



Parrot Creek

Architectural Review Committee

Improvement Request Form



If you are making any changes to the exterior of your home, or are planning any landscape changes such as adding fences, extensive plantings, or structural additions, please submit this form to the Architectural Review Committee (ARC). Prior to submission, we recommend reviewing the *Declaration of Covenants, Restrictions and Conditions for Parrot Creek* available on our website to understand any limitations on improvement.

Owner Name: _____

Address: _____

Phone: _____

Email: _____

Briefly describe the improvement that you propose (attach additional pages if necessary):

Location of the improvement (front, back, side of dwelling, roof, landscaping, etc.):

Materials to be used for the improvement and colors (wood, concrete, glass, shingles, paint, plantings, etc.)

Proposed start date for improvement: _____

Estimated completion date for improvement: _____

Permit needed? Yes No Property jurisdiction: City of Charleston Town of James Island

Please be sure to submit:

1. This completed improvement request form;
2. Building plans, material listing and specifications, including samples and colors (as applicable); and
3. Property plan or survey showing the location of the proposed improvements (if applicable).

I understand that the ARC will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvements without written approval from the ARC. I understand that all improvements will comply with all municipal codes and legal and permitting requirements.

 Owner's Printed Name

 Signature

 Date

Return this completed form and any attachments to: ParrotCreekARC@gmail.com or to Jenna Wilson, 930 Parrot Creek Way.