

**HARBOR ISLAND OWNERS ASSOCIATION  
APPLICATION TO THE HIOA ARCHITECTURAL CONTROL COMMITTEE**

Lot Number: \_\_\_\_\_ Street Address: \_\_\_\_\_

Property Owner Name(s), Mailing Address, Telephone No., **E-mail Address:**  
\_\_\_\_\_  
\_\_\_\_\_

Builder/Contractor Name(s), Mailing Address, Telephone, **E-mail Address:**  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF PROJECT	FEES
New Home - Standard	\$450 non-refundable processing fee; \$4,500 deposit from owner and \$4,500 deposit from builder/contractor
New Home – Modular	\$450 non-refundable processing fee; \$8,000 deposit from owner and \$8,000 from builder/contractor
Remodel	Processing fee based on estimate of cost provided by owner 5,001 to 10,000      \$100.00 10,001 to 50,000    \$200.00 50,001 to 100,000   \$350.00 100,000 plus        \$450.00
Maintenance	No charge
Deposit Processing Fee *	Upon completion of construction, a \$25 processing fee will be deducted from the returned deposit, plus any interest accrued, less any deductions for damage
Demolition	\$175 non-refundable processing fee; \$1,000.00 Infrastructure gate fee (30 day) non-refundable; pro-rate fee if extension of 30 day gate fee needed; \$4,500.00 performance deposit from owner and \$4,500 deposit from builder/contractor

Please indicate type of project: \_\_\_\_\_

The following required items are included with this submission (partial submissions are not accepted):

	NEW CONSTRUCTION
	Floor plans to scale (which include the ground floor and all four elevations)
	Certified survey showing house to scale, setbacks and critical line
	Copy of variance approved by Beaufort County if required; if not, indicate N/A
	Color samples of siding, trim and pickets (all exterior finishes)
	Roofing sample
	Roof height (maximum 40 feet)
	Location of the HVAC condenser unit
	Location of the electric meter
	Check for Processing Fee (\$450.00; non-refundable)
	Check for Performance/Damage Deposit from owner (\$4,500 standard); (\$8,000 modular)
	Check for Performance/Damage Deposit from contractor/builder

	(\$4,500 standard);(\$8.000 modular)
	Landscaping plan
	Site plan showing driveway placement and size
	Square footage for each floor; total heated square footage

	<b>REMODEL/RENOVATION</b>
	Plans
	Estimate of Cost
	Samples
	Check for Processing Fee

	<b>MAINTENANCE</b>
	Plans/Written Description
	Samples

	<b>DEMOLITION</b>
	Lot address/property address
	Description of Demolition plans

### EXTERIOR BUILDING MATERIALS AND COLORS

ITEM	MATERIAL	COLOR	DESCRIPTION
Walk			
HVAC Service Court/Refuse Area		*	
Driveway			
Roofing	*	*	
Siding		*	
Trim: fascia, soffit, pickets, handrails, window trim, vents, corner boards, etc.		*	
Decks			
Porches			
Exterior Doors		*	
Garage Doors		*	
Windows			
Chimney			
Exterior Lighting			
Shutters			
Other			

\* *Must submit actual sample for consideration*

It is the owner's (ultimate) and builder's/contractor's responsibility to request the following inspections in a timely manner. These requests must be made in writing.

- \*Site
- Foundation (piling)/Elevation (Foundation Survey and Elevation Certificate required)
- Closed-In (As-built Survey required)
- \*Final (Certificate of Occupancy required)

**FOR DEMOLITION ONLY \***

If less than 50% of conditioned living area and roof line is removed then the project follows remodeling/renovation guidelines.

By signing below, I have received a copy of the ARB Guidelines and Rules last revised in January 2004.

**I understand that approval of plans by the ACC in no way abrogates the responsibility of the builder and owner to insure that construction adheres to all Harbor Island Owners Association covenants, by-laws, rules, regulations and restrictions**

I understand that the ACC meets on the second and fourth Friday of each month at 8:30 a.m., unless otherwise notified, in the Conference Room of the HIOA Office. I understand that submissions must be complete and have to be received in the HIOA Office two business days prior to be placed on the agenda.

I understand that any changes to these submitted plans must be approved in writing by the ACC. Violation of this requirement will result in monetary fines and/or removal of the construction. I understand that any changes to the originally approved plans may require an additional fifteen-day period for ACC action.

I understand that no materials submitted with this application will be returned.

I understand that I will be notified of ACC action on this application within fifteen days of the meeting where submission took place, in writing.

I understand that a signed copy of this document will be provided to both the owner and the contractor.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor/Builder

\_\_\_\_\_  
Date

***Please make checks payable to: Harbor Island Owners Association or HIOA. You must prepare separate checks for processing fees and for deposits.***

Harbor Island Owners Association  
1 N. Harbor Dr.  
St. Helena Island, SC 29920  
843/838-5257  
843/838-7636 Facsimiles  
E-mail: [Manager@harborislandoa.com](mailto:Manager@harborislandoa.com)  
E-mail ARB Administrator: [Admin@harborislandoa.com](mailto:Admin@harborislandoa.com)  
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