

# Kingsley Park Homeowners Association

## Architectural Review Committee (ARC) Review and Decision Form

*In accordance with the Association's documents and Architectural Review Guidelines in the Covenants, Conditions and Restrictions, I hereby apply for written approval to make the following exterior alterations or changes to my property. **Review by the Architectural Committee may take up to 30 days. Submit your request in plenty of time to allow for review. This request must be submitted by the Homeowner.***

Please attach the following documents and information for all requests:

- Copy of lot survey Plat or a drawing of the lot showing the location to scale of the improvement.
- Clear and precise Drawing(s) of the improvement showing the dimensions and descriptive information.
- List of the materials including the type of finish and its color.
- Name of individual or company that will perform the work.
- If adjoining property owner(s) are impacted by the placement of a fence (such as access for construction or future maintenance) written permission is required from the adjoining neighbor(s).

Homeowner's Name: \_\_\_\_\_ Preferred phone number: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Address of Architectural Request: \_\_\_\_\_

This form reflects the most often requested features. If you do not see a category that matches the nature of your request, please use the "Other Feature" selection for your request.

☐ Roofing

☐ Pool

☐ Landscaping

☐ Exterior Color

☐ Play / Active Equipment

☐ Fencing      Height:   ☐ 4'   ☐ 6'

Style:   ☐ Privacy   ☐ Picket   ☐ Shadow Box

Design:   ☐ Scalloped Upward/Downward      ☐ Straight Top

☐ Shed      Eave Height: \_\_\_\_\_ Pitch: \_\_\_\_\_ Dimensions: \_\_\_\_\_

(Shed materials and color must be the same as the body of the home, located in Backyard, not to exceed 1 story.)

☐ Decks / Gazebos / Pergolas      Eave Height: \_\_\_\_\_ Height off Ground: \_\_\_\_\_

☐ Other Feature: \_\_\_\_\_

Description and Additional Information (or attach a written/typed description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Approval by the Architectural Review Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statutes, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorizations, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within their property limits and meets all building setback and easement restrictions. It is the applicant's responsibility to protect all elements inside the Association easements, and to return any area disturbed by the installation of a modification to the same standards as previously existed. Upon completion of the improvement, the Association shall review and determine that the installation is in compliance with the approval provided. If the improvements are deemed incomplete or further work is necessary, the applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties until completion occurs.

Send or Scan Completed Request To: Kingsley Park HOA  
c/o Chastine Property Management, Inc.  
P.O. Box 1037 / 139 Bridges Road  
Mauldin, SC 29662  
or  
Email: office@chastinepm.com

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*By signing this form, the Homeowner accepts all the requirements in the note above and agrees to secure all permits, inspections, authorizations, and/or permission from government agencies.*

**[ OFFICE USE ONLY ]**

- ☐ HOA Fees Not Paid – Returned to Owner (Date): \_\_\_\_\_
- ☐ Information Incomplete – Returned to Owner (Date): \_\_\_\_\_
- ☐ Information Complete – Sent to ARC (Date): \_\_\_\_\_

**Architectural Review Committee Decision:** ☐ Approved ☐ Conditional Approval ☐ Denied

ARC requirements or comments on application (if any): \_\_\_\_\_

Architectural Review Committee / Office Signature: \_\_\_\_\_

Date Property Owner(s) Informed of ARC Decision: \_\_\_\_\_ via: \_\_\_\_\_