



## ARCHITECTURAL REVIEW BOARD APPLICATION ADDITIONS, REPAIRS & IMPROVEMENTS

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

Property Owner's Name: \_\_\_\_\_

Lot/Street Address: \_\_\_\_\_

ARB Review is required for all building construction, repairs, and major landscaping projects. The Paddocks ARB generally meets on the 4<sup>th</sup> week of each month. Plans must be submitted by the 2<sup>nd</sup> week of each month on Wednesday by close of business. Please submit an electronic copy of the completed and signed application along with a PDF of the drawings if applicable to [Admin@ThePaddocksHHI.org](mailto:Admin@ThePaddocksHHI.org) and [Sarah@gwserviceshhi.com](mailto:Sarah@gwserviceshhi.com). Checks for applicable fees should be paid to "The Paddocks" and sent to GW services, P.O. Box 6476, Hilton Head, SC 29938.

If applicable, road impact and compliance fees will be collected after Final Approval has been granted. The ARB fee schedule may be found on The Paddocks website. [www.paddocksonjarviscreek.com](http://www.paddocksonjarviscreek.com)

**Submittal requirements:** Please check appropriate boxes.

**Project Type:**

- Addition/renovation/alteration to the main footprint (Porch, patio, home addition)  
Total New Square Footage: \_\_\_\_\_  
**Note: The ARB reserves the right to refer a project to new construction if the scope merits it.**
- Tree Removal
- Repainting, Rot or Driveway Repairing/replacement, re-roofing or window replacement
- New Pool/Spa
- Landscaping projects
- Dumpster Permit
- POD Permit
- Fencing/Screening
- Other

Brief description of work to be done:

**By signing below, you, the owner, acknowledges you have read and understand the ARB Rules and Regulations for the Paddocks, will pay all appropriate fees, and will ensure compliance in all phases of the project.**

**The ARB may request further clarification depending on the scope of work. Color samples, fixture cut sheets, etc. may be needed to further assess the project.**

**Property Owner:**

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

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Street address: \_\_\_\_\_

**NO WORK may begin before paying associated fees and receiving a permit from The Paddocks. Where applicable, the owner/contractor will need to obtain a building Permit from the Town of Hilton Head Island and email a copy to The Paddocks ARB at [admin@ThePaddocksHHI.org](mailto:admin@ThePaddocksHHI.org). All permits must be displayed on the front of the property facing the street. Work completed without a permit will be subject to fines.**

**Note: For larger projects, the ARB will require notification of the name and contact information Contractors, Architect/Designers, Landscape Designer, etc. They are required to sign the appropriate compliance forms before a Paddocks ARB Building Permit is issued.**

**Please refer to the Architectural Rules and Regulations for all Fee Schedules for ARB Permits. If you have questions concerning your project you may contact the ARB Administrator.**