

# Long Cove Club

## Architectural Review Board

### Appendix A - Application for Residential Construction

Submit to:

Long Cove Club Architectural Review Board  
399 Long Cove Drive  
Hilton Head Island, SC 29928  
Attention: ARB Administrator

Lot Number \_\_\_\_\_ Street \_\_\_\_\_  
Date \_\_\_\_\_

**Application for:** New Home Construction \_\_\_\_\_ Exterior Alteration (Define) \_\_\_\_\_

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Application Fee (Submitted with preliminary plans, See Appendix F) \_\_\_\_\_

#### **Property Owner**

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

#### **Architect**

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

#### **Contractor/Builder**

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

#### **New Home**

Heated Area of House \_\_\_\_\_ (Sq Ft)

Unheated, Covered Area of House \_\_\_\_\_ (Sq Ft)

Deck, Terrace Area \_\_\_\_\_ (Sq Ft)

Total Area \_\_\_\_\_ (Sq Ft)

#### **Addition to Existing Home**

Heated Area of Addition \_\_\_\_\_ (Sq Ft)

Unheated, Covered Area of Addition \_\_\_\_\_ (Sq Ft)

Deck, Terrace Area of Addition \_\_\_\_\_ (Sq Ft)

Total Area of Addition \_\_\_\_\_ (Sq Ft)

Exception or Variance Requested Yes \_\_\_ No \_\_\_  
(Describe in Comments on a separate sheet)

First Floor Elevation above Mean Sea Level \_\_\_\_\_

Max Roof Height above Mean Sea Level \_\_\_\_\_

This Submittal Is:

Concept Only (Optional) \_\_\_\_\_

Preliminary (Mandatory) \_\_\_\_\_

Final (Mandatory) \_\_\_\_\_

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#### Application Checklist for Submittal to the Architectural Review Board

Conc. Prelim. Final

#### **SITE PLAN** (Scale to be 1/8" = 1'0")

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | Topographical one foot contours and lot corner and center spot elevations of the original grade surveyed by a licensed South Carolina land surveyor, with seal shown on survey.   |
| _____ | _____ | _____ | Location and type of trees over 6" in diameter measured four (4) feet above existing grade, marking those to be removed with an "X".  |
| _____ | _____ | _____ | Property lines, concrete monuments and building setback lines identified.   |
| _____ | _____ | _____ | Major features on adjacent properties within 25 feet of the property line, including road paths, marshes, lagoons, swales, culverts, golf course, Coastal Council lines, vertical construction of buildings, decks, patios, pools, driveways etc. |
| _____ | _____ | _____ | All proposed horizontal construction, including driveways, parking areas, paths walkways, pools, patios, etc.   |
| _____ | _____ | _____ | Outside face of all vertical construction, including but not limited to the building, porches, decks, service yards, fences, remove perpendicular to the property at the closest point.   |
| _____ | _____ | _____ | Roof plan, accurately showing the extent of the overhang from the outside face of the center walls of the building, including roofs for covered decks, screened pools, etc.   |
| _____ | _____ | _____ | Location of service court, mechanical equipment and pool equipment.   |
| _____ | _____ | _____ | Finished floor elevation, garage finished floor elevation, terraces, patios, pool and deck elevations above mean sea level.   |
| _____ | _____ | _____ | Location and description of any proposed waterfalls or fountains.   |
| _____ | _____ | _____ | Location of pool backwash area.   |
| _____ | _____ | _____ | Location of any propane gas tanks.  |
| _____ | _____ | _____ | Grading and drainage plan, indicating all planned changes from the existing grade with 1'0" contour lines, spot elevations, tree protection, culverts and swales with flow direction sealed by a civil engineer.                                  |
| _____ | _____ | _____ | General location of any closed loop water source heat pump bored holes.   |

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#### Architectural Plans (Scale to be 1/4"=1'0")

Prelim. Final

- \_\_\_\_\_ \_\_\_\_\_ Computation of heated floor space and covered areas) excluding attics) for each floor, including total heated floor space and covered area.
- \_\_\_\_\_ \_\_\_\_\_ Elevation drawings (All sides 1/4"=1'0").
- \_\_\_\_\_ \_\_\_\_\_ Indication of external building materials from finished grade to roof.
- \_\_\_\_\_ \_\_\_\_\_ Indication of existing and finished grades on all elevations.
- \_\_\_\_\_ Fully dimensioned floor plan, including decks, terraces, porches and patios.
- \_\_\_\_\_ Typical construction details:
  - \_\_\_\_\_ wall sections
  - \_\_\_\_\_ corner detail
  - \_\_\_\_\_ privacy fence/wall detail
  - \_\_\_\_\_ service court fence/wall detail
  - \_\_\_\_\_ chimney cap detail
  - \_\_\_\_\_ entry step and handrail detail
  - \_\_\_\_\_ all other details necessary to explain the materials and finishes
  - \_\_\_\_\_ details keyed to elevations

#### Exterior Color and Materials

- \_\_\_\_\_ Electrical plan showing all exterior fixture locations and wattage for electric meter and disconnect.
- \_\_\_\_\_ Electrical fixture cut sheets with bulb and wattage.
- \_\_\_\_\_ All exterior materials and colors noted on the application (including colors for siding, bandboards, fascia, trim, accent, chimney, roof, columns, railings, supports, decks walks, driveways, fountains, pools, planters. Hardy Plank is not approved.) Samples for all colors are required and should be submitted on actual samples of materials proposed for use. For archives submit an 8" x 11" color board. All color details to be noted on page 17. No exterior elements of the house are to be painted white.
- \_\_\_\_\_ Exterior colors chosen have not been used on adjacent homes.

#### Site Inspection

- \_\_\_\_\_ \_\_\_\_\_ Site surveyed and stakes and strings placed to indicate the location of the proposed vertical and horizontal construction. All concrete corner monuments are visible.
- \_\_\_\_\_ \_\_\_\_\_ All trees proposed for removal are flagged in RED.
- \_\_\_\_\_ \_\_\_\_\_ String Property Line, String House Footprint, String 10-foot Vegetation Buffer and OCRM Buffer. String pool and deck / terrace foot print.
- \_\_\_\_\_ Appropriate protective fencing in place where ARB has identified sensitive areas.

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<u>Item</u>	<u>Material</u>	<u>Color</u>	<u>Description/Manufacturer</u>
Siding (Wood)*	_____	_____	_____
Siding (Masonry)*	_____	_____	_____
Accent	_____	_____	_____
Fascia*	_____	_____	_____
Trim*	_____	_____	_____
Service Yard	_____	_____	_____
Columns	_____	_____	_____
Handrails, Pickets	_____	_____	_____
Shutters	_____	_____	_____
Roofing*	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Door	_____	_____	_____
Window	_____	_____	_____
Window Trim	_____	_____	_____
Chimney (Masonry)	_____	_____	_____
Paving, Driveway	_____	_____	_____
Paving, Walkway	_____	_____	_____
Other-Specify	_____	_____	_____

Pool: Size \_\_\_\_\_ Type \_\_\_\_\_ Enclosure \_\_\_\_\_

*Colors/Materials (If any vertical element of the pool will be visible) \*These materials must be submitted with color samples on the actual materials of construction, (minimum 6" x 6" panels). Smaller samples may be submitted for other materials and colors. For Archives submit a 8.5" x 11" color board.*

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**Landscape Plan** (Scale to be 1/8"=1'0") This plan is due when the home is under roof-see appendix L. NOTE: It is required that the landscape plan be submitted to the ARB for review and approval immediately after the framing is complete and the house is under roof.

#### Final

\_\_\_\_\_ Landscape plan is to be submitted on a copy or overlay of the site plan and shall include grading and drainage.

\_\_\_\_\_ Location, bounds and sizes of all plant materials, mulches, planting beds, non-living ground covers, other miscellaneous landscape materials (edging to be delineated) and irrigation.

\_\_\_\_\_ All plant materials including trees, shrubs, and ground covers, graphically depicted on the plan in a scale representative of a mature plant and labeled with their common names.

\_\_\_\_\_ A separate plant list associating the plant symbol with the specified plant size at the time of installation, in height, spread root environment (container, caliper, potting cutting, etc.), common name and quantity used.

\_\_\_\_\_ The submission must include an overlay of proposed plant materials on key elevations of the house. The overlay does not have to be extensive-simply sketching the proposed plant materials at installation size and a dotted outline at maturity on the elevation is usually adequate.

\_\_\_\_\_ All protection fencing shown.

\_\_\_\_\_ Indicate all exterior lighting and wattage and cut sheet of fixture (**maximum 75 watts per fixture**).

#### **Certification**

I certify that I/we have read the current Long Cove Club Architectural Design Guidelines and Procedures, that I/we have complied with all applicable parts of these guidelines, and that the information presented above is true to the best of my/our knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Architect's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: The above requirements are listed only as an outline to assist in the submission process. This outline does not replace or supercede any of the design guidelines or Covenants.**

**Note: This application is valid for a period of six (6) months only. Paid fees and deposits on expired applications are not refundable, nor transferable, to future applications.**