



ARCHITECTURAL REVIEW BOARD APPLICATION

MAIL TO:  
Property Management Services  
Attn: Dawn Lord  
1340-G Ben Sawyer Blvd.  
Mt. Pleasant, SC 29464  
EMAIL TO:  
[dawn@charlestonpms.com](mailto:dawn@charlestonpms.com)

<b>Date Received</b> _____
<b>Board Review</b> _____

Homeowners should complete this form in its entirety and return it to the Association Manager. Homeowners are responsible for complying with the community's governing documents and requirements of all applicable Town and County Code and Ordinances.

**Property Information:** *This section must be completed.*

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

Name of Owner: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-Mail or Alternate Contact Information: \_\_\_\_\_

<p><b>DESCRIBE PROPOSED IMPROVEMENT/ALTERATION:</b> Please attach additional sheets if necessary.</p>
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**AUTHORIZATION TO VISIT PROPERTY.** Site visits to the property by the Association are essential to process this application. The Owner, as signed below, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.

**PLEASE COMPLETE THE FOLLOWING:**

Send one original, signed, completed application to:

Property Management Services, Attn: Dawn Lord, 1340-G Ben Sawyer Blvd., Mt. Pleasant, SC 29464

- Attach list of materials to be used.
- Work will be completed by (yourself or company): \_\_\_\_\_
- Estimated time to complete project: \_\_\_\_\_

**APPLICANT'S AGREEMENT & SIGNATURE:**

I have read my community's governing documents and believe I am in compliance with all Covenants and Restrictions. I also understand that it is my responsibility to verify all Town and County codes and ordinances. I understand that any permits required will be obtained and posted. I will not begin any projects until written approval has been received by the ARB. I can expect a response from the Association 30-60 days from the date the application is received by Property Management Services.

Printed Owner Name:

\_\_\_\_\_

Owner Signature:

\_\_\_\_\_

Date: \_\_\_\_\_