

CLAIRMONT ESTATES ARCHITECTURAL COMMITTEE REQUEST



Property Management, Inc.
Commercial and Residential Property Management

Return Complete Packet to:
Light Property Management, Inc.
lpm@lightpropertymanagement.com
841 E Main Street Suite 4 (Physical Address)
PO Box 8046, Spartanburg, SC 29305
Phone: 864-585-2525

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"/> Outbuilding/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 any 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: _____

Clairmont Estates

Storage Building and Sheds Architectural Guidelines

Per section 23-K of the Clairmont Estates CC&R's, all storage buildings/sheds and the placement thereof must be approved by the developer or Architectural Control Authority as stated in the covenants. The construction of all storage buildings/sheds, the placement thereof and all of the materials including paint color, must be approved by the Developer or Architectural Control Authority and application for same must be made on ACR form approved by the HOA management company.

Storage building Construction:

Storage buildings/sheds must be constructed in accordance with professional standards and must be maintained and suitable in appearance at all times at the discretion of the Developer or Architectural Control Authority.

- Storage building /sheds must be no larger 400 square ft in size built to shelter goods.
- The exterior of the storage building/shed must be constructed with brick, wood, vinyl, stucco, stone, hardy board or other approved materials in harmony and of the same color scheme of the main dwelling. This includes the siding, paint, shingles and any other construction material.
- The roof pitch of the storage building/shed will be a minimum of 5/12.
- All storage buildings/sheds must be completely enclosed from view of the street.
- No metal Buildings – no metal roofs

Storage Building/Shed Placement:

Subject to the ultimate control of the Clairmont Estates Architectural Control Authority all storage buildings/sheds will be located in a place on the lot that renders the storage building in the inconspicuous location possible from the street view. In most instances, this location will be at the rear property line. However, in special and unique circumstances, such as the shape or grade of the lot, the location of the residential home on the lot, corner lots, lots at the end of the cul-de-sac and so on, the Clairmont Estates Architectural Control authority will retain the discretion granted to it by the Covenants and Restrictions to approve or deny the final location of the Storage building.

- All storage buildings/sheds must be contained by a fence. Please see Section 23-K of The Clairmont Estates CC&R's as well as the Clairmont Estates Fence Guidelines for requirements.
- It is preferred that all storage buildings/sheds be placed at the rear of the property.
- There can be only one storage building/shed per lot. Multiple storage buildings/sheds on one lot will not be approved.

It is the responsibility of each property owner to verify all property lines, all lot pins, all setback lines, all drainage and utility easements prior to any construction or any installation of all approved fencing. The location of all utilities must be performed prior to any such activities. Property owners shall contact "Call Before You Dig" at 811 (at no charge to the property owner).

Architectural Committee Request Form Instructions

This guide will aid you in completing an Architectural Committee Request, incomplete requests will not be accepted. If you have any questions, please contact us via the information on the top of the form. Requests will not be accepted by any third party.

The Form

<NEIGHBORHOOD> ARCHITECTURAL COMMITTEE REQUEST

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 541 E Main Street Suite 4 (Physical Address)
 PO Box 8046, Spartanburg, SC 29305
 Phone: 864-555-2525

Manager Use Only

Received _____
 Sent to Committee _____
 Returned Document _____

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

Categories of Improvement (Check all that apply)

☐ Outbuilding/Shed ☐ Driveway/Parking ☐ Fence ☐ Height _____
☐ Landscaping ☐ Patio-Screened Porch ☐ Style _____
☐ Addition ☐ 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 any questions, please refer to the instructions included with this form **

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Homeowner Signature: _____ Date: _____
 Phone Number: _____

FOR BOARD OR COMMITTEE USE ONLY

APPROVED: _____ Date: _____
 DENIED: _____ Date: _____
 Notes: _____

Where to return your form, email is preferred, and our contact information.

Check any box that applies to the improvements you are requesting. You may request multiple projects in one packet if they will be completed at the same time.

Further information and an example on the following page.

A visual representation of your requested improvement. This can be a drawing, picture from a brochure, or an image from the internet.

You must sign and date your request before submitting, electronic signatures are **not** accepted.

Your contact information, so we can contact you with information regarding your request.

If you are requesting a fence, indicate the height, style, and color here.

Describe your requested improvement. Include what you are requesting, where it will be placed and a description of what it will look like.

Include the name and phone number for the contractor completing the project. If you will be doing the work yourself, simply write "self" on this line.