



## MODIFICATION APPLICATION FORM

Name of Applicant/Homeowner \_\_\_\_\_ Date: \_\_\_\_\_

Carnes Crossroads Address: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant's Address (if different from above): \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

### TYPE OF PROJECT

### ADDITIONAL INFORMATION/ATTACHMENTS REQUIRED

- Fence Installation                      Attach site plan indicating placement of fence and gate(s) on property  
Fence Height: \_\_\_\_\_ (max. 6 ft.) Fence Color: \_\_\_\_\_  
Design/Material: \_\_\_\_\_
- Pool Installation                      Attach a site plan indicating placement of pool on property
- Structure Modification                      Attach description of project, elevations, and site plan as needed
- Landscape Modification                      Attach modified landscape plan and/or description of project
- Other:                      Description of project/work to be completed.

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- 1) The ARB reserves the right to deny any application that does not include the information required for that particular project.
  - 2) Once reviewed, notification will be sent via email.
  - 3) Work should not begin until the applicant has received an approval from the ARB.
  - 4) Upon ARB approval, the homeowner must begin work within 90 days of the approval date and work must be completed within 180 days of approval date. Otherwise, a new ARB application must be submitted.
  - 5) Any work completed prior to ARB approval is a violation of the Carnes Crossroads CC&Rs.
  - 6) All contractors must follow the Carnes Crossroads Construction Guidelines.

\_\_\_\_\_  
Applicant/Homeowner's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Received By: (ARB/POA signature)

Date: \_\_\_\_\_

**Should you have any questions, please contact the ARB office at (843) 471-1495**



***This page is intended to provide homeowners with quick and simple information regarding the ARB approval process and the most common ARB issues.***

**What is the Architectural Review Board (ARB)?**

The ARB ensures that architectural guidelines and covenants are followed in a manner that protects and maintains appropriate community appeal. The ARB reviews all requests for approval to paint or stain, build, landscape, modify or change the exterior of all homes or structures to ensure it meets guidelines and standards.

**When should I submit for ARB approval to paint or stain?**

Anytime you are changing the existing color of the exterior of your home, garage or fence. If you are painting or staining the same color and scheme currently existing, you do not need ARB approval but you are to notify of the work. If you are changing the color, provide color samples/chips you wish to have approved. Please designate the use of each color; that is, siding, trim, door, foundation, louvers, garage doors, shutters, etc. Approval will not be given without sample chips.

**When should I submit for ARB approval to landscape my yard?**

Anytime you are changing any new or existing landscaping located within areas of the yard that are visible from the streets, or other neighbor's homes. Provide detailed plans that indicate approximate locations, measurements, colors, types, and sizes of trees, shrubs, and bushes, decorative rock areas, grassy areas, walkways, paths and other landscape related items.

**What about fences and decks?**

Almost anything you do (except power washing) to fences and decks requires review by the ARB (adding, modifying, changing or staining). Provide detailed plans or schematics that indicate approximate locations, measurements, colors, types of material (wood, brick, wrought iron, etc.), sizes and shape of fencing material, and any other related item(s). Note: No fences greater than six (6) feet in height are allowed.



### **ARB APPLICATION FEES**

*Please make check payable to CCCA, depending on property location.*

- Additions or Major Alterations:           \$25 per 100 square feet or \$100 maximum  
*(heated, screened porch, or open deck)*
  
- Garages    \$100  
*(Addition of heated space over detached garage)*
  
- Pools or Spas                                   \$50
  
- Walkways                                        \$25
  
- Fences, Walls or Services Yards           \$25
  
- Exterior Color Modifications              \$25 (Only if changing color)
  
- Landscape Modifications                  \$25

### **ARB APPROVAL PROCESS**

1. Complete the ARB application form (over) and mail or email to 513 Wodin Place, Summerville, SC 29486 or [thaskett@ccmcnet.com](mailto:thaskett@ccmcnet.com)
  
2. Attach and submit any required information.
  
3. The ARB will e-mail the applicant/homeowner with the decision.