

Architectural Approval Application

Mail or E-Mail to:

Village at Stiles Point HOA
c/o Knisley Management
Post Office Box 972
Mt. Pleasant, SC 29465
Email: knisleyt@aol.com
Telephone: 843-224-1822

Before your application will be processed the application form must be properly completed with all pertinent information provided, all required drawings and documentation supplied and delivered to the Association at the address listed above.

Directions for Application:

The Declaration for the community requires that you obtain the approval of the Architectural Review Committee ("ARC") for the construction or placement of any "Structure" or for the modification of any existing Structure on your lot. The ARC therefore has the authority to architecturally control all "Structures" on your lot.

The term "Structure" is defined in the Declaration, but it basically includes your home or any sheds, driveways, fencing, statuary, etc., and any major landscape on your lot. Approval must be granted in writing prior to the commencement of construction or the delivery of materials for any Structure to be constructed (or if construction is not necessary, to the delivery of the Structure to the lot). Should you have added a "Structure" to your lot without approval, it is in your best interest to request approval and note on the application that the "Structure" is already in place. In order for the ARC to review any request, all of the following information must be provided by you on or in addition to the attached application:

- 1) Your full name, the property address, your correct mailing address, correct contact phone and /or fax numbers to be used if there are questions. (Please print all of this information clearly.)
- 2) Your lot # (if you do not know your lot number, please contact the Association. **A copy of your plat or survey (this should have been provided to you from the closing) with the location of the addition or change drawn on the copy of the plat.**
- 3) A complete written description of work to be completed.
- 4) A complete list of exterior materials to be used including colors (Example: Vinyl siding to match home, paint colors, shingle type and color to match roofing, lattice, screening, fencing materials etc.)
- 5) A photo of any structure that will be placed but not constructed on site (if available from the supplier) or a drawing or elevation of what you intend to add, construct or change.

Please be aware that upon receipt of your completed application and all required attachments, Knisley Management will process your application, send it to the ARC for review and provide you with a response. The applicant listed on the form will be notified in writing of the results of the review upon its completion. Again, please remember that you must have approval to have materials or a Structure delivered, not just to begin construction. Please allow time for the process to be completed.

VILLAGE AT STILES POINT
APPLICATION FOR ARCHITECTURAL REVIEW

Send To:

Village at Stiles Point Homeowners Association
c/o Knisley Management
Post Office Box 972
Mt. Pleasant, SC 29465
Email: knisleyt@aol.com
Telephone: 843-224-1822

Date of Application: _____

Name: _____

Property Address: _____

Mailing Address: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Mobile: _____

Lot #: _____ E-mail: _____

Written Description of Request: (Describe the Structure to be added or the addition or alteration of an existing Structure. Please provide as much detail as possible such as: height, dimensions, color selections, general choice of materials.

Expected Start Date for each item requested: (_____) (_____) (_____)

Attachments received with Application:

- (_____) Copy of required survey or plat (normally received at closing) showing location and size of modification or addition
(_____) Materials list
(_____) Photo or drawing of Structure or modification or addition to existing Structure

-----Below this line for Association use only -----

Expiration Date: _____ Start Date: _____ Completion Date: _____

Date Received by Association: _____

Status (date): Approved: (_____) Disapproved: (_____) Additional Information Requested: (_____) Response received (_____) Staff Notes: _____

Architectural Application Submittal Checklist

(No fee will be charged for the Architectural Application unless 3rd party costs are indicated. Examples of this would be special engineering assessments, surveys, etc. A copy of subdivision plat indicating area of subdivision in which lot is located is required with the application.)

1. Fences

- Architectural Application with detailed description of type of fence (i.e., Standard, Shadowbox, over scalloped, Dog-eared, etc.)
- Copy of Plat showing location of fence with distance (ft) from corner of home (front/back) & property lines
- Picture or drawing of proposed fence style specific to community
- Plans and Specifications or Materials List

2. Storage Buildings and Sheds

- Architectural Application providing detail, (materials, color, etc.)
- Copy of Plat (Survey) showing placement on property & distance from property lines
- Dimensions (height, width, etc.)
- Pictures or design drawings including roof detail
- Landscaping plan to be installed around building (if applicable) If elevated, underpinning or screening to be used

3. In-Ground Pools

- Architectural Application
- Copy of Plat (Survey) showing pool and equipment (pump, etc.) location including distance (ft) from home/property line
- Design detail of pool including shape and decking
- Pictures of proposed pool and of yard where pool will be placed
- General Material Specifications
- Landscaping and screening description and location for pool and equipment
- Application for fencing also required if fence is not pre-existing

4. Decks, Screened Patios, Porches and Sunrooms

- Architectural Application
- Copy of Plat (Survey) with dimensions and location
- Detailed picture or design drawing including roof detail
- Picture of home showing area where addition will be made
- Extensive Materials List
- Landscaping detail if applicable

5. Storm Doors and Entrance Doors

- Architectural Application with sketch or description indicating location of door
- Picture or design drawing with colors and type

6. Play Equipment

- Architectural Application with specific details of what play equipment is to be installed (i.e., trampoline, basketball goals, swing sets, etc.)

- Plat showing where play equipment will be located and distance (ft) from home and property lines
- Picture or design drawing including color(s)
- Dimensions

7. Landscaping

- Architectural Application
- Plat (showing placement of each item) including home and property lines
- Landscaping plans and specifications (if applicable)
- Detail (explicit) of plants indicating types and height (or gallons at time of install), expected height at full growth and plant botanical/common names)

October, 2021