

**Briarwood Civic Association**  
**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

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**Request Form**

*In accordance with the Covenants and Restrictions of the Briarwood Subdivision, no construction, reconstruction, remodeling, alteration or addition to any structure, building, wall, road, drive, path or improvement of any nature, including the removal of trees, shall be constructed/conducted without obtaining the prior written approval of your elected, current, Board of Directors of the Briarwood Civic Association. Responsibility for approval is further delegated in the Bylaws to the Architectural Review Committee.*

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To expedite approval of your Request, please fill out the form below and submit, with copies of any required plans or drawings, by mail or in person to any member of the ARC, listed at bottom of the form.

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Date: \_\_\_\_\_ Briarwood Property Address: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner's Name, Address and Phone #: (if not the Requestor): \_\_\_\_\_

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Briefly describe your request with justification: *(For Tree(s) Removal, appropriate replacement tree or other green landscaping may be requested)*

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*(Use back for additional comments)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachments/Enclosures: \_\_\_\_\_

- **NOTE:** If this request is approved, the Requestor is responsible to obtain required building/repair permit(s), etc., if applicable, from Dorchester County. Additionally, the property owner must contact **NO-CUTS** at 1-800-922-0983 prior to any digging or excavation on the property.  
*(Although Contractors may obtain the permit(s), the property owner is still responsible for it/them)*

Request will be review and acted on expeditiously, however, final disposition, depending on the amount of research required, may take up to a maximum of 1-4 weeks. *(If longer than 2 weeks, you will be advised of the reason for the delay.)* If decided in the affirmative by the ARC, you will be promptly notified by phone and/or with a copy of the approval by mail. Due to cost involved it is recommended that contracts and permits not be signed or obtained until notified by the ARC the results of the Request!

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**Mail to: Roy Morrow – Jeff Butler**

**316 Summercourt Dr.**

**843-693-2747/871-5914**