



OCEAN NEIGHBORS

ARCHITECTURAL CONTROL COMMITTEE

Property Owners Request for Approval to Make Modifications

In accordance with the Association's Covenants, Conditions, and Restrictions and Architectural Review Guidelines, I hereby apply for written approval to make the following exterior alterations, improvements, or changes to my property.

Date: _____

Lot #: _____ Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Preferred Phone: _____

Owner's Email: _____

Type of Modification Request (Check All That Apply)

- | | | | |
|---------------------------|-----------------------|-------------------------|-----------------------|
| Painting/Staining/Coating | <input type="radio"/> | Landscaping | <input type="radio"/> |
| New Construction | <input type="radio"/> | Shutters | <input type="radio"/> |
| Driveways/Walks | <input type="radio"/> | Building Addition | <input type="radio"/> |
| Porch Enclosures | <input type="radio"/> | Lighting | <input type="radio"/> |
| Door (Entry & Garage) | <input type="radio"/> | Structural (Need Plans) | <input type="radio"/> |

Other: _____

Description of Improvement: _____

Fence Request

Fence Description(s): _____

****In order to be complete, all applications must include scope of work with detail of materials, color chips, sample material brand, size, photos, and/or any other pertinent information with this application, if appropriate. APPLICATIONS MUST BE SUBMITTED WITH A PLOT PLAN SHOWING THE FOOTPRINT OF THE HOME AND PROPERTY LINES TO SCALE, IN RELATION TO THE PROPOSED MODIFICATION(S). PROPOSED MODIFICATION(S) MUST BE SKETCHED ON THE PLOT PLAN. All prior improvements must be included on the plot plan (added sunroom, patio, other landscaping beds, swing sets, gazebos, etc.). Applications are not considered to be complete or subject to review until the ACC receives all necessary information.****

IMPORTANT NOTE: APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE DOES NOT CONSTITUTE APPROVAL BY LOCAL GOVERNING AGENCIES. IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO DETERMINE AND COMPLY WITH ALL GOVERNMENTAL REGULATIONS, STATUTES, CODES, AND ZONING REQUIREMENTS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SECURE ANY PERMITS, INSPECTIONS, AUTHORIZATION, AND/OR PERMISSION FROM GOVERNMENT AGENCIES PRIOR TO WORK COMMENCEMENT. IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO PROTECT ALL ELEMENTS INSIDE THE ASSOCIATION EASEMENTS, AND TO RETURN ANY AREA DISTURBED BY THE INSTALLATION OF A MODIFICATION TO THE SAME STANDARDS AS PREVIOUSLY EXISTED. UPON COMPLETION WITH THE IMPROVEMENT, THE ASSOCIATION SHALL REVIEW AND DETERMINE THAT THE INSTALLATION IS IN COMPLIANCE WITH THE APPROVAL PROVIDED. IF THE IMPROVEMENTS ARE DEEMED INCOMPLETE OR FURTHER WORK IS NECESSITATED, APPLICANT SHALL BE PROVIDED WITH A DEADLINE FOR THE COMPLETION OF THE WORK. IF THE IMPROVEMENTS ARE NOT COMPLETED TO THE SATISFACTION OF THE ASSOCIATION WITHIN THE TIMELINES PROVIDED, THE ASSOCIATION MAY IMPOSE PENALTIES UNTIL COMPLETION OCCURS. A COPY OF THE COMPLETED REQUEST WILL BE MAILED TO OWNER'S HOME ADDRESS UNLESS ANOTHER FORM IS REQUESTED BY THE OWNER.

ANY EXISTING OR PROPOSED INSTALLATION WITHIN AREAS DESIGNATED AS DRAINAGE AND OTHER EASEMENTS CARRIES WITH IT SOME RISKS TO THE OWNER. OWNERS WISHING AND APPROVED TO MAKE ANY MODIFICATIONS WITHIN DRAINAGE EASEMENTS DO SO WITH AN UNDERSTANDING, AGREEMENT, AND ACCEPTANCE OF THE FOLLOWING:

- MODIFICATIONS WITHIN ANY EASEMENTS ARE SUBJECT TO REMOVAL BY ANY AUTHORIZED ENTITY OR MUNICIPAL AUTHORITY REQUIRING ACCESS INTO THE EASEMENT AREA. SUCH REMOVAL MAY BE COMPLETED WITHOUT PRIOR NOTICE TO THE OWNER.**
- NEITHER THE DEVELOPER, BUILDER, ACC, HOA, OR MANAGEMENT COMPANY ARE UNDER ANY OBLIGATION TO REPAIR, RESTORE, OR REPLACE ANY OR PART THEREOF REMOVED OR DAMAGED WITHIN THE EASEMENT.**
- HOMEOWNERS ARE REQUIRED TO OBTAIN ENCROACHMENT PERMITS FROM LOCAL MUNICIPALITIES FOR FENCES CONSTRUCTED WITHIN DRAINAGE EASEMENTS**
- THIS DISCLAIMER AND THE ASSOCIATED ACC RULES WILL BE MODIFIED FROM TIME TO TIME.**

Signature of Property Owner: _____

Architectural Review Committee Resolution

Approved Approved With Conditions Not Approved

Submit Application To:

**Ocean Neighbors HOA
Attn: Melissa Blocker
Email (PREFERRED): melissa@postonco.com
304 Meeting Street
Charleston, SC 29401
Office: (843) 937.6864
Fax: (843) 853.5340**