



ARCHITECTURAL REVIEW APPLICATION

As the Owner of Record for the property listed herein, I, _____ hereby submit this application to the Architectural Review Committee (ARC) for the Summit Gardens for the proposed additions/alterations to my property described herein. I understand and acknowledge approval by the ARC does not constitute approval by any other governing agency with jurisdiction applicable to my property and it is my responsibility to obtain all necessary permits, inspections, authorizations and permissions from the appropriate organization(s) and to determine and comply with all regulations, statutes, codes and zoning or other applicable requirements pertinent to the work described herein. As the Owner of Record for the property listed in this application I understand and acknowledge placement of any object inside of an established easement may result in the removal of the object at my expense and without prior notice to me.

I. Owner Information

Name: _____
Property Address: _____ lot # _____
Home Phone: _____ Cell Phone: _____
Email: _____
Date Home of Closing _____ Date Submitted: _____

II. 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 _____

III. Proposed Additions or Alterations

The following reflect the most often requested approvals within Summit Gardens. If you wish to apply for something not listed herein, please select the 'other' section below for your request.

A. Fences – A plat showing the location of the proposed fence along with a picture of the proposed fence is required with this application.

Materials/Color: _____
Style: _____
Height: _____

B. Landscaping – A plat showing the location of the proposed landscape additions / alterations is required with this application and a picture of the current landscaping. If needed, please attach an additional planting plan to this application.

Locations: _____
Types: _____
Planted Size: _____
Mature Size: _____

C. Decks– A plat showing the proposed location of the addition along with a picture and a cross section view of the structure is required with this application. Also provide a link to the product on line.

Dimensions: _____ Height at Eaves: _____ Ridge Height: _____
Height off Ground: _____ Materials: _____
Color: _____

D. Satellite Dish – Installation must be on the roof of the structure or other location that minimizes visibility from the street or front of the residence. A picture and plat showing the location of the dish is required with this application. **ARB APPROVAL IS REQUIRED BEFORE ANY DISH IS INSTALLED.**

Location: _____

F. Other Feature – Application requirements for other features vary depending on the nature of the application. Please contact your Association Manager for a list of the required, supporting information to be submitted with your application.

General Description: _____

Important Information

- a. Owners with delinquent balance will not receive approval for submitted applications unless and until their accounts are brought into current status. If an account with a pending application becomes delinquent (30+ days), the application review will be suspended until the account is paid in full.
- b. Applications will be reviewed once complete and all accurate required information is received. Owners will be contacted once complete information is received and notified of the deadline for a decision. The ARC will make two attempts to obtain the necessary information to complete applications. If the applicant does not provide the necessary information after the second attempt, the application will be denied until such time as the information is received.
- c. The ARC has **45 days** from the receipt of **complete and accurate information** to render a decision of:
- a. Approval as submitted
 - b. Approval with conditions
 - c. Denial
- d. It is the applicant's responsibility to protect all elements inside the Association's easements and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine the installation is in compliance with the approval provided by the ARC. If the improvements are not completed to the satisfaction of the Association within the timeframe provided in the governing documents, the Association may impose penalties until completion occurs.
- e. No approval shall be deemed granted unless delivered, in writing, by the Architectural Review Committee or its representative.
- f. Applications must be signed by the Owner of Record for the property under consideration. The ARC may not review any application signed by any other party.
- g. **There is a \$45.00 review fee. If your application requires extensive review, input from legal or professional services, or otherwise requires extraordinary time or resources to render a decision, additional fees may apply. Applicants will be notified of extra fees before they are incurred. Please make your check payable to Summit Gardens POA, Inc..**
- h. Please mail the application to the following address: 201 Sigma Dr. Ste 350, Summerville, SC 29486, email to SummitGardens.sc@fsresidential.com or fax to 843-278-6853.

Owner(s) of Record Date