**Plantation Pointe**

Property Owners Association Architecture Committee

**ARCHITECTURAL CHANGE OR CONSTRUCTION REQUEST**

Name:

Address:

Phone: Home Work

Date Submitted Date Received by AC

1. In accordance with the Plantation Pointe Covenants, Conditions, Restrictions, and Easements (“Declaration”) and the Association’s rules and regulations, I request the Architecture Committee’s (“AC”) consent for a change to or construction on my property.
2. I understand that under the Declaration and the regulations, the AC will act on this request and provide me with a written response of its decision. I further understand and agree to the following provisions:
	1. **I will make no work or commitment of work until I have received written approval from the AC, usually a maximum of 30 days from the submission date.**
	2. In accordance with South Carolina law, I will contact the **free buried cable locator service (888-721-7877 or 8-1-1) before digging.**
	3. All work will be done at my expense and all future upkeep will remain at my expense.
	4. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by a contractor or myself.
	5. All work will be performed at a time and manner so as to minimize interference and inconvenience to other property owners.
	6. I assume all liability and will be responsible for all damage and/or injury, which may result from performance of this work.
	7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
	8. I will be responsible for insuring that all construction debris is removed from the premises and properly disposed of.
	9. I will be responsible for compliance and I agree to comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Board of Directors and the AC have no responsibility with respect to such compliance and that the Board of Directors and the AC’s approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
	10. I understand that the decision by the AC is not final and may be appealed to the Board of Directors within ten (10) working days after receiving written notification of the AC’s decision. The appeal must be in writing and the Board of Directors may reverse, modify, or uphold the decision of the AC. The decision of the Board of Directors will be final.
	11. The contractor for this change or construction request is:
	12. If approval is given, the work would start by
	and would be completed by

3. I understand that if the project is not started within 60 days of the above agreed start

 date, this approval becomes null and void and a new Architectural Change or

 Construction Request form must be submitted.

I further understand that I must mail or deliver this request form and supporting documentation to either one of the co-chairs of the Architecture Committee or Prime Financial Services 4001 Rosewood Drive Columbia, SC 29205.

Homeowner(s) Signature Date

 Date

**Description of work to be performed (attach separate sheet if necessary):**

Checklist:

 Request Form Copy of Plat
 Blueprint or detailed drawing Other

\*If you have any questions or concerns regarding the completion of this form, please contact any member of the Architecture Committee or Prime Financial Services at 790-0093.