



**The Gatherings HOA**  
 Design Review Committee  
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 Hilton Head Island, SC 29938  
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[www.hightideassociates.com](http://www.hightideassociates.com)

<b>FOR OFFICIAL USE ONLY</b>	
Date Received:	_____
Accepted by:	_____
DRC #:	_____
Meeting Date:	_____

Unit Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Project Type: \_\_\_\_\_ Project Address: \_\_\_\_\_

Parcel Number [PIN]: R600 \_\_\_\_\_

**DESIGN REVIEW COMMITTEE  
 SUBMITTAL REQUIREMENTS**

Submittal Requirements for *All* projects:

- \_\_\_\_\_ Provide drawings showing the exact location with dimensions in relation to the unit, and scope of work to be completed. These do not need to be professional drawings, they can be clean sketches.
- \_\_\_\_\_ Type and details of material(s) to be used for construction.
- \_\_\_\_\_ All work must be in accordance with all applicable codes of authorities having jurisdiction over the work.
- \_\_\_\_\_ The contractor is required to maintain liability & workman’s comp insurance. A certificate to that effect must be provided prior to beginning work.
- \_\_\_\_\_ Landscaping that needs to be removed, relocated or added during or after construction will be at owner’s expense.
- \_\_\_\_\_ Contractors must clean the exterior grounds before leaving the site each day.
- \_\_\_\_\_ Construction Hours: 8:00am-5:00pm Monday-Friday, Saturday 9:00am-5:00pm. No work is permitted on Sundays or major Holidays, i.e. News Years Day, Thanksgiving, and Christmas.

**Also:**

- \_\_\_\_\_ Any balance remaining on your account with The Gatherings HPR will need to be satisfied to a zero balance.
- \_\_\_\_\_ A signed covenant detailing that the new construction will be the responsibility of the unit owner moving forward.

To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by The Gatherings Homeowners Association. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale.

I further agree that per the *The Gatherings Horizontal Property Regime I Master Deed, Article IV, Section 3*. The Board shall consider the request and decide whether approval shall be granted. The Board shall advise the Unit Owner of its decision in writing within one hundred twenty (120) days from the receipt of the request. No Unit Owner shall undertake to modify any portion of the Common Elements.

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SIGNATURE

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DATE