

BERRY'S POND/THE SHORES
Architectural Request Form for Homeowner Submittal
Please call 864-585-2525 if you have any questions

HOMEOWNER INFORMATION:

NAME: _____ STREET ADDRESS: _____

CONTACT INFO: Preferred Phone Nbr. Day: _____ Eve: _____

EMAIL: _____

The homeowner acknowledges that they will:

1. Review Berry's Pond/The Shores Covenants 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 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.

Please initial that you have read and understand the above as it applies to your project: _____

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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, easements, and change of site plan
- ___ 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

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Send completed form and required attachments to: Light Property Management, Inc., PO Box 8046, Spartanburg, SC 29305
Or emailed to: lpm@lightpropertymanagement.com

Architectural Review Approval process:

The HOA ARC will confirm receipt of the form within five (5) days by either email or phone depending on the information provided on the request form. **If acknowledgement not received within 5 days, the form must be resubmitted.**

HOA ARC will approve /disapprove within 30 days after confirmation. HOA ARC has the option to hire a 3rd party to review submitted design. In the event that HOA ARC shall fail to approve/ disapprove request within 30 days after confirmation approval shall not be required.

The ARC is confirming that the request meets with the guidelines set forth in the Covenants (Revised January 2017). Every owner who submits requests to the ARC for approval agrees by submission of such plan and specifications that the will not bring any action or suit against the Association, its Board or the ARC.