

# **West Ashley Homeowners Association, Inc.**

## **Architectural Change Request Form**

Please submit this application and any attachments to  
Kohn-Ell Association Management Services, 205 West Millbrook Road, Suite 210, Raleigh, NC 27609  
Phone 919-856-1844 Fax 919-571-8290 Email: [Architectural-Info@kohnell.com](mailto:Architectural-Info@kohnell.com)

Homeowner's Name: \_\_\_\_\_

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

Homeowner's Phone: \_\_\_\_\_

Homeowner's Email: \_\_\_\_\_

### **Request Statement and Agreement**

I determine this proposed project to be fully compliant with the **West Ashley Homeowners Association, Inc.** Covenants. I request project approval by the Association and/or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If the **West Ashley Homeowners Association, Inc.** and/or Architectural Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of **West Ashley Homeowners Association, Inc.** I will cause the project to become completed in a manner fully compliant with the covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the Association for all expenses associated with the compliance. **I will be responsible for obtaining all necessary permits, approvals and meeting all codes required by local governments having jurisdiction.** Furthermore, I will be responsible for calling 1-800-632-4949 (Call-Before-You-Dig- Hotline) if I am planting in or near a common area easement. If approval for your project is granted and it is in an area identified as an easement you may be responsible for relocating, at your expense, any shed, fence, planting, etc in the future as the need arises.

***PLEASE READ CAREFULLY: PLEASE DO NOT BEGIN ANY PROJECTS UNTIL YOU'VE RECEIVED WRITTEN APPROVAL. PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30 DAYS FROM RECEIPT OF COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL INFORMATION MAY LENGTHEN THIS PROCESS. THANK YOU, KOHN-ELL ASSOCIATION MANAGEMENT***

**PLEASE BE ADVISED THAT ALL EXTERIOR ADDITIONS WILL BE SUBJECT TO THE FOUNDATION OR THE VILLAGE FOR FINAL APPROVAL ON ALL REQUESTS.**

***I also accept the responsibility for obtaining all necessary permits associated with this request.***

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

Please have all adjacent lot owners' sign that they have seen the plans of the proposed project:

Name

Address

Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Describe proposed changes or additions:**

*To speed up the process the proposed plan should include* sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan (if possible) or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application.

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be Considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

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ESTIMATED CONSTRUCTION DATES: \*Start \_\_\_\_\_ Finish \_\_\_\_\_

Please make sure your contractor adheres to your schedule, since the Association can force its completion.  
*\*Be advised that the review process may take 30 days from receipt of application.*

**Other Information Regarding Project Request:**

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Architectural Committee/Kohn-Ell use only

**Special Conditions for Approval:**

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Conditional Approval \_\_\_\_\_  
(Include reason) (See above)

**\_\_\_\_\_ If fence is installed inside drainage/utility easement homeowner is responsible for removing and replacing fence if work is required in easement at homeowner's expense.**

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

**Upon completion of your project you must notify Kohn Ell for an ARC Committee final inspection.**