



Request for Architectural Review Committee (ARC) Approval for Home or Property Improvement/Modification/Addition

This section to be completed by the property owner: (Please complete items 1 through 8)

Form with fields: 1. Name of Homeowner, 2. Date of Request, 3. Home Address, 4. Telephone, 5. Email, 6. Description of Request

Before completing and submitting this application, refer to the CNCA Covenants and Restrictions and to the Restrictions and Easements (in the Documents portion of the CNCA website) that apply to your neighborhood to be certain that your request complies with all governing documents.

Form with fields: 7. Requested Start Date, 8. Approx. Completion Date

Allow up to 15-30 days for processing this request. Do not initiate any work prior to approval. Once approved, the approval is good for 90 days.

Work not approved will result in a fine and can result in forced removal.

Once approved a Permit will be issued and should be displayed where it can be seen from the street.

Return completed form to:

Susan Kelley, Chair, ARC Committee - cnarchoa@gmail.com or to Property Manager, Molly Uribe molly@charlestonpms.com Additional copies of this form can be downloaded online at www.cncahoa.com

This section to be completed by ARC:

Form with sections: Approved without conditions Consistent with CNCA C&R's Article V Section 4, Approved with the Following Conditions, Additional information required

**Please be advised: All properties on the golf course are responsible to adhere to the CNGA regulations concerning set backs, etc. located in the CNCA Handbook, and if the ARC Committee approves a project (one that adheres to the regulations) and is challenged by the golf course the HOA does not represent the homeowner or pay for any fees for lawyers, courts or any other fees.

Table for ARC Committee Approvals with columns for SK, KQ, WH and rows for Approval Signature, Date Application Received, Received by, Date Property Owner Informed