

Ivy Hall Property Owner's Association
Request for ARB approval of Home Improvement Modification

Items 1 through 8 are to be completed by the Homeowner:

1. Name of Homeowner _____ 2. Date of Request _____
3. Home Address _____ Lot # _____
4. Telephone Number _____ Email Address _____
5. Description of Request _____
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6. Requested start date _____ * 7. Approximate completion date _____

***Please allow 30 days after all required documentation is received for processing this request.**

8. Additionally, please include:

1. For fences, additions, porches, patios, concrete walkways/ driveways:

- a. Plot plans of property showing exact location of the improvement, indicating gates/doorways, etc.
- b. Working drawings showing construction specifications and complete elevations of the improvement

2. For paint/siding/shingle changes: please attach labeled color chips or a small sample of the siding/shingle to be used.

3. For all other changes, including satellite dishes, cosmetic changes, etc., please attach a complete description of the item/material, including a full color picture.

Please Note: Your application will not be considered complete and ready for review unless application is submitted with property plat and details about your modification. Incomplete applications will be returned.

**Mail to: Community Management Group
349 Folly Rd Ste 2B
Charleston, SC 29412**

or Email to: IvyHall@cmgcharleston.com

To be completed by the ARC:

Date ARC received: _____

ARC Action:

Approved without conditions: _____

Approved with the following conditions:

Additional information required:

Not approved for the following reason:

ARC signature(s) _____

Date ARC action _____ Date Homeowner informed _____