



Palmetto Hall POA – ARB Renovation/Addition Checklist

The design phase of a project is a critical part of any project that the ARB reviews. The process will require some time to get through the design, review and the permitting phase. Applicants should review the ARB Standards as well the checklist in preparation of submission of a project for ARB review.

- Submit Renovation/Addition Form
- Plans submitted must provide the full scope and design of the project.
- Plans must be submitted with the proposed design drawn onto the existing site plan.
- Photos of subject property are required, focused on the proposed area for the addition, along with photos of neighboring properties impacted by the addition.
- Will the project require a variance to the setback? If so, a variance request form must be submitted.
- Provide the proposed square footage of the project.
- A landscaping plan will be required at submission.
- Will trees need to be removed for the project? If so, trees to be removed should be noted on the application and mitigation may be required.
- Are there any significant issues the ARB should be alerted to regarding your property in particular?
- A drainage plan prepared by a South Carolina certified engineer is required to be submitted for a home or pool addition.
- Will the exterior colors or materials of the home change? If so provide samples of all materials and colors.
- Will a dumpster be brought on site for this project? If so, where will the dumpster be placed on the property?
- Please refer to the ARB Fee Schedule Exhibit 1 to determine fees required.
- The fee structure: The road impact fee and a submission fee are nonrefundable. A compliance deposit is refunded upon completion of the project once it has passed its final inspection.



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- A town building permit will be required before the POA will issue a permit for the project.