

Marsh Cove HOA Architectural Review Committee (ARC) Request Form

"4. Approval of Plans by the Board of Directors of the Association. No construction, reconstruction, remodeling, alteration or addition to any structure, building, fence, wall, road, drive, path of improvement of any nature, nor landscaping shall be commenced without obtaining prior written approval of the Board of Directors of the Homeowners Association as to the location, site plans, elevations, plans and specifications. As a prerequisite to consideration for approval and prior to beginning the contemplated work two complete sets of building plans and specifications, as well as a landscape plat must be submitted to the Board of Directors of the Association. The Board of Directors of the Association shall be the sole arbiter of such plans and may withhold approval for any reason, including purely aesthetic consideration. Upon giving approval, construction shall be started and prosecuted to completion, promptly, and in conformity with such plans. The Board of Directors of the Association shall be entitled to stop any construction in violation of these restrictions." (Marsh Cove Covenants & Restrictions, Book U203 Page 751)

Guidelines

- Submit separate forms for different items
- Obtain required building and zoning permits
- Review the Marsh Cove Covenants and Restrictions prior to submitting, including the above paragraph
- ARC approval does not constitute waiver of other requirements of the Marsh Cove Covenants & Restrictions
- The ARC has 30 days to respond with questions or a decision. If additional information is necessary, the 30 day review period begins again when the requested additional information is received. The ARC will respond as soon as possible.
- For quicker response: Do not submit incomplete applications. Supply all the information requested.
- Unless otherwise specified, ARC approval of this request expires six months from the date of Homeowner Notification
- New ARC requests must be submitted for expired ARC requests or for any project changes made after the ARC decision date
- After completion, all projects are subject to a follow up inspection by the ARC to confirm compliance

Signature of property owner

Printed name

Phone: _____

Email: _____

Items 1 – 10 to be completed by the Homeowner

1. Property address:	2. Date of request:
3. Proposed start date:	4. Expected completion date:

5. Type of work (Home Alteration, Landscape, Siding, General repair, Painting, Roofing)
6. Will there be any changes to the existing footprint of the building?
7. Will the improvement/modification be visible from the street?
8. Provide a clear and detailed description of your project: *(Please attach a separate sheet if more space is needed)*

9. Attach an electronic copy or two hard copies of the plat, plans, sketches, product images, etc. Fully describe what is being changed, replaced, or removed. Indicate the locations of new/repaired items on your plans. Provide full description and images of the new materials and items. Attach actual material samples of color for exterior paint, roofing shingles, and other materials. The minimum size for samples is 4" x 4".

10. Email or deliver this completed form and attachments to ARC@MyCMG.com or Marsh Cove HOA, 49 Arabian Drive, Charleston SC 29407.

To be completed by the ARC Committee

SIGNIFICANT DATES (dd/mm/yy):

Request received:	Questions to Homeowner:	Request finalized:
ARC decision:	Homeowner notified:	Work completed:
ARC f/u inspection:		

ARC RESPONSE

<input type="checkbox"/> Approved as requested	<input type="checkbox"/> Approved with conditions (see Explanation)	<input type="checkbox"/> Not approved (see Explanation)
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Explanation: *(Please attach a separate sheet if more space is needed)*

Authorized signature on behalf of the Marsh Cove Architectural Review Committee:

Signature

Printed name