

ARCHITECTURAL REVIEW APPLICATION
BelleGrove Preserve Property Owners Association

- All Applicants must be current on their HOA assessments
- Please mail/deliver this completed form with a check for \$25.00, payable to BelleGrove Preserve for ARB processing (There will be a \$70 Fee for checks returned by the bank.)
- For more intricate or detailed ARB requests, a \$50.00 fee, payable to BelleGrove Preserve, may be charged to the owner. (You will be notified if your request falls into this category)
- This form and the \$25.00 fee may be mailed or delivered to:
- Bellegrove POA
C/o Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577

NAME: (Please Type or Print): _____

ADDRESS OF PROPOSED CHANGE: _____

DAYTIME TELEPHONE NUMBER: _____

DATE SUBMITTED: _____

EMAIL ADDRESS: _____

ESTIMATED START DATE OF PROJECT: _____

GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change

**** All ARC Applications must be submitted with an original surveyed plat of the lot. The survey must show the dimensions of the lot, the dimensions of the house, the dimensions of the house as it sits in relation to the boundaries of the lot, and the dimensions and location of the improvement as it will be placed on the lot. The survey drawing must be drawn to scale.****

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENT:

1. Description of Improvement:

2. Description Of Materials to be used:

3. Description of Colors to be used:

4. Additional Comments:

5. Contractor Name: _____

6. Contractor Phone #: _____

7. Horry County Business License #: _____

8. Attach new paint color samples for stucco, trim, fascia, and/or wall. (No approval is required to repaint house or trim in exactly the same color)

For Association Use Only:

____ Approved ____ Not Approved ____ Conditionally Approved

Association Comments and or Notes:

Bellegrave ARC Application Contents (3 pages)

1. Owner information and Type of Architectural Improvement 1&2
2. Continued from Type 3 thru 8
3. Required Exhibits and Supporting Documentation Notes

Revised: December 6, 2022 by Semper Fi Property Management, LLC for the Board of Directors

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION.

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Horry County for the proposed improvements.

- A. Paint or Stain Colors - A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscape Plans - Detailed architectural drawings or plans must be provided for decks, house additions and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee or Managing Agent prior to the submission of an application.

NOTES:

- i. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Horry County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- ii. Where required, appropriate building permits shall be obtained from Horry County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- iii. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.
- iv. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.
- v. Owner agrees to give the Architectural Review Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
- vi. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
- vii. Owner acknowledges that he is familiar with the architectural review requirements and procedures for the BelleGrove Preserve Property Owners Association.
- viii. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 180 days following approval, and completed 180 days following commencement of work, unless another time frame is specifically authorized in writing by the Architectural Review Committee.
- ix. Owner agrees to store construction materials only on his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

OWNER'S SIGNATURE: _____

DATE: _____