

# Architectural Request Application Directions

Mail or email request to:  
Greenfield Estates Owners Association  
c/o ARC Committee  
PO Box 573  
Aynor, SC 29511

Email: [greenfieldestateshoa@gmail.com](mailto:greenfieldestateshoa@gmail.com)

Website info: [www.greenfieldestateshoa.org](http://www.greenfieldestateshoa.org)

Phone: (864) 674-4123

**Architectural Review Committee Co-Chairpersons: Chip Hennecy and Dave Rodham**

*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.*

The Declaration for the community requires that you obtain the approval of the Board or obtain Architectural Review Committee (ARC) approval for the construction or placement of any “Structure” or for the modification of any existing Structure on your lot. The HOA Board 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 ARC to review any requests, 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 # and address (if you do not know your lot number, please contact the Association at (864) 674-4123).
- 3) A printed aerial view of your lot with markings of improvements/changes.
- 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.

## ARCHITECTURAL REQUEST APPLICATION

MAY BE MAILED OR EMAILED TO HOA

Greenfield Estates HOA, PO Box 573, Aynor, SC 29511

Email [greenfieldestateshoa@gmail.com](mailto:greenfieldestateshoa@gmail.com)

OWNER NAME \_\_\_\_\_ OWNER ADDRESS \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ PHONE # (day) \_\_\_\_\_ (evening) \_\_\_\_\_

**\*\*I acknowledge that the information submitted is correct and I have read and understand the covenant restrictions pertaining to my request. I also acknowledge that any deviations from approved plans require re-submittal to the ARB Committee prior to commencement of work.**

Signature \_\_\_\_\_

**OWNER:** *Please refer to Community Covenant and Restrictions (CC&R) and the Rules & Regulations (R&R) for information relating to your planned project.*

### INFORMATION REQUIRED BY ARCHITECTURAL REVIEW COMMITTEE

**CHECKLIST** (items to be attached to the application):

- \_\_\_\_\_ Owner Information filled out completely
- \_\_\_\_\_ Printed Aerial View of Lot with marked location of improvement / structure / fence / play equipment on aerial lot photo
- \_\_\_\_\_ Included photo, brochure or detailed sketch of improvement / structure / fence / play equipment
- \_\_\_\_\_ Materials list provided– Including colors, etc
- \_\_\_\_\_ Written description
- \_\_\_\_\_ Permit information included

### STRUCTURE / IMPROVEMENT INFORMATION

#### FENCE:

Fence Height: 4' \_\_\_\_\_ 6' \_\_\_\_\_

Fence Style: Privacy \_\_\_\_\_ Picket \_\_\_\_\_ Shadow Box \_\_\_\_\_

Fence Design: Scalloped Upward \_\_\_\_\_ Scalloped Downward \_\_\_\_\_ Straight Top \_\_\_\_\_ Decorative Top \_\_\_\_\_

Fence Material: Chain Link \_\_\_\_\_ Vinyl \_\_\_\_\_

Fence Color: \_\_\_\_\_

#### DETACHED STRUCTURES:

Building Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Shingles: Color \_\_\_\_\_ Exterior Walls: MUST MATCH SIDING OF HOME

Building Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Informed By: \_\_\_\_\_