

Checklist for Obtaining Approval to Perform Exterior Modifications/Improvements to a Treeloft Villa

The list below summarizes what must be done to obtain approval to start work on an exterior modification to a Treeloft villa. You will find a more complete explanation of the approval process in the Introduction section of the *TVOA Standards for Exterior Repairs & Improvements*.

- Download and print a request form from the SIPOA website: “*Exterior Alteration/Improvement Conditional Approval Request*” (found under “Forms”, “ARC Resources”)
- Submit Request to the management company. If necessary (i.e., because the requested work is not defined in the *TVOA Standards Manual*), the Property Manager will forward the request to the Treeloft Villa Owners Association Board for their approval.
- Management company submits the Request to SIPOA ARC for approval.
- After ARC has approved the Request and notified the Town of Seabrook Island of the approval, obtain a Town Zoning Permit. A Building Permit from Charleston County will also be required for any work requiring a permit under current South Carolina Building Codes. The County will not issue a Building Permit until a Town Zoning Permit has been issued.
- Because Treeloft Villas were constructed in 1979, before the Town of Seabrook Island was incorporated, all the villa lots are “non-conforming.” A Town Variance might be required for the requested modification. It is incumbent on the homeowner to make sure that all necessary approvals have been obtained before any modification or improvement project commences.
- Obtain final approval from the entities that processed the Request (TVOA Property Manager, SIPOA ARC, and possibly Charleston County) for these organizations to classify the project as “complete.”

Please note: Submission of required paperwork does not automatically mean that approval has been given nor that permits have been issued.