



## **2026 The Retreat Initial Site Meeting Request Form**

Please review and complete the following:

Date of Completed Orientation Meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Step 2: Site Meeting**

*Prior to the Conceptual Design Submittal, the architect and landscape architect are required to attend an onsite meeting with the ARB Administrator. The objective of the meeting is to discuss any applicable restrictions, setbacks, easements, significant natural site characteristics as well as to discuss the proposed home, grading, drainage, and landscape concepts. Owners and builders are highly encouraged to attend this meeting. A \$300 review fee is required to be paid prior to the site meeting.*

Initial Site Meeting Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Property Address: \_\_\_\_\_ Parcel/Block/Lot#: \_\_\_\_\_

☐ **Owner:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

☐ **Builder:** \_\_\_\_\_ ☐ Approved Builder  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

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

**Describe Significant Site Features and any Variance Requests:**

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### **Checklist for Initial Site Meeting**

At least 3 Days prior to the site meeting the required materials must be emailed to the ARB Administrator in PDF format.

The initial site meeting has several objectives:

- *To clarify ARB procedures.*
- *To clarify any applicable restrictions such as: setbacks, Water Quality Buffer, OCRM critical lines, easements, grading concepts, height restrictions and lot coverage, and identification and protection of distinctive trees, buffers, and significant natural characteristics of the site, etc.*
- *To examine the location and general appearance of neighboring residences so as to discuss and review their impact on the site design and development.*

### **Required Materials for the Site Meeting**

#### **Tree and Topographic Survey:**

One (1) set at 11" x 17", prepared and sealed by a surveyor or Engineer who is currently registered and licensed in S.C., dated not more than eighteen (18) months prior to the Initial Site Meeting, and prepared at a scale of 1/8" = 1' or 1/10" = 1', showing:

- ☐ Property lines, all easements, setbacks, protected buffers, Water Quality Buffer, OCRM critical line, etc...
- ☐ Location of adjacent residences, driveways, and walkways
- ☐ Utility locations
- ☐ Base Flood Elevation
- ☐ All existing site features including topography at 1-foot (1'-0") intervals
- ☐ OCRM critical lines certified by OCRM within five (5) years of the date of submittal. Certifications shall meet current OCRM criteria
- ☐ Wetlands and Wetland Buffers delineated
- ☐ Location of all trees in excess of six inches (6") in diameter as measured four and one-half feet (4'-6") above the ground
- ☐ Location of any Grand trees (24" in diameter or greater) on or adjacent to the lot, as measured four and one-half feet (4'-6") above the ground, and required grand tree protection zones
- ☐ Location of any diseased or damaged trees proposed to be removed
- ☐ Any other significant site features

#### **Site Analysis Drawing:**

Existing site conditions and characteristics drawn on the Tree and Topographic Survey, to include:

- ☐ Existing drainage patterns
- ☐ View corridors
- ☐ Outline of the buildable area as defined by natural features including but not limited to topography, calculated tree protection zone for grand trees, tree canopies, setbacks, easements, regulatory requirements, etc.

#### **Proposed Site Development Plan:**

Proposed development drawn on the Tree and Topographic Survey, to include:

- ☐ Outline of the conceptual building massing/footprint, decks, stairs, drive, and walkway locations
- ☐ Proposed drainage patterns



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

- ☐ The Retreat Design Guidelines
- ☐ Daniel Island Park Association (DIPA) Design Guidelines
- ☐ Daniel Island Master Plan Zoning Text
- ☐ 2026 Daniel Island Real Estate Closing Fee Sheet and 2026 ARB Fee and Deposit Sheet for The Retreat and Daniel Island Park Association
- ☐ 2026 Daniel Island ARB 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.

<b>Applicant/Owner's Signature</b>	<b>Date</b>

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

Daniel Island ARB Administrator: Carson Gruber [carson.gruber@dicommunity.org](mailto:carson.gruber@dicommunity.org)