

# THE RESERVE AT WOODFIN RIDGE

## ARCHITECTURAL CHANGE REQUEST Homeowners Submittal Form

Date Requested: \_\_\_\_\_ Project Start Date: \_\_\_\_\_

Approx. Completion Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Category of Improvement: (Check One)

- Fencing
- Landscaping
- Tree Removal
- Home exterior change/color change
- Auxiliary structure
- Other

### Submission Checklist:

- Attach site plan
- Location site, easements, and change of site plan
- Attach photograph, brochure, or sketch of proposed change
- Written proposal of idea/change
- Grading/Landscaping plan
- Submit list of materials to be used
- Submit type of approved fencing for change

Comments for Review: (Use back of form for additional space)

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Please submit all paperwork in **duplicate** and allow  
30 days to receive notification from committee.

**\*\*Please do not fax or email\*\***

Date Received by A.R.C. \_\_\_\_\_

Light Property Management  
PO Box 8046  
Spartanburg, SC 29305

(864) 585-2525 Phone

Architectural Submission Check List

- Builder's Deposit Paid? \_\_\_\_\_
- Square Footage: \_\_\_\_\_
- # of Stories: \_\_\_\_\_
- Type of Foundation: \_\_\_\_\_
- Basement: Yes  No
- Roof Pitch: \_\_\_\_\_
- Material for Roof \_\_\_\_\_
- Garage – how many cars \_\_\_\_\_

**Architectural Review:**

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