



## ARCHITECTURAL REVIEW APPLICATION

As the Owner of Record for the property listed herein, I, \_\_\_\_\_ hereby submit this application to the Architectural Review Board for Branch Creek (ARB) for the proposed additions / alterations to my property described herein. I understand and acknowledge that approval by the ARB does not constitute approval by any other governing agency with jurisdiction applicable to my property and that it is my sole 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 that 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.

\_\_\_\_\_  
Owner of Record\*

\_\_\_\_\_  
Date

\*If completing form electronically: By typing your name above, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.

### I. Owner Information

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Date Submitted: \_\_\_\_\_ Start and End Date for Modification: \_\_\_\_\_

### II. Proposed Additions or Alterations

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

**A. Accessory Buildings** – A plat of your property showing the location of the proposed building is required with this application. The location may be sketched on the plat so long as it reasonably identifies the proposed location of the building. Please note the following:

Eave Height: \_\_\_\_\_ Ridge Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Materials: \_\_\_\_\_

Colors: \_\_\_\_\_

**B. Decks, Gazebos and Pergolas** – 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.

Dimensions: \_\_\_\_\_ Height at Eaves: \_\_\_\_\_ Ridge Height: \_\_\_\_\_

Height off Ground: \_\_\_\_\_ Materials: \_\_\_\_\_

Color: \_\_\_\_\_

**C. Exterior Color Modification** - Color sample(s) is/are required with this application.

Brand: \_\_\_\_\_ Color Code and Name: \_\_\_\_\_

Area(s) of application: \_\_\_\_\_

**D. Fencing** – A plat of your property showing the boundaries and dimensions of the proposed fencing along with a diagram or photo of the fencing type is required with this application.

Height: \_\_\_\_\_ Material: \_\_\_\_\_ Stain: \_\_\_\_\_

**E. Extensive Landscaping** – A plat showing the location of the proposed landscape additions / alterations is required with this application. If needed, please attach an additional planting plan to this application.

Locations: \_\_\_\_\_

Types: \_\_\_\_\_

Planted Size: \_\_\_\_\_

Mature Size: \_\_\_\_\_

**F. Play Equipment** – A plat showing the location of the proposed equipment along with a picture or 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 ARB approval.

Materials: \_\_\_\_\_

Color / Canopy Color: \_\_\_\_\_

Height: \_\_\_\_\_

Dimensions: \_\_\_\_\_

**G. Roofing** – A product sample is required with this application.

Manufacturer: \_\_\_\_\_

Material: \_\_\_\_\_

Color: \_\_\_\_\_

Style: \_\_\_\_\_

**H. Satellite Dish** – See Covenants and Restrictions and Guidelines.

Location: \_\_\_\_\_ Height off Ground: \_\_\_\_\_ Size: \_\_\_\_\_

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

General Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J. Important Information**

- a. Owners with a 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 accurate information is received. Owners will be contacted once complete information is received and notified of the deadline for a decision. The ARB 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 placed on hold until such time as the information is received.
- c. The ARB has 30 days from the receipt of complete and accurate information to render a decision of:
  - i. Approval as submitted
  - ii. Approval with conditions
  - iii. 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 that the installation is in compliance with the approval provided by the ARB. 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 Board or its representative.
- f. Applications must be signed by the Owner of Record for the property under consideration. The ARB may not review any application signed by any other party.
- g. **If your application requires extensive review, input from legal or professional services, or otherwise requires extraordinary time or resources to render a decision, there is a \$75 fee. Additional fees may apply. Applicants will be notified of extra fees before they are incurred. Please make your check payable to BRANCH CREEK OA.**
- h. **All applications can be submitted to Victoria Hays at [vhays@spectrumproperties.biz](mailto:vhays@spectrumproperties.biz)**
- i. Additional information concerning ARB requests may be found in the attached ARB Guidelines.

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**OFFICE USE**

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Received by-

Date

*IMPORTANT: Please be advised that approval from the Branch Creek ARB does not exclude you from obtaining the required permits from Town of Summerville for your exterior modifications. The ARB is not responsible for obtaining necessary permits, enforcing compliance with applicable building and zoning codes, or ensuring the soundness and quality of any improvement or modification carried out on individual lots in the community.*