

**Spartan Exchange Village 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 Covenants and Architectural Guidelines 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](http://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

## Architectural Change Request Form – Spartan Exchange Village Homeowners Association

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.

**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**

**Spartan Exchange Village 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 community of Spartan Exchange Village 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  
Spartan Exchange Village Homeowners Association**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Project:** \_\_\_\_\_

\_\_\_\_\_ **Approved as Submitted**

\_\_\_\_\_ **Approved with changes or restrictions as follows:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Deferred: Please supply additional information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Denied: Architectural Committee Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Architectural Committee:**

**Signature:**

**Date**

**Signature:**

**Date**

**Signature**

**Date**