

LAKE CHARLESTON MAINTENANCE ASSOCIATION

**MASTER ASSOCIATION DESIGN REVIEW BOARD APPLICATION:
HOME ADDITION**

Date Submitted:
Received by:

DATE: _____ Phone: _____ HOME OWNER NAME: _____

DRB for: _____ ADDRESS: _____

EMAIL ADDRESS: _____ SUBDIVISION: _____:

Choose one: <input type="checkbox"/> Contractor is doing installation <input type="checkbox"/> Homeowner is doing installation
Provide Site Plan Drawings and/or Survey detailing <i>*SPECS AND DIMENSIONS*</i>
Improvement Description: _____
Location: _____ Type : _____
Other Details: _____

▪ Structural Improvement- Requires site plan drawings and/or survey with improvement specifications, materials used and setback requirements. Roof Tiles must match existing roof on structure.

Initial to ensure that you have attached each one: ___ Proof of Contractors license and Insurance (Workers Comp & Liability with your name and address as certificate holder) ___ Printed color photos showing area to be improved at time of application as well as full front of home ___ Site plan, Diagram or marked Survey and Engineered Drawings Required ___ \$250 refundable deposit. Checks made payable to LCMA.
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APPROVALS ARE GIVEN BY THE DESIGN REVIEW BOARD (DRB) AND ARE NECESSARY PRIOR TO WORK COMMENCEMENT! The DRB must provide a decision within 30 days of date stamped on this application and the project must be completed within 120 days of it. I hereby certify that this application is in accordance with the current LCMA Rules and Regulations (R&R) with all requirements attached to this application and consent is given to LCMA employees to access property regarding this application.

Your check is deposited upon submission and will be returned within 30 days after final inspection provided that: 1. LCMA office is notified that your project is completed. 2. Compliance Officer has inspected that project was completed as per DRB approval. 3. There is no damage to common property.
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Homeowner signature X _____ DATE: _____

Homeowner signature X _____ DATE: _____

LCMA STAFF ONLY do not mark beneath this line

<input type="checkbox"/> APPROVED as submitted.
<input type="checkbox"/> APPROVED subject to: _____
<input type="checkbox"/> DISAPPROVED because it does not conform to the aesthetics of the Sub-Division and/or Community as per Article X Section 2.
<input type="checkbox"/> DISAPPROVED because it does not conform to the Rules and Regulations and/or Covenant Restrictions: _____
<input type="checkbox"/> INCOMPLETE - Please resubmit and include the following information:

REVIEWED BY: _____ **Date:** _____