



SEABROOK ISLAND
Property Owners Association
 1202 Landfall Way • Johns Island, SC 29455
 Tel. (843) 768-0061
 www.discoverseabrook.com

Application # (for office use only)

Architectural Review • arc@sipoa.org

Request for Initial Site Meeting

The following is to be completed and signed by the Property Owner of the proposed residence. This form must be accompanied by all information as outlined in the Initial Site Meeting procedure (see SIPOA Policies and Procedures §III.B.1). Please note that approval during this review phase does not constitute approval for construction.

Property Location:

Block: _____ Lot: _____ TMS#: _____

Property Address: _____

Property Owner: _____

Home Street Address: _____

Home City/State: _____

Telephone#: _____ Email: _____

Architect: _____

Address: _____

Telephone#: _____ Email: _____

Landscape Architect: _____

Address: _____

Telephone#: _____ Email: _____

Land Surveyor or Professional Engineer: _____

Survey Date: _____ Initial Site Meeting Date: _____

Site Information:

Platted Lot Size (sq. ft.): _____ Highland (sq. ft.): _____ BFE: _____

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Describe significant site features: _____

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Committee review the attached drawings for Initial Site Meeting.

AUTHORIZATION TO ENTER PROPERTY: I/we hereby authorize ARC members and SIPOA and/or ARC agents and employees to enter upon the Property from time to time during the entire course of the Design Review Process.

DESIGNATION OF AGENT: I/we, the Owner(s) of the above referenced property, designate the following individual(s) to act for me/us during the Architectural Review Committee application and/or construction process.

Agent Name: _____

Agent Address: _____

Agent City/State: _____

Agent Telephone#: _____ Agent Email: _____

Property Owner

Date

Property Owner

Date

Property Owner's Agent

Date

Checklist for Initial Site Meeting, page 1 of 2

(See Section III.B.1 of SIPOA Policies and Procedures for Residential Development)

Owner / Architect Certification of Complete Documentation for the Initial Site Meeting

I, _____, the Property Owner, or Owner's Representative, certify that each item below has been prepared in accordance with the SIPOA Policies and Procedures, indicated by my initials in the respective boxes in the column on the left.

Signed: _____ Date: _____

Note: Incomplete submissions will not be reviewed.

The ARC requires a meeting of the Property Owner, the Architect who is in responsible charge of the project and currently registered and licensed in S.C. who will prepare the architectural plans, the Landscape Architect who is currently registered and licensed in S.C., the General Contractor who is currently registered in S.C. (if selected), and the Architectural Review Staff. (The Property Owner may designate an alternate to represent him or her.) The Architectural Review Staff may waive this requirement at his/her discretion.

The Initial Site Meeting has several objectives:

- To clarify any applicable restrictions such as: setbacks, OCRM critical lines, easements, grading concepts, height restrictions and lot coverage, and identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.
- To clarify ARC procedures
- To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development

General Requirements and Timeline:	<ol style="list-style-type: none"> 1. The submission is to be complete, properly assembled, and delivered to the SIPOA office. 2. The ARC will not review any plans if there is any unpaid assessment on the Property. 3. Following approval of plans submitted for the Initial Site Visit, the Property Owner may proceed to the next step, Conceptual Design Review.
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Required Materials:	
	a. Completed Request for Initial Site Meeting form and Checklist for Initial Site Meeting
	b. Tree and Topographic Survey (one (1) set at 24" x 36" and one (1) set at 11" x 17" (please confirm number of sets with Architectural Review Staff prior to submission), prepared and sealed by a Surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:
	1. Property lines, all easements, setbacks, critical lines, and lot area
	2. Location of adjacent residences and driveways indicating their approximate side-yard window locations
	3. Utility locations
	4. Base Flood Elevation
	5. All existing site features including topography at 1 foot (1'-0") intervals
	6. OCRM critical lines and wetlands delineated and certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria

Checklist for Initial Site Meeting, page 1 of 2

(See Section III.B.1 of SIPOA Policies and Procedures for Residential Development)

	7. All surveyed trees flagged with yellow surveyor's ribbon
	8. Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground
	9. All groupings of smaller trees and shrubs with an aggregate spread of ten feet (10'-0") or more in diameter
	10. Location of any grand trees (24" diameter or greater) as measured four and one-half feet (4'-6") above the ground
	11. Location and outline of tree canopies and critical root system areas for hardwoods twelve inches (12") in diameter or greater. Diameter of critical root zones shall be calculated at one and one-half feet (1'-6") for every inch of tree diameter. These trees shall have an identification number on the survey ribbon in the field which corresponds to the location/number shown on the Survey Plan drawing
	12. Location of any diseased or damaged trees <i>(Note: The ARC recommends consulting with an ISA Certified Arborist® when considering the site development and location of the residence. Depending upon the site, the ARC may require that an Arborist's report addressing the impact of the proposed Site Plan be provided prior to granting Conceptual approval.)</i>
	13. Any other significant site features
	c. A PDF document of all submittal items including scanned PDFs of plans prepared manually, sketches renderings, letters, and any other information included in the submittal; plans prepared manually shall be scanned at a minimum of 300 dpi; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive