



ACC Submittal Application

For approval of new construction of homes, garages or other outbuildings

Submit to:
Pinckney Retreat ACC
Beaufort, SC 29902
Digital files should be sent to: PinckneyRetreatACC@gmail.com

Date Submitted: _____ Date ACC received: _____ Date Reviewed: _____

Type of review requested:

- Preliminary **FEE**
- Final **FEE/DEPOSIT**
- Re-submittal

Type of Construction:

- New
- Addition
- Fence / Landscape

OWNER(S): _____

Lot # _____

Street Address: _____

City/Zip: _____

Email: _____

Cell Phone: _____

BUILDER: _____

Email: _____

Street Address: _____

City/Zip: _____

Phone: _____

Cell Phone: _____

ARCHITECT: _____

Email: _____

Street Address: _____

City/Zip: _____

Phone: _____

Cell Phone: _____

**Construction information:**

1. House Square footage: _____
2. Garage / shed square footage: _____
3. Total Lot coverage: _____
(House and Garage footprint (total square feet) divided by lot size (square feet) = total lot coverage)
4. Elevation of Finished Floor: _____
5. Expected start date of construction: _____
6. Expected date of CO: _____

EXTERIOR MATERIALS and COLORS: Color boards and materials specifications shall be submitted for the following on a separate board or digital file including the following:

Item	Material	Color	Manufacturer or Model
Siding			
Roofing			
Facia			
Trim			
Shutters			
Brick			
Tabby			
Front Door			



Exterior Doors			
Garage Doors			
Windows			
Chimney			
Walks			
Driveways			
Fences			
Porch			
Other			

Preliminary Review: Approved builders/owners will submit the application and the review design fee of \$1200. See #3 in the *Procedures document for instructions*.

Please provide the following in digital (PDF) format to: PinckneyRetreatACC@gmail.com

<input type="checkbox"/> Site Plan (trees marked for removal)	<input type="checkbox"/> Structural & Foundation Plan
<input type="checkbox"/> Tree & Topo Survey	<input type="checkbox"/> Window & Door Schedule
<input type="checkbox"/> Floor Plan	<input type="checkbox"/> Landscape/Hardscape Plan
<input type="checkbox"/> Elevation & Wall Sections	

Final Approval: Prior to beginning construction, owner/builder must receive final approval to build from the ACC/HOA. See #6 on the *Procedures document for instructions*. The ACC requires applicants to pay the following:

- ACC Road Usage Fee (nonrefundable) \$1,000
- ACC Compliance Deposit (refundable) \$4,000

Deposit is held in escrow until the successful completion of the project. If no penalties have been imposed by the ACC during the course of the project, the full deposit amount will be refunded.



www.PinckneyRetreat.org contains the following information under the ACC tab:

- **Architectural Design Standards for Pinckney Retreat Homes (Oct 2023)**
- Architectural Control Committee Procedures
- Construction Rules
- Appeals Process

Request to build must comply with the Architectural Design Standards to receive ACC/HOA Board approval prior to proceeding to Port Royal to obtain builder permit.

All builders must be licensed in SC with a portfolio of residential builds of similar quality and style as existing homes in Pinckney Retreat. If the builder has not previously built in Pinckney Retreat, the ACC will review potential candidates for approved builder status.

I certify that the information provided is true and correct. I have read the procedure and rules and agree to abide by them.

DATE: _____ OWNER'S SIGNATURE _____

DATE: _____ OWNER'S SIGNATURE _____

Approved, Final
 Approved with conditions (Resubmittal required)
 Denied

If denied, reason for denial: _____

Design Review Fee Received on _____ (date)
 Road Usage Fee Received on _____ (date)
 Compliance Deposit Received on _____ (date)

Signature of ACC _____ Date _____