

Approval Process, Boardwalk Construction Sea Pines Forest Preserve Foundation

The property that contains the beach dunes system is known as the “Beach Trust Property” and is owned by the Sea Pines Forest Preserve Foundation (the “Foundation”). The trustees of the Foundation (the “Trustees”) have adopted and enforced a policy (the “Policy”) which governs the use of and access to the Beach Trust Property (*see attachment A.*).

This guide has been created to assist property owners and contractors with the approval process. Multiple entities are involved and circumstances may vary; **each property owner is responsible for insuring they have received all necessary approvals and an Encroachment Agreement from the Foundation before construction begins.**

The following steps are required to obtain the necessary approvals for boardwalk construction:

1. Complete the Foundation Beach Trust Property Encroachment Application (*see attachment B.*) and submit the following to CSA (Joan Berger joan@csaseapines.com):
 - i) Complete and signed Application.
 - ii) As-built survey including tree and topo (less than two (2) years old) of the property and the area seaward of the subject property boundaries denoting the Beach Trust Property, the high water mark, OCRM Baseline, OCRM Setback Line, and the entire proposed boardwalk out to the primary toe of the dune including an elevation drawing showing the entire side of the proposed boardwalk prepared and signed by a professional or registered land surveyor.
 - iii) Nonrefundable Application fee of \$150.00 payable to Community Services Associates, Inc.
 - iv) Letter/email of Authorization if Application is signed by Agent on behalf of Owner.

Upon receipt of a complete application and all requested documentation, a CSA representative will make an initial site visit to evaluate the area and make recommendations to the CSA President. Once a decision has been made on the proposed plan, and if such a decision is favorable, the Foundation will provide conditional approval to the applicant.

2. Upon receipt of the Foundation’s conditional approval, contact the Sea Pines ARB (Ken Rabon, kenr@seapinesarb.com) to obtain an ARB application.
3. Once ARB approval is attained, the Foundation will provide an Encroachment Agreement to the applicant for the property owner(s) signature.

If you have questions or require additional information please contact Ryan Kash, Senior Community Standards Officer at 843-671-7820 or ryan@csaseapines.com

Attachment A. [Sea Pines Forest Preserve Foundation Beach Trust Property Policy](#)

Attachment B. [Sea Pines Forest Preserve Foundation Beach Trust Property Encroachment Application](#)