

FOREST BEACH OWNERS' ASSOCIATION, INC.

P O Box 6442
Hilton Head Island, SC 29938-6442
(843)785-5565 FAX (843) 342-3801
Email: FBAssn@gmail.com

APPLICATION FOR ARCHITECTURAL REVIEW BOARD BUILDING PERMIT – Effective March 1, 2020

Application Date: _____

Property Location: _____

Builder: _____

Mailing Address _____

Email Address _____

Subdivision / Lot# _____ / _____

Telephone _____

Street Address _____

Architect: _____

Mailing Address _____

Email Address _____

Telephone _____

Property Owners' Name(s), Mailing and Email Address(es) _____

Email Address _____ Phone Numbers: Cell _____ Home _____ Work _____

1. This application must be submitted to the Forest Beach Owners' Association Architectural Review Board (FBOA ARB) at the above address (or as directed) and must include the applicable review fee and compliance deposit payments (see schedule). The application process is not complete, and the review does not begin, until payment of the fees and required deposits are received by the FBOA ARB.
2. Upon receipt of the application and fees, the FBOA ARB will begin the review process. The FBOA ARB will advise the applicant of any additional drawings, plans or information (including material samples or specifications) that are required to be submitted in addition to those listed in this application.
3. Two separate checks must accompany this application for the review fee and compliance deposit. The compliance deposit will be held in a separate, interest bearing Trust Account. Any interest earned on these funds while held by the Association will accrue to the benefit of FBOA.
4. The FBOA ARB will review the application and submitted plans and documents. Once submitted and approved, any changes to the approved plans must be submitted, in writing, to the FBOA ARB for review and approval prior to their execution or inclusion in the building process. Failure to submit written notice of changes to the approved plans to the FBOA ARB during the course of construction may cause forfeiture or, a delay in, the return of the compliance deposit.

5. Results of the application review by the FBOA ARB will be emailed to the applicant, builder and architect within 30 days of the Association receiving a completed submission (including fee and deposit payments and any additional materials requested for review). Failure of the FBOA ARB to act on a complete submission within 30 days of receiving the complete application (and any additional materials requested) will constitute approval of the submitted plans in accordance with the provisions of the applicable Forest Beach, Palm Forest or Lawton Beach Covenants.
6. Upon completion of all work, the applicant must notify the FBOA ARB, in writing, that the construction is finished and request a final inspection. The compliance deposit (if applicable) will be returned to the applicant, or as directed, within **thirty days** of notification of project completion and request for the final inspection by the FBOA ARB, provided that the final inspection determines that the completed construction complies with all of the plans and drawings approved by the FBOA ARB. Design changes from the approved application must be corrected, or, if applicable, new plans must be submitted for approval and reviewed and approved, before any compliance deposits are returned.
7. Compliance deposits will be forfeited should the property owners fail to correct all variances from the approved plans as determined at the time of the final inspection. The applicant will have **one year** from the date of the written notice from the FBOA ARB to correct the noted variance(s). The compliance deposit will also be forfeited if the applicant fails to complete a project within two years of the date of FBOA ARB approval, unless the applicant makes a written request to the FBOA ARB for an extension of time to complete construction. Such request must be received by the FBOA ARB at least 30 days prior to the original two year deadline and must include the amount of additional time the applicant needs to complete the project.
8. The FBOA ARB reserves the right to make periodic inspections during the course of construction. Failure of an FBOA ARB inspector to detect a design change or other non-compliance issue during the course of construction does not relieve the owner or builder of their obligation to notify the FBOA ARB and submit the change for approval, or to correct the design change or non-compliance issue when notified by the FBOA ARB.
9. All parties acknowledge that the FBOA ARB building guidelines and the controlling property covenants, may, from time to time, have conflicting requirements with the Town of Hilton Head Island Building Codes, Laws, Ordinances and Special Neighborhood Community Regulatory Restrictions (currently referred to as the Forest Beach Neighborhood Character Overlay District of the Town of Hilton Head Land Management Ordinance). In the event of conflicting requirements, it is agreed that the more restrictive guideline or requirement will be the governing one. The FBOA ARB will make every effort to advise the applicant where there are conflicting guidelines. The FBOA ARB, however, does not assume the applicant's obligation to obtain the proper permits and/or written approvals from the Town of Hilton Head Island, or any other entity that may have regulating authority over the applicants' activities under this submission. This includes, but is not limited to, Beaufort County, State of SC Department of Transportation and the State of SC Office of Ocean and Coastal Resource Management.
10. The property owner agrees to pay all legal, attorney fees and court costs that may arise from failure of the property owner to correct, or have corrected, any non-compliance issues arising from construction activities approved under this application.

By signing below, the parties acknowledge receiving, understanding and accepting the policies and guidelines as set forth above. Parties further acknowledge receiving a copy of the FBOA ARB Fee and Compliance Deposit Schedule and a listing of the initially required documents that must accompany this application. Parties also certify that all information submitted in this application, as well as any written amendments or additions thereto, to be true and correct.

Acknowledged by: (Please sign below)

Owner

Builder

Architect

Forest Beach Architectural Review Application

Required Documentation

For all applications (excluding those specifically listed at the bottom) the following items must accompany the initial submission:

1. A printed site plan, to scale, of the subject property showing the existing conditions (as built) (including but not limited to): Trees, roads, fencing or walls (including gates), buildings, driveways (or any existing ingress and egress points), pools or spas (including equipment), HVAC equipment location, decking (whether raised or on grade), walkways, patios, service yards, storage areas, and any in-ground or above ground structure or impervious materials.
2. Site plan must include the location of above in reference to the property lines and required covenant building setback lines as well as Town buffers.
3. The location of all new construction or additions (whether vertical, in ground or on grade) must be shown on the scale drawings. Included in this information must be the location of any pool or spa, including equipment location. Any fencing, pavement, lighting, HVAC equipment and decking or patio materials.
4. If tree removal is being requested, a site map showing the trees to be removed must be provided.

In addition to the above, if the application is for a new residence or structure, the following items are required:

5. Scale site plan must show all setbacks as well as roof and building elevations for all sides.
6. Building materials and colors must be specified or supplied. This includes all exterior materials, roof, decking, patio, driveways, walkways and walls or fencing.

- For the following types of submissions, only the specified items are required:

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| Signs: | Drawing of the sign showing dimensions, materials, colors and type styles. Location of sign on property. |
| Re-painting: | Sample of new paint color, or colors if more than one are to be used. If more than one color, specify where each color is to be used. |
| Re-Roofing: | Color and type of material to be used. |
| New Fencing: | Site plan showing location of new fencing along with specifications of materials and height. |
| Replacement Fencing: | Site plan showing existing fencing and location of new fencing along with specifications of materials and height. |
| Tree Removal: | Site plan showing existing trees and specifying which ones are to be removed and location of any new trees being planted to replace those removed. Note: Tree removal from any setback buffer, or any tree of a protected nature (see Town LMO Guidelines) requires written approval from the Town of Hilton Head Island as well as the FBOA ARB prior to its' removal. |
| Landscaping: | Site plan showing existing landscaping and proposed changes and/or additions. |