

The Lakes Townhomes
ARCHITECTURAL CONTROL COMMITTEE APPLICATION

PROPERTY INFORMATION: *This section must be completed.*

Property Address: _____

Name of Owner: _____

Mailing Address of Owner: _____

Daytime Telephone Number: _____

E-Mail or Alternate Contact Information: _____

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

Fence	Enclose Porch or patio	Hot Tub	Playhouse
Landscape	Lawn Art	Screen Storm Door or Windows	
Paint Exterior	Cut Trees	Addition	
Other _____			

PROJECT DESCRIPTION and DIMENSIONS:

Height/Depth _____ Width _____ Length _____ Other _____

Material(s) to be used: _____

Manufacturer, Contractor or Installer: _____

Other Information: _____

DOCUMENTATION REQUIRED:

1. Copy of your plat or survey of your lot and residence. This information is found in your closing documents. It can also be obtained from the city/county office of where you reside or from the developer for your community. This document will show the dimensions of the lot, the location of your house, other improvements on the lot, and any easements.
2. Project drawn to scale on the plat, with pictures (if possible) showing:
 - a. location of the project on the lot
 - b. location of any trees affected by the project

- c. for fences: size and location of gate(s), style of fences and gate(s) and photo of the proposed style(s)
- d. for landscaping: location of proposed plant bed addition/extension, types of trees, shrubs and mulch/ground cover to be used
- e. for sheds: photo of the proposed shed with siding and roof type, colors and styles as well as foundation type if applicable
- f. what finished project will look like.

Please mail, email, fax or scan the completed application and all required documents to:

The Lakes Townhomes
c/o IMC Charleston
1 Carriage Lane Ste. C100
Charleston, SC 29407
Jessica@imcchs.com
Fax: 843-952-7192

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.

APPLICANT'S AGREEMENT & SIGNATURE:

I have read my Community's governing documents and believe I am in compliance with all Covenants and Restrictions. I also understand that it is my responsibility to verify all property lines, easements, city and county codes and ordinances and all applicable laws. I understand that any permits required are my responsibility obtain and post. I will not begin any projects until written approval has been received by the ACC. I understand that I can expect a response from the Association **30 days** from the date the complete application is received however failure of the ACC to respond does not deem automatic approval of the project. I agree to have the project completed within **45 days** from the date of project approval. I also agree to notify the ACC when the project is completed so that the ACC may inspect the completed project.

Owner's Signature: _____

Date: _____

Please Note: Before submitting an ACC Application, please review your governing documents to ensure that your proposed modification/alteration does not expressly conflict with the governing documents and ACC guidelines of your community. Your community's governing documents can be found on the IMC Charleston website, www.imccharleston.com, or provided by request by contacting IMC Charleston.