

Request For Design Approval  
PLEASE PRINT

OWNER NAME: \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ LOT# \_\_\_\_\_

Email: \_\_\_\_\_

Please attach the proposed changes or additions you wish to make to your property. Include a copy of your property plat and indicate the exact location of proposed change or addition, distance to property lines from proposed change or addition, dimensions of backyard property, and relevant surrounding features. In addition, this request must include a sketch with the following information: style, dimensions, and material, color of the proposed change or addition, and the proposed construction time schedule. Requests for repainting must include a color sample. Should the committee require additional information; your request will be deferred until additional information is received.

Notes:

- Requests from an owner with delinquent assessment accounts will be denied on the basis of the account delinquency. Once the assessment account is in good standing, the design review committee will promptly review and act of the request.
- The owner understands and agrees that no work in this request shall commence until written approval by the design review committee is received.
- Once approved, construction must be completed within the approved time and must be done in a way that does not unreasonably interfere with neighboring properties.
- Applicant has responsibility for removal, in a timely manner, of any debris resulting from construction.
- Construction must meet all zoning, building codes, and laws of the county. For further information regarding zoning, call 843-915-5340, and for building permits and codes call 843-915-5090. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
- Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by SC811, phone number 888-721-7877. Please note there is a FINE if underground cables or conduits are severed.
- Misrepresentation of any items in this request, either oral or written, may void any approval by this committee.

I have read the design review committee guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## Architectural Control Committee

The creation and composition of an Architecture Control Committee is directed by Article VIII of the Declaration of Covenants, Conditions, and Restrictions for Colonial Charters Development dated 18 July 1990.

The purpose of the ACC is to assure that any installation, construction, or alteration of any structure is in conformity and harmony with the existing standards of the neighborhood and with the standards of the development as to external design, general quality, and location of structures with respect to topography, finished ground location and surrounding structures.

In order to insure compliance with the requirements, a Request for Design Approval Form must be completed by all individuals who desire to make any of the above changes. These forms are available at the Association office.

Design Standards that apply to the most common projects are on file at the Association office and will be available to each applicant at the time they obtain the Request for Design Approval Form. This form must be submitted to the ACC review, and written approval secured before any work is commenced.

Questions regarding the completion of these forms should be directed to members of the ACC.

Any existing structures prior to this date are grandfathered in.

Revised: September 5, 2014