



Woodruff Lake Homeowners Association

213 E. Butler Road, Suite E2,
Mauldin, South Carolina 29662

Tel: (864) 568-5800

Fax: (864) 568-5802

Email: woodrufflake@hoapartner.com

ARCHITECTURAL REQUEST FORM

Owner Name: _____ Lot No: _____

Address: _____

Phone #: (home) _____ (work) _____ (cell) _____

Date Submitted: _____ Est. Date of Project Completion: _____

CATEGORY OF IMPROVEMENT/ALTERATION

Check one or more categories:

- Landscaping Play Equipment Windows URGENT
- Structure Satellite Dish Doors (leaking roof, damaged tree etc.)
- Fence Tree Removal Roof/Shingles RESUBMITTED
- _____ Other (Please Specify) _____ (with requested changes)

Information ARC requires to proceed with your request:

PLEASE NOTE: Failure to provide all required information will result in the return of your request. Please refer to the ARC Manual/Covenants regarding your request.

- Site Plan Available at <http://www.gcgis.org/apps/greenvillejs/> Enter your details in the parcel search & print the aerial view of your lot
- Indicate location of improvement/alteration on site plan – (Must be included for review)
- Grading/landscaping plan (if applicable)
- Include photo, brochure or sketch of improvement
- Material listing (including colors etc.)
- Contractor/Installer quote and any design/installation notes

FENCE INSTALLATION: Check all that apply PLEASE NOTE: Vinyl Fences and Metal Fences are NOT permitted. Fences must be unpainted cedar.

Fence Height: _____ 6' Fence Style: _____ Privacy _____ Picket _____ Shadow Box (dog-eared)

Fence Height: _____ 4' Fence Style: _____ Split-Rail _____ Rough Sawn

Materials: _____ Wood

DETACHED BUILDING INSTALLATION:

- May not exceed 1 ½ story in height
- Shall be constructed of materials matching or complementing main dwelling on lot
- Shall be located in back yard

FOR OFFICAL USE ONLY

APPROVED: _____ ARC Member 1 2 3 / _____ Date / Date Sent to ARC: _____

DENIED: _____ ARC Member 1 2 3 / _____ Date / Date Sent to H/O: _____

Reason for denial/approval condition: _____

ARC response to inquiry is required within 60 days. Applications may be mailed, faxed or emailed.

All complete requests are sent to ARC on day of receipt – Notice of approval is prepared upon receipt of ARC decision.

You are advised not to sign a contract or pay a deposit until your application has been approved.