

# Sea Pines Commercial Architectural Review Board (CARB)

## CARB Final Architectural Review 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: \_\_\_\_\_

### Final Review Submittal Requirements

1. Complete and Signed Application form.
2. A survey (1"=30' minimum scale) of property lines, existing topography and the location of trees (consistent with Town requirements), and if applicable, location of bordering streets, marshes and beaches.
3. A site analysis study to include specimen trees, access, significant topography, wetlands, buffers, setbacks, views, orientation and other site features that may influence design.
4. A written narrative describing the design intent of the project, its goals and objectives and how it reflects the site analysis results.
5. Context photographs of the existing site as well as of neighboring uses and architectural styles.
6. Site plan (to scale) showing proposed location of changes to existing structures, new structures, parking areas and landscaping.
7. All exterior building elevations indicating materials, colors, shadow lines and landscaping.
8. Color/Material board showing actual building material samples and color chips.
9. A letter or email Authorization from the Owner if the Application is signed by an Agent on behalf of the Owner.
10. 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