



**Captain's Island 2021 ARB Review Form and Checklist**

Before a building permit can be issued for a project, Architectural Review Board (ARB) approval must be given. The ARB meets the second and fourth Wednesdays of each month. Submittals to the ARB must be provided to no later than 4:00 pm on the Friday prior to Wednesday's meeting. The following items must be included in the submittal to ensure placement on the ARB agenda.

**All items to be reviewed must be submitted electronically as (1) pdf document.**

**Date Submitted:** \_\_\_/\_\_\_/\_\_\_      **ARB Meeting Date:** \_\_\_/\_\_\_/\_\_\_  
**ARB Review Fee Paid:** \$ \_\_\_\_\_      **Date:** \_\_\_/\_\_\_/\_\_\_  
**Initial Site Meeting:**     Completed      **Date:** \_\_\_/\_\_\_/\_\_\_  
**Architectural Review:**    Conceptual     Preliminary    Final  
**Landscape Review:**     Conceptual     Preliminary    Final             Grading

**Property Address:** \_\_\_\_\_  
**Parcel/Block/Lot:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Architect/Residential Designer:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Builder:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Approved Builder

**Landscape Architect:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Building Setbacks:**  
Front: *Req.-* \_\_\_ *Shown-* \_\_\_  
Right Side: *Req.-* \_\_\_ *Shown-* \_\_\_  
Left Side: *Req.-* \_\_\_ *Shown-* \_\_\_  
Rear: *Req.-* \_\_\_ *Shown-* \_\_\_

**Heated Space Square Footage:**  
Main Mass Area: \_\_\_\_\_  
Garage (Detached): \_\_\_\_\_

**Building Square Footage:**  
TOTAL: \_\_\_\_\_  
(Including Open/Covered Decks, Stairs,  
Drives, Walks, Pool Deck, Raised Planter)

**Dimensions:**  
Max. Width: \_\_\_\_\_  
Max. Depth: \_\_\_\_\_

**FFE:** \_\_\_\_\_  
Existing Grade: \_\_\_\_\_  
Proposed Finished Grade: \_\_\_\_\_

**Lot Coverage:**  
Lot Coverage Allowed: \_\_\_\_\_  
Lot Coverage Actual: \_\_\_\_\_



### Checklist

#### Conceptual Review:

- Completed Review Form
- Copy of the current tree and topo survey (OCRM critical line certification is required to be 5 or less years old)
- Site Plan to Scale (shown on the current tree and topo survey)
- All four elevations at 1/8" or 1/4" Scale (show the overall height of the home from the back of curb to the top of the roof ridge)
- Floor Plans
- Google Earth Location Required
- Infill Lot Information:
  - Photographs (If the site is an infill lot, photographs of existing conditions are required.)
  - Adjacent Lot Information (In addition, the Architect or Residential Designer must contact the ARB office for the building footprint of the adjacent property(s) to be included within the site plan of the property being reviewed.)

#### Preliminary Review:

- Completed Review Form
- Written responses to previous ARB review conditions
- Copy of the current tree and topo survey (OCRM critical line certification is required to be 5 or less years old)
- Site Plan to Scale (shown on the current tree and topo survey)
- Elevations at 1/8" or 1/4" Scale (show the overall height of the home from the back of curb to the top of the roof ridge)
- 3D Renderings Required
- Soffit Details
- Floor Plans
- Infill lot Information as required for Conceptual Review.
- Site Section from the back of curb to the rear property line showing flood, existing & proposed grades
- Conceptual/Preliminary landscape and grading plans submitted in separate PDF

#### Final Review:

- Review Form
- Written responses to previous ARB review conditions
- Site Plan to scale
- Elevations at 1/8" or 1/4" Scale (show the overall height of the home from the back of curb to the top of the roof ridge)
- 3D Renderings Required
- Floor Plans
- Infill Lot Information as required for Conceptual Review.
- Final Landscape and Grading plans submitted in separate PDF
- Erosion Control and Tee Protection Plan

#### Site Plan Requirements:

**The ARB will not accept or review site plans that are not shown on a current tree and topo survey.**

- Building Footprint:
  - Main Mass
  - Detached Accessory Structure(s)
- Tree and Topography Survey (Include Protected Area of any Grand Trees, if applicable)
- Hardscape (Back of curb, Sidewalk, Walkways, Driveway, Pool)



- Setbacks (front, rear & sides)
- Distance from the driveway to the property line
- Distance from the garage doors to the side property line
- HVAC Location(s), SCE&G Utility Box & Water Meter Location
- Fence or Hedge requirements addressed (if applicable)

**Elevation Requirements:**

- Overall height from the back of curb to the top of the roof ridge (principal buildings shall not exceed a height of 55' to the peak of the roof and 45' to the eaves, for accessory buildings, the height to the peak of the roof shall not exceed 36')
- Existing Grade
- Finished Floor
- Flood
- Exterior Materials Noted

**Please Review the following Documents and Requirements:**

- Captain's Island ARB 2021 Review Form and Checklist
- Daniel Island ARB 2021 Real Estate Closing Fees
- Daniel Island ARB 2021 Construction Guidelines
- Daniel Island Master Plan Zoning Text
- Captain's Island Design Principles
- Daniel Island Park Association (DIPA) Design Guidelines

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies.

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

Applicant/Homeowner's Signature

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

Signature Received By (ARB/POA signature)