

Sun Colony Estates

Architectural Review Board Appearance Alteration Request

Section 1: Completed by home owner:

This form must be submitted to Property & Association Management Co., Inc., PO Box 395, Little River, SC 29566 (Phone: 843-399-6116, Fax: 843-399-0972). Physical location is 2126 Highway 9E, Suite G4, Longs, SC 29568 (located in Parkway Place just across the street from the Colonial Charter Community entrance.) This form along with proper attachments to be acknowledged as received for Management to forward the request to the ARB Committee Chairperson or the members of the Board. Any request not properly submitted will be returned to the applicant. All requested approvals are valid for 60 days of approval. **Approve projects must be completed or removed in accordance with the Architectural Restrictions.**

Lot#: _____ Address: _____
Date of Request: _____ Property Owner Name: _____
Phone#: _____ Email: _____

Description of proposal alteration (Attach pertinent documents, i.e., drawings, plot plans, etc.)

Reason for above alteration request:

Has any part of this request, in whole or in part, been made before? () Yes () No

If yes, when? _____ If yes, please provide paperwork associated with a former request.

Date signed: _____ Owner Signature: _____

Section 2: Completed by the Management Office:

Date received: _____

Recipient Name: _____ Recipient signature: _____

Date forwarded to ARB Chairperson and/or Board Members: _____

Date returned to Management Office for action: _____ Recipient signature: _____

Complete copies of all documents to be filed as follows: (including this form)

ARB File Copy Date: _____ Initialed: _____ Owner Lot File Date: _____ Initialed: _____

Section 3: Completed by ARB Chairperson / Board President:

Date received: _____

Recipient Name: _____ Recipient signature: _____

() Approved () Not Approved on the following basis: _____

