

LAUREL LAKES HOME OWNERS ASSOCIATION
Application for approval by the Architectural Review Board

Property Owner(s): _____ Date of Request: _____

Property Address: _____ Phone(s): _____

Mailing Address: _____

Description of Request: _____

All requests are to be in compliance with the Laurel Lakes Covenants and Restrictions. It is the property owner's responsibility to obtain a copy of these Covenants and Restrictions for review prior to closing; however, if you do not have a copy, please contact Spectrum Properties to obtain a copy. **Please submit all documentation to: Poston & Co, 635 Rutledge Ave Ste 105, Charleston SC 29403 or fax to 843-853-5340 or email to jhaynie@postonco.com.**

Documentation Required:

1. **New home construction/changing paint color on residence:**
 - a. Submit a complete set of town approved plans with all exterior finishes specified including color samples for siding, trim, roof shingles, doors and shutters. **(Effective January 1, 2015):** A sample board (can be plywood) measuring 4' x 4' must be presented on which a 10" x 10" square of each exterior color must be represented. There should be: house color applied to sample of siding that will be used, trim color, foundation color, any louver or lattice in foundation color, shutter color, entry door color if different from trim color. This color board needs to be visible at the residence for a minimum of 10 days in order that the ARB can review it. If color has not been determined, color samples must be submitted to ARB within 90 days of plan approval by ARB. Plans will be held by ARB until construction is completed.
 - b. Submit a plat or survey of your lot (should be with your closing documents) indicating placement of structure on lot along with any other improvements; i.e., fence, dock, retaining wall, etc.
2. **Miscellaneous project requests** should be drawn to scale on the plat or survey or if neither is available, must be drawn to scale on sketch of property showing:
 - a. location of project on your lot; include road frontage, side and back setbacks, and any easements on sketch
 - b. location of any trees affected by the project indicating size of trees affected
 - c. fences need to show dimensions and style along with gate opening location
 - d. docks need to show dimensions and style and ladder location
 - e. retaining walls need to show dimensions
 - f. all requests must be accompanied by pertinent information regarding your request to enable the ARB to have a clear understanding of all aspects of your request, including color samples, cut sheets, material samples, etc.

Submitting all required documentation including samples, cut sheets, etc., will lessen the need for re-submittal.

3. Requested start date is: _____ Completion date is: _____

