

Cooper Estate HOA

Architectural Control Committee Application

Dorchester Real Estate Services

Post Office Box 116
St. George, SC 29477
Phone: 843-563-5005
Fax: 843-563-5095
E-Mail: HOA2@dorchestersold.net
Web Site: www.carolinahoa.com

Office use only:

Date Received: _____

Approved/Disapproved: _____ date

Signature: _____

Describe the reason for this request _____

PROPERTY INFORMATION: *This section must be completed*

Property Address: _____

Name of Owner: _____

Daytime Telephone Number: _____

E-Mail or Alternate Contact Information: _____

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

New Construction

Painting

Building Addition

Re-siding

Removal of Exterior Structure

Roof, Door, Window Replacement or Additions

Signage and/or Lighting

Landscaping or Removal of Tree

Parking, Paving

Fence Installation or Removal

Other (Please List and Explain)

PLEASE COMPLETE THE FOLLOWING:

- Completed and signed ACC application (Attach list of materials to be used.)
- Work will be completed by (yourself or name of company) _____
- Estimated time to complete project: _____
- For fence or new construction/ additions, it is required that you **send a copy of the plat** with the proposed location highlighted.

******If this is a FENCE request, please remember to install your vertical supports just inside your property line so that your sideboards are right "ON" the property line. Be sure to tie into any existing fence. We don't want any GAPS between yards.**

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR CONTRACTOR RECEIVES AND FOLLOWS THESE GUIDELINES AND all applicable City and County and Ordinances.

APPLICANT'S AGREEMENT AND 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 Architectural Control Committee. I can expect a response from the Association within **30 days**.

Owner's Signature: _____

Signature of joint owner if applicable _____ **Date:** _____

Return form (include highlighted plat) by mail, fax or e-mail to Sheri, Community Manager.

Cooper Estate HOA PO Box 116 St George, SC 29477

HOA2@dorchestersold.net

Phone: 843-563-5005 EXT 16

Fax: 1-843-563-5095 **AUTHORIZATION TO VISIT PROPERTY** *Site visits to the property by the Association may be essential to process this application. The Owner, 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 1-888-721-7877)*