

**PALMETTO VILLAGE HOA AT PALMETTO GREENS**

Email/Fax or Deliver Your Application to: The Beach & Company, 621 Sea Mountain Highway, N. Myrtle Beach, SC 29582  
 Email: [hoa@thomasrealestate.com](mailto:hoa@thomasrealestate.com) Fax (843) 273-3410

**ARCHITECTURAL CHANGE REQUEST FORM**

Date of Request: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address/Lot No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Modification (check all that apply)	Required Documents Checklist
<input type="checkbox"/> Landscape	<input type="checkbox"/> Sign and Date
<input type="checkbox"/> Fence/Wall	<input type="checkbox"/> Property Survey/Drawing, etc. (required)**
<input type="checkbox"/> Painting House/Trim	<input type="checkbox"/> Contractor's License/Insurance (if applicable)
<input type="checkbox"/> Structural Modifications	<input type="checkbox"/> Copy of Contract or Work Estimate (if applicable)
<input type="checkbox"/> Storage Shed	<input type="checkbox"/> Scheduled Completion Date (required)
<input type="checkbox"/> Other	<input type="checkbox"/> Color/Material Samples (if applicable)

Describe Architectural Change(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*Please attach the proposed changes or additions you wish to make to your property. If applicable, include a copy of the property plat and indicate the exact location of proposed change or addition, distance to the property lines from proposed change and relevant surrounding features. In addition, please include a sketch and/or photo identifying the exact location of the change or modification. Requests for exterior repainting must include a color sample

Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by SC811, phone number (888) 721-7877. Please note there is a fine if underground cables or conduits are severed.

**Acknowledgement of Owner Applicant**

I understand that I, the homeowner, must submit an application to the Association for any architectural changes. I understand that the application does not guarantee approval and any approval must be in writing and received prior to making any changes which are sought in this application. Please allow up to 30 days for ARC approval. Architectural approval does not certify the construction worthiness or structural integrity of the proposed changes.

I further understand that any digging shall require that the appropriate utilities be contacted prior to digging. I understand that I must follow all state and county building codes, regulations, and set back requirements. I also understand that building permits may be required and it is my or my contractor's responsibility to secure said permits when necessary. I further acknowledge that I may not deviate from the plans submitted and that any new variation will require a new application. Misrepresentation of any items in this request, either written or oral, may void any approval by this Committee/Board.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**For Association Use Only**

Date Received \_\_\_\_\_ Date Sent to Committee/Board \_\_\_\_\_

Date Response Sent to Owner: \_\_\_\_\_ Application Status:  Approved  Denied

Processed By: \_\_\_\_\_ Signature: \_\_\_\_\_