

Sanctuary Cove Architectural Review Board Application

All exterior changes to the home must be approved by the Homeowner Association's Architectural Review Board (ARB). The ARB's job is to help maintain the high value of your assets and your home. This form must be submitted for any changes to the exterior of your home or property. (Example: fences, decks, spas, play equipment, pools, paint changes etc...)

Submittal Date: _____

Homeowner Name: _____

Address: _____

Subdivision and Lot number: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Please check one of the following:

Lagoon Lot Wooded Lot Standard lot (*backs to another lot*) Corner Lot

Please supply details including, but not limited to: location, size, materials, color and estimated time for completion. Please submit a site survey for any additional structures with new structure drawn on survey. (Example: fence, play equipment, pools, and spas)

Guidelines:

In order to maintain a consistent streetscape in the Community, the ARB is setting the following guidelines:

1. All fences and additional structures must receive ARB approval prior to changes/construction being made.
2. The ARB committee has the right to make individual variances to these requirements.
3. **Fences-** Fences must be 6' natural wood, shadowbox style, with posts on the property lines, beginning at the back corners of the home, unless your lot abuts a lagoon. Lots that abut a lagoon must be 6' shadowbox on sides and 4' shadowbox on lagoon facing side, with gradual step downs from 6' to 4' over the last 8' section. Please see your Covenants and Restrictions and Rules and Regulations for more information. Fence starting positions must be consistent with your subdivision starting from the back corners of the home. If your lot is a corner home site or if your home site abuts common property, the fence may not extend past the building setback lines of the site that abuts the common area. Any installation of fencing which abuts another property, by nature of its existence, allows the abutting homeowner to tie-in, regardless of who paid for the original fencing. It is the responsibility of the homeowner, or their contractor, to obtain a building permit from the appropriate municipality prior to starting a fence, once you have received ARB approval.
4. **Screened Porches-** Screened porches require and ARB approval prior to installation, it must be a permanent structure, require a shingled roof and the colors must be cohesive with the home.
5. **Sheds/Outbuildings-**Sheds and Outbuildings will not be approved during the Declarant control.
6. **Swing Sets and Play Equipment-** Swing sets and play equipment must be approved by the ARB. All swing sets and play equipment may not exceed 8' in height and will require a fence prior to installation.

Please fax, email or send application to:

CMG

Attention: Krista Westbury

349 Folly Rd. Suite 2B

Charleston, SC 29412

Office: 843-795-8484 Ext 317

Fax: 843-795-8482

www.cmgcharleston.com

If you have additional questions or concerns, please contact Krista Westbury.

Homeowners will receive written notification of the Board's decision within 60 business days. Once approved it is the homeowner's responsibility to insure that the installation complies with the submitted and approved request.

For ARB use only:

Date received: _____

Date responded to Homeowner: _____

Approved / Denied Date Decision made: _____