

Upper Beaver Creek HOA

ARCHITECTURAL CHANGE REQUEST HOMEOWNERS SUBMITTAL FORM

THIS FORM MUST BE SUBMITTED IN DUPLICATE BY MAIL TO:

Light Property Management, PO Box 8046, Spartanburg, SC 29305

PLEASE DO NOT FAX THIS FORM; IF FAXED, IT WILL BE RETURNED TO YOU

DATE REQUESTED: _____

HOMEOWNER NAME: _____

ADDRESS: _____ LOT # _____

PHONE NUMBER(S): _____

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

PLEASE ALLOW ONE TO TWO WEEKS FOR ARCHITECTURAL REVIEW PROCESS WHEN SCHEDULING WORK TO BE DONE

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

PLEASE NOTE THAT AN INCOMPLETE SUBMISSION WILL BE RETURNED TO YOU SO THAT NECESSARY PAPERWORK (PLAT, MATERIALS LIST, CONTRACTOR DRAWING, ETC) CAN BE INCLUDED BEFORE SUBMISSION IS SENT TO ARCHITECTURAL COMMITTEE.

ATTACH APPLICABLE CHECKLIST OF ITEMS IN THIS SPACE:

(USE BACK OF FORM FOR ADDITIONAL SPACE)

Date Received by LPM _____