

# FREQUENTLY ASKED QUESTIONS OF THE HHP ARCHITECTURAL REVIEW BOARD

**QUESTION: When must an application be turned in to be reviewed at the next ARB meeting?**

**ANSWER:** The ARB meets on the second and fourth Thursdays each month. Applications received by noon on Monday are reviewed the following Thursday.

**QUESTION: Do I need plans to enclose a porch or carport?**

**ANSWER:** Complete architectural plans showing the complete elevation for each Side of the house that is affected is required for any exterior change. For changes/additions that alter the footprint of the house or to add a pool or hot tub an as-built survey or site plan is required with the application for approval

**QUESTION: Does the ARB have my plans on file and how do I get a copy of my plans?**

**ANSWER:** Owners may obtain, at cost, copies of drawings of their residence by submitting a request to the ARB.

**QUESTION: Do I need ARB permission for Satellite dishes?**

**ANSWER:** Yes. We issue a permit and only require a verbal description of the dish location.

**QUESTION: Do I need ARB permission for swing sets, trampolines and basketball hoops?**

**ANSWER:** Yes an application form is necessary for these amenities but there are guidelines that apply to location and screening requirements. In addition backboards and hoops also require consent signatures from four (4) neighbors.

**QUESTION: Do I need ARB approval to repaint/re-roof my house the same color it is now?**

**ANSWER:** Yes, all repainting/re-roofing projects must have an approved permit issued by the ARB.

**QUESTION: Do I need approval to remove a dead tree?**

**ANSWER:** Yes. Any tree 3 inches or larger in diameter (measured at 2 feet above the ground) requires a permit from the ARB before it can be removed. There are times when a tree appears to be dead but is just temporarily dormant. The ARB Administrator or ARB Landscape Consultant will determine if the tree is dead or dormant.

**QUESTION: I want to build a pool. How far does it have to be from the property line?**

**ANSWER:** The setback for a pool and its deck is typically 10 feet from the property line for an in ground pool (less than 18 inches above the existing grade). If an enclosure is requested, the setback is the required setback for that property. See the guidelines for more specific information.

**QUESTION I need to resurface my driveway. Do I need ARB approval?**

**ANSWER:** A permit is required. Any outside work requires a permit especially a big job such as this that may damage POA property.

**QUESTION: How much will it cost to review my plans?**

**ANSWER:** ARB fees vary from no fee to \$1,000 depending on the project. See Paragraph 3.10 of the HHP Guidelines.

**QUESTION: What is a Compliance Deposit? How much is required?**

**ANSWER:** The refundable deposit is made to ensure that the project is completed according to the approved plans, is completed in a timely fashion, and the site is clean and orderly. For new construction the Property Owner submits a refundable escrow deposit of \$3,500.00. For significant additions or alterations requiring foundation work or a pool installation a refundable escrow deposit of \$1,000.00 is required. For alterations and re-roofing a refundable escrow deposit of \$500.00 is required. For minor alterations, a refundable escrow deposit of \$250.00 is required. All deposits are required prior to the issuance of a HHP Building Permit.

**QUESTION: After you have approved the application, how long do I have to pay the escrow deposit for the project and start construction?**

**ANSWER:** Ninety Days (90 days).

**QUESTION: If the approval expires, do I have to re-apply and go thru the process again and pay an additional application fee?**

**ANSWER:** If the approval expires, you must resubmit for approval again and pay the appropriate fee.

**QUESTION: How long do I have to complete my project before my permit expires?**

**ANSWER:** For New Homes the Hilton Head Plantation Building Permit Agreement expires after 1 year from the date the ARB Final Review approval was signed. For Additions/remodeling the Permit expires in 60 days unless otherwise negotiated.

**QUESTION: If I want to demolish an older existing home to make room for new construction, will I need a permit?**

**ANSWER:** A demolition permit is required before you can demolish an existing structure. If 50% or more of a structure is to be demolished a fee of \$100.00, a completed application, a copy of the Town of Hilton Head demolition permit, a tree and topo survey are required to obtain a HHP demolition permit.

**QUESTION: What is the minimum square footage I can build?**

**ANSWER:** Minimum sizes vary by communities within HHP. Refer to Paragraph 4.3 of the HHP ARB Guidelines.

**QUESTION: Does the ARB have any height restrictions?**

**ANSWER:** The maximum overall height for single-family homes is as follows:

- Full size lots: forty feet (40')
- Patio lots: Thirty-two feet (32')
- Refer to Paragraph 4.2.8 of the HHP ARB Guidelines.

**QUESTION: Are landscape plans required for remodel additions?**

**ANSWER:** Landscape plans may be required to mitigate the impact of an addition or pool on the neighbors or the view from the street.

**QUESTION: Are fences allowed?**

**ANSWER:** No fence, including deer fences, shall be erected on any private property.

**QUESTION: If I am only changing my windows, do I need to get a permit?**

**ANSWER:** You need ARB approval and a permit.

**QUESTION: If I want to re-work my existing landscaping will I need to submit plans for review?**

**ANSWER:** You can add to your landscaping without approval but if you remove 25% of the landscape materials, you must get ARB approval for the new design. Refer to Paragraph 5.3.4 of the HHP ARB Guidelines.

**QUESTION: I want to change out my ugly old front door. Do I need to have the new door approved before I buy it?**

**ANSWER:** No approval is required.

**QUESTION: Are setbacks for new houses and additions measured to the exterior wall or the roof overhang?**

**ANSWER:** Setbacks are measured to the walls of the structure.

**QUESTION: I need to remove my foam stucco and replace it with cement stucco. Do I need a permit?**

**ANSWER:** Approval is necessary for any exterior change even if you are using the same color. Due to the length of time and debris created by replacing foam stucco, a Building Permit Agreement and escrow deposit is also required for this type repair.

**QUESTION: What do I need to do if I want to purchase and install one of those manufactured enclosures?**

**ANSWER:** All such structures must aesthetically match and be of high quality material and appear as an integral part of the house in regard to massing, proportions, roof lines, details, colors and finishes. See the ARB Administrator for specific details.