

Sanctuary Cove HOA



Date Received: _____

Board Review: _____

Date Approved/Denied: _____

ARCHITECTURAL REVIEW BOARD (ARB) PROJECT APPLICATION

Prior to submitting an ARB Application, please review your governing documents to ensure that the project/proposed modification/alteration does not expressly conflict with the governing documents and ARB Design Guidelines of the Sanctuary Cove community. Governing documents can be found on the IMC Charleston website, www.imccharleston.com, or provided to you by contacting IMC Charleston. If the property is rented or leased, ARB Applications must be pre-approved by the Property Owner before submission to IMC Charleston. Applications that have not been approved by the Property Owner will be returned without consideration.

PROPERTY OWNER/OCCUPANT INFORMATION: *This section must be completed.*

Name(s) of Property Owner(s): _____

Property Owner Mailing Address: _____

Property Owner Telephone Number and E-Mail Address: _____

Name(s) of Property Occupant(s): _____

Property Occupant Mailing Address: _____

Property Occupant Telephone Number and E-Mail Address: _____

PROPOSED IMPROVEMENT/ ALTERATION: *Please select **one** per ARB Application.*

- | | | | |
|---|--|--|-----------------------------------|
| <input type="checkbox"/> Additions / New Construction | <input type="checkbox"/> Deck | <input type="checkbox"/> Exterior Décor | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Parking Pad/ Driveway Widening | <input type="checkbox"/> Gutters | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Pergola/Arbor | <input type="checkbox"/> Screened Porch | <input type="checkbox"/> Glass Sunroom | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Sidewalk/Pathway | <input type="checkbox"/> Solar/Heat Panels | <input type="checkbox"/> New Tree Planting | |
| <input type="checkbox"/> Existing Tree Removal | <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Below Ground Pool | <input type="checkbox"/> Other |

Manufacturer / Installer: _____

Description of Materials to be Used: _____

REQUIRED DOCUMENTATION:

- _____ A copy of the property plot plan that shows the location of your residence on the plan. Typically, the property plot plan is provided by the closing agent when you close on your property. If a property plot plan cannot be located, a detailed drawing or aerial photograph that shows the dimensions of the lot, location of structures on the property, other improvements on the lot, and any easements may be substituted. Please do not submit an ARB application without a property plot plan, drawing or aerial photograph. Doing so will delay the ARB’s review of the application.

- _____ Project drawn to scale on the plot plan or aerial photograph with pictures as applicable showing:
 - _____ Location and dimensions of the project on the lot.
 - _____ Location of any existing trees affected by the project.
 - _____ For fences, the size and location of gates, style of fences and gates, and a photo of the proposed style.
 - _____ Location of proposed planting beds, types of trees, shrubs, and mulch/ground cover to be used.
 - _____ What the finished project will look like upon completion.

- _____ For proposed additions and new construction, please provide two (2) sets of professionally prepared plans that include a floor plan, building materials, elevations, roof plan, etc.

- _____ A Berkeley County Department of Roads and Bridges Encroachment Permit for driveway extensions, parking pads and fences, and any other project to be installed in a General Utility Easement (GUE). (<https://berkeleycountysc.gov/form/?formid=97>)

PROPERTY OWNER AGREEMENT AND APPROVAL FOR RENTED OR LEASED PROPERTIES

GOVERNING DOCUMENTS. I have read my community’s governing documents and believe this application is in compliance with all Covenants, Conditions and Restrictions, Rules and Regulations, and Architectural Review Board Design Guidelines.

PERMITS. I understand and agree that any building, electrical, encroachment, plumbing or other permit necessary to being work will be obtained and posted as required by the issuing office. I understand that it is my responsibility to verify all property lines, easements, permit requirements, and to comply with county and state codes and ordinances.

ACCOUNT. To the best of my knowledge, I believe that my property’s Homeowner’s Account is current, and not delinquent in the payment of assessments, fines, or other amounts due to the Homeowners’ Association.

SITE VISITS. I understand and agree that site visits by the ARB to the property listed on this application are essential to the ARB’s approval and authorize the Association and/or an IMC Community Manager Representative to visit and photograph the property and project. Visits can be scheduled with the resident to occur before, during or after completion of the project.

ARB APPROVAL. As established by Sanctuary Cove’s HOA Violations Enforcement Policy, I understand and agree that the commencement of work on a project where ARB approval is **ALWAYS REQUIRED** before written ARB approval is granted will result in a fine of \$1,000.00.

Property Owner’s Agreement and Approval: _____

Signature

Date

PROPERTY OWNER AGREEMENT FOR OWNER-OCCUPIED PROPERTIES

GOVERNING DOCUMENTS. I have read my community’s governing documents and believe this application is in compliance with all Covenants, Conditions and Restrictions, Rules and Regulations, and Architectural Review Board Design Guidelines.

PERMITS. I understand and agree that any building, electrical, encroachment, plumbing or other permit necessary to being work will be obtained and posted as required by the issuing office. I understand that it is my responsibility to verify all property lines, easements, permit requirements, and to comply with county and state codes and ordinances.

ACCOUNT. To the best of my knowledge, my property’s Homeowner’s Account is current, and not delinquent in the payment of assessments, fines, or other amounts due to the Homeowners’ Association.

SITE VISITS. I understand and agree that site visits by the ARB to the property listed on this application are essential to the ARB’s approval and authorize the Association and/or an IMC Community Manager Representative to visit and photograph the property and project. Visits can be scheduled with the resident to occur before, during or after completion of the project.

ARB APPROVAL. As established by Sanctuary Cove’s HOA Violations Enforcement Policy, I understand and agree that the commencement of work on a project where ARB approval is **ALWAYS REQUIRED** before written ARB approval is granted will result in a fine of \$1,000.00.

Property Owner(s)' Agreement: _____
Signature Date

Signature Date

Please mail, e-mail or fax the completed application and all required documents to:

**Sanctuary Cove c/o IMC Charleston
1 Carriage Lane Suite C 100.
Charleston, SC 29407
Fax: 843-952-7192
Email: Info@imcchs.com**