

**Hampton Farms II HOA
Architectural Review and Decision Form**

In accordance with the Association's documents and Covenants, Conditions, and Restrictions, I hereby apply for written approval to make the following exterior alterations or changes to my property.

Request Date: _____

Received by PMI Property Management: _____

☐ **Information Complete - Sent to ACC** _____

☐ **Information incomplete – Return to Owner** _____

Owner's Name: _____

Owner's Address: _____

Lot #: _____

Home Phone Number: _____

Work Phone Number: _____

E-mail: _____

Fax Number: _____

Homeowner's Association Fee Paid: YES NO Date: _____ Amount Paid: _____

This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" section for your request.

☐ **Roofing**

Brand: _____ Material: _____ Color: _____ Style: _____

(A product sample is required with this application)

☐ **Exterior Color**

Brand: _____ Color # and Name: _____

(A color sample is required with this application)

☐ **Fencing**

Location: _____ Type: _____ Material: _____ Color: _____

(A lot layout showing the location of proposed fencing along with a diagram of the fencing type is required with this application)

☐ **Shed**

Location: _____ Type: _____ Material: _____ Color: _____

Size: _____ Roof Type: _____ Height at Eaves: _____ Pitch: _____

(Shed materials and color must be the same as the body of the home. A lot layout showing the location of the proposed shed along with a picture of the shed type is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval. Please Note: Many municipalities require building permits for the installation of sheds. Please check with your local building department to ensure your product meets the city codes, and that your placement is not on any existing easements.)

☐ **Play Equipment/Swing Sets**

Location: _____ Material: _____ Color: _____ Canopy Color: _____ Size: _____

Height: _____

(A lot layout showing the location of the proposed play equipment along with a picture of the product is required with this application. Depending upon the height and placement, you may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Landscaping**

Tree Type: _____ Location: _____ Planting Size: _____ Mature Size: _____

(A lot layout showing the location of the proposed mature tree installation is required with this application. Please Note: Large trees may be deemed a nuisance and vision/view blocker to adjoining neighbors when they are full grown. You may be requested to notify neighbors affected by the proposed installation for their approval.)

☐ **Decks/Gazebos/Pergolas**

Location: _____ Size: _____ Color: _____ Height at Eaves: _____

Height off Ground: _____ Material: _____

(A lot payout showing the location of the proposed deck/gazebo/pergola along with a picture and a cross section view of the structure is required with this application.)

☐ **Satellite Dish**

Location: _____ Height off Ground: _____ Size: _____

(Installation shall be on the rear of the structure or other location that minimizes visibility from the street or front of the residence. A lot layout showing the location is required to be included with this application.)

☐ **Other Feature**

Feature Description: _____

Color: _____ Size: _____ Height: _____ Material: _____

(A lot layout showing the location of the proposed feature along with a picture of the item is required with this application.)

Additional Information (Please include contact information for any vendors): _____

☐ **HOA Hold Harmless Agreement**

Please check this box if you plan on doing the work yourself. By checking this box, you agree to release the HOA Board and the HOA as an entity of any responsibility for any and all loss, damage and/or legal liability (whether physical or financial) as a result of not utilizing a licensed professional to perform the work necessary to complete your requested project. You agree to assume all responsibility and are to adhere to all government statutes, codes and zoning requirements. If applicable, you are required to submit copies of all permits to the HOA Board related to your project prior to start.

Date of expected completion: _____

Must be completed within 90 days. Please notify the HOA Board for an extension if project requires additional time beyond the initial "Date of Expected Completion".

Homeowner Signature: _____

Architectural Review Committee Decision:

☐ Approved ☐ Conditional Approval ☐ Denied

ARC requirements or comments on application (if any): _____

Important Note: It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorization, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within the property limits and meets all building setback and easement restrictions.

It is the applicant's responsibility to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties until completion occurs.

Send Request To:

Hampton Farms II HOA
c/o PMI Upstate SC Property Management
ATTN: Daniel Herr
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Greenville, SC 29607
Email: admin@PMIUpstateSC.com