



Architectural Review Authority- The Oaks at Marshview HOA

The Oaks at Marshview Homeowners Association
C/O IMC Charleston LLC
1 Carriage Way, Suite C100
Charleston, SC 29407

Date Received _____

Board Review _____

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

Approved _____

Unapproved _____

In accordance with the Association's governing documents and The Oaks at Marshview HOA Design Guidelines, 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*

- | | |
|--------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Parking, Paving | <input type="checkbox"/> Landscape or Tree Removal |
| <input type="checkbox"/> Patios | <input type="checkbox"/> Deck or Screened Porch |
| <input type="checkbox"/> Signage and/or Lighting | <input type="checkbox"/> Additions & Alterations to Unit |
| <input type="checkbox"/> Wall and Fence | <input type="checkbox"/> Swimming Pools |
| <input type="checkbox"/> Other (please list) | |

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

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

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:
The Oaks at Marshview HOA, 1 Carriage Way, Suite C100,
or E-mail to windee@mcchs.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.

- Attach a **non-refundable \$150.00** check for ARA Review and a **\$300.00 check for Compliance Deposit** (refundable after additions meet ARA Guidelines). Please make checks payable to **"The Oaks at Marshview Homeowners Association"**.

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 Oaks at Marshview 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 ARA will be obtained and posted. I will not begin any projects until I receive approval from the ARA. I can expect a response from the Association **30 days** from the date the application is received by the Association.

Owner’s Signature: _____

Date: _____



*For ARA Use Only:

Notes for Unapproved Requests:
