

The Refuge at Whitehall
8593 Refuge Point Circle ~ North Charleston, SC 29420
arb@refugeatwhitehall.org

ARB Application for Modifications & Renovations

Property Owner Information

Owner Name: _____	Date: _____
Property Address: _____	Lot # _____
Home Telephone: _____	Work or Cell Telephone: _____

Application Submittal Information:

- Obtaining the appropriate building permits is the property owner's responsibility and requires the ARB approval letter before a city permit will be issued to the property owner.
- The Architectural Review Board meets the **Third Wednesday** of each month. The application deadline is the **preceding Friday** before meeting. Out of cycle request will be considered on an individual basis.
- Attach all requested documents and information concerning any modifications.

Exterior Improvement Requests

(Property photographs showing modification areas will be appreciated)

Storm Door Replacement Windows Replacement Door Shutters

Style _____ Color _____

Ground Level or Elevated Deck Patio Driveway / Parking Pad

Attach a plot plan and scaled drawing showing design, elevation and dimensions.

Materials _____ Color/Finish _____

Fencing Gate Walkway

Attach a plot plan showing the exact location of the proposed modification to the property.

Style and Materials to be used: _____

Height _____ Color/Finish _____

- Fountain Statuary Element Decorative Benches

Attach a plot plan showing exact location and picture with description showing design, size, elevation, materials, etc.

- Swing Set

Attach a plot plan showing exact location, and a picture with description showing type, size, materials, etc.

- Antenna Tower Satellite Receiver

Attach a plot plan showing exact location and a picture or drawing showing type, size, elevation, materials etc.

- Landscape Lighting Outdoor Floodlights/Spots Garage Exterior Lights

Provide description of the type, lighting intensity, location, size, number of lights, etc.

- Exterior Paint Change

*For paint changes, please attach the paint sample along with the paint brand
List the areas to be painted and the colors that will be used (i.e., shutters, doors, siding, etc.)*

- Tree Removal

No tree greater than 6" DBH shall be removed from any Lot without prior City of North Charleston, SC and ARB approval.

Reason for removal _____

Description of the tree/trees location (number, size, type) _____

- Attach plans for replanting of trees and/or other landscaping additions as appropriate
- Tree stumps should not be visible after tree removal.
- Trees must be marked (tape, ribbon, etc.)
- Recommend providing pictures with your request.

- Other Modifications/ Improvements: _____

Plan should include as appropriate, the proposed location, grade elevation, shape dimension, exterior colors plans, approximate cost and nature, type and color of material.

Homeowner's Agreement with ARB

I, _____ (property owner) understand that an approval by the ARB is only for what has been requested on this application. I understand that all approved changes must be completed within six (6) months of the Architectural Review Board's approval, unless a specific exception is approved by the ARB.

I understand that all ARB approvals are for conformity with existing architectural and aesthetic conditions within the community only. I, as the property owner, have the sole responsibility for acquiring mandated permits, hiring engineering professionals, managing water flow, and any other items requiring professional or technical advice or approval required by the City of North Charleston or South Carolina state laws and in accordance with the Declaration of Covenants And Restrictions For The Refuge At Whitehall.

I, as the property owner, am responsible for damages to adjoining properties and all other persons resulting from the improvements indicated and upon the ARB's approval of the request. Any damages or cost for repair of Common Properties as a result of any ARB approval is my sole responsibility as the property owner.

Permission is hereby granted for ARB members to enter my property to make reasonable inspection of the modifications as proposed or completed as stated herein.

Property Owner

Signature: _____

Date _____

Printed Name: _____

ARB (Approval/Disapproval)

Signature: _____

Date _____

Printed Name: _____