

Hunters Bend Homeowners Association, Inc.
Architectural Review and Decision form

In accordance with the Association's documents and Architectural Review and Guidelines in the Covenants, Conditions, and Restrictions, I hereby apply for written approval to make the following exterior alterations or changes to my property.

For fences, pools, TV Dish, landscape, porches and decks, gas tanks or other screening, attach as sketch on a surveyor's plat showing the addition/modification. Attach any other descriptive material, which will support or explain request.
Requested start date _____ *Approximate completion date _____ *Please allow 30 days for processing this request.

***Approvals will expire 60 days of approval date. Construction must be complete within 2 weeks from start date.

Request Date: _____

Received by: _____

Information Complete - Sent to ARB _____

Information incomplete – Return to Owner _____

Owner's Name: _____

Owner's Address: _____

Lot #: _____

Home Phone Number: _____ Work Phone Number: _____

E-mail: _____ Fax Number: _____

This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" section for your request.

Fencing

Height: _____ Type: _____ Material: _____ Color: _____

(A lot layout showing the location of proposed fencing, a diagram of the fencing type, is required with this application)

Encroachment Permit Signed and Included if required by Berkeley County. (owner's responsibility to research County requirements.)

Storm Doors/Screened Doors

Location: _____ Size: _____ Color: _____ Material: _____

(A picture of the door is required with this application.)

Satellite Dish

Location: _____ Height off Ground: _____ Size: _____

(Installation shall be on the rear of the structure or other location that minimizes visibility from the street or front of the residence. A lot layout showing the location is required to be included with this application.)

Other Feature

Feature Description: _____

Color: _____ Size: _____ Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information: _____

Homeowner Signature: _____

Architectural Review Committee Decision:

Approved Conditional Approval Denied

ARC requirements or comments on application (if any): _____

Architectural Review Committee Member Signature: _____ Date: _____

As-Built Inspection Approval: _____ Date: _____

Important Note: Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorization, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within the property limits and meets all building setback and easement restrictions.

It is the applicant's responsibility to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties until completion occurs.

All Architectural Review Control Request Forms will be reviewed within 30 days of receipt by the Committee. A formal decision letter will be mailed to the property address, unless another form is requested by Owner.

Send Request To: Hunters Bend Homeowners Association
349 Folly Road, Suite 2B
Charleston, SC 29412
Phone: (843) 795-8484 Fax: (843) 795-8482
Email: huntersbend@cmgcharleston.com