



## ARCHITECTURAL REVIEW BOARD APPLICATION

Town of Pawleys Island  
323 Myrtle Avenue  
Pawleys Island SC, 29585  
(843) 237-1698

[www.townofpawleysisland.com](http://www.townofpawleysisland.com)

In order for Staff and the Architectural Review Board to be able to properly evaluate your project, the following information relevant to the project needs to be included on the Project Plans submitted for review.

Staff will review your submittal against the checklist as a means to ascertain if your submittal is deemed complete. Checklist Items left unaddressed may result in a postponed review. The Administrator may waive or add additional requirements if further clarification is needed.

### Site Plan

- Dimensioned property lines
- Dimensioned setbacks of the proposed building
- Proposed driveway dimensions

### Floor Plans

- Show proposed heated square footage calculations for each sheet
- Roof plan

### Exterior Elevations

- Building elevations with height and width dimensions
- Door and window locations
- Show gutters and downspouts if proposed.

### Rendering and/or models are encouraged

The ARB must be provided with 2 complete hard copies and an electronic copy of the application documents for review by the Architectural Review Board and its consultants, plus a check made payable to the "Town of Pawleys Island" in the amount of the appropriate application fee. The electronic copy shall be emailed to [dnewquist@townofpi.com](mailto:dnewquist@townofpi.com)

The meeting date and times are the first Monday of each month at 4:00 p.m., unless otherwise posted, at Town Hall, 323 Myrtle Avenue, Pawleys Island, SC 29585. The application form and copies of the plans related to the application must be submitted to Town Hall 15 days prior to the monthly meeting of the ARB in order for it to be placed on the agenda.

## PROPERTY INFORMATION

Property Address:	
TMS #:	
Property Owner :	
Owner Phone #:	
Owner E-Mail:	

## APPLICANT INFORMATION

Applicant Name:	
Applicant Phone #:	
Applicant E-Mail:	
Applicant Mailing Address:	
Applicant Relationship:	<input type="checkbox"/> Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Contractor <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Other

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property or an authorized representative. I authorize the application to be heard by the Architectural Review Board of the Town of Pawleys Island on the date specified.

## APPLICANT SIGNATURE

Name (printed)	
Signature	
Date	