



## Architectural Review Board Application

Snee Farm Village Homeowners Association, Inc.  
c/o IMC Charleston  
1 Carriage Lane Building C100  
Charleston, SC 29407

Date Received: \_\_\_\_\_

Board Review: \_\_\_\_\_

Phone: 843-297-8590 Windee Little  
E-Mail: windee@imcchs.com

Approved: \_\_\_\_\_

Unapproved: \_\_\_\_\_

*In accordance with the Association's governing documents and Snee Farm Village Homeowners Association Covenants, Conditions & Restrictions, I hereby apply for written approval to make the following exterior alterations/changes to my property*

**NOTE: This form should be completed in its entirety and returned to the Association Management Company.**

**PROPERTY INFORMATION: (Section must be completed)**

**Name of Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail or Alternate Contact Information:** \_\_\_\_\_



**PROPOSED IMPROVEMENT/ALTERATIONS:** *Please check all that apply*

☐

Parking, Paving

☐

Patios

☐

Signage and/or Lighting

☐

Wall and Fence

☐

Other (please list)

☐

Landscape or Tree Removal

☐

Deck or Screened Porch

☐

Additions & Alterations to Unit

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**\*Please Note- Re: Tree Removal-** any owner hoping to remove a tree on his/her Property must apply separately to the Town of Mount Pleasant and get approval to remove any tree prior to applying to the ARB for approval.

**DESCRIBE PROPOSED IMPROVEMENT/ALTERATION:** *Please attach additional sheets if necessary.*

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**AUTHORIZATION TO VISIT PROPERTY:** Site visits to the property by the Association are essential to process this application. The Owner, as signed below, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.



## PLEASE COMPLETE THE FOLLOWING:

- ☐ Send on original, signed, completed application to:  
IMC Charleston LLC, 1 Carriage Lane Ste. C100, Charleston, SC 29407 or E-mail to [windee@imcchs.com](mailto:windee@imcchs.com)
- ☐ Attach list of materials to be used (include pictures of materials)
- ☐ Plat with the highlighted lot/home
- ☐ Work to be completed by (self or company name): \_\_\_\_\_
- ☐ Estimated time complete project: \_\_\_\_\_
- ☐ For new construction/additions, send site plan with area modification clearly marked, picture of item to be installed or constructed, and color samples.
- ☐ Acknowledgement of Adjacent Homeowners (**all homeowners sharing a common boundary line**): This acknowledgement will be considered by the Architectural Review Board. No application will be considered unless this section is completed.  
  
1) Signature \_\_\_\_\_ Address (\_\_\_\_\_) Approved (\_\_\_\_\_) Disapprove (\_\_\_\_\_)  
2) Signature \_\_\_\_\_ Address (\_\_\_\_\_) Approved (\_\_\_\_\_) Disapprove (\_\_\_\_\_)

## APPLICANT'S AGREEMENT & SIGNATURE:

I have read the Community's governing documents and believe I am in compliance with all Covenants and Restrictions of the Snee Farm Village Homeowners Association. I also understand that it is my responsibility to verify all property lines, easements, and city and county codes and ordinances. I understand that any permits received by the Board of Directors will be obtained and posted. I will not begin any projects until I receive approval from the ARB. I can expect a response from the Association **30 days** from the date the application is received by the association management company.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



\*For ARB Use Only:

Notes for Unapproved Requests:

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