

15. Application for Renovations/Additions

Submit to: Architectural Standards Committee, Wexford Plantation, Village at Wexford – J-18, 1000 William Hilton Parkway, Hilton Head Island, SC 29938
Tel: 843-686-8820. Fax: 843-686-8819

Submission Date: /

Applicant Information:

Property Owner: (Print) _____ Telephone:

Wexford Address: _____

Mailing Address if Different: _____

Email Address: _____

The undersigned Property Owner (or Owner’s representative) requests ASC approval to renovate the residential structure at the above legal address.

- Application Fee – determined by the scope of work, due before final approval.
- Escrow Deposit – determined by scope of work - due prior to commencement of any work.
- Current As-Built Survey.
- Color photos or discs showing all four sides of existing residence.
- Color photos or discs showing front and rear of adjacent homes.
- Nature, color, type, shape, height of materials and location.
- Dimensioned architectural drawings (depending on scope, a licensed architect may be required).
- Site plan showing impact on existing vegetation (if applicable).
- Revised landscape plans (if applicable) (must meet current landscape guidelines).

Contractor Information:

Contractor: _____ Tel: Fax:

Contractor Address: _____

Project Manager: _____ Tel:

Email Address: _____

Once the renovation plan has been approved, the ASC Administrator will schedule a meeting with the contractor, if necessary, depending on the scope of work.

Once the project is complete, pictures must be submitted. The ASC will complete a final inspection and if the project is completed as approved the escrow deposit will be refunded.

Property Owner’s Signature /

Approval: ASC Administrator’s Signature /