

VILLAGE AT CREEKSIDE ARCHITECTURAL COMMITTEE REQUEST



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: _____

Architectural Change Request Form – Village at Creekside

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.**

**Village at Creekside
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 Village at Creekside 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: _____