

Hilton Head Plantation Property Owners' Association
Architectural Review Board
P.O. Box 21940
Hilton Head Island, SC 29925

PROPERTY OWNER CHECKLIST

The ARB suggests that you follow the procedures below during the review and construction phases as applicable.

Preparation of Drawings	<input type="checkbox"/>
Application for Design Review	<input type="checkbox"/>
ARB Submission Fee	<input type="checkbox"/>
ARB Review of Plans (house drawings, colors, finishes, landscaping, drainage)	<input type="checkbox"/>
ARB Final Approval	<input type="checkbox"/>
Assessment Paid	<input type="checkbox"/>
Signed Letter of Acknowledgement by Owner	<input type="checkbox"/>
Signed Drainage & Tree Compliance Agreement by Owner	<input type="checkbox"/>
HHP Utilities Construction Agreement (water & sewer)	<input type="checkbox"/>
Escrow Deposits (Owner & Builder)	<input type="checkbox"/>
Copy of Town of Hilton Head Permit	<input type="checkbox"/>
Stake-out Inspection Approval	<input type="checkbox"/>
HHP Building Permit Issued & Posted	<input type="checkbox"/>
Location (Batter Board) Survey Approval	<input type="checkbox"/>
In-Progress Construction Status Inspections	<input type="checkbox"/>
Driveway & Road Drainage Inspections	<input type="checkbox"/>
Final Grade Inspection	<input type="checkbox"/>
Landscape Inspection	<input type="checkbox"/>
Final Compliance Inspection	<input type="checkbox"/>
Escrow Deposits Returned (less violation fines, if any)	<input type="checkbox"/>

A new dwelling shall not be occupied prior to the receipt of a Town Certificate of Occupancy and a Plantation Final Compliance Inspection Approval unless the ARB approves the mitigating circumstances in writing.

Call the ARB Office at least 24 hours in advance of all requested inspections.
Telephone - 681-8800 ext. 230 or 231.