the ARC meet?**

The ARC meets on the 1st and 3rd Tuesday of each month. The meeting schedule and submittal deadlines are available on the SIPOA website.

2. **How can I get a copy of the ARC Policies & Procedures?**

The Policies & Procedures are available at the SIPOA office and on the SIPOA website. The Policies & Procedures can be mailed upon request.

3. **Does the ARC have approved paint colors?**

Colors are reviewed on a case-by-case basis. Samples of all paint colors are reviewed on-site prior to approval.

4. **I am hiring a contractor to do work on my property. Who is responsible for obtaining ARC approval?**

The Property Owner is responsible to ensure the proper permits are obtained, however the Contractor can apply for permits on the Owner's behalf. The ARC recommends that Property Owners discuss the permitting procedures with their Contractor as part of the hiring process.

5. **What are the approved hours of work for contractors?**

With the exception of emergency situations, contractor work (including material deliveries) that could impact the quiet enjoyment of adjacent Property Owners must be confined to the hours between 7:00am and 6:30pm. Other contractor work may continue until 7:30pm. Contractors may not enter the Seabrook Island Development (SID) prior to 6:30am and must vacate the SID by 8:00pm.

Work by Contractors is not permitted on Sundays, holidays or other days designated by the Board, except by special arrangement with the Executive Director or designee.

6. **There are survey stakes on an adjacent lot. What do they mean?**

Survey stakes can indicate many things. Surveys are usually required when a property is being transferred to a new owner. Additionally, surveys are required for new home design and sometimes for additions to existing homes.

7. **There are ribbons on trees in an adjacent undeveloped lot. What do they mean?**

The ribbons indicate trees that have been surveyed. A tree survey is one of the first requirements in the review and design process. Architects and the ARC use that information

to determine house placement, the size & species of trees that could be affected by development, and to design a tree preservation/protection plan.

8. **The owners of the lot adjacent to mine plan to build soon. Can I review their house plans?**

Plans may be reviewed in the ARC office, but because they are copyrighted, may not be borrowed or copied. A list of new homes and applications currently under review is available on our website and updated monthly.

9. **I would like to make comments on a plan under review by the ARC. What is the best way to do so?**

If you would like to submit comments or concerns, the ARC requires the comments be submitted in writing prior to the date of application review.

10. **I enjoy walking through houses under construction. Is that permitted?**

SIPOA strongly discourages entering houses under construction. Safety is a major concern. All properties are privately owned. Entering property that is owned by another without the owner's permission is considered trespassing and could result in law enforcement action.

11. **What is the ARC policy on holiday or seasonal decorations?**

Exterior holiday decorations may be displayed 30 days prior to the Holiday and must be removed no later than 14 days after the Holiday. Mailboxes and posts may not be decorated except for SIPOA-sponsored community events.

12. **What is the ARC policy on flags?**

There is a two flag maximum per residence. Flags must be in good condition and may be flown at any time. Flags on a residential building must be flown from staffs that are bracket mounted to the building and no longer than 6'. Flags may not be flown from windows, trees or bushes. Freestanding flagpoles are permitted for display of the US Flag only. Small flags (maximum 60 sq. inches) are permitted to be displayed on mailbox posts. See Policies & Procedures §II.C.6.g for detailed information.

13. **What is the ARC policy regarding appurtenances such as play equipment, basketball hoops, etc.?**

Appurtenances, with the exception of portable basketball hoops, require an ARC permit. Recreational equipment cannot be placed closer than 6' from adjoining properties and if portable, must be put away when not in use. See Policies and Procedures §II.X.6.d and Appendix D for more information.

14. **What is the SIPOA policy on PODs (portable storage units) or similar storage units?**

PODS (portable storage units) that are visible within the SID may not remain on a Property longer than three (3) days. Please notify the Security gate prior to the POD delivery.

15. **What is the policy on garbage/recycling containers?**

Garbage/recycling containers are to be stored out of view of the road and neighboring properties. They may be placed curbside no earlier than noon on the day prior to the scheduled pick up and no later than 7:00 a.m. on the scheduled pick up day. Garbage containers must be removed from the curb and stored out-of-sight by the end of the day of pick up. Assessments may be imposed for containers that are not removed from the curb in a timely manner and/or stored out of sight.

Site Related Questions:

1. **Are there requirements for property maintenance?**

Yes. Please see Policies & Procedures §V for information.

2. **Am I allowed to bush hog my unimproved lot?**

Requests are reviewed on a case-by-case basis. An ARC permit and a fee are required. Bush hogging must be confined to the Property Owner's Property and is not permitted in any setbacks or easements. The Property Owner and Contractor are responsible for identifying and staking the property lines. See Appendices L & Q.

3. **I would like to trim trees on my property. Is a permit required?**

An ARC permit is not required for tree trimming if the limbs to be trimmed are 3" in diameter or less.

4. **There are dead trees in my yard. Can they be removed?**

Yes. An ARC approval is required.

5. **I am concerned that live trees in my yard that might fall on my house during a storm. Can I have them removed?**

Removal of live trees and required mitigation are reviewed on a case-by-case basis. An ARC approval and a fee are required.

6. **I would like to remove vegetation on my property to improve the view of the golf course, marsh or ocean. What is required?**

Please discuss your landscape plan with the ARC Administrator.

Existing Residence Questions:

1. **I would like to make routine repairs or improvements to my home. Do I need a permit from the ARC?**

An ARC permit is required for any exterior modifications that would also require permits from other governing agencies.

2. **Following ARC approval, are any additional permits required?**

The Town of Seabrook Island and Charleston County may require permits.

3. **I live in a villa, condominium or other property (attached or detached) managed by a regime or association and would like to improve my property. What is required?**

Submit a Request for Exterior Alteration/Improvement form. Approval from the villa regime or association is required prior to ARC approval.

4. **I would like to paint my house a different color. What is required?**

Paint a 6' square sample of the new siding color on the building in a location that can be seen from the road. Submit a Request for Exterior Alteration/Improvement form. The ARC will review the color on site. Information on color selection is in Policies & Procedures §II.C.3.

5. **I plan to repaint my house in the same color. What is required?**

Submit a Request for Exterior Alteration/Improvement form. ARC approval is not required for minor touch up painting.

6. **I would like to add landscape or walkway lighting and/or change the exterior light fixtures on my house. What is required?**

All exterior lighting (new or replacement) must be approved by the ARC. An objective of the ARC is to avoid improper or excessive exterior lighting which results in light pollution (impact glare, urban sky glow) and light trespass (light intrusion on neighboring properties). All lighting must be Dark Sky compliant and floodlights are not permitted. The ARC requires using the minimum amount of lighting needed for safety, and strongly recommends that all exterior lighting be turned off by midnight. From May – October beachfront lights must be turned off by 10pm. See Policies & Procedures §II.C.4 and Appendix H for additional information.

7. **My landscaping is overgrown. I would like to remove the existing landscaping and replace it. What is required?**

A Request for Exterior Alteration/Improvement form, plus a landscape plan showing the proposed plantings and any changes to grading and/or drainage.

8. **After I submit a request for Exterior Modifications for routine maintenance, how long must I wait for approval?**

Most exterior modifications can be approved by the ARC Administrator. Depending on the nature of the proposed modifications and completeness of the application, same day approval is possible.

9. **How long is my approval valid?**

Exterior Modification and Repair/Replace permits are valid for six months from the date of approval. A Remodel permit is valid for one year after the date of approval

10. **I plan to remodel or enlarge my home. Do I need an architect to design plans for improvements?**

Depending on the extent of the project, use of an architect, designer or engineer is encouraged by the ARC and may be required by other permitting agencies.

11. **After approval, will I need to post a construction deposit?**

Some remodel projects require a construction deposit. The deposit is refunded upon satisfactory completion of the work. Deposit requirements are in Policies & Procedures Appendix B.

12. **During the remodel process there will be a dumpster and/or portable toilet on my property. Where can they be located?**

The dumpster must be located on the construction site and not in the right-of-way. Dumpsters must be exchanged on the jobsite and not in the road. The toilet must be screened from view from the street, golf course and neighbors' properties by dense vegetation or lattice.

13. **Is a job site sign required for remodel projects?**

Sites undergoing Remodel projects as defined in Policies and Procedures §III A, may, but are not required to, display a job site sign as specified in Appendix N.

14. **Are there any other site requirements for remodels or modifications?**

The required materials vary depending on the extent of the project. If the work includes a change to the building footprint, a post-construction survey will be required.

New Construction Questions:

1. **What is required to submit a house plan for review?**

The application forms, information on the process, and submittal requirements can be found in the Policies & Procedures and on the SIPOA website.

2. **What are the design requirements for new construction?**

The site requirements are detailed in §II of the Policies & Procedures.

3. **How long does the process take?**

The single family home new construction application process has four steps: Initial Site Meeting, Conceptual Review, Preliminary Review and Conditional Review. If submittals are complete and plans for each review are approved by the ARC, it is possible that an application could be approved in three to four committee meetings.

4. **How long is my new construction approval valid?**

The ARC approval is valid for one year from the date of the meeting at which Conditional approval was granted.

5. **Is a construction deposit required?**

Yes. A refundable construction commitment deposit is required prior to the ARC stamping the plans for permitting. Half the deposit is posted by the Property Owner and the remainder is posted by the Contractor.

6. **Are there any submittal requirements during the construction process?**

A copy of the Charleston County building permit is required prior to start of construction. A foundation survey must be submitted prior to framing, and the Certificate of Occupancy, an as-built survey and elevation certificate are required before the Final Inspection.

7. **Are there maintenance requirements for new construction job sites?**

Yes. The requirements are detailed in §IV of the Policies and Procedures.

8. **Can signs be displayed on the job site?**

A color board and a jobsite sign (with name of owner, architect and contractor) are required for new construction. In addition, one black & white “No Trespassing” sign, maximum size 11” x 14” can be attached to the job site sign. No other signs are permitted.

9. **I want to make a change to the exterior house design or finishes after ARC approval has been granted. What do I do?**

The Property Owner is responsible for informing the ARC if at any step in the process, the plan deviates in any way from the approved plan. Submit a Request for Exterior Alteration/Improvement form to the ARC office for approval of any change PRIOR to implementation.

10. **My house is almost complete and I would like to revise the landscape plan. What is required?**

Submit the revised landscape plan to the ARC office for review and approval PRIOR to installation of plantings.

11. **Is there a deadline for completion of construction?**

New Construction must be completed within 15 months of the date of the Charleston County Building permit. If it is anticipated that construction will not be complete within 15 months, the Property Owner or Contractor must request an extension prior to the permit expiration date. If the ARC approves an extension, an additional refundable construction deposit may be required.

12. **How do I get a mailbox for my new home?**

Contact the Receptionist at the SIPOA Office for information on mailboxes. Prices vary by mailbox size, and include the post, box, number plaques and installation.

13. **What is required to obtain a Final Inspection?**

The home and landscaping must be complete and a Certificate of Occupancy issued by the Town. The job site signage, dumpster and toilet must be removed, and the mailbox installed.

14. **When is the construction deposit refunded?**

The construction deposit, less any assessments, is refunded 5-7 business days following ARC Final Approval.