



**Architectural Review Board (ARB) request form**

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

Request Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

E Mail: \_\_\_\_\_

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*This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" section for your request.*

☐ **Roofing**

Brand: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_ Style: \_\_\_\_\_

(A product sample is required with this application)

☐ **Exterior Color**

Brand: \_\_\_\_\_ Color # and Name: \_\_\_\_\_

(A color sample is required with this application)

☐ **Fencing**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

Height: \_\_\_\_\_ **Corner Lot:** Yes No **Pond Lot:** Yes No

(A lot layout showing the location of proposed fencing, a diagram of the fence including gate locations, a picture of the fence type and an Encroachment Permit from the city or county for building within drainage easements is required with this application.)

☐ **Play Equipment/Swing Sets**

Location: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_ Canopy Color: \_\_\_\_\_

Size: \_\_\_\_\_ Height: \_\_\_\_\_

(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Decks/Gazebos/Pergolas**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_ Height at Eaves: \_\_\_\_\_

Height off Ground: \_\_\_\_\_ Material: \_\_\_\_\_

(A lot layout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)

☐ **Hard Wired Emergency Generators**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_

(A lot layout showing the location of the proposed generator along with a picture of the generator and the view of the proposed location from the street is required with this application.)



☐ **Storm Doors/Screened Doors**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_ Material: \_\_\_\_\_  
(A lot layout showing the location of the proposed door along with a picture of the door is required with this application.)

☐ **Landscaping**

Tree Type: \_\_\_\_\_ Location: \_\_\_\_\_ Planting Size: \_\_\_\_\_ Mature Size: \_\_\_\_\_  
(A lot layout showing the location of the proposed tree installation is required with this application)

☐ **Hardscapes, including Brick, Stone and Pavers (Patios)**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_ Material: \_\_\_\_\_  
(A lot layout showing the location of the proposed door along with a picture of the door is required with this application.)

☐ **Other Feature**

Feature Description: \_\_\_\_\_ Color: \_\_\_\_\_ Size: \_\_\_\_\_ Height: \_\_\_\_\_ Material: \_\_\_\_\_ (A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

**Additional Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Homeowner Signature:** \_\_\_\_\_

***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 and all permits, inspections, authorization, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within the property limits and meets all building setback and easement restrictions.***

It is the applicant's 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 of 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. All Architectural Review Board Request Forms will be reviewed by the Board of Directors or their designees.

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 allow **60 days** from receipt of complete and accurate information to render a decision by the Architectural Review Board/Committee.

Send Request To:

**Or Mail to:**

Meridian Place Home Owners Association  
1 Carriage Lane Suite C100  
Charleston, SC 29407  
Phone: (843) 297-8590 Fax: (843) 952-7192  
**Email: Info@imcchs.com**