

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

Sardis Cove Homes Association

Return form to: **975 Sardis Cove Drive** (drop in box or mail)
OR sardis.cove164@gmail.com (PDF attachment)

Read notes to homeowner on reverse side

For all requests involving digging, pouring concrete, laying pavers, building decks, or erecting/moving a fence, owners must call 811 Utility Locating Services and ensure all markings are complete and ready for review prior to submitting this application for approval.

Date submitted	Date received	
Name	Home or cell phone	Work phone
Address	Email address _____ @ _____	
Project start date	Project completion date	
Who will perform work (contractor, homeowner, other)		
<u>TYPES OF CHANGES – PLEASE CHECK ALL APPLICABLE</u>		
<input type="checkbox"/> New application <input type="checkbox"/> 90-day extension <input type="checkbox"/> Re-application		
<input type="checkbox"/> FENCING: Refer to SCHA Handbook under “Architectural Review Policy Statement.” <u>ALL FENCE APPLICATIONS MUST BE SUBMITTED WITH A PROFESSIONAL PROPERTY SURVEY WHICH IDENTIFIES THE FENCING LOCATION AND DIMENSIONS.</u> FENCING TYPE: (ex. Privacy) _____ COLOR/FINISH: Finished color <u>WHITE ONLY</u> HEIGHT: _____ FENCE PURPOSE OR FUNCTION: _____ MATERIALS: (ex. pressure treated wood, vinyl) _____ Do any of the lots which border on your property have an existing fence? _____ (If yes, please identify on your lot survey any existing fences). Is your lot a corner lot? _____ If yes, fence cannot extend around the corner. Is your lot adjacent to a common open space, berm, or sewer/drainage easement? _____ <i>Please remember the “finished” side of the fence must face out.</i>		
<input type="checkbox"/> HOME CHANGES: Refer to SCHA Handbook under “Maintenance and Architectural Review Policy Statement.” A Professional Property Survey identifying your changes must be submitted with this application. (*Except Window/Exterior door replacement) CHECK ALL THAT APPLY: <input type="checkbox"/> Storage shed <input type="checkbox"/> Patio, porch or deck <input type="checkbox"/> Landscaping structures <input type="checkbox"/> Antenna or satellite dish <input type="checkbox"/> Window/Exterior Door Replacements* <input type="checkbox"/> Other (please describe) _____ _____ _____		

Homeowner: Please read instructions below before submitting your Request.

All items listed on this form must be delivered (as described on reverse) with a detailed plan and specifications of each item. Plans should include a detailed elevation and plan view of the structure. Specifications shall include all color selections and building material to be used. All items must be submitted with a copy of the lot survey and all structure locations must be identified on the survey. Photographs or catalog pictures are also helpful for review. Please be sure to include all the required paperwork to avoid delays in the process.

- 1) Homeowner(s) is (are) responsible for obtaining all necessary permits from Mecklenburg County.
- 2) All approvals are contingent upon city and county zoning restrictions for Sardis Cove.
- 3) Please remember to submit with this form a detailed description of changes and samples where applicable.
- 4) Please review the Declaration of Covenants, Conditions, and Restrictions for Sardis Cove and your Sardis Cove Homes Association Handbook prior to completing this application.
- 5) Installation or changes made prior to receiving proper approval is a violation of the Declaration and could result in penalties and/or fines.
- 6) The approval by the Architectural Control Committee shall not be construed as a representation, warranty, or assurance by the committee or the association that the proposed improvements comply with applicable statutes, laws, ordinances, codes, rules, regulations, and requirements and shall not constitute the assumption of any liability on the committee's or the association's part for their accuracy or compliance with such statutes, laws, ordinances, codes, rules, regulations, and requirements.
- 7) Notify Board upon completion of project for final approval.

Approved applications from the SCHA Architectural Control Committee are valid for a period of 90 days from the date the homeowner received approval. If installation is not completed within the 90-day period, homeowner must either file for a 90-day extension using the current application (designating the extension request) or reapply if changes were made to the original plans submitted.

NOTE: The review period for applications is 30 days from the date the committee receives the request.

HOMEOWNER – DO NOT WRITE BELOW - FOR BOARD USE ONLY

Sardis Cove Homes Association Architectural Request			
Request Received ____/____/____	First contact with homeowner ____/____/____ <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> On site		
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No**		Vendor:	
Vendor Contacted ____/____/____	Work Completed ____/____/____	Final homeowner contact ____/____/____ <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> On site	
Notes – issues/concerns			
**Request denied because			
Outside community restrictions			
Neighbor dispute			
Incomplete information			
Signed:		Date	
Committee Chair		____/____/____	