

## Chinaberry Ridge Architectural Review Board Submission Form

This form along with the following information must be submitted to the Chinaberry Ridge Architectural Review Board (ARB) before any modification can be made to the exterior of any lot or home; or any additional structure can be added in Chinaberry Ridge (per Article II, Section 2.2).

- **Two (2) checks: one for \$25 and one for \$75, both made payable to Chinaberry Ridge; are required for all structural changes to the home and/or yard.** The \$25 is a non-refundable administrative/inspection fee. The \$75 check will be held and returned after final acceptance of the completed modification. There are situations where a submittal fee will not be required, such as reconstruction after a fire. This will be determined at the discretion of the Architectural Review Board.
- All submissions for home modifications should include a site plan and engineered drawings to scale showing all proposed changes. Submission approvals will be conditional on obtaining a building permit from the Town of Hilton Head.
- 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 ARB.
- To add a fence, a site plan showing the fence line and gates, along with a picture of the fence design should be submitted. (**Only six foot, natural, wooden, shadow box fencing is permissible.**)
- 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:

Chinaberry Ridge ARB  
c/o High Tide Associates  
55 New Orleans Road, Ste 211  
Hilton Head Island, SC 29928

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

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

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

Email Address: \_\_\_\_\_

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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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- \_\_\_\_\_