



# Ravenel Associates

## HAMILTON GROVE HOA

Application for Additions to exterior such as Sunrooms, Sheds, Major Landscaping Changes, Color changes to home/doors/shutters and any other improvements that would materially change the exterior appearance of the home/lot

General Information: *(please print)*

Date: \_\_\_\_\_

Legal Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### **Project Description (Proposed improvement, materials, height of improvement etc.)**

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### **Contractor Performing Work Information:**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Guidelines**

Please refer to Hamilton Grove's Covenants and Restrictions page 20, Article VII, Section 7.1-7.46 for neighborhood guidelines. These clarifications do not replace or supersede Article 7.3. Additionally, changes must comply with the City of Charleston and Charleston County regulations and statues. Permits may be required for certain additions. If permits are required, owner may be asked to provide the permit.



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## Submission for Approval

1. Complete the application for ACC to review.
2. Obtain a final survey plat and annotate the location of your project on the plat. The plat is required to identify and easements or encroachments. If there is no final plat available, you may have to contact a survey company to complete one for your property. If the application is for an exterior color change, a plat is not required.
3. Attach photos and any other supporting documents illustrating the project.
4. If painting or roofing, please submit a photo description of the color or the brand and name of color.
5. Submit the package via email or mail to [LMiller@ravenelassociates.com](mailto:LMiller@ravenelassociates.com) or 960 Morrison Drive, Suite 100 Charleston SC 29403.
6. Your package will be forwarded to the ACC Committee for review. The application will have one of the following outcomes, Approved, Approved with Conditions, or Denied.
7. You will be notified via email the decision of the ACC. If you require notification in a different format, please state that on your application.
8. Work should not begin until you receive the Approval or Approved with conditions notification.
9. Any deviations from the Approved or Approved with Conditions ruling will need to be submitted for review.

**I have read, understand and agree to comply with the applicable Covenants and Restrictions and statues related to my request:**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For Office Use Only:**

*Date received:* \_\_\_\_\_

*Date Submitted to ACC:* \_\_\_\_\_

*Date Received back from ACC:* \_\_\_\_\_

*Determination:*    \_\_\_\_\_ *Approved*            \_\_\_\_\_ *Denied*            \_\_\_\_\_ *Approved w/ Conditions*

*Conditions:* \_\_\_\_\_

*Date Owner Informed:* \_\_\_\_\_ *Via Email* \_\_\_\_\_ *Mail* \_\_\_\_\_

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