WOODTRACE HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW - REQUEST FOR APPROVAL FORM

The Restrictive Covenants for Woodtrace filed with Kershaw County require that an owner obtain prior approval of the HOA Board for **any** exterior alteration or addition to property and/or structures within Woodtrace. Removal of any trees greater than six (6) inches in diameter is also prohibited without approval. The Board has designated an Architectural Review Committee, consisting of property owners, to review all requests and make recommendations to the Board regarding each request as to whether it complies with the Covenants and should be approved or denied.

To comply with this requirement, complete the form below and attach a sketch/drawing or blueprint of the proposed alteration and/or addition. The drawing should specify dimensions, materials to be used, colors, etc., if applicable. This application and the drawing will be retained for Committee records.

Property/Owner Information:

Owner Name:		
Property Address for this Request:		
Owner Address *(if different)*:		
City:	State:	Zip:
Phone:	Email:	

Prior to Committee review, the Property Owner must verify by signature that:

1. My HOA dues are paid and current;
2. No fees and/or fines are owed to the HOA; and
3. I understand and agree that **NO** work on this request shall commence until full approval of the Committee/HOA Board has been received by me.

Owner Signature: _____

Date: _____

REQUEST

Description of Request. Provide full details of the proposed alteration or addition, type, color, size/dimensions of improvement and materials, and location (use additional 8½" x 11" paper if necessary). **NOTE: An accurate drawing, sketch, or blueprint must be submitted with this Request.**

The Committee's review and approval is limited to and *only* pertains to the ITEMS AS DESCRIBED BELOW. The fact that information not specifically requested is shown on the plan does not mean that these items are approved as part of the submittal—be sure to include all items that you are seeking approval for in your Description of Alterations.

DESCRIPTION OF ALTERATIONS:

_____

_____

_____

_____

_____

Contractor: _____
Address: _____
City, State, Zip _____
Phone: _____

Material(s): _____
Color(s): _____
_____

RETURN COMPLETED REQUEST WITH DRAWING ATTACHED TO:

By Mail: HOA – Architectural Review
c/o Charles Swain
37 Sugar Maple Court
Elgin, SC 29045

-OR-

By Email: woodtracehoaboard@gmail.com

ARCHITECTURAL REVIEW COMMITTEE ACTION

The Architectural Review Committee recommends the following action on this application:

☐ **APPROVED**

The request submitted meets the requirements of the Woodtrace Restrictive Covenants. The Architectural Review Committee recommends HOA Board approval. Approval is subject to all applicable County and State permits, codes, and regulations. Compliance with said issues is the responsibility of the property owner.

☐ **APPROVED WITH CONDITIONS***

***Revision(s) and Resubmission of Application Required.**

The following revision(s) and resubmission of your Architectural Review Request are required to meet Woodtrace HOA and Covenant guidelines:

_____

_____

_____

_____

☐ **NOT APPROVED**

This request did not meet the requirements of the Woodtrace Covenants for the following reason(s):

_____

_____

The Architectural Review Committee recommendation marked above is hereby certified as the official decision of the Woodtrace HOA Board of Directors as it relates to this request. This serves as official notification to the requesting property owner.

_____ **Date:** _____|_____|_____

HOA Board of Directors President -or- Board Officer for Committee