



**Daniel Island**  
ARCHITECTURAL  
REVIEW BOARD

**Captain's Island**  
**ARB Review Form and Checklist**

Before a building permit can be issued for a project, Architectural Review Board (ARB) approval must be given. The ARB meets the second and fourth Wednesdays of each month. Submittals to the ARB must be provided to no later than 4:00 pm on the Friday prior to Wednesday's meeting. The following items must be included in the submittal to ensure placement on the ARB agenda.

All items to be reviewed must be submitted electronically as (1) pdf document.

**Date Submitted:** \_\_\_/\_\_\_/\_\_\_      **ARB Meeting Date:** \_\_\_/\_\_\_/\_\_\_  
**ARB Review Fee Paid:** \$ \_\_\_\_\_      **Date:** \_\_\_/\_\_\_/\_\_\_  
**Initial Site Meeting:**     Completed      **Date:** \_\_\_/\_\_\_/\_\_\_  
**Architectural Review:**    Conceptual     Preliminary    Final  
**Landscape Review:**     Conceptual     Preliminary    Final             Grading

**Property Address:** \_\_\_\_\_  
**Parcel/Block/Lot:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Architect/Residential Designer:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Builder:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Approved Builder

**Landscape Architect:** \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Building Setbacks:**

Front: *Req.-* \_\_\_ *Shown-* \_\_\_\_\_  
Right Side: *Req.-* \_\_\_ *Shown-* \_\_\_\_\_  
Left Side: *Req.-* \_\_\_ *Shown-* \_\_\_\_\_  
Rear: *Req.-* \_\_\_ *Shown-* \_\_\_\_\_

**Heated Space Square Footage:**

Main Mass Area: \_\_\_\_\_  
Garage (Detached): \_\_\_\_\_

**Building Square Footage:**

TOTAL: \_\_\_\_\_  
(Including Open/Covered Decks, Stairs,  
Drives, Walks, Pool Deck, Raised Planter)

**Dimensions:**

Max. Width: \_\_\_\_\_  
Max. Depth: \_\_\_\_\_

**FFE:** \_\_\_\_\_  
Existing Grade: \_\_\_\_\_  
Proposed Finished Grade: \_\_\_\_\_

**Lot Coverage:**

Lot Coverage Allowed: \_\_\_\_\_  
Lot Coverage Actual: \_\_\_\_\_



### **Checklist**

#### **Conceptual Review:**

- Review Form
- Site Plan to Scale
- All four elevations at 1/8" or 1/4" Scale
- 3D Renderings Required
- Floor Plans
- Google Earth Location Required
- Infill Lot Information:
  - Photographs (If the site is an infill lot, photographs of existing conditions are required.)
  - Adjacent Lot Information (In addition, the Architect or Residential Designer must contact the ARB office for the building footprint of the adjacent property(s) to be included within the site plan of the property being reviewed.)

#### **Preliminary Review:**

- Review Form
- Written responses to previous ARB review conditions
- Site Plan to Scale
- Elevations at 1/8" or 1/4" Scale
- 3D Renderings Required
- Soffit Details
- Floor Plans
- Infill lot Information as required for Conceptual Review.
- Site Section from the back of curb to the rear property line showing flood, existing & proposed grades
- Staking of the footprint, if requested during Conceptual Review.
- Conceptual/Preliminary landscape and grading plans submitted in separate PDF (DIPA Only)
- Grading plan for elevated homes and infill lots in DICA

#### **Final Review:**

- Review Form
- Written responses to previous ARB review conditions
- Site Plan to scale
- Elevations at 1/8" or 1/4" Scale
- 3D Renderings Required
- Floor Plans
- Infill Lot Information as required for Conceptual Review.
- Final Landscape and Grading plans submitted in separate PDF (DIPA Only)

#### **Site Plan Requirements:**

- Building Footprint:
  - Main Mass
  - Detached Accessory Structure(s)
- Tree and Topography Survey (Include Protected Area of any Grand Trees, if applicable)
- Hardscape (Back of curb, Sidewalk, Walkways, Driveway, Pool)
- Setbacks (front, rear & sides)
- Distance from the Build-to-line to the main mass:
  - 2' permitted for lots 26' – 65'
  - 5' permitted for lots Greater than 65'
- Distance from the driveway to the property line
- Distance from the garage doors to the side property line (side entry)
- HVAC Location(s), SCE&G Utility Box & Water Meter Location
- Fence or Hedge requirements addressed (if applicable)



**Elevation Requirements:**

- Height Requirement
  - 50' Main Mass
  - 36' Detached Accessory Structure(s)
- Exterior Materials Noted
- Existing Grade
- Flood
- Finished First Floor

**Please Review the following Documents and Requirements:**

- Captain's Island Review Form and Checklist
- Daniel Island ARB 2019 Fees
- Daniel Island ARB 2019 Construction Guidelines
- Daniel Island Master Plan Zoning Text
- Captains Island Design Principles

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies.

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

Applicant/Homeowner's Signature

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

Signature Received By (ARB/POA signature)