

Each request must be accompanied by the following information:

Fence Installation

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines. Please indicate if this is replacing an existing fence AND if you will be attaching or abutting to neighbors, plus setback dimensions and location and size of any gate(s).
- If landscaping will be added, include list of plants to be used with locations shown and size of plant type at maturity.
- Materials list - Indicate color(s) and include paint/stain samples and note if it will match the existing home.
- Provide photos of proposed project. Is tree removal needed, if so please include photos of the tree(s) marked with an "X".
- Signatures of neighbors – See final page

Storage Shed

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines. The shed can be no more than 120 Sq. Ft. (10x12)
- Provide a materials list..
- Provide photos of proposed project. -

Deck/Screened Porch/Patio

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines.
- Specific details of what is proposed – i.e., fire pit, BBQ, pergolas, etc. including a materials list. If adding landscaping, include -
list of plants to be used with locations shown and size of plant type at maturity. Also include drainage plan as applicable.
- Indicate color(s) and include paint/stain samples and note if it will match the existing home
- Provide photos of proposed project. Include picture of the current deck and/or where proposed deck will be located.

Roof

- Include shingle manufacturer, shingle style, color and website for review (**required**). Include picture if possible.
- Picture of the home.

Painting

- All house and trim painting must be reviewed and approved by the ARC. Samples or website examples must be provided. If the resulting paint color is not the color expected or is questionable, it will be at the discretion or decision of the ARC to accept or reject paint colors after they have been applied.
- Gutters/downspouts shall colored to match the color of the adjacent trim, columns, etc.
- Houses adjacent to each other may be painted in colors of the same tone. They may not be painted the same color – ie – white home beside white home.
- The HOA recommends a Williamsburg palette. Indicate brand, codes, and swatches of color(s) and note whether this will match the existing home. This includes **ALL** colors for exterior, trim, doors, and shutters. Please include pictures and information if you plan to replace the gutters.

Landscaping

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines.
- Materials list. For landscaping requests, include list of plants to be used with locations shown and size of plant type at maturity
- Drainage plan as applicable

Tree Removal

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines.
- Reason for the proposed tree removal. Note if the tree will be replaced and if so, with what and the anticipated time frame.
- Provide photos of proposed tree removal, please include **photos** of the tree(s) marked with an "**X**".

Play Equipment

- Plot plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines.
- Materials list.
- Indicate color(s) and include paint/stain samples and note if it will match the existing home.
- Provide photos of proposed project.

Windows

- Include picture of the house.
- Pictures and spec sheet of proposed windows. Please note color of new windows and whether grids are planned. Note if windows will match the current trim.
- Note if all windows will be replaced at the same time.

For any project not listed – Please reach out to Charleston Management for clarification on what documentation will be needed in advance of submitting the application

Please proceed to next page

****REQUESTED INFORMATION, SIGNATURE AND INITIALS ARE REQUIRED ON ALL APPLICATIONS****

Fence Signatures

My signature acknowledges I am aware of my neighbor's proposed fence installation. If I have any concerns or questions about the proposed project I will direct them to the Board of Directors and/or Architectural Committee.

NAME	SIGNATURE	ADDRESS	LOT #

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision from the date the **complete** application is received.

Signature Date

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

You may submit your application via E-mail (sparrish@charlestonmanagement.com) or upload your request directly to the website at www.charlestonmanagement.com (see instructions below)

Directions for uploading your request online:

Visit the website link listed above, click the 'Homeowner Log In' link and sign in.

Once you have logged on to your homeowner home page, please go to "Association Business"

Select "Architectural Control"

- Create a request
- Submit your scanned form

Complete the email address field and provide a description of your project in the comments field.

Please upload your form, plat map, and any other supplemental documents or details.

Select 'Submit Architectural Control Request' and you will receive an email confirmation.

