



KIAWAH ISLAND AND CASSIQUE ARCHITECTURAL REVIEW BOARD MEMO

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DATE: July 11, 2018

TO: Kiawah Island & Cassique Architects, Landscape Architects, Builders and Contractors

FROM: Daphne Wertz
Office Coordinator

RE: **ARB Digital Submission Requirements**

CC: ARB Members

Please note that effective immediately the Kiawah Island and Cassique Architectural Review Boards (ARB) are updating their submission requirements:

For all New Home review submittals (conceptual, preliminary and final reviews) please submit **both** a digital copy and a paper copy as specified on the checklist.

For all other review and permit submittals **only digital copies** will be accepted. All digital copies of our forms are available on our website, www.kiawaharb.com. Digital copies may be submitted via e-mail or by CD, DVD and USB.

All maintenance permits should be submitted through our online permitting system, www.citizenserve.com/kiawahisland.

Please contact our office with any questions or concerns and we thank you in advance for your attention to this matter.