



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.

***If you are installing solar panels, please fill out a Solar Panel Request Form.**

***If you need to remove a tree, please fill out a Tree Removal Request Form.**

| | |
|--------|----------|
| Name: | Address: |
| Email: | Phone: |

Describe the improvement that you propose and its location. Please be as descriptive as possible. Attach additional pages if necessary:

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

Will trees need to be removed for this project? If so, please fill out an additional ARC request for tree removal. **If you are removing trees, the board strongly encourages you to plant a replacement.**

Proposed start date for improvement:

Estimated completion date for improvement:

** If you are unable to begin the improvement within six months of the request, please fill out a new request form.

Permit needed? ___ Yes ___ No Property jurisdiction: ___ City of Charleston ___ Town of James Island
****It is the homeowner's responsibility to find out if a permit is necessary and obtain appropriate paperwork. ****

Please list a few dates/times you would be available to meet with a board member, in case we need more information:

- _____
- _____
- _____

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.