



**MODIFICATION APPLICATION FORM**

Name of Applicant/Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Daniel Island Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant's Address (if different from above): \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**TYPE OF PROJECT                      ADDITIONAL INFORMATION/ATTACHMENTS REQUIRED**

- Exterior Painting:                      Attach Application for Exterior Colors and Materials.
- Fence Installation:                      Attach site plan indicating placement of fence and gate(s) on property,  
Fence Height (max. 6 ft.): \_\_\_\_\_  
Fence Color: \_\_\_\_\_ Design/Material: \_\_\_\_\_
- Pool Installation:                      Attach a site plan indicating placement of pool on property.
- Landscaping:                              Attach plan indicating placement and type of alterations.
- Tree Removal:                            Attach plan identifying location and reason for the removal.
- Structure Modification:                Attach description of project, elevations, and site plan as needed.
- Other:                                        Description of project/work to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- 1) The Review fee must be paid prior to ARB review.
  - 2) For major modifications, The ARB meets during the second and fourth Wednesdays of each month. All applications received by 12:00 pm, the Friday prior, will be reviewed at that time. All other applications are reviewed on a Staff level.
  - 3) The ARB reserves the right to deny any application that does not include the information required for that particular project.
  - 4) Once reviewed notification will be sent via email.
  - 5) Work should not begin until the applicant has received an approval from the ARB.
  - 6) Upon ARB approval, the homeowner must begin work within 90 days of the approval date and work must be completed within 180 days of approval date. Otherwise, a new ARB application must be submitted.
  - 7) Any work done prior to submission of an ARB application or prior to ARB approval will be done at the homeowner's risk.
  - 8) All contractors must follow the Daniel Island Construction Guidelines.

\_\_\_\_\_  
Applicant/Homeowner's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Received By: (ARB/POA signature)

Date: \_\_\_\_\_



*This page is intended to provide homeowners with quick and simple information regarding the ARB approval process and the most common ARB issues.*

**What is the Architectural Review Board (ARB)?**

The ARB ensures that architectural guidelines and covenants are followed in a manner that protects and maintains appropriate community appeal. The ARB reviews all requests for approval to paint or stain, build, landscape, modify or change the exterior of all homes or structures to ensure it meets guidelines and standards.

**When should I submit for ARB approval to paint or stain?**

Anytime you are changing the existing color of the exterior of your home, garage or fence. If you are painting or staining the same color and scheme currently existing, you do not need ARB approval but you are to notify of the work. If you are changing the color, provide color samples/chips you wish to have approved. Please designate the use of each color; that is, siding, trim, door, foundation, louvers, garage doors, shutters, etc. Approval will not be given without sample chips.

**When should I submit for ARB approval to landscape my yard?**

Anytime you are changing any new or existing landscaping located within areas of the yard that are visible from the streets, or other neighbor's homes. Provide detailed plans that indicate approximate locations, measurements, colors, types, and sizes of trees, shrubs, and bushes, decorative rock areas, grassy areas, walkways, paths and other landscape related items.

**What about fences and decks?**

Almost anything you do (except power washing) to fences and decks requires review by the ARB (adding, modifying, changing or staining). Provide detailed plans or schematics that indicate approximate locations, measurements, colors, types of material (wood, brick, wrought iron, etc.), sizes and shape of fencing material, and any other related items. Note: No fences greater than six (6) feet in height are allowed.

**ARB APPLICATION FEES**

*(Effective January 1st, 2019)*

Please make check payable to DITA (Daniel Island Town Association).

- Additions or Major Alterations \$50 per 100 square feet (or) \$500 minimum  
*(Heated, screened porch, or open deck)*
- Minor Alterations \$100  
*(Hurricane protection, shutters, or new stairs)*
- Solar Panels \$100
- Pools or Spas \$300
- Docks or Bulkheads \$250  
*\$500 (Captain's Island Properties)*
- Fences, Walls, or Enclosures \$100
- Exterior Color Modifications \$50-100 *(at ARB discretion)*
- Minor Landscape Modification and Tree Removal \$50 to \$200 *(at ARB discretion)*
- Major Landscape Modification \$300

**ARB APPROVAL PROCESS**

- 1) Complete the ARB application form (over) and mail, email, or return to the POA Office, 130 River Landing Drive, 1C.
- 2) Attach and submit any required information including a check for the ARB fee.
- 3) The ARB will e-mail the applicant/homeowner with the decision.

**If you have any questions, please call the ARB at (843) 881-6122 or the POA main line at (843) 971-9200.**