

Architectural Approval Application

Email this form with all
attachments to:
Property Management Solutions
office@pmsolutionsssc.com

This application will **NOT** be processed if it is incomplete; a complete application will include completion of the form below along with all pertinent information, drawings and documentation as listed below, depending on the project to be approved.

Directions for Application:

The Declaration for the community requires that you obtain the approval of the Architectural Review Board for the construction or placement of any “Structure” or for the modification of any existing “Structure” on your lot. The term “Structure” is defined in the Declaration, but it includes your home or any shed, driveway, fencing, statuary, etc. and any major landscape on your lot. Approval must be granted in writing prior to the commencement of construction or the delivery of materials for any “Structure” to be constructed or if construction is not necessary, to the delivery of the “Structure” to the lot.

In order for the Architectural Review Board to review any application, all of the following information **MUST** be provided by you on or in addition to the attached application:

1. Your full name, the property address, mailing address (if different), correct contact phone number, and email address; these will be used if there are any questions.
2. A copy of your plat or survey; this was given to you at your closing. The approximate location of the addition or change should be drawn on the copy of the plat.
3. A complete written description of work to be completed; be as detailed as possible—use additional sheet if necessary.
4. A complete list of exterior material to be used including colors. Vinyl siding, paint, shingles, lattice, screening, fencing should match that of the home and in consideration of neighbors.
5. A photo, if available from a supplier, should be provided if “Structure” is not constructed on site or a drawing or elevation of what you intend to add, construct or change.

Please be aware that upon receipt of your completed application and ALL required attachments, the Association will process your application and provide you with a response. Per the Rules and Regulations, the committee has up to **60 days** to review your application, but all efforts will be made to keep that to a minimum. The applicant listed on the form will be notified in writing of the results of the review upon its completion. Again, please remember that you must have approval to have materials or a “Structure” delivered, not just to begin construction. Please allow time for the process to be completed.

- If approved project is not completed in 12 calendar months from the date of the original approval, the homeowner will need to reapply for architectural approval.

**RENTERS CANNOT SUBMIT APPLICATIONS FOR
ARCHITECTURAL APPROVAL. ALL APPLICATIONS MUST
COME FROM LOT AND HOMEOWNERS.**

Persimmon Grove for Architectural Review

Date of Application:			
Name:			
Property Address:			
Mailing Address:			
Home/Cell Phone:		Work Phone:	
		Email:	

Written Description of Request – Describe the “Structure” to be added or the addition or alteration of an existing “Structure.” Please provide as much detail as possible such as height, dimensions, color selections and general choices of materials.

Expected Start Date:		Expected Finish Date:	

Attachments: (check box if included)

- ☐ Copy of survey plat received at closing showing location and size of modification or addition.
- ☐ Materials List
- ☐ Photo (if available) or drawing of “Structure” or modification or addition to existing “Structure.”
- ☐ Other: see attached

Association Use Only Below This Line

Date Received by Association:			
Approved Date:		Disapprove Date:	
Additional Info Request Date:		Response Date:	
Association Notes:			

Architectural Application Submittal Checklist

1. **Fences:**

- Architectural Application with detailed description of type of fence (to match existing fences in neighborhood).
- Copy of Plat showing location of fence with distance (feet) from corner of home (front/back) and property lines.
- Picture (if available) or drawing.
- Plans and specifications and/or materials list.

2. **Storage Building and Sheds:**

- Architectural Application with detailed description of material, color, etc.
- Copy of Plat showing placement on property and distance from property lines.
- Dimensions (height, width, depth, etc.).
- Pictures or design drawings including roof detail.
- Landscaping plan to be installed around building.
- If elevated, underpinning or screening to be used.

3. **Decks, Screens Patios, Porches and Sunrooms**

- Architectural Application.
- Copy of Plat with dimensions and location.
- Detailed picture (if available) or design drawing including roof detail
- Picture of home showing area where addition will be made.
- Material list.
- Landscaping detail if applicable.

4. **Storm Door and Entrance Doors**

- Architectural Application with sketch or description indicating location of door.
- Picture or design drawing with colors and type.

5. **Landscaping**

- Architectural Application
- Copy of Plat showing placement of each item including home and property line.
- Landscaping plans and specifications (types of plants, stone, etc.).