

Sandpines Homeowner Association

Architectural Control Committee Request

Name: _____ Request Date: _____

Address: _____ Day Phone: _____

_____ Night Phone: _____

E-Mail: _____

Nature of Request (draw your request on plat w/dimensions & attach) a copy of your plat showing all dimensions, & location of improvement must be attached to be considered complete.

ONLY COMPLETE SECTION A. IF YOU ARE REQUESTING A FENCE. FOR ALL OTHER REQUESTS PLEASE COMPLETE SECTION B. AND ATTACH A DETAILED DESCRIPTION TO THIS FORM.

A. Name of Fence Contractor

Contractor Phone # _____ **Type of Fence:** _____ . Fence Height: _____

PLEASE INSTALL YOUR VERTICAL SUPPORTS JUST INSIDE YOUR PROPERTY LINE SO THAT YOUR FINISHED SIDING BOARDS ARE "RIGHT ON" THE PROPERTY LINE. BUTT UP TO OR ATTACH TO ANY EXISTING FENCE THAT YOU ARE SURE IS RIGHT "ON" YOUR COMMON PROPERTY LINE.

B. Addition/Alteration: _____

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR CONTRACTOR RECEIVES AND FOLLOWS ALL GUIDELINES AND APPROVAL CONDITIONS.

I hereby request that the Architectural Control Committee review the above request. I agree not to begin work until I have written approval and to be responsible for the ongoing maintenance and upkeep on the alteration or addition. The upkeep responsibility will transfer to all future owners as well. Further, I agree that all work will be in workmanship like fashion and comply with all building codes.

Owner _____

Before digging you must call:
Palmetto Utility Protection Services (PUPS)
1-888-721-7877 and give at least 3 days notice.

Owner _____

Approval/Disapproval Date: _____

If joint ownership, both parties must sign.

Disapproved Approved

Board Member: _____

Return form with drawing on plat to:
Community Management Group 349 Folly Road, Suite 2B, Charleston, SC 29412
Phone: 843-795-8484 Fax: 843-795-8482

(Please allow **30 days** for a response by the committee)

PLEASE ATTACH COPY OF PLAT TO REQUEST FORM

