

APPLICATION FOR MODIFICATION

Woodland Ridge Homeowners Association, Inc.

Please read the attached instructions for this form before completing the application.

Allow a maximum of 60 days for a modification review.

Make copies of this form for future requests.

Date: _____ Homeowner's Name: _____

Address: _____ Lot# _____

Home Phone: _____ Daytime Phone: _____

Estimated Start Date: _____ Estimated Completion: _____

TYPE OF MODIFICATION BEING REQUESTED

***FAILURE TO SUBMIT ALL DETAILS WILL DELAY APPROVAL
APPROVED REQUESTS MUST BE COMPLETED
WITHIN 30 DAYS UNLESS OTHERWISE STATED***

NOTE: SAME COLOR PAINTING REQUIRES COLOR SAMPLE SUBMISSION

___ **House painting** (complete for each location, trim, siding/including garage doors, shutters, front door and any other features)

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

Paint Brand-_____, Paint Code-_____ Paint Name-_____, Paint Location-_____

ALL OF THE FOLLOWING REQUIRE A DRAWING WITH LOCATION MARKED, PROJECT DETAILS AND A COMPLETE MATERIALS LIST

___ Basketball Goal ___ Play Equipment ___ Satellite Dish ___ Landscaping or Tree removal

___ Deck ___ Gazebo ___ Screened Porch ___ Retaining Wall ___ Fence

___ Room Addition ___ Swimming Pool ___ Other

Description of Modification: (INCLUDE ADDITIONAL PAGES IF NEEDED) _____

Permission is hereby granted for members of the Architectural Review Committee and appropriate Woodland Ridge Homeowners Association, Inc. to enter the property to make reasonable observations and inspections of the modification request and completed project. I have discussed this modification with my neighbors who will be directly impacted by the proposed modification.

Homeowner Signature: _____ Neighbor's Signature: _____

Woodland Ridge Homeowners Association

Received: _____ Reviewed: _____ Completed Review: _____

Application Approved: _____ Application Denied: _____ ARC Signature: _____

Conditions for Approval/Reason(s) for denial (if applicable): _____

Revised 2014

INSTRUCTIONS FOR REQUEST FOR MODIFICATION

*Please read the instructions on this page carefully
before completing the application.*

The Woodland Ridge Homeowners Association, Inc. utilizes a complete package application procedure. The application is considered when all required documentation has been received. If your application is incomplete, your application will be returned unprocessed.

FAILURE TO SUBMIT FOR PRIOR APPROVAL WILL RESULT IN AN IMMEDIATE FINE APPLIED TO YOUR ACCOUNT OF \$250.00.

1. PLEASE PRINT LEGIBLY IN BLACK INK.
2. Give your complete legal name.
3. Give the address where your evaluation should be mailed.
4. Complete the entire application; please sign and date the form.
5. FOR ALL PAINTING REQUESTS- A CHANGE IN COLOR OR THE SAME COLOR REQUIRE THAT YOU SUBMIT THE PAINT BRAND, PAINT NAME AND COLOR CODE FOR REVIEW. IF NOT NOTED IT WILL BE RETURNED FOR INCLUSION AND COULD DELAY YOUR REQUEST.
6. For minor modifications (landscaping, basketball goals, etc.) submit a drawing, product brochure, or description of the planned addition with location clearly marked on diagram or survey.
7. For moderate or major modifications (fences, retaining walls, play equipment, etc.) please enclose two copies of the following with your request:
 - A) A site plan, to scale, showing exact location of modification being requested in relation to your property lines. A State of South Carolina registered survey plat clearly showing property lines, existing improvements, and proposed modification(s). Existing fences, decks, walkway, driveways, etc., should also be indicated.
 - B) A brief description of the modification, drawings, exterior elevations, floor plan, detail of materials to be used, catalog pages, brochures, or color samples must be included.
8. It is recommended that homeowners check with the Greenville County Building and Inspections Department to obtain necessary permits and building code information.
9. Important: Please fill out and return:

Email to woodhollowcirclehoa@gmail.com