

WESTGROVE VILLAGE ARCHITECTURAL COMMITTEE REQUEST



Return Complete Packet to:
Hinson Management, Inc ATTN: Kim
kim@hinsonmanagement.com
 8499 Valley Falls Road (physical address)
 PO Box 160207, Boiling Springs, SC 29316
 Phone: (864) 599-9019 ext. 110

Manager Use Only

Received

Sent to committee

Received decision

Property Address: _____
 Homeowner Name: _____
 Email Address: _____
 Phone Number: _____

Category of Improvement (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Out Building/Shed | <input type="checkbox"/> Driveway/Parking | <input type="checkbox"/> Fence Height _____ |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio/Screened Porch | Style _____ |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Other: _____ | Color _____ |

It is the responsibility of each owner to install all approved fencing in a manner that ensures an adequate distance for future maintenance of said fencing and also the entire property from the fence line to the property line. It is also the property owner's responsibility to obtain permission to attach to a neighboring fence if applicable.

Checklist of Items ARC will need to proceed: **Requests will not be sent to the committee for consideration without all supporting documentation included. If you have questions, please refer to the instructions included with this form.**

- Site Plan with location and dimensions of improvement indicated
- Photo, Brochure or Sketch of Improvement
- Written description of improvement including materials, colors and sizes

Contractor: _____ Phone Number: _____

By signing below the applicant understands that by completing this form he/she agrees to all guidelines set forth by the architectural review committee and all decisions are final. It is understood that the applicant is responsible to comply with all Federal, State, County, and Local codes. It is the applicant's responsibility to locate all easements, utilities, and property lines. Approval is void if improvement is not started within ninety (90) days from the approval date. Standards of the neighborhood's governing documents apply to completion guidelines. Items submitted to the committee will not be returned.

Homeowner Signature: _____ Date: _____

FOR BOARD OR COMMITTEE USE ONLY	
APPROVED: _____	Date: _____
DENIED: _____	Date: _____
Notes: _____	