



# Charleston National

Community Association, Inc.

## Request for Architectural Review Committee (ARC) Approval for Home or Property Improvement/Modification/Addition

**This section to be completed by the property owner:** (Please complete items 1 through 8)

- 1. Name of Homeowner: \_\_\_\_\_ 2. Date of Request: \_\_\_\_\_
- 3. Home Address: \_\_\_\_\_
- 4. Tel #: \_\_\_\_\_ 5. Email: \_\_\_\_\_
- 6. Description of Request: \_\_\_\_\_  
\_\_\_\_\_

Before completing and submitting this application, **refer to** the CNCA Covenants and Restrictions and to the Restrictions and Easements (in the Documents portion of the CNCA website) that apply to your neighborhood to be certain that your request complies with all governing documents. For modifications that change physical features of your property such as fences, satellite dishes, play sets, landscaping, pools, porches and decks, gas/propane tanks, etc., **attach** a sketch on an "as built" plat showing the addition or modification. Also **attach** any other descriptive material that will further support or explain your request. Additionally, submitters are encouraged to check with the Mt. Pleasant Building Inspectors office to ensure compliance with Mt. Pleasant property and building codes.

- 7. Requested start date: \_\_\_\_\_ 8. Approx. completion date: \_\_\_\_\_

Allow 15 days for processing this request. Do not initiate any work prior to approval. Once approved, the approval is good for 90 days. Following approval by ARC, if the scope of work expands beyond the approved scope, an amended request must be submitted to ARC for re-evaluation and approval. **Work not approved will result in a fine and can result in forced removal.**

### **This section to be completed by ARC:**

#### **ARC Action:**

- Approved without conditions consistent with CNCA C&Rs Article V Section 4: \_\_\_\_\_
- Approved with the following conditions: \_\_\_\_\_
- Additional information required: \_\_\_\_\_  
\_\_\_\_\_
- Not approved for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

#### **ARC Signatures:**

\_\_\_\_\_  
\_\_\_\_\_

**Date application received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Date property owner informed:** \_\_\_\_\_

#### **Return completed form to:**

Karol Queen, 1305 National Dr, Mt Pleasant SC 29466 [cnhoarc@gmail.com](mailto:cnhoarc@gmail.com)

Additional copies of this form can be downloaded online at [www.cnhoa.org](http://www.cnhoa.org)

Last Revision: 3/5/18