

Architectural Control Committee Application

For fence installations, updates, or removals, please use the Architectural Control Committee Application–Fences form.

Describe the reason for this request:

PROPERTY INFORMATION: *This section must be completed*

Name of Owner

Property Address

Daytime Telephone Number

E-mail or Alternate Contact Information

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

- | | |
|----------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> New construction/addition | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Removal of exterior structure | <input type="checkbox"/> Re-siding |
| <input type="checkbox"/> Signage and/or lighting | <input type="checkbox"/> Roof, door, window replacement or additions |
| <input type="checkbox"/> Parking, paving | <input type="checkbox"/> Landscaping or removal of tree |
| <input type="checkbox"/> Other (please list and explain) _____ | |

PLEASE COMPLETE THE FOLLOWING:

- Complete and sign ACC application (attach list of materials to be used)
- Work will be completed by (homeowner or name of company) _____
- Estimated time to complete project: _____
- For new construction/additions, include **a copy of the plat** with the proposed location highlighted.

IT IS THE OWNER'S RESPONSIBILITY to ensure the contractor receives and follows these guidelines and all applicable city and county ordinances. Call the City of North Charleston (843.740.2565) determine if a permit will be required. You may visit: <https://www.northcharleston.org/business/construction-and-development/permits/fence-permit/> to obtain any necessary permits.

APPLICANT'S AGREEMENT AND SIGNATURE:

I hereby request that the Architectural Control Committee review the above request. I agree not to begin work until I have written approval and to be responsible for the ongoing maintenance and upkeep on the alteration or addition. The upkeep responsibility will transfer to all future owners as well. Further, I agree that all work will be in workmanship like fashion and comply with all building codes.

I have read the Baker Townhomes HOA Declaration of Covenants, Restrictions, and Easements and believe I am complying 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 from the Architectural Control Committee. I can expect a response from the Association within **30 days**.

Owner's Signature

Date

Signature of joint owner (if applicable)

Date

Office use only

Date Received: _____ Approved Disapproved: _____ Date _____

Signature _____

AUTHORIZATION TO VISIT PROPERTY. *Site visits to the property by the Association may be essential to process this application. The owner(s), as signed above, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.*

Before digging you must call and give at least 3 days' notice to **Palmetto Utility Protection Services (PUPS)** at 1-888-721-7877.