



# Parrot Creek

## Architectural Review Committee

### Solar Panel Installation Request Form



Please use this form to submit a request for the installation of solar panels on your home.

Name:	Address:
Email:	Phone:

With input from the neighborhood, the board of directors has developed the following guidelines for the installation of solar panels:

- Solar panels should only be placed where they cannot be seen from the street.
- The highest point of the solar panels should not be higher than the ridge of the roof where it is attached.
- Piping, tubing, cables, and other hardware must be concealed below or within the solar panels (out of view).
- **Trees must not be removed to accommodate solar panels.**
- The solar panel company should sign a subordination agreement, placing the financial interest of the solar panel company lower than that of the HOA and mortgage company in the case of any financial distress.
- Installation of all solar heating and cooling systems shall only be done by a licensed installer or journeyman plumber.
- Applications submitted to the ARC **must** include: a diagram drawn to scale by the licensed contractor installing the system showing where the system will be installed:
  - photos of the roof area where the array will be mounted
  - material to be used and/or manufacturer's description of the system
  - photos and/or pictures of the system, and color of the system
  - where possible, provide photos of similar existing systems as examples.

Name and contact information of licensed installer:

Company Name:	Phone:
Address:	
Email:	

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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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](mailto:ParrotCreekARC@gmail.com) or to Jenna Wilson, 930 Parrot Creek Way.