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**HAMPTON HALL ARB Submittal checklist**

The following is a brief synopsis of the review process at Hampton Hall. It is intended only as a guide thru the design approval process, it may not be inclusive. Refer to the full ARB Design Guidelines for more specific details.

Lot No: \_\_\_\_\_ Street: \_\_\_\_\_

<b>CHECK</b>	<b>DESCRIPTION</b>
OFF	<b>OBTAINING FINAL DESIGN APPROVAL:</b>
	<b>Submit the following:</b>
_____	Completed application
_____	Applicable fees and deposits
_____	Drawings to be included:
_____	a. Tree and topo survey
_____	b. Site plan
_____	c. Drainage/Grading plan ( <i>all trees to be removed must be indicated here ONLY</i> )
_____	d. Floor plans
_____	e. Roof plans
_____	f. Building elevations
_____	g. Wall sections
_____	h. Details
_____	i. Electrical plan
_____	j. Final Landscape Plan (must be submitted and approved before framing)
_____	k. Color Board
	<b>OBTAINING AN ARB BUILDING PERMIT:</b>
_____	Receive Final Design Approval Letter
_____	Put up Stringline
_____	Submit Signed NPDES-SWPPP – DHEC IL-NOI Approval Letter
_____	Receive Stringline Approval Letter
_____	Pay all Fees and Deposits
_____	Copy of Town of Bluffton Building Permit
_____	Copy of Storm Water Permit
_____	Copy of Builder Insurance Policy/Certificate
_____	Pick up ARB Building Permit
	<b>OBTAINING FINAL INSPECTION / RETURN of DEPOSITES:</b>
_____	Form Board or Foundation Survey
_____	Final As-Built
_____	Elevation Certificate
_____	Certificate of Occupancy
_____	Grading Plan Letter (from the professional that prepared the grading plan and certifies the approved grading plan has been followed)

**This completed form must be submitted with application.**

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