



Captain’s Island 2024 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 2024 Review Form and Checklist
- Daniel Island 2024 Real Estate Closing Fee Sheet and 2024 ARB Fee and Deposit Sheet
- Daniel Island ARB 2024 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)