

LONGS POND HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW APPLICATION

**Send To: Longs Pond Estates ARC
1722 Main Street Suite 150
Columbia SC 29210**

Before your application will be processed the application form must be properly completed with all pertinent information provided which includes drawings.

DIRECTIONS FOR APPLICATION:

The Declaration for the community requires that you obtain the approval from the Homeowners Association (Architectural Review Committee) for the construction or placement of any "Structure" or the modification of any existing structure on your lot. The Architectural Review Committee therefore has the authority to architecturally control all "Structures" on your lot. The term "Structure" is defined in the Declaration, it basically includes your home, 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 Architectural Review Committee 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, property address, mailing address, phone number, and e-mail address to be used if there are any questions. (Please print all this information clearly.)
- 2) Your lot # (if you do not have your lot number, please contact the William Douglas at 803-758-1066.)
- 3) A copy of your plat or survey (this should have been provided to you at your closing) with location of the addition or change drawn on a copy of your plat drawing.
- 4) A complete written description of the work to be completed.
- 5) 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 homes roof, lattice, screening, fencing materials, etc.)
- 6) A photo of any structure that will be placed but not constructed on site 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, the Architectural Review Committee will process your application and provide you with a response. Depending upon the Committee's schedule this could take as much as one or two weeks. The applicant listed on the form will be notified via e-mail (if e-mail address was provided) followed by a copy sent by mail 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 this process to be completed.