

Checklist for Additions and Remodels Review
Step 1: Request for Conditional Approval, page 1 of 5

(See Section III.A.2.1 of SIPOA Policies and Procedures for Residential Development)

Owner / Architect Certification of Complete Documentation for the Additions and Remodels Conditional Approval Review

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. I have personally checked to ensure the materials accurately correlate to the plan documents submitted for this review.

Signed: _____ Date: _____

Note: Incomplete submissions will not be reviewed.

The Additions and Remodels Review applies to projects that include changes and/or additions to the building footprint, to building square footage, and to relocation of hardscape. This "Step 1" Checklist applies to the first of three steps in the process.

General Requirements and Timeline:

1. The Architectural Review Staff is available by appointment to meet with the Property Owner and/or representatives in advance of initiating the process to clarify and discuss the intent of the project as well as the applicable Design Guidelines, policies, procedures, and submittal requirements. **Not all of the items listed below are required for every project. For that reason, it is important that the Property Owner and Contractor meet with the Architectural Review Staff to identify the specific items required for the particular project under consideration.**
2. The submission is to be complete, properly assembled, and delivered to the SIPOA office by the close of business on the Tuesday prior to the ARC meeting.
3. The ARC strongly recommends that all remodeling plans be prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C. For additions and for improvements that will change the footprint or expand the heated/cooled area of the home, it is required that plans be prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C.
4. Any changes to the site's topography may lead to the requirement for a grading and drainage plan prepared and sealed by the Architect who is in responsible charge of the project and currently registered and licensed in S.C or by a Landscape Architect or Engineer who is currently registered and licensed in S.C.
5. Any tree removal or trimming, or pruning of live canopy elements, will lead to the requirement to submit a separate Request form.
6. The ARC will not review any plans if there is any unpaid assessment on the property.
7. Conditional plans that are not approved shall be resubmitted within ninety (90) days of the Additions/Remodels Conditional Design Review date.
8. Following approval of the Additions/Remodels Conditional plans, the Property Owner may proceed to the next step, Additions and Remodels Project Initiation.
9. Additions/Remodels Conditional Approval is valid for a period of twelve (12) months from the date when ARC granted Conditional approval. If construction has not commenced within twelve (12) months, the Review Process shall be reinitiated and all review fees paid.

Required Materials (ten (10) sets at 11" x 17"; please confirm number of sets with Architectural Review Staff prior to submission):

- | | |
|--|---|
| | a. Completed Request for Exterior Alteration/Improvement Conditional Approval form and Checklist for Additions and Remodels Review, Step 1-Request. If the project |
|--|---|

Checklist for Additions and Remodels Review
Step 1: Request for Conditional Approval, page 2 of 5

(See Section III.A.2.1 of SIPOA Policies and Procedures for Residential Development)

	involves demolition, review and follow instructions provided in Appendix P.
	b. Non-refundable review fee per the fee schedule in Appendix A
	c. Letter of Intent
	d. Tree and Topographic Survey 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 Design Review, and prepared at a scale of 1/8" = 1'-0" or 1/10" = 1'-0", showing:
	1. Property lines, all easements, setbacks, critical lines, and lot area (square feet) and total square footage of highland where applicable
	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
	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 are to 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: It may be beneficial to consult with an ISA Certified Arborist® when considering the site development and location of any changes/additions to the building footprint. Depending upon the site, the ARC may require that an Arborist report addressing the impact of the proposed Site Development Plan be provided prior to granting Conceptual approval.</i>
	13. Any other significant site features
	e. Site Plan drawn on a copy of the Tree and Topographic Survey showing existing site conditions and characteristics, including:
	1. Site Plan(s) showing both the existing structure on the site and a revised Site Plan showing the proposed modification or area to be remodeled (including all eaves

Checklist for Additions and Remodels Review
Step 1: Request for Conditional Approval, page 3 of 5

(See Section III.A.2.1 of SIPOA Policies and Procedures for Residential Development)

	and overhangs) and all appurtenant structures on the lot (including utilities and utility items such as propane tanks). Site plan shall be 1/8"=1'-0" or 1/10"=1'-0".
	2. Existing and proposed driveway and walkway locations, materials, and dimensions
	3. Existing and proposed drainage patterns
	4. Existing and proposed wildlife corridors
	5. Building area and lot coverage of Structure Elements and Hardscape (see Appendix K)
	6. Distances from property lines to edges of roof overhangs, decks, stairs, utility areas, HVAC/generator platforms, pools, and paved surfaces (see Appendix J)
	7. Elements on adjacent lots and streets which might impact site development
	8. Identification of all trees to be removed and/or transplanted and those that will remain, with trees scheduled for removal marked in red on the plan and trees to remain marked in green on the plan. Indicate on the plan any trees to be transplanted, showing both existing and planned locations.
	9. Proposed tree protection measures to prevent damage due to construction activity, compaction, or grading, including (if appropriate) site access and locations of material stockpile, sanitary facilities, and dumpster
	f. Architectural Drawings , including:
	1. Floor Plans at a scale of 1/4" = 1' showing both the existing floor plan(s) and a new floor plan indicating the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet; all materials are to be labeled.
	2. Roof Plans with roof pitch marked to show both existing roofs and the proposed modification or area to be remodeled. It is recommended that these two plans be arranged together on one sheet.
	3. Elevations for all elevations of the existing structure, showing both the existing design and the proposed improvements on separate elevation views. It is required that each view of both existing and proposed elevations be shown on the same sheet and that they show first and second floor elevations, building height above BFE, height to the tallest roof ridge, and the height restriction limit.
	4. Design Detail(s) showing that the proposed modification or area to be remodeled contains the same detailing as the existing structure
	g. Landscape Plan for the lot and the right-of-way, if applicable. The Landscape Plan is to show location of all new plant materials and trees, along with the existing vegetation and trees that are to be incorporated into the landscape plan. The number and size of each species of plant shall be specifically identified in a planting schedule showing both common and species names, planting size, etc., and notes. The landscape plan shall address irrigation, grading and drainage, and landscape lighting. <i>(Notes: A Landscape Architect registered and licensed in S.C. would not be needed for landscaping changes to existing single-family homes and villas/regimes. The approved</i>

Checklist for Additions and Remodels Review

Step 1: Request for Conditional Approval, page 4 of 5

(See Section III.A.2.1 of SIPOA Policies and Procedures for Residential Development)

	<p>landscape plan is subject to a field review of the in-place installation. At that time, the ARC might require additional landscaping may be required to reduce the visual height of the structure, to provide erosion control or screening, to correct damage from construction activity, or for any other reason deemed appropriate by the ARC.)</p>
	<p>h. Tree Mitigation and Tree Preservation Plan, if applicable <i>Note: The plan must be prepared and sealed by a Landscape Architect who is currently registered and licensed in S.C. or an ISA Certified Arborist®.</i></p>
	<p>i. Exterior Lighting Plan, if applicable, including cut sheets for proposed fixtures</p>
	<p>j. Photos of the existing structure</p>
	<p>k. Complete specifications defining materials, finish, and colors</p>
	<p>l. Color samples of all proposed new exterior finishes, including but not limited to: <i>(Note: Approval of the color samples submitted at the Conditional Design Review does not constitute final approval of the color palette. Final approval will only be given following an onsite review.)</i></p>
	<p>1. Roofing material sample</p>
	<p>2. One 6" x 6" minimum sample each of siding, foundation, and trim material painted with the proposed paint colors</p>
	<p>3. All exterior door colors on a sample of the door material</p>
	<p>4. Exterior accent samples (brick steps, tile, etc.)</p>
	<p>5. Catalog cuts of all exterior light fixtures proposed for use on buildings or as a part of the Landscape Plan</p>
	<p>6. Storm/hurricane protection systems and samples (e.g., cut sheets, details, photographs, etc.)</p>
	<p>m. Details on proposed energy conservation and any considerations for fire protection (e.g., sprinkler system) measures</p>
	<p>n. PDF document of all plans, details, specifications, cut sheets of lighting fixtures, and any other required documentation; plans prepared manually shall be scanned at a minimum of 300 dpi into a PDF format and included in the combined PDF document; plans with color coding information are to be a color PDF; files shall be submitted on a CD/DVD/USB drive</p>
<p>Work Item to be Completed Prior to Review:</p>	
	<p>o. Property Staking/Marking Requirements, if applicable Staking and marking shall be completed no later than the Thursday prior to the ARC meeting. Areas to be staked and required colors are:</p>
	<p>1. The perimeter of the property marked with stakes two to three feet (2'-3') tall, sprayed with orange paint and taped in orange tape with one foot (1') tails; stakes are to be located at all corners and changes in property line geometry and at mid-points along the side lot lines</p>

Checklist for Additions and Remodels Review
Step 1: Request for Conditional Approval, page 4 of 5

(See Section III.A.2.1 of SIPOA Policies and Procedures for Residential Development)

	2. Location of changes to building footprint, including all appurtenances, marked with stakes and connected with yellow surveyor's tape; stakes at the corners of the footprint shall have plan location names marked on the stake
	3. Location of changes to open decks, stairways, and pools marked with stakes and outlined with blue surveyors tape
	4. Location of changes to driveway, walkways, etc. marked with stakes and outlined with green surveyor's tape
	5. Trees to be removed marked with red tape
	6. Trees to remain marked with green tape