



The Retreat 2025 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 Amount: \$ _____ **Date Paid:** ___/___/___

Orientation Meeting Date Completed: ___/___/___

Initial Site Meeting Date Completed: ___/___/___

Architectural Review: Conceptual Preliminary Final

Landscape and Grading Review: Conceptual Preliminary Final

Property Address: _____

Parcel/Block/Lot: _____

Owner: _____

Telephone: _____

Email: _____

SC Registered Architect: _____

Telephone: _____

Email: _____

Builder: _____

Telephone: _____

Email: _____

SC Licensed Landscape Architect: _____

Telephone: _____

Email: _____

If applicable:

- Variance Request Form?
- Is this lot in a Coastal A Flood Zone?
- Is there a 25’ Aquatic Buffer at the rear?

Building Square Footage:

TOTAL: _____

(Including Open/Covered Decks, Stairs, Drives, Walks, Pool Deck, Raised Planter)

Heated Space Square Footage:

Main Mass Area: _____

Garage (Detached): _____

FFE: _____

Existing Grade: _____

Proposed Finished Grade: _____

Building Setbacks:

Front: Req.-____ Shown-_____

Right Side: Req.-____ Shown-_____

Left Side: Req.-____ Shown-_____

Rear: Req.-____ Shown-_____

Dimensions:

Max. Width: _____

Max. Depth: _____

Lot Coverage:

Lot Coverage Allowed: _____

Lot Coverage Actual: _____



Checklist

Conceptual Review:

- Completed Review Form and Design Review Fee Payment Confirmation
- Copy of the Current Tree and Topo Survey
- Proposed Site Plan to Scale (shown on the current tree and topo survey, include grand tree protection zones, if applicable)
- 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.)
- Clearly Present any Applicable Site Restrictions or Variances Requested
- Floor and Roof Plans
- All Exterior elevations at 1/8" or 1/4" Scale (as measured from the back of curb and the proposed grade, to the top of the roof ridge)
- Provide Conceptual Landscape and Grading Plans and Landscape Review Fee Payment Confirmation (submit as separate PDF)

Preliminary Review:

- Completed Review Form
- Written Responses to Previous ARB Review Conditions
- Copy of the Current Tree and Topo Survey
- Proposed Site Plan to Scale (shown on the current tree and topo survey, include grand tree protection zones, if applicable)
- 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.)
- Clearly Present any Applicable Site Restrictions or Variances Requested
- Floor and Roof Plans
- All Exterior Elevations at 1/8" or 1/4" Scale (as measured from the back of curb and the proposed grade, to the top of the roof ridge)
- Site Section from the Back of Curb to the Rear Property Line (showing flood information, existing & proposed grades, etc....)
- Provide Exterior Materials, Window, Door, Trim, and Soffit Details
- Colored 3D Renderings Required
- Provide Preliminary Landscape and Grading Plans for Review (submit as separate PDF)

Final Review:

- Completed Review Form
- Written Responses to Previous ARB Review Conditions
- Copy of the Current Tree and Topo Survey
- Proposed Site Plan to Scale (shown on the current tree and topo survey, include grand tree protection zones, if applicable)
- 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.)
- Clearly Present any Applicable Site Restrictions or Variances Requested
- Floor and Roof Plans
- All Exterior Elevations at 1/8" or 1/4" Scale (as measured from the back of curb and the proposed grade, to the top of the roof ridge)
- Site Section from the Back of Curb to the Rear Property Line (showing flood information, existing & proposed grades, etc....)
- Provide Exterior Materials, Window, Door, Trim, and Soffit Details
- Colored 3D Renderings Required
- Mini Exterior Color and Material Sample Panel (dropped off at ARB office)
- Provide Final Landscape and Grading Plans for Review (submit as separate PDF)
- Erosion Control and Tree 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.

- Dimensioned Site Plan shown on a Tree and Topography Survey (Include Calculated Grand Tree Protection Zones, if applicable)
- Building Footprint (main mass and any detached accessory structure(s))
- 25' Front Setback, Side Setbacks, Rear Setbacks, any Easements, and Protected Buffers
- Hardscape (back of curb, sidewalk, walkways, driveway, pool, etc....)
- Distance from the Driveway Hardscape to the Side Property Line
- HVAC and Pool Equipment, Utility and Meter Location(s)

Exterior Elevation Requirements:

- Exterior Elevations at 1/8" or 1/4" Scale
- Site Section from the Back of Curb Elevation to the Rear Property Line (showing flood information, existing & proposed grades, etc....)
- Free Board (current City requirement)
- Top of Slab, Finished Floor, Ceiling Height, etc....
- Base Flood and Design Flood Elevations
- Overall Height of the Home (as measured from the back of curb and the proposed grade, to the top of the roof ridge)
- Exterior Materials Noted

Please Review the following Documents and Requirements:

- 2025 Real Estate Closing Fees and 2025 ARB Fees and Deposits for DIPA and The Retreat
- Daniel Island Master Plan Zoning Text
- The Retreat Design Guidelines
- Daniel Island Park Association (DIPA) Design Guidelines
- Daniel Island ARB 2025 Construction 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.

Applicant/Owner's Signature Date: _____

Signature Received By (ARB/POA signature) Date: _____