

# Request for Exterior Alteration/Improvement Conditional Approval

(page 1 of 2)

<b>SIPOA ARCHITECTURAL REVIEW COMMITTEE</b> 1202 Landfall Way Johns Island, SC 29455 Tel. (843) 768-0061 Fax (843) 768-4317 <a href="http://www.sipoa.org">www.sipoa.org</a>	Application # (for office use only) _____
<b>Request for Exterior Alteration/Improvement Conditional Approval</b>	
The following is to be completed and signed by the Property Owner. This form must be accompanied by all information as outlined in the Review Process for Exterior Alterations to Existing Dwellings procedure (see SIPOA Policies and Procedures §III.A).	
<b>Construction Location:</b> _____	Application Date: _____
Block: _____ Lot: _____ TMS #: _____	
Property Address: _____	
Property Owner: _____ Contractor: _____	
Address: _____ Address: _____	
Telephone #: _____ Telephone #: _____	
Email: _____ Email: _____	
<b>Proposed Work &amp; Information Required</b> (check all that apply)	
<input type="checkbox"/> Deck (site plan & material information)	<input type="checkbox"/> Recreational Equipment (location & photo)
<input type="checkbox"/> Demolition (completion timetable)	<input type="checkbox"/> Roofing (brand & color)
<input type="checkbox"/> Dock Construction (site plan & dock plan)	<input type="checkbox"/> Room Addition (site plan & elevations)
<input type="checkbox"/> Driveways/Walks (material information)	<input type="checkbox"/> Rot Repair (location & material information)
<input type="checkbox"/> Handicap Access (site plan & description)	<input type="checkbox"/> Screened Porch (site plan & description)
<input type="checkbox"/> Landscape/Removal (site/landscape plan)	<input type="checkbox"/> Siding (type & material, color)
<input type="checkbox"/> Lighting (locations & cut sheets of fixtures)	<input type="checkbox"/> Swimming Pool (site plan, product, fencing)
<input type="checkbox"/> Paint (brand name, product #, & color)	<input type="checkbox"/> Tree Trimming/Pruning (describe below)
<input type="checkbox"/> Patio (site plan & material information)	<input type="checkbox"/> Window Replacement (window details)
<input type="checkbox"/> Porch Enclosure (window details)	<input type="checkbox"/> Other (describe below)
<b>Description:</b> _____	
_____	
_____	
_____	
_____	
_____	
_____	
<b>Estimated Cost of Project:</b> \$ _____	

**(Request for Exterior Alteration/Improvement Conditional Approval, page 2 of 2)**

**Request for Exterior Alteration/Improvement Conditional Approval, page 2 of 2:**

As the Property Owner of the above referenced Property, I hereby request that the SIPOA Architectural Review Staff review this application and any attached drawings for exterior alteration/improvement.

**AUTHORIZATION TO ENTER PROPERTY:** I/we hereby authorize ARC members and SIPOA and/or ARC agents and employees to enter upon the Property from time to time during the entire course of the Design Review Process.

**DESIGNATION OF AGENT:** I/we, the Owner(s) of the above referenced property, designate the following individual(s) to act for me/us during the Architectural Review Committee application and/or construction process.

**Agent Name:** \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent City/State: \_\_\_\_\_

Agent Telephone#: \_\_\_\_\_ Agent Email: \_\_\_\_\_

\_\_\_\_\_  
Property Owner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Property Owner \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Agent \_\_\_\_\_ Date \_\_\_\_\_

**Fee Required: \$** \_\_\_\_\_ **Fee Submitted: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Approved by Architectural Review Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Deposit Required: \$** \_\_\_\_\_ **Deposit Paid: \$** \_\_\_\_\_ **SS#/EI#:** \_\_\_\_\_

NOTE: Approval by the Architectural Review Committee (ARC) certifies that the plan meets the ARC standards regarding appearance and in no way certifies the quality, strength, accuracy, etc., of the building design. This approval is valid for 6 months from date of ARC approval. Application must be made to the Town & Charleston County for any required permits prior to commencing construction or other activity. Alterations to multi-family dwellings must be approved by the Property Manager prior to requesting ARC approval.