

# Victoria Square Architectural Review Committee Submission Form

This form along with the following information must be submitted to the Victoria Square Architectural Review Committee (ARC) before any modification can be made to the exterior of any lot or home in Victoria Square (per Section 6, Article 6.3).

- **Any modifications made to a home or lot without obtaining ARC approval will be subject to fines.**
- All submissions for home modifications should include a site plan and engineered drawings showing all proposed changes. Submission approvals will be conditional on obtaining a building permit from the Town of Hilton Head. (A site plan should have been included with your closing documents.)
- If the modification is to the existing home or lot, submit detailed to-scale plans showing the planned view and all elevations along with colors and materials to be used.
- Describe and/or submit pictures of ornamental items, pool, hot tub, antenna or satellite dish modifications.
- If the modification is for landscaping, a site plan should clearly indicate the location, type and size of trees or shrubbery to be added. Plans for removal of any tree, measuring over 4" in diameter at a point two feet above the ground, should be submitted to the ARC. Before the ARC considers trees for removal, the homeowner must contact Alex Pinckney, Senior Planner -Environmental, with The Town of Hilton Head at 843-341-4686 to provide an assessment of the trees to be removed.
- To add a fence, a site plan showing the fence line and gates, along with a picture of the fence design should be submitted. (See Fence Policy.)
- For permanent play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. Homemade structures will not be approved.

Completed submission packages should be submitted to:

Victoria Square ARC  
c/o Hight Tide Associates  
P.O Box 7665  
Hilton Head Island, SC 29938

Owner's Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Type of Modification: \_\_\_\_\_

*For Tree Removals, include location, size, and species of tree along with how tree is marked.*

\_\_\_\_\_  
*Attach a picture of the tree(s) with this submission.*

Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE. FOR ARCHITECTURAL REVIEW BOARD USE**

- \_\_\_\_\_ Approved as submitted.
- \_\_\_\_\_ Approved with corrections as noted below.
- \_\_\_\_\_ Declined for reasons noted below.

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