

CREEKSIDE/THE OAKS HOMEOWNERS ASSOCIATION

Architectural Request Form for Homeowner Submittal

Please call 864-585-2525 if you have any questions

HOMEOWNER INFORMATION:

NAME: _____ DATE: _____

STREET ADDRESS: _____

CONTACT INFO: Preferred Phone Nbr. Day: _____ Eve: _____

EMAIL: _____ **The**

homeowner acknowledges that they will:

1. Review Creekside/The Oaks Covenants prior to submitting the request to ensure project is in compliance.
2. Obtain any county required permits and comply with applicable county ordinances.
3. Contact Public Utility Locating service if any digging will be performed. www.sc811.org or call 811.
4. Determine if utility easements are located along the property boundaries. Should the utility need to access the easement it is the responsibility of the homeowner to remove any item installed on the easement.
5. If the owner is proposing to install a fence, it is the property owner's responsibility to obtain permission from neighboring owner if fence is attaching to neighboring fence.
6. Provide site plan. A site plan should have been included with your closing documents. If you cannot locate your site plan you should contact your closing attorney and ask for the survey that was performed for your closing or you may pick up a copy at the Register of Deeds Office located at 366 N. Church Street, Spartanburg, SC 29303.
7. No Request Form will be considered officially submitted until filled out completely.

Please initial that you have read and understand the above as it applies to your project: _____

PROJECT INFORMATION: APPROX. START DATE: _____ APPROX. COMPLETION DATE _____

Contractor Information: _____

Blue print with site plan must be submitted along with this form.

NATURE OF PROJECT (check all that apply)

Residence: New Construction: ___ Addition: ___ Modification: ___ Reconstruction: ___

Premises: Driveway: ___ Deck: ___ Porch: ___ Sidewalk: ___ Pool: ___ Fence: ___ Outside Building: ___

Other: ___ Describe: _____

Submission Checklist:

- ___ Blueprint with site plan
- ___ Location site plan showing easements, lot lines, location of home, outbuilding and/or fencing
- ___ Photograph, brochure, or sketch of proposed change
- ___ Written proposal of idea/change
- ___ Grading/Landscaping plan
- ___ Type of material to be used for driveway, porch, fence and outside building, exterior of residence if applicable

Send completed form and required attachments to: Light Property Management, Inc., PO Box 8046, Spartanburg, SC 29305

If homeowner desires to hand deliver plans, completed forms, and required attachments please call at least two days in advance to schedule an appointment.

Any owner who submits requests to the Architectural Committee for approval agrees by submission of such plan and specifications that they will not bring any action or suit against the Association, the Architectural Committee, or Light Property Management.

Architectural Change Request Form – Creekside/The Oaks Homeowners Association

Name: _____

Address: _____

Outbuilding or Addition: Location must be drawn on plat

Length and Width: _____

Height of Walls: _____

Type of Foundation: _____

Foundation Material: _____

Type of Roof: _____

Pitch of Roof: _____

Color of Roof: _____

Height of Peak of Roof _____

Exterior Material: _____

Exterior Color: _____

Exterior – Run of siding: Vertical or Horizontal _____

Fencing: Location must be drawn on plat

Height: _____

Style: _____

Material: _____

Color: _____

Location of Gates: _____

Adjoining to existing fencing? _____

**If you are connecting to neighboring fencing,
You must obtain permission from neighbor in
Writing and attach to this form**

**Creekside/The Oaks Homeowners Association
Architectural/Lot Improvement "Easement" Waiver**

Any lot improvement made or installed within an easement is at the Owners' risk regardless of the approval by the Architectural Control Committee. If for any reason repairs and /or maintenance are required in the easement, any improvement(s) that are removed will not be reinstalled by the utility company or contractor.

This document is an acknowledgment that I/we, _____,

**The owner(s) of the property located at _____, Spartanburg SC,
within**

The community of Creekside/The Oaks HOA, understand that if any portion of any improvement extends into a

drainage/and/or utility/and/or sewage easement, I accept full responsibility of any cost to remove, replace or repair this improvement if the utility company, developer, HOA, or other authorized parties needs to gain access to that area by removal of said improvement. Any of the aforementioned parties may also request at any time that the improvement within the easement be removed permanently.

Signature of Homeowner: _____ Date: _____

Signature of Homeowner: _____ Date: _____

Address: _____

**Architectural Review Action
Creekside/The Oaks Homeowners Association**

Name: _____

Address: _____ **Project:** _____

_____ **Approved as Submitted**

_____ **Approved with restrictions as follows:** _____

_____ **Deferred: Please supply additional information:** _____

_____ **Denied: Architectural Committee Comments:** _____

Architectural Committee:

Signature

Date

Signature

Date

