

PARKSIDE HOMEOWNERS' ASSOCIATION
Architectural Request Form for Homeowner Submittal
Please call 803-743-0600 if you have any questions

HOMEOWNER INFORMATION:

NAME: _____ DATE: _____
STREET ADDRESS: _____
CONTACT INFO: Preferred Number: DAY: _____ EVE: _____
HOMEOWNER EMAIL: _____

THE HOMEOWNER ACKNOWLEDGES THAT THEY WILL:

1. Review PARKSIDE HOA Covenants prior to submitting the request to ensure project is in compliance.
2. Obtain any county required permits and comply with applicable county ordinances.
3. Contact Public Utility Locating service if any digging will be performed. www.sc811.com or call 811.
4. Determine if utility easements are located along the property boundaries. Should the utility need to access the easement it is the responsibility of the homeowner to remove any item installed on the easement.
5. If the owner is proposing to install a fence, it is the property owner's responsibility to obtain permission from neighboring owner if fence is attaching to neighboring fence.
6. Provide site plan. A site plan should have been included with your closing documents. If you cannot locate your site plan you should contact your closing attorney and ask for the survey that was performed for your closing or you may pick up a copy at the Register of Deeds Office located at City of Lexington, SC Public Records.
7. No Request Form will be considered officially submitted until filled out completely.

PLEASE INITIAL THAT YOU HAVE READ AND UNDERSTAND THE ABOVE AS IT APPLIES TO YOUR PROJECT:

Homeowner Initial: _____ Date: _____

PROJECT INFORMATION: Approximate Start Date: _____ Approximate End Date: _____

Contractor Information: _____
(BLUEPRINT WITH SITE PLAN MUST BE SUBMITTED ALONG WITH THIS FORM)

NATURE OF PROJECT (Check all that apply)

RESIDENCE: NEW CONSTRUCTION _____ Addition: _____ Modification: _____ Reconstruction: _____

PREMISES: Driveway: _____ Deck: _____ Porch: _____ Sidewalk: _____ Inground Pool: _____ Fence: _____
Other: _____ Describe: _____

SUBMISSION CHECK LIST:
____ Blueprint with site plan
____ Location site plan showing easement, lot lines, location of home, outbuilding and/or fencing
____ Photograph, brochure, or sketch or proposed change
____ Written proposal of idea/change
____ Grading/Landscaping Plan
____ Type of material to be used for driveway, porch, fence and/or outside building, exterior of residence if applicable

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Send/Email completed form and required attachments to: Parkside Board Members at:
parksidcommunityhoa.com

If homeowner desires to hand deliver plans, completed forms, and required attachments please call at least two days in advance to schedule an appointment.

Any owner who submits requests to the Architectural Committee for approval agrees by submission of such plan and specifications that they will not bring any action or suit against the Association, the Architectural Committee, or MJS Property Management.

ARCHITECTURAL CHANGE REQUEST FORM-PARKSIDE COMMUNITY HOMOWNERS ASSOCIATION

NAME: _____ ADDRESS: _____

OUTBUILDING OR ADDITION: LOACTION MUST BE DRAWN ON PLAT:

LENGTH & WIDTH: _____

TYPE OF FOUNDATION: _____

TYPE OF ROOF: _____

COLOR OF ROOF: _____

EXTERIOR MATERIAL: _____

HEIGHT OF WALLS: _____

FOUNDATION MATERIAL: _____

PITCH OF ROOF: _____

HEIGHT OF PEAK OF ROOF: _____

EXTERIOR COLOR: _____

EXTERIOR – RUN OF SIDING: _____

FENCING: LOCATION MUST BE DRAWN ON PLAT

HEIGHT: _____

STYLE: _____

LENGTH OF FENCE: _____

COLOR: _____

LOCATION OF GATES: _____

ADJOINING TO EXISTING FENCING?

IF YOU ARE CONNECTING TO NEIGHBORING FENCING, YOU MUST OBTAIN PERMISSION FROM NEIGHTOR IN WRITING AND ATTACH TO YTHIS FORM.

PARKSIDE Homeowners Association

Architectural/Lot Improvement "Easement" Waiver

Any lot improvement made or installed within an easement is at the Owners' risk regardless of the approval by the Architectural Control Committee. If for any reason repairs and /or maintenance are required in the easement, any improvement(s) that are removed will not be reinstalled by the utility company or contractor.

This document is an acknowledgment that I/we: _____, the owner(s) of the property located at _____, Lexington, South Carolina, within; the community of PARKSIDE Homeowners Association, understand that if any portion of any improvement extends into a drainage/and/or utility/and/or sewage easement, I accept full responsibility of any cost to remove, replace or repair this improvement if the utility company, developer, HOA, or other authorized parties need to gain access to that area by removal of said improvement. Any of the aforementioned parties may also request at any time that the improvement within the easement be removed permanently.

SIGNATURE OF HOMEOWNER: _____ DATE: _____

SIGNATURE OF HOMEOWNER: _____ DATE: _____

ADDRESS: _____

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Architectural Review Action
PARKSIDE Homeowners Association

PARKSIDE BOARD MEMBER NAME: _____

ADDRESS OF PROJECT: _____

_____ **APPROVED AS SUBMITTED**

_____ **APPROVED WITH RESCTRCTIONS AS FOLLOWS:**

_____ **DEFERRED: PLEASE SUPPLY ADDIONAL INFORMATION:**

_____ **DENIED: ARCHITECTURAL COMMITTEE/BOARD MEMBER COMMENTS:**

PARKSIDE COMMUNITY HOA ARCEHTURAL COMMITTEE/BOARD MEMBER:

SIGNATURE: _____

DATE: _____

SIGNATURE: _____

DATE: _____