

**Architectural Control Committee (ACC)**  
**REQUEST FOR APPROVAL OF EXTERIOR MODIFICATION**

- 1. Name of Applicant/Homeowner \_\_\_\_\_
- 3. Sienna Address \_\_\_\_\_
- 4. Applicant's Address (if different from above) \_\_\_\_\_
- 5. E-MAIL ADDRESS \_\_\_\_\_ 6. PHONE \_\_\_\_\_
- 7. Type of Project: Check the appropriate box below and attach additional information as directed below:

**TYPE OF PROJECT**

**ADDITIONAL INFORMATION/ATTACHMENTS REQUIRED**

Exterior Painting of Home

Attach samples of colors to be changed

Fence Installation

Attach site plan indicating placement of fence and gate(s) on property

Fence height  4 ft (pond lot)  6 ft (non-pond lot)

Note: Fences must be made of wood and left natural/unpainted

Pool Installation

Attach a site plan indicating placement of pool on property

Landscaping

Attach plan indicating placement and type of alterations

Tree Removal

Attach plan identifying location and reason for the removal

Structure Modification

Attach description of project, elevations, and site plan as needed

Window or wall air conditioning unit

Attach a picture and/or specification sheet of the A/C unit

Size of the room to be cooled (sq. ft) \_\_\_\_\_

Will the unit be removed October thru March? Yes / No

Will the unit be placed in a window facing the street? Yes / No

If yes, have options for less visible placement been researched?

Please explain: \_\_\_\_\_

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

Other

Attach description of project/work to be completed

*Important: Approval from the Sienna ACC does not exclude you from obtaining the required permits from the City of Charleston for your exterior modifications.*

- 8. Homeowner's Signature \_\_\_\_\_
- 9. Date \_\_\_\_\_

**PLEASE ALLOW UP TO 30 DAYS FOR PROCESSING THIS REQUEST**

**Office use only**

Date Received by Manager: \_\_\_\_\_

Date Received by ACC: \_\_\_\_\_

Date of ACC Action: \_\_\_\_\_

Date Homeowner Notified: \_\_\_\_\_

Approved with the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information required \_\_\_\_\_

Not approved for the following reasons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACC Signature(s) \_\_\_\_\_

**Submit the completed form to the Sienna at Grand Oaks Homeowners Association, c/o Poston & Co., 635 Rutledge Ave Ste 105, Charleston, SC 29403; Fax (843) 853-5340 or email to [jhaynie@postonco.com](mailto:jhaynie@postonco.com).**