

ALLENWOOD ARB APPLICATION FOR RENOVATION Revised 01/12/2024

Unit # _____

OWNER

Name _____ Phone _____

Address _____ Email: _____

BUILDER/CONTRACTOR (if applicable)

Name _____ Phone _____

Address _____ Email: _____

Exterior painting: Check all that apply. Circle Color Choice.

_____ **Front Doors (Townhomes & Homes):** - Townhome upper & lower doors must match

- Billiard Green (SW0016)
- Deep Maroon (SW 0072)
- Meadow Sage (HGS W 3244)
- Mount Pleasant (DCL036)
- Tricorn Black (SW6258)
- Coffee (DD3114)
- Secession Blue (DCR064)
- Modern Mahogany (SW3104)
- Hunley (DCR059)

_____ **Garage Door & Trim (Townhomes)**

- Curio Gray (SW0024)

_____ **Windows & Door Trim (Townhomes)**

- Unfussy Beige (SW6043)

_____ **Garage Door & Trim (Homes)**

- Garage door color can match front door and shutters.
- Trim must match garage door.
- Please provide sample.

**Other
Improvements**

_____ **Roof** - Requires Town permit. Permit # _____ Weathered wood/Architectural Shingles

_____ **Siding** - **Townhome:** Color: Pebble. Manufacturer: Revere.
Homes: Color must match original siding. Sample to be submitted with application.

_____ **Fencing** - Scale Drawing required. _____

*Black Metal or Wood (Circle one) - Attach a picture of material & finish colors for wood fencing.

*Style must match currently approved versions from the ALLENWOOD

ARCHITECTURAL REVIEW BOARD QUICK REFERENCE GUIDE.

*Fence can NOT encroach into the required 20-foot buffer zone or required setback.

_____ **Tree removal** – **HOMES ONLY!** Requires Town permit. Permit # _____

*This is required for any trees that are larger than 3 inches in diameter DBH

_____ **Screening of Porches** - Scale Drawing required for Homes. _____

*Style must match currently approved versions from the ALLENWOOD

ARCHITECTURAL REVIEW BOARD QUICK REFERENCE GUIDE.

*Porch can NOT encroach into the required 20-foot buffer zone or required setback.

_____ **Other:**

A complete description of the work to be undertaken must be attached, including any drawings or blueprints of the planned renovations and a waste disposal plan by the contractor.

Any project started prior to approval WILL incur a minimum \$50.00 fine, and is subject to being restored to original condition at the owner's expense as well as additional fines.

The undersigned acknowledge that they have read and understand the ARB Architectural Standards for Allenwood. In addition, the undersigned acknowledges the ARB & Board of Allenwood Owners Association has the Authority to fine & hold the Owner and Contractor to all standards and expectations laid out in the Rules & Regulations as well as the ARB Standards & Procedure. *Most common items are mentioned below, but is NOT a complete list. Please refer to ARB Standards & Procedure and Rules & Regulations.*

- Construction work is limited to 8:00 AM to 7:00 PM on weekdays, and 9:00 AM to 5:00 PM on Saturdays.
- Work is NOT permitted on Sundays or South Carolina legal holidays.
- Damage to any portion of the property (irrigation, asphalt, etc.) resulting from this work shall be the responsibility of the homeowner.
- Site maintenance & Waste disposal is the responsibility of the Contractor.
- Owners are responsible for ensuring that all Workers and Contractors are abiding by the Rules & Regulations and ARB Standards & Procedures of Allenwood.

_____ Owner Signature	_____ Date	_____ Contractor Signature	_____ Date
_____ ARB Chair Signature	_____ Date	_____ Board Member Signature	_____ Date
_____ Final ARB Review Completed		_____ Date	

Please remember to submit:

Initials

1. ___ This signed (Contractor & Owner) and completed application.
2. ___ Color and Material samples/Specs, if NOT a Pre-approved color.
3. ___ Complete description of project with drawings and/or pictures.
4. ___ Blueprints or Scale drawing of planned renovation.
5. ___ Waste Disposal Plan and clean up plan.
6. ___ Timeline for stages of work and expected completion date.
7. ___ Copy of Permit or Approval from the Town of HHI if required.
8. ___ Construction Deposit check for agreed upon amount, to secure against any fines or action taken by Allenwood Owners Association or ARB against Contractor or Owner.

APPLICATION IS VALID FOR 60 DAYS FROM THE DATE OF APPROVAL

SUBMIT THIS APPLICATION WITH ALL REQUIRED ATTACHMENTS TO:

IMC Resort Services

2 Corpus Christi Pl Suite 302, Hilton Head Island, SC 29928

Once the project is complete, contact the ARB for final review.