

# ISLAND BLUFF VILLAS HPR

ARCHITECTURAL REVIEW BOARD APPLICATION

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| <p><b>Date Received:</b> _____</p> <p><b>Board Review:</b> _____</p> |
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Note: Homeowners should complete this form in its entirety and return it to the Association Manager. Homeowners are responsible for complying with the community's governing documents and requirements of ALL applicable City and County Codes and Ordinances.

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| <p><b>PROPERTY INFORMATION:</b> <i>This section must be completed.</i></p> <p>Name of Community: _____</p> <p>Property Address: _____</p> <p>Name of Owner: _____</p> <p>Daytime Telephone Number: _____</p> <p>E-Mail or Alternate Contact Information: _____</p> |
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|   |  |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
|---|--|------------------------------------|------------------------------------|--|--|--|--|---|--|--|--|--|--|---|--|--|--|--|
| <p><b>PROPOSED IMPROVEMENT / ALTERATION:</b> <i>Please check all that apply</i></p> <table><tr><td><input type="checkbox"/> New Construction</td><td><input type="checkbox"/> Painting</td><td><input type="checkbox"/> Re-siding</td></tr><tr><td><input type="checkbox"/> Building Addition</td><td colspan="2"><input type="checkbox"/> Roof, Door, Window Replacement or Additions</td></tr><tr><td><input type="checkbox"/> Removal of Exterior Structure</td><td colspan="2"><input type="checkbox"/> Landscaping or Removal of Tree</td></tr><tr><td><input type="checkbox"/> Signage and/or Lighting</td><td colspan="2"><input type="checkbox"/> Fence Installation or Removal</td></tr><tr><td><input type="checkbox"/> Parking, Paving</td><td colspan="2"><input type="checkbox"/> Deck or Screened Porch</td></tr><tr><td colspan="3"><input type="checkbox"/> Other (please list) _____</td></tr></table> | <input type="checkbox"/> New Construction                            | <input type="checkbox"/> Painting  | <input type="checkbox"/> Re-siding | <input type="checkbox"/> Building Addition | <input type="checkbox"/> Roof, Door, Window Replacement or Additions |  | <input type="checkbox"/> Removal of Exterior Structure | <input type="checkbox"/> Landscaping or Removal of Tree |  | <input type="checkbox"/> Signage and/or Lighting | <input type="checkbox"/> Fence Installation or Removal |  | <input type="checkbox"/> Parking, Paving | <input type="checkbox"/> Deck or Screened Porch |  | <input type="checkbox"/> Other (please list) _____ |  |  |
| <input type="checkbox"/> New Construction   | <input type="checkbox"/> Painting                                    | <input type="checkbox"/> Re-siding |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Building Addition  | <input type="checkbox"/> Roof, Door, Window Replacement or Additions |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Removal of Exterior Structure  | <input type="checkbox"/> Landscaping or Removal of Tree              |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Signage and/or Lighting  | <input type="checkbox"/> Fence Installation or Removal               |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Parking, Paving  | <input type="checkbox"/> Deck or Screened Porch                      |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |
| <input type="checkbox"/> Other (please list) _____  |  |                                    |                                    |  |  |  |  |   |  |  |  |  |  |   |  |  |  |  |

**DESCRIBE PROPOSED IMPROVEMENT/ALTERATION:** Please attached additional sheets if necessary. Fence and home additions require a copy of your home's plat.

**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 one original, signed, completed application to:  
IMC Charleston – 1 Carriage Lane Suite C 100  
Charleston, SC 29407
- Attach list of materials to be used.
- Work will be completed by (yourself or company): \_\_\_\_\_
- Estimated time to complete project: \_\_\_\_\_
- For new construction/additions, send site plan and material/color samples.

**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. I can expect a response from the Association within **30 days**.

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

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