

## Architectural Approval Application

### Mail, Fax or Deliver to:

HOA, c/o MJS Inc. at 4910 Trenholm Road, Suite C, Columbia, S.C. 29206

Office hours: 9:00 AM to 5:30 PM Monday through Friday.

Phone: (803) 743-0600

Fax: (803) 790-0340

Email: [architecturalreivew@mjsmgt.com](mailto:architecturalreivew@mjsmgt.com)

*Before your application will be processed the application form must be properly completed with all pertinent information provided, all required drawings and documentation supplied and delivered to the Association at the address listed above.*

### Directions for Application:

The Declaration for the community requires that you obtain the approval of the Developer or the Review Authority, when empowered, (Authority) for the construction or placement of any "Structure" or for the modification of any existing Structure on your lot. The Developer or Authority therefore has the authority to architecturally control all "Structures" on your lot. The term "Structure" is defined in the Declaration, but it basically includes your home or any 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 Authority 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, the property address, your correct mailing address, correct contact phone and /or fax numbers to be used if there are questions. (Please print all of this information clearly.)
- 2) Your lot # (if you do not know your lot number, please contact the Association at (803) 743-0600.)
- 3) **A copy of your plat or survey (this should have been provided to you from the closing) with the location of the addition or change drawn on the copy of the plat.**
- 4) A complete written description of 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 roofing, lattice, screening, fencing materials etc.)
- 6) A photo of any structure that will be placed but not constructed on site (if available from the supplier) 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 Association will process your application and provide you with a response. Depending upon the committee's schedule, this could take as much as two to four weeks. The applicant listed on the form will be notified in writing 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 the process to be completed.

Chelsea Park  
Homeowners Association  
APPLICATION FOR ARCHITECTURAL REVIEW

Send To: Chelsea Park Homeowners Association  
Attention: C/o MJS Inc.  
Mail to: 4910 Trenholm Road, Suite C, Columbia, S.C. 29206

Phone: (803) 743-0600  
Fax: (803) 790-0340

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Lot #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Written Description of Request:** (Describe the Structure to be added or the addition or alteration of an existing Structure. Please provide as much detail as possible such as: height, dimensions, color selections, general choice of materials. See below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Start Date for each item requested: (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_)

Attachments received with Application:

\_\_\_\_ Copy of required survey or plat (normally received at closing) showing location and size of modification or addition.

\_\_\_\_ Materials list:

\_\_\_\_ Photo (if necessary) or drawing of Structure or modification or addition to existing Structure.

**Below this line for Association use only** -----

Expiration Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Date Received by Association:** \_\_\_\_\_

**Status (date):** Approved: (\_\_\_\_\_) Disapproved: (\_\_\_\_\_)

**Additional Information Requested:** (\_\_\_\_\_) Response received (\_\_\_\_\_)

**Staff notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Architectural Application Submittal Checklist

(Fee for Architectural Application must be received at the time of submission, if applicable)

(Copy of subdivision plat indicating area of subdivision in which lot is located)

## 1. Fences

- Architectural Application with detailed description of type of fence (i.e. Standard, Shadowbox, Overscalloped, Dog-eared, etc.)
- Copy of Plat showing location of fence with distance (ft) from corner of home (front/back) & property lines
- Picture (if available) or drawing
- Plans and Specifications or Materials List (if applicable)

## 2. Storage Buildings and Sheds

- Architectural Application providing detail, (materials, color, etc.)
- Copy of Plat (Survey) showing placement on property & distance from property lines
- Dimensions (height, width, etc.)
- Pictures or design drawings including roof detail
- Landscaping plan to be installed around building (if applicable)
- If elevated, underpinning or screening to be used

## 3. Above or In-Ground Pools

- Architectural Application
- Copy of Plat (Survey) showing pool and equipment (pump, etc.) location including distance (ft) from home/property line
- Design detail of pool including shape and decking
- Pictures (if applicable)
- General Material Specifications
- Landscaping and screening description and location for pool and equipment
- Application for fencing also required if fence is not pre-existing

## 4. Decks, Screened Patios, Porches and Sunrooms

- Architectural Application
- Copy of Plat (Survey) with dimensions and location
- Detailed picture or design drawing including roof detail
- Extensive Materials List
- Landscaping detail if applicable

## 5. Storm Doors and Entrance Doors

- Architectural Application with sketch or description indicating location of door
- Picture or design drawing

## 6. Play Equipment

- Architectural Application with specific details of what play equipment is to be installed (i.e. trampoline, basketball goals, swing sets, etc.)
- Plat showing where play equipment will be located and distance (ft) from home and property lines
- Picture or design drawing including color(s)
- Dimensions

## 7. Landscaping

- Architectural Application
- Plat (showing placement of each item) including home and property lines
- Landscaping plans and specifications (if applicable)
- Detail (explicit) of plants indicating types and height (or gallons at time of install), expected height at full growth and plant botanical/common names)