



## Firethorne Owners Association, Inc.

213 E. Butler Road, Suite E2  
Mauldin, South Carolina 29662

Tel: 864-568-5800  
Fax: 864-568-5802 x 2

Email: firethorne@hoapartner.com  
Web: www.hoapartner.com/firethorne

### **ARCHITECTURAL REQUEST FORM** (homeowner must be in good standing to receive ARC approval)

Owner Name: \_\_\_\_\_ Lot No: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Est. Date of Project Completion: \_\_\_\_\_

### **CATEGORY OF IMPROVEMENT/ALTERATION**

Check one or more categories:

_____ Landscaping	_____ Play Equipment	_____ Windows/Doors	_____ URGENT
_____ Structure	_____ Sun/Screened Room	_____ Roof/Shingles	(leaking roof, damaged tree etc.)
_____ Fence	_____ Tree Removal	_____ Solar Panels	_____ RESUBMITTED
	(replacement tree planting recommended)		(with requested changes)
_____ Other (Please Specify) _____			

### **Information ARC requires to proceed with your request:**

PLEASE NOTE: Failure to provide all required information will result in the return of your request. Please refer to the ARC Manual/Covenants regarding your request.

\_\_\_\_\_ Site Plan Available at <http://www.gcgis.org/apps/greenvillejs/> Enter your details in the parcel search & print the aerial view of your lot  
\_\_\_\_\_ Indicate location of improvement/alteration on site plan – (Must be included for review)  
\_\_\_\_\_ Grading/landscaping plan (if applicable)  
\_\_\_\_\_ Include photo, brochure or sketch of improvement (must show full dimensions)  
\_\_\_\_\_ Material listing (including colors etc.)  
\_\_\_\_\_ Contractor/Installer quote and any design/installation notes

PLEASE NOTE: Vinyl and Chain Link Fences are NOT permitted.

**FENCE INSTALLATION:** Check all that apply  
Materials: \_\_\_\_\_ Wood \_\_\_\_\_ Metal  
Fence Height: \_\_\_\_\_ 4' \_\_\_\_\_ 6' Fence Style: \_\_\_\_\_ Privacy \_\_\_\_\_ Picket \_\_\_\_\_ Shadow Box  
Fence Design: \_\_\_\_\_ Scalloped Upward \_\_\_\_\_ Straight Top

### **DETACHED BUILDING INSTALLATION (outbuildings must be no greater than 192 sq ft):**

\_\_\_\_\_ May not exceed 1 ½ story in height  
\_\_\_\_\_ Shall be constructed of materials matching or complementing main dwelling on lot (i.e. siding/shingles)  
\_\_\_\_\_ Shall be located in back yard

### **FOR OFFICIAL USE ONLY**

APPROVED: \_\_\_\_\_ ARC Member / \_\_\_\_\_ Date / Date Sent to ARC: \_\_\_\_\_

DENIED: \_\_\_\_\_ ARC Member / \_\_\_\_\_ Date / Date Sent to H/O: \_\_\_\_\_

Reason for denial/approval condition: \_\_\_\_\_

**ARC response to inquiry is required within 30 days. Applications may be mailed, faxed or emailed.**

All complete requests are sent to ARC on day of receipt – Notice of approval is prepared upon receipt of ARC decision.

You are advised not to sign a contract or pay a deposit until your application has been approved. Photo must be submitted after project completion.

Form: AC-ARC rev. C 110520