

Sea Pines Commercial Architectural Review Board (CARB)

CARB Sign Approval Application Form

Beaufort County Parcel Identification Number (PIN): _____

Street Address of Property: _____

Name of Owner: _____ Email: _____

Address of Owner: _____

Name of Designer/Agent: _____ Email: _____

Address of Designer/Agent: _____

Sign Submittal Requirements

1. Complete and Signed Application form.
2. Accurate color rendering of sign showing dimensions, type of lettering, materials and actual color samples
3. For freestanding signs:
 - a. Site Plan (1' = 30' minimum scale) showing location of sign in relation to buildings, parking, existing signs, and property lines.
 - b. Drawing indicating the height of the sign relative to ground level at the site of the sign. Indicate height to both the bottom of the sign, and to the top of the sign.
 - c. Proposed landscaping plan; including lighting plan.
4. For wall signs:
 - a. Photograph or drawing of the building depicting the proposed location of the sign.
 - b. Location, fixture type, and wattage of any proposed lighting.
5. A letter or email of Authorization is required if the Application is signed by an Agent on behalf of the Owner.
6. Nonrefundable Application fee of \$____, payable to Community Services Associates, Inc.

The undersigned owner of the property described above hereby applies to the Sea Pines Commercial Architectural Review Board (CARB), for architectural review of improvements as depicted on the attached plans. The parties acknowledge CARB's right to rely upon the plans and that CARB's right to rely on the plans is absolute. This application is being filed pursuant to the Assignment of Architectural Review Rights (the "Assignment"), dated November 28, 2000, and recorded on December 15, 2000, in the Beaufort County Register of Deeds in Book 1363 at Page 1720.

To the best of my knowledge, the information in this application and all additional documentation is true, factual and complete. I affirm that this application complies with the CARB's published guidelines and standards. I hereby agree to abide by all conditions of any approval granted by the CARB. **The application will not be considered complete and will not be processed without the Owner's Authorization.**

APPLICANT NAME (PRINT)

APPLICANT SIGNATURE

DATE