



The Farm Homeowners' Association  
Architectural Review Committee  
Submittal Form

Owner(s) of Record: \_\_\_\_\_

Property address in the Farm: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- Initial Submittal
  - Re-Submittal after Disapproval
  - Re-submittal with Additional Information
  - Paid \$50 for up to three projects submitted on same date
- Ck # \_\_\_\_\_

List only **ONE** project per cover letter. Please make check or money order payable to The Farm and mail to the address below. **This form must be submitted and work approved for ANY changes made to the outside of your property before work can begin.** Please provide a brief description of proposed changes or additions to your home or landscaping, and attach all plans (site plan, building plans, elevation plans, set back lines etc), specifications (type of material to be used, color, etc.), and any other material that will assist the ARC in making its decision. If additional space is required, please add additional pages - in a professional manner. *Please note, the HOA account associated with the home must be current and in good standing in order to be eligible to submit an ARC application. All applications must be submitted by the owner of record.*

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Name of Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Est. Completion Date: \_\_\_\_\_

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

Date Received: \_\_\_\_\_

**Send Request to:**  
**The Farm at Buckwalter, HOA**  
**c/o IMC Resort Services, Inc.**  
**2 Corpus Christi, Ste 302**  
**Hilton Head Island, SC 29928**  
**Fax: 843-815-4174**

## BUILDING CODES

Any structures that are going to be built must go through Beaufort County Zoning board to obtain a permit. The owner of the property must have 3 copies of their plat. These copies must be to scale, and there is a \$25.00 charge. They will also need a copy of the contractor's license (both state & county). This can only be done in Beaufort; the Bluffton office can not process these requests. They will also need drawings and specifications of the work to be done. All work must meet Beaufort County's building codes.

Installing a new driveway generally does not need a permit from the county. The only time a permit is needed is if:

- TREES MUST BE CLEARED FOR THE INSTALLATION OF THE DRIVEWAY
- IF THE DRIVEWAY WILL ACCESS A COUNTY ROAD

**Even though a county permit is not needed for this, you will still need an approval from the ARC committee.**

## UTILITIES

### **Water: BJWSA**

No construction can be placed over water meter/water main. Example: A homeowner wants to widen their driveway, but the water meter sits next to the existing driveway. The homeowner **MUST** call BJWSA customer Service to schedule to have someone come out for relocation of the water meter/water main. This is done at the customers' expense.

### **Electric: SCE&G/Palmetto Electric**

No construction can be done around a transformer, unless it meets SCE&G/Palmetto Electric specifications which are:

- NOTHING CAN BE PLACED 3FT FROM THE SIDES OF A TRANSFORMER
- NOTHING CAN BE PLACED 12FT FROM THE FRONT OF THE TRANSFORMER

To identify the front of the transformer, there will be a lock on the front of the transformer.

**NOTE:** The utility companies signed contracts with the Developers that give them the right of way for all properties.

In the case that a homeowner has impeded access to their equipment, they have the right to remove whatever has been placed in their right of way at the owner's expense.

**ALSO,** the homeowner is responsible to pay for any damage to their equipment that may have been caused by the homeowner, tenant or guest's actions.

## DIGGING

**WARNING:** It is a state law that customers call to have all utilities located on their property before any digging is done on the property. If this is not done, and utility service is damaged, the homeowner will be subject to fines and the cost of repairing the utility service. Call 811 for this service, there is no cost for this.