

Palmetto Bay Marina Village Interior Renovation Rules

We want to encourage owners to renew and renovate their unit. These rules have been established to protect the interests of the Regime and to minimize disturbance to adjoining owners. Your application for interior work will be processed expeditiously, however you need to plan ahead. DO NOT submit the application on the morning your contractor plans to start work! Please allow 10 calendar days for IMC and the Regime to review your request.

1. All requests for approval MUST be in writing and will be maintained in the file for each unit as a record of all work performed, when, by whom, and the permit therefore.
2. Any work that requires a Town of Hilton Head building permit is the responsibility of the unit owner. If you are unsure whether or not your renovation work requires a permit, please check with your hired contractor prior to work beginning. Any request to relocate or remove a wall will require you to submit a report from a registered architect or registered structural engineer indicating that this work will not be detrimental to the structural integrity of the unit.
3. A construction fee of \$500.00 must be submitted along with the application for remodeling work. Please submit TWO checks payable to Palmetto Bay Marina Village - one check in the amount of \$425.00 for a refundable compliance deposit and one check in the amount of \$75.00 for a non-refundable submission fee. Both checks will be deposited once the Board approves the application. Upon final inspection, if all is satisfactory, the \$425.00 compliance deposit will be refunded. Please note it is the responsibility of the owner to notify IMC that the work has been completed.
4. All information requested on the attached application form must be provided. Also, all contractors and sub-contractors are required to provide their own insurance while working on property and must submit proof of their licenses and insurance to IMC prior to any work beginning on the property.
5. If your contractor requires a dumpster, it must be approved and the location determined and approved in advance by IMC/Palmetto Bay Marina Village Board. The number of days that a dumpster will be in place must be specified and shall be kept to a minimum. No materials may be staged or stored outside of the unit. On a daily basis, all debris outside the unit must be cleaned up or removed. If your contractors utilize the elevators for transporting materials, all contractor debris in the elevator car must be cleaned as well.
6. Other than for quick loading and unloading, contractor vehicles should be parked in the overflow parking area near the tennis courts. No contractor vehicle may remain on the property overnight.
7. The owner will be charged for any needed repairs or cleanup of the common property including any impact on the regime landscaping necessitated by their contractor. These charges will be taken out of the compliance deposit or will be billed to the owner's account if they are in excess of the deposit.
8. Work is permitted between the hours of 9:00 AM and 6:00 PM Monday through Friday and 10:00 AM through 6:00 PM on Saturday. No work is permitted on Sunday or Holidays.
9. If the rules are not followed, and/or work authorization is not obtained, all work may be stopped, and the owner may be fined \$250.00 daily in addition to the \$75.00 submission fee.

PALMETTO BAY MARINA VILLAGE REMODELING WORK APPLICATION

Unit #: _____

Unit Owners: _____

Owner's Address: _____

Owner's Phone: (H) (____) _____ - _____ (Cell) (____) _____ - _____

Owners Email Address: _____

Estimated Start Date: _____

Estimated Completion Date: _____

Dumpster company being used (if applicable) and dates dumpster will be in place: _____

Please submit a detailed description of the work to be done in the unit, along with the corresponding plans, drawings, etc. if applicable.

Please provide the following documentation with this application:

- _____ Proof of insurance for contractor (certificate from carrier)
- _____ General liability policy with a minimum limit of \$100,000.00
- _____ Worker's compensation policy
- _____ Copy of business license for contractor
- _____ Copy of approved building permit issued by the Town of Hilton Head (if applicable)
- _____ Copy of structural report from structural engineer or architect of improvements (if applicable)
- _____ Refundable Compliance Deposit Check for \$425.00 made payable to Palmetto Bay Marina Village
- _____ Non-refundable Submission Fee Check for \$75.00 made payable to Palmetto Bay Marina Village