



## McKewn Plantation North Homeowners Association

### Architect Review Board Application – Home Modification

Date of Application: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_ Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone (Homeowner 1): \_\_\_\_\_ Phone (Homeowner 2): \_\_\_\_\_

Email (Homeowner 1): \_\_\_\_\_ Email (Homeowner 2): \_\_\_\_\_

1. Applicant(s) acknowledge that all documentation required must be supplied before a decision will be rendered by IMC and/or the ARB (\_\_\_\_) Initials Owner 1 (\_\_\_\_) Initials Owner 2
2. Applicant(s) acknowledge that proceeding with your project prior to ARB approval may result in the MAXIMUM ARB Fine and does not include potential immediate work stoppage(s) penalties or fines by the appropriate division(s) from the City of North Charleston. (\_\_\_\_) Initials Owner 1 (\_\_\_\_) Initials Owner 2
3. Applicant agrees to make application for each project. Multiple projects will not be allowed on one single ARB Application

Project Description (Please be specific and thorough in your details):

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Desired Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

\*\*\*\* Note depending on your proposed project, besides ARB approval, a PERMIT may be required by the City of North Charleston

Based on your "Project Description", The following documents are required

1. Include a copy of your property's (only) Site Plan, marked up by the exact location of the location of your project (Fence, Shed, Landscaping Solar Panels, etc.) if project is fence or deck or shed, validation by contractor on spacing between posts; 24" depth of each post and acknowledging concrete fill bottom to ground level
2. Work is being done by anyone other than the homeowner(s), applicant is required to supply all contact information for the contractor (point of contact, name of business, address, website, email), as well as proof of business license and active current liability insurance coverage from their insurance agent (inclusive of their contact information).
3. Sketch or drawing or project to be done, and/or photos reflecting previous work done by said contractor on what the project will look like when completed.
4. Submit Colors in application and sample of color
5. Applicant is required to supply post-project build (construction) photos which will be used to compare against project application

The applicant(s) can submit their application via mail, e-mail or fax the completed application and all required documents to:

McKewn Plantation North  
c/o IMC Charleston  
1 Carriage Lane Ste. C100  
Charleston, SC 29407  
Fax: 843-952-7192  
Email: [Info@imcchs.com](mailto:Info@imcchs.com)

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, utilities, easements, and city and county codes and ordinances. I understand that any permits required will be obtained and posted. After the completed application and all supporting documents have been submitted to IMC Charleston, I will not begin any projects until written approval has been received by the ARB. I understand that I can expect a response from the Association within **4 weeks** for a decision, which will be made in writing via regular mail and/or email addresses on this application.

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

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