

Bluffton Park

ARCHITECTURAL DESIGN BOARD SUBMISSION FORM

Owner's Name: _____

Owner's Property Address: _____

Owner's Phone: _____

Owner's Email: _____

Architect/Designer Name: _____

Architect Address: _____

Architect Phone: _____

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Owner's Signature: _____

Date of Submission: _____

Received By Management
Company Date _____

- Plans are not accepted for review without a completed application and fee paid. Please review the Bluffton Park Design Guidelines for examples of approved structures & colors prior to submitting the application.
- Completed submission packages should be submitted to the HOA management company office. The ADB committee meets regularly on the 2nd and 4th Tuesday of the month. Allow at least forty-five (45) days for review. No work should commence without written approval from the Bluffton Park ADB.

Bluffton Park Community Association
c/o IMC Resort Services, Inc.
181 Bluffton Rd Building C103
Bluffton, SC 29910
Phone: 843-785-4775 ext. 2

Bluffton Park

Selection	NEW CONSTRUCTION/STRUCTURAL CHANGE (Project that Needs Town of Bluffton Building Permit) DEPOSIT REQUIRED - (\$200)	COST
	Concept (credited to Full Review with submittal of Final Plans)	\$50.00
	New Structure (400 Sq Ft and up)	\$50.00
	Pool (as an addition or with new construction)	\$50.00
	Covered addition/alteration up to 499 square feet	\$50.00
	ALTERATION, PLAYGROUNDS, LANDSCAPING (Projects that do NOT require Town of Bluffton Permits) DEPOSIT REQUIRED - (\$100)	NO COST
	Roof Replacement (Building Permit required)	\$0.00
	Fence/Painting of Home (if changes in color are to be made)	\$0.00
	Tree Removal/ Major Landscaping Changes	\$0.00
	Updates to the exterior of the home	\$0.00
	Uncovered addition/alteration, i.e., deck, playground, driveway change, paint color change, or enclosing existing covered areas, i.e., screened-in porch, etc.	\$0.00

DESCRIPTION OF PROJECT BELOW (provide as much detail as possible)

Bluffton Park

FINAL CHECKLIST

- A check made payable to the Bluffton Park Community Association, Inc. for the deposit and application fee.
- A site plan of the lot and home showing the modification with dimensions.
 - (This site plan is typically included in your closing documents or is available by contacting the Beaufort County Register of Deeds (<https://www.beaufortcountysc.gov/register-of-deeds/>). If the County does not have an As-Built Survey on record for your home, you will need to have a surveyor stake the corners of your lot for the ADB's reference when reviewing your plan)
- If it is a modification to the existing home, submit a detailed set of to-scale plans showing the plan view and all modifications along with colors and materials to be used on the exterior.
- If the modification is landscaping, submit a detailed set of plans along with a plant list with quantities and sizes of the plantings.
- If you are planning to install a fence, please see the list of pre-approved fence drawings included in the Design Guidelines. (We strongly recommend that the fence be held 12" inside the actual property line.)
- For play equipment (swing sets, playhouses, etc.), submit a color brochure from the manufacturer. (Homemade structures will not be approved.)

FOR OFFICE USE ONLY:

- Approved as submitted.
- Approved with corrections noted below.
- Declined for reasons noted below.

PROVIDE COMPLETED ADB APPLICATIONS TO EITHER OF THE FOLLOWING OFFICES:

Bluffton Park, HOA
c/o IMC Resort Services, Inc.
2 Corpus Christi Pl, #302
Hilton Head Island, SC 29928
Dave@IMCHHI.com

Bluffton Park, HOA
c/o IMC Resort Services, Inc.
181 Bluffton Road, Building C-103
Bluffton, SC 29910
Dave@IMCHHI.com

Bluffton Park

Additional Documents Required for Each Project

*** Projects will not be submitted until all required documents are given**

*** Each project requires a completed ADB form with a deposit**

Fence Installation

- Plat Map with fence line notated with length and width
- Legal Property Survey OR Letter from fence installer that original property pins have been located
- Drawing from the contractor if available
- Example of style selected
- Letter from the owner stating that the fence will be on or within 12 inches of the property line

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

- Plat Map
- Drawing from contractor or architect
- Example of style and color selected
- Permit from the Town of Bluffton if necessary

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

- Plat map showing the changes with footage listed
- Example of the completed project if applicable
- Drawing from contractor or architect
- Example of style and color selected/Example of finishes
- Permit from the Town of Bluffton if necessary
- Permit from the DHEC if necessary

Roof Replacement (New material)/Change in Roofline

- Drawing from the contractor if available
- Drawing from the architect
- Example of style and color selected

Swimming Pool

- Plat Map
- Pool design including the location of the pool and surrounding concrete decking
- Location of pool equipment and how it will be hidden from view
- Proposed landscape treatment, if any, around the pool deck and/or equipment

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Solar Panel Installation on Roof

- Panel design layout on the roof from the installation company

Minor Improvement Driveway/Adding Windows/Front Walkway

Stamping/Staining/Pavers/Garage Door Screen/Key West hurricane shutters

- Plat Map
- Drawing showing additions and changes
- Color/pattern sample

Exterior Painting – New Color

Exterior Painting (shutters, siding, doors)

- Physical Color sample
- Color of the house and the original color of shutters, siding, and door must be included
- Different front door colors must be approved first

Landscaping

Tree Removal

- Plat Map with tree location notated
- Must have in writing if the area will be sodded over or a tree replaced
- If a replacement tree, what type
- Permit from the Town of Bluffton if necessary

Notification Only Projects

Roof Replacement (same material, same color)/Siding Replacement (same material, same color), Driveway Replacement (Same material, same color),

Decorative Colored Glass Entry & Shutter Replacement

- Photo or picture of selected entry design/shutter style
- Color Samples of entry glass design or shutter paint
- Drawing/picture from the contractor if available
- Permit from the Town of Bluffton if necessary
- Plat Map

Trampoline/Swing Set (not for Little Tykes)

- Trampoline must have a safety net
- Approved Colors: black, brown, green
- Example of the chosen trampoline or swing set