

West Point

Request for Architectural Review Board (ARB) Approval

Homeowner Name: _____ Date of Submittal: _____

Home Address: _____ Telephone: _____

Email: _____ Requested Start Date: _____

Expected Completion Date: _____

Description of Request: _____

Required Documents: For fences (or other screening), pools, new paving, landscaping, additions (porches, decks, etc.), gas tanks, or other screening, attach a sketch on an "as built" survey or plat of your property, showing the addition/modification. Attach any other descriptive material which will support or explain request. The more details, sketches, or photographs*, the better.

*A photograph must accompany the request. For example, if you are adding a screened porch to an existing poured concrete pad, a photograph of your pad and the back of the house must accompany the request. Providing a photograph of a similar project already completed in the neighborhood is very valuable to the ARB.

Please Note:

- Your application will not be considered complete and ready for review unless the application is submitted with a property plat and details about your modification.
- **Please allow 30 days for processing.** You will receive a notification by email and/or US mail with the decision.
- Before digging you must call Palmetto Utility Protection Services (PUPS) at 1-888-721-7877

I agree not to begin work until I have written approval and to be responsible for ongoing maintenance and upkeep on the alteration or addition. Further, I agree all work will be done in a workmanship like fashion and comply with all building codes.

Homeowner Signature: _____ Date: _____

Submit application to: West Point HOA, 1126 Lango Ave, Chas, SC 29407 OR jhaynie@spectrumproperties.biz

To Be Completed By ARB

Date ARB Received: _____

Approved without conditions

Approved with the following condition(s): _____

Disapproved for the following reason(s): _____

ARB Signatures: _____

Date of ARB Action: _____ Date Homeowner Notified: _____