

## Palmetto Plantation HOA

[www.palmettoplantation.org](http://www.palmettoplantation.org)

### Home Improvement Application

The Covenants, Conditions and Restrictions (CCR's) of Palmetto Plantation require that all homeowners submit proposals for home improvement projects that will affect the exterior of the property. Before beginning such projects, homeowners are required to submit a proposal to the Architectural Review Board (ARB) for review, approval, and record-keeping purposes.

#### **\*Please use the attached application form to complete and submit your project proposal.**

- 1) Homeowners are not required to submit proposals for home improvement projects involving the interior of the home (except in such cases where an interior improvement affects the exterior of the home, e.g. installation of skylights).
- 2) The ARB will consider project proposals based upon its' representation of elements specified in the proposal, including any attached documents. Should the homeowner make changes and modifications to the proposal after it has been submitted, the homeowner must submit such changes to the ARB.
- 3) The ARB recommends that homeowners postpone signing contracts, purchasing materials, securing permits and such, until the homeowner has received a Project Approval Letter. During this time period, the homeowner may wish to contact York County Planning and Development Services, 18 W Liberty St, York, SC. (803) 909-7200 to determine the appropriate county regulations for the proposed project.
- 4) Homeowners of approved project that require a county permit must submit a copy(s) of the permit(s) to the ARB prior to the approved project's ending date. This permit will be filed along with the project proposal, approval letter, project plans, and other project-related documentation.

#### **Steps Toward Your Project's Approval**

Complete the attached application. Be sure to provide all requested information (including attachments).

Submit your application and requested documentation to [PalmettoPlantationSCARB@gmail.com](mailto:PalmettoPlantationSCARB@gmail.com).

#### **Approval Process**

The ARB reviews applications on a rolling basis, as submitted.

- Each application will be carefully considered, and the homeowner will be notified in a timely manner of approval, denial, or deferral for additional information (such as plans, color, or material samples).
- As part of the consideration process, additional information or a site visit with the homeowner may be required.

In all cases, the ARB will notify you if your project's final disposition.

**CALL BEFORE YOU DIG!!!! (888) 721-7877**

# Palmetto Plantation HOA

Attn: Architectural Review Board

2764 Pleasant Road ♦ PMB 10933 ♦ Fort Mill, SC 29708

\*\*Complete One Application Per Project

Homeowner Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Project Description: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

## Project Type

<input type="checkbox"/> Storage Shed	<input type="checkbox"/> Storm Door/Screen	<input type="checkbox"/> Addition
<input type="checkbox"/> Fireplace/BBQ Pit	<input type="checkbox"/> Exterior Door	<input type="checkbox"/> Sunroom/Screen Porch
<input type="checkbox"/> Pool/Jacuzzi	<input type="checkbox"/> Shutters	<input type="checkbox"/> Patio/Deck
<input type="checkbox"/> Landscaping/Tree Removal	<input type="checkbox"/> Siding/Roofing/Gutters	<input type="checkbox"/> Fence
<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Skylights	<input type="checkbox"/> Hardscape/Resurfacing
<input type="checkbox"/> Permanent Walkways	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Windows
<input type="checkbox"/> Color Change or Enhancement (Attach Color Sample)		

Location in Yard:      Front      Back      Side Yard      Left or      Right (Facing House)

Please attach a sketch of your project and/or attach any plans you may already have. Be sure to include all property boundaries and existing home/building locations.

Approximate Dimensions: \_\_\_\_\_ (Indicate on your attached sketch, along with location of any significant landscaping to be removed or altered.)

Proposed Project Materials:  Wood  Concrete  Brick  Stone  Vinyl/PVC

Other Project Materials: \_\_\_\_\_  
(Provide literature showing design/style elements, if applicable)

Who will perform the work?  Homeowner  Hired Contractor(s)

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As part of the consideration process, additional information or a site visit from the ARB with the homeowner may be required.

Please submit your application in duplicate, keeping a copy for your records, and notify the ARB of any changes to your plans. Remember, it is the Homeowner's responsibility to obtain all required permits to comply with governmental construction codes and ordinances.

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