



PINECREST ACC APPLICATION

OWNER INFORMATION:

OWNER NAME:	
PINECREST ADDRESS:	
PHONE:	EMAIL:

CONTRACTOR INFORMATION:

CONTRACTOR NAME:	S.C. CONTRACTOR LICENSE #:
STREET ADDRESS:	CITY/STATE/ZIP:
PHONE:	EMAIL:

DESCRIPTION OF REQUEST:

Please include summary of request with material information and measurements, colors, etc., as applicable.

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Change Description	Refundable Deposit	Owner Initials
Major Addition/Renovation: To include major structural changes, i.e., total replacement of roof (new material), change roof line, addition of swimming pool, lanai, pergola/gazebo over 10' x 10', sunroom, screen porch, solar panels, major concrete work, excavation and heavy material delivery.	\$500	
Minor Addition: To include deck, minor driveway and patio extensions, fences, hot tub/spa installation, natural gas fireplace/firepit, 10'x10' or smaller pergola/gazebo, irrigation well, GenStone treatment, or other minor additions.	\$150	
Minor Improvement: To include walks, adding windows, garage screen, including color stamping driveway, front walkway, Key West Style hurricane shutters.	\$50	
Exterior Painting: New color.	\$100	
Landscaping: Tree removal/replacement	\$100	
Notification Only: Roof replacement-same materials/color; siding replacement-same color; painting entire house-same color; front entry-decorative colored glass, low-profile storage shed, satellite dish, trampoline/swing set, concrete driveway replacement.	NO CHARGE	

NOTE: The applicant(s) must thoroughly read and comply with the requirements of the ACC architectural guidelines and any requirements contained in the Covenants, Restrictions and Easements and the ACC approval procedures.

Submit this form with: as-built survey, drawing(s)/picture(s) of change, color samples and any additional information the ACC may need for a decision per the attached checklists. Sixty (60) day completion limit for all projects, except tree(s) replacement which is thirty (30) days. IMC must be notified of completion of project for final inspection by the ACC. Extensions granted with prior permission only. Contact IMC if needed.

NO WORK MAY BEGIN WITHOUT APPROVAL FROM THE ACC.

Please make checks payable to **Pinecrest POA** and drop-off/mail to the following:

Pinecrest POA, c/o IMC Resort Services, Inc.

2 Corpus Christi Place, Suite 302, Hilton Head Island, SC 29928 -OR- 181 Bluffton Rd, Suite C-103, Bluffton, SC 29910

OWNER SIGNATURE

DATE

ACC Required Documents by Project Type

Major Addition/Renovation

Roof Replacement (New material)/Change in Roofline

- Completed ACC Form with Deposit
- Drawing from architect or contractor, if changing roofline
- Picture example of style and color selected
- Color photo of existing roof
- Permit from Town of Bluffton, if necessary

Swimming Pool

- Completed ACC Form with Deposit
- As-built survey – *see example on final page*
- Pool design including location of pool and surrounding concrete decking with measurements
- Location of pool equipment and how it will be hidden from view
- Color photo of existing yard
- Proposed landscape treatment, if any, around pool deck and/or equipment

Solar Panel Installation on Roof

- Completed ACC Form with Deposit
- Color photo of existing roof
- Panel design layout on roof from installation company
- Color of panels and frames
- Treatment of conduit (hidden or visible, metal color or painted)

Lanai/Screen Porch/Sun Room/Pergola/Gazebo over 10' x 10'

- Completed ACC Form with Deposit
- As-built survey – *see example on final page*
- Drawing from contractor or architect, with measurements
- Picture example of style and color selected
- Color photo of existing area (before project)
- Permit from the Town of Bluffton, if necessary

Minor Addition

Patio Extension/Driveway Extension/Deck/Porch Enclosures/Hot Tub/Spa/Natural Gas Fireplace/Firepit/Irrigation Well/GenStone Treatment/Pergola/Gazebo 10' x 10' or less

- Completed ACC Form with Deposit
- As-built survey showing the changes with measurements – *see example survey on final page*
- Picture example of completed project if applicable
- Drawing from contractor or architect
- Picture example of style and color selected/Example of finish
- Color photo of existing area (before project)
- Permit from the Town of Bluffton, if necessary
- Permit from the DHEC, if necessary

Fence Installation

- Completed ACC Form with Deposit
- As-built survey with fence line notated with measurements – *see example survey on final page*
- Drawing from contractor if available
- Picture example of style selected
- Color photo of existing area (before project)
- Letter from owner stating that the fence will be on or within 4 inches of the property
- If connecting to a neighbor's fence, provide written approval from respective owner.

Minor Improvement

Driveway/Adding Windows/Front Walkway Stamping/Staining/Pavers/Garage Door Screen/Key West hurricane shutters

- Completed ACC Form with Deposit
- As-built survey – *see example on final page*
- Drawing showing additions and changes with measurements
- Color/pattern sample images

Exterior Painting – New Color

Exterior Painting (shutters, siding, doors)

- Completed ACC Form with Deposit
- Physical Color sample – minimum of 2 paint chips of the preferred color (preferably 6)
- Color photos of existing color of house
- Color photos of existing color of shutters, siding, and door (as applicable)
- Different front door colors from approved material list must be approved first

Landscaping

Tree(s) Removal

- Completed ACC Form with Deposit
- As-built survey with tree(s) location notated – *see example of survey on final page*
- Replacement tree(s) to include type of tree and size at planting/gallon size. **Note:** replacement tree must be minimum 8' height at time of planting OR 30 gallons. Receipt of purchase may be requested.
- Color photo of tree(s) to be removed, marked w/red tape or ribbon
- Permit from the Town of Bluffton if necessary

Notification Only Projects

Roof Replacement/Siding Replacement/Exterior Painting (same material, same color)

- Completed ACC Form
- Picture of existing AND picture of proposed roof for comparison purposes to include name of color
- Permit from the Town of Bluffton, if necessary

Driveway Replacement (Same material, same color)

- Completed ACC Form
- As-built survey – *see example on final page*
- Color photo of existing driveway
- Permit from the Town of Bluffton, if necessary

Decorative Colored Glass Entry & Shutter Replacement

- Completed ACC Form
- Photo or picture of selected entry design/shutter style
- Picture of color samples of entry glass design or shutter paint
- Color photo of existing area (before project)

Satellite Dish/Low profile storage shed (56"x48 x72")/Garbage can storage shed (41"x29"x50")

- Completed ACC Form
- As-built survey with location marked – *see example on final page*
- Picture of shed
- Color photo of existing area (before project)
- Documentation for non-standard location of satellite dish

Trampoline/Swing Set (not for Little Tykes)

- Completed ACC Form
- As-built survey with location marked (must be in rear yard) – *see example of survey on final page*
- Trampoline must have a safety net and be black, brown or green.
- Picture example of chosen trampoline or swing set

NO REQUEST PROJECTS

(Check ACC guidelines for details/material requirements, if applicable.)

- Adding decorative (beveled or etched) glass – front door, sidelights, palladium
- Updating outdoor lights – carriage lights and landscape lights
- Adding plants, bushes or trees
- Changing garden bed mulch/material
- Adding a trellis, rain barrel, small statuary, fountain to a yard
- Adding small deck boxes in rear of home or rear side of home (26"x28"x55")
- Firepit or chimney pot – wood-burning or propane. *Must have spark suppressor.*
- Invisible fence
- Hanging two flags in front of house and one small banner or flag – *please refer to guidelines.*
- Installing solar attic fans, skylights or light tubes
- Setting up free-standing basketball hoop in driveway
- Little Tykes Playhouse, toddler trampoline, etc.

DWELLING MAINTENANCE TO PROTECT YOUR INVESTMENT

- Gutters, leaders, rain chains
- Storm doors – black, white, entry door color
- Window replacement (same style/color/size)
- Siding/Stucco repair
- Rear patio staining/sealing
- Hurricane shutters (Key West style requires a formal application)

EXAMPLE OF AN 'AS-BUILT' SURVEY

