



Homeowners Association Property Modification Application

HOMEOWNER INFORMATION

Homeowner: _____ Date: _____

Address: _____

Phone / Cell: _____ Email: _____

Work Will Be Performed By: Homeowner
 Contractor Company / Phone: _____

TYPE OF MODIFICATION

<input type="checkbox"/> House/Roof Modification and Exterior Painting	<input type="checkbox"/> Landscape Accessories
<input type="checkbox"/> Lot Drainage/Roof Drainage	<input type="checkbox"/> Fire Pits and Outdoor Fireplaces
<input type="checkbox"/> Exterior Features/Structures	<input type="checkbox"/> Perimeter Fencing and Privacy Hedging
<input type="checkbox"/> Outdoor Play Equipment/Playground Structures	<input type="checkbox"/> Ancillary Equipment
<input type="checkbox"/> Landscape and Hardscapes	<input type="checkbox"/> Lighting
<input type="checkbox"/> Driveways/Walkways	<input type="checkbox"/> Pools and Spas

Notification/Other: _____

PROPERTY STATUS

Are there any current violations that need to be corrected or HOA fees due for this property?
 NO YES (If YES is selected, violation must be corrected and/or fees paid prior to application approval)

DESCRIPTION OF PROPOSED WORK



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BUILDING PERMIT

Is A Building Permit Required? NO YES
(See <https://www.townofbluffton.sc.gov/pdfs/applicationsmanual.pdf> if you are uncertain)

SUBMIT CHECKLIST

A checklist for required information must be submitted with each application.

Submission Checklist Attached

Number Of Pages Attached: _____

Proposed Start Date: _____

Comments: _____

HOMEOWNER SIGNATURE

1. No work shall commence on any modification activity until application and check are submitted to the Architectural Review Committee and approved.
2. There is a \$200.00 fine for work performed without approval. Fine accrues daily if work continues after notification of violation.
3. Work must be completed within 90 days unless an extension is submitted and approved.
4. Homeowner acknowledges all work must be completed per approved modification application and any approved revisions, or be subject to correction, removal and fines.

Print / Sign: _____

ARC APPROVALS

Committee Action: Approved / Date: _____

Not Approved (Please Submit A New Application Addressing Comments Below)

Comments: _____

COMPLETED APPLICATIONS

Completed applications with a \$25 fee may be submitted by **mail** to IMC Resort Services, 2 Corpus Christi, Suite 302, Hilton Head SC 29928 or **hand delivered** to 181 Bluffton Road, Suite C-103 Bluffton, SC 29910 (Magnolia Village). Make check or money order payable to Baynard Park POA. Cash will not be accepted.



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SUBMISSION CHECKLIST FOR REQUIRED INFORMATION: Check all that apply to this modification and attach separate sheets as required. Accurate and detailed information will aid in timely approval.

PLOT PLAN (Required with all construction and landscaping additions/modifications)

- On a separate sheet, create a plot plan that shows all dimensions of the property, home building setback lines (front, sides and rear), any previous house modifications, including location and dimensions of the proposed new work. Note that a plot plan may have been provided by the developer at closing.
- Mark each item on the plot plan.

----- **DWELLING UNIT MODIFICATIONS** -----

CONSTRUCTION (Site improvements such as room additions, screen enclosures, arbors, trellises, pergolas, garden structures, waterscapes, outdoor kitchens, or any other features)

- Scale drawings: 1/4" = 12" (minimum scale) are suggested or mark as "Not To Scale".
- Provide the following drawings: "Front", "Side", "Rear" and "Roof" Plan Views of the new section. Existing walls, windows, roof, and roof interface must be identified in drawings.
- Indicate all dimensions (length, width, height) on all drawings indicating new and existing conditions.
- Label locations and type of building materials.
- Provide a "Grading Plan" if the proposed work requires changes to existing grades or drainage areas.
- Indicate utility relocation if applicable.

CONSTRUCTION SUPPLEMENTAL INFORMATION

- Photographs of areas for the proposed work.
- Brochure information or photographs showing similar type of work.
- Samples of materials, color charts, patterns, textures and coatings.
- Any other pertinent information that will aid in evaluating the application.
- Foundation Planting Plan for solid wall additions.

----- **LANDSCAPE/HARDSCAPE MODIFICATIONS** -----

LANDSCAPING WORK (New or Modified)

- Provide a plan indicating location of new or replacement plants.
- Provide a plant list of materials to be used including plant names, quantity and size.

HARDSCAPE WORK (New or Modified)

- Provide dimensioned drawings for all proposed site improvement such as walks, driveway modifications, patios, or any other landscape feature. Material, color and all dimensions of item, including distance to property lines and set backs.

LANDSCAPE/HARDSCAPE SUPPLEMENTAL INFORMATION

- Photograph of area where work is to be performed.
- Brochure information or photograph showing similar type work.
- Any other pertinent information that will aid in evaluating the application.

----- **ADDITIONAL INFORMATION** -----

OTHER HOME IMPROVEMENTS

- Submit any additional product information, photographs etc., that best describes the proposed work.
- Landscape Accessories/Ornaments.
- Photograph/Catalog picture of each item with dimensions

* If all of the required information is not submitted with your application, the application will be viewed as incomplete and will not be submitted for committee review and returned requesting additional information.



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PROPERTY MODIFICATION APPLICATION INSTRUCTIONS

NOTES:

- Up to three (3) modification applications may be submitted per application fee.
- Architectural Review Committee (ARC)

Homeowner Information:

1. Homeowner: The name entered must be an individual who is on the title for the home.
2. Date: Enter today's date.
3. Address: Enter the property's address.
4. Phone / Cell: Enter your phone number and cell number.
5. Email: Enter your email address.
6. Work Will Be Performed By: Check 'Homeowner' if you will perform this modification on your own. Check 'Contractor Company / Phone' if a third party will be performing this work. Enter the person's name or company and phone number.

Type Of Modification:

1. Check the block that describes the type of modification you are requesting. See the "Required Approvals for Modification Activity" Section in the Rules, Regulations & Design Guidelines document for guidance on what block to check.
2. If the type of modification is not listed, check the 'Other' block and indicate what type of modification you are requesting.

Property Status:

1. Are there any current violations or HOA fees due? If yes, violations must be corrected and fees paid in full for this application to be approved. Contact the Baynard Park management company if you are not sure.

Description Of Proposed Work:

1. Enter a detailed description of the work / modification you are requesting to be performed. The more detail you can provide will aid in the ARC's review process.
2. Attach additional pages as required (drawings, plans, sketches etc.)

Building Permit:

1. It is the Homeowner's responsibility to determine whether a building permit is required.
2. Check yes or no to indicate whether or not a building permit is required.
3. If a building permit is required, attach a copy of what was submitted to the city.

Submit Checklist:

1. Complete the submission checklist to ensure you are providing all necessary information to the ARC to prevent delays in processing your application.
2. A Plot Plan is required with all applications.
3. For dwelling unit modifications, complete the "Construction" and "Construction Supplemental Information" checklist items that apply.
4. For landscape modifications, complete the "Landscape Work", "Non-structural Landscape Work" and "Landscape Supplemental Information" checklist items that apply.



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5. For additional information, complete the "Other Home Improvement" checklist items that apply.
6. Enter the number of pages attached including the submission checklist.
7. Enter the proposed or estimated start date.

Homeowner Signature:

1. Please print your name and sign the application indicating all information is accurate to the best of your knowledge.

ARC Approvals:

1. The ARC will indicate whether your application is approved or not.
2. If approved, the modification requested will be required to be completed within 90 days of the approval date unless an extension is approved.
3. If not approved, you will be required to submit a new application with changes requested in the comments section. Resubmissions do not require another fee.