

# Sanctuary Cove HOA



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

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

Date Approved/Denied: \_\_\_\_\_

## Sanctuary Cove ARCHITECTURAL REVIEW BOARD 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 choose one per application.*

Fence	Enclose Porch/Patio	Gutters/Downspouts	Playhouse
Landscape	Shed	Driveways, Walkways, Parking Pad	Tree Removal
Paint Exterior	Decorative Shutters	Exterior Construction - attached/detached	
Other _____			

### PROJECT DESCRIPTION \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Material(s) to be used: \_\_\_\_\_

Manufacturer, Contractor or Installer: \_\_\_\_\_

IMC Charleston, LLC

1 Carriage Lane Suite C 100, Charleston, SC 29407

Phone: 843-297-8590 Fax: 843-952-7192 Website: [www.IMCCharleston.com](http://www.IMCCharleston.com)

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

**DOCUMENTATION REQUIRED:**

1. Copy of your **plat or survey of your lot** and residence. This information was given to you when you closed on your property. It can also be obtained from the city/county office of where you reside or a survey company.. This document will show the dimensions of the lot, the location of your house, other improvements on the lot and any easements. Do not submit application without plat or survey.
2. Two (2) sets of professionally prepared plans for proposed additions and new construction. Must include floor plan, building materials, elevations, roof plan, etc.
3. Project drawn to scale on the plat, with pictures if possible, showing:
  - a. location and dimensions of the project on the lot.
  - b. location of any trees affected by the project.
  - c. for fences: size and location of gates, style of fences and gates and photo of the proposed style.
  - d. for landscaping: location of proposed planting bed addition/extension, types of trees, shrubs and mulch/ground cover to be used.
  - e. what finished project will look like. current
4. If applicable. include any encroachment or other permit approvals from the county with application.

**Homeowner must be current with HOA dues and not have outstanding fines**

**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](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. This can be done during the improvement process and or when project is complete.

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**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, and city and county codes and ordinances. I understand that any permits required will be obtained and posted. I will not begin any projects until written approval has been received by the ARB.

**Owner's Signature:**

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**Date:**

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