



## ARCHITECTURAL REVIEW APPLICATION

As the Owner of Record for the property listed herein, I, \_\_\_\_\_ hereby submit this application to the Architectural Review Committee (ARC) for the Garrison at Oyster Point for the proposed additions /alterations to my property described herein. I understand and acknowledge approval by the ARC does not constitute approval by any other governing agency with jurisdiction applicable to my property and it is my responsibility to obtain all necessary permits, inspections, authorizations and permissions from the appropriate organization(s) and to determine and comply with all regulations, statutes, codes and zoning or other applicable requirements pertinent to the work described herein. As the Owner of Record for the property listed in this application I understand and acknowledge placement of any object inside of an established easement may result in the removal of the object at my expense and without prior notice to me.

### I. Owner Information

Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_ lot # \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date Home of Closing \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Townhome Unit \_\_\_\_\_

### II. Proposed Additions or Alterations

*The following reflect the most often requested approvals within The Garrison at Oyster Point. If you wish to apply for something not listed herein, please select the 'other' section below for your request.*

**A. Decks**—A plat showing the proposed location of the addition along with a picture and a cross section view of the structure is required with this application. Also provide a link to the product on line.

Dimensions: \_\_\_\_\_ Height at Eaves: \_\_\_\_\_ Ridge Height: \_\_\_\_\_  
Height off Ground: \_\_\_\_\_ Materials: \_\_\_\_\_  
Color: \_\_\_\_\_

**B. Landscaping** – A plat showing the location of the proposed landscape additions / alterations is required with this application and a picture of the current landscaping. If needed, please attach an additional planting plan to this application.

Locations: \_\_\_\_\_  
Types: \_\_\_\_\_  
Planted Size: \_\_\_\_\_  
Mature Size: \_\_\_\_\_

**C. Play Equipment** – A plat showing the location of the proposed equipment along with a picture and a diagram of the product is required with this application. Depending on the size and visibility of the structure, you may be asked to seek neighbor approval before being granted ARC approval. Also provide a link to the product on line.

Materials: \_\_\_\_\_  
Color / Canopy Color: \_\_\_\_\_  
Height: \_\_\_\_\_  
Dimensions: \_\_\_\_\_

**D. Roofing** – A product sample and a picture is required with this application. Also provide a link to the product on line.

Manufacturer: \_\_\_\_\_  
Material: \_\_\_\_\_  
Color: \_\_\_\_\_  
Style: \_\_\_\_\_

**E. Satellite Dish** – Installation must be on the roof of the structure or other location that minimizes visibility from the street or front of the residence. A picture and plat showing the location of the dish is required with this application. **ARB APPROVAL IS REQUIRED BEFORE ANY DISH IS INSTALLED.**

Location: \_\_\_\_\_

**F. Other Feature** – Application requirements for other features vary depending on the nature of the application. Please contact your Association Manager for a list of the required, supporting information to be submitted with your application.

General Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Important Information

- a. Owners with delinquent balance will not receive approval for submitted applications unless and until their accounts are brought into current status. If an account with a pending application becomes delinquent (30+ days), the application review will be suspended until the account is paid in full.
- b. Applications will be reviewed once complete and all accurate required information is received. Owners will be contacted once complete information is received and notified of the deadline for a decision. The ARC will make two attempts to obtain the necessary information to complete applications. If the applicant does not provide the necessary information after the second attempt, the application will be denied until such time as the information is received.
- c. The ARC has **45 days** from the receipt of **complete and accurate information** to render a decision of:
- Approval as submitted
  - Approval with conditions
  - Denial
- d. It is the applicant's responsibility to protect all elements inside the Association's 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 the installation is in compliance with the approval provided by the ARC. If the improvements are not completed to the satisfaction of the Association within the timeframe provided in the governing documents, the Association may impose penalties until completion occurs.
- e. No approval shall be deemed granted unless delivered, in writing, by the Architectural Review Committee or its representative.
- f. Applications must be signed by the Owner of Record for the property under consideration. The ARC may not review any application signed by any other party.
- g. There is a \$75.00 review fee. If your application requires extensive review, input from legal or professional services, or otherwise requires extraordinary time or resources to render a decision, additional fees may apply. Applicants will be notified of extra fees before they are incurred. Please make your check payable to First Service Residential.**
- h. Please mail the application to the following address: 201 Sigma Dr. Ste 350 Summerville, SC 29486, fax to 843.278.6853 OR email to [GarrisonatOysterPoint@fsresidential.com](mailto:GarrisonatOysterPoint@fsresidential.com).**

---

Owner(s) of Record Date

**OFFICE USE ONLY**

Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved with Conditions \_\_\_\_\_ Date \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disapproved \_\_\_\_\_ Reason \_\_\_\_\_ Date \_\_\_\_\_