

Seaside Farms – Homeowner Association Architectural Review Board Application

Request for ARB Approval for Home Improvements or Modifications

Revised 2/18

This request will be processed ONLY if you are in Good Standing with the association. Please visit the community website at www.seasidefarms.org to review your account status. Only COMPLETE applications will be forwarded to the ARB for review. **Please remember to include all the information requested. Otherwise, it could cause your application to be automatically denied and further delay the review process of your application. Items 1 through 9 must be completed by the Homeowner:**

One (1) modification per form. Please use separate forms for each request. (Print Legibly)

1. Name of Homeowner(s): _____ 2. Date of Request _____

3. Seaside Farms Address: _____

4. Telephone: _____ Email: _____

5. Description of Request _____

6. Attach a copy of the plat or a sketch showing the following types of modifications or additions on the property:

- fences,
- TV satellite antennas,
- landscaping, including addition or removal of any trees or large shrubs,
- porches, decks, screening, garage doors and enclosures visible from outside the home,
- new or changed sidewalks, driveways or paths,
- pools,
- gas tanks,
- solar panel installations,
- any other change to the house or property that affects the external appearance.

All requests must include choices affecting the appearance of the change. At a minimum these include but are not limited to:

- Plat with requested changes including their dimensions, where applicable,
- Samples/pictures of proposed exterior materials with planned colors and finishes applied,
- Pictures/cut sheets of all windows, doors and surrounds, and exterior light fixtures,
- Landscape plan identifying any trees and/or shrubs to be removed in addition to those proposed,
- Current picture(s) of the area(s) impacted by the change(s).
- Solar panel layout showing placement and roof position relative to the street.

7. Contractors Name / Phone Number _____

8. Requested start date _____ 9. Approximate completion date _____

You must allow **30 days** for processing this request. You will receive a formal notification in the mail after a decision has been made.

TO BE COMPLETED BY THE ARB and AMCS

Date AMCS received request and mailed to ARB: Application Complete: _____ Account Current: _____

ARB Action (s): Date ARB received request: _____ Approved without conditions: _____

Approved with the following condition (s):

Additional information required _____

Approval denied for the following reason (s) _____

Date of ARB action _____

ARB Signature (s) _____

Date AMCS received action from ARB _____ Date Letter Mailed to Owner _____

Please note:

- If you want to appeal the ARB's decision, you must send a letter to the SSF HOA Board of Directors c/o Megan Howard explaining the reason for your appeal. Within 45 days of your appeal, the Board of Directors will respond.
- Seaside Farms Architectural Review Board approval does not constitute Town of Mount Pleasant building approval, if required. Each Seaside Farms owner is responsible for application and approval from the Town.
- Homeowners are responsible for ensuring that the plans they submit fit within setback requirements for their property.
- Should any plans change from the original ARB submission, you must request approval prior to making the changes. This includes color, placement, height, building material changes, etc. Failure to receive approval in writing prior to altering a plan will result in action by the Seaside Farms HOA to require the owner to make changes at his/her own expense.
- Homeowners must notify AMCS within 10 days after approved modification has been completed so the ARB can inspect the work that was completed to ensure the work was done as approved by the committee.

Thank you for your cooperation in this process. Should you have any questions, please feel free to contact the ARB c/o Megan Howard, AMCS, Phone (843) 224-2293.

Send completed form: by mail to Seaside Farms HOA – ARB c/o Megan Howard, AMCS, 2409-A Mall Drive, N. Charleston, SC 29406...**by fax to:** 843-735-7382...**or by e-mail to** Megan Howard mhoward@amcs-inc.com.