



HEATHER  
GLEN

**ARCHITECTURAL REVIEW REQUEST**  
**Heather Glen Community Association, Inc.**

c/o AAM LLC  
2411 N Oak St, Suite 404E  
Myrtle Beach SC 29577  
864.340.8001 euzmack@associatedasset.com

FOR OFFICE USE ONLY

Date Received from Owner \_\_\_\_\_  
Review Time Allowed UP TO FORTY-FIVE (45) DAYS  
Crucial Date \_\_\_\_\_  
Date Sent to Committee \_\_\_\_\_  
Date Rcvd From Committee \_\_\_\_\_

ARCHITECTURAL APPROVALS ARE GRANTED PURSUANT TO APPLICABLE COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's) of the Heather Glen COA. It is the responsibility of the owner to assure their project is compliant with all CC&R's, Policies, Architectural Guidelines, and Rules and Regulations, if applicable.

For the Owner: Please completely fill out **Sections 1, 2, 3 and 4** below for your submittal and sign. Leave no line blank.

If question does not apply to your request, please indicate with "Not Applicable" or "N/A".

Important Note: Beginning any work on an unapproved submission may subject the applicant to corrective measures by the Association, including its removal and/or restoration to pre-existing of the project at the Owner's expense.

**SECTION 1 – GENERAL INFORMATION** Heather Glen Community Association, Inc.

Owner Name(s) (print): \_\_\_\_\_ Date: \_\_\_\_\_, 202\_\_

Project Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Best Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

**SECTION 2 – ARCHITECTURAL REVIEW REQUEST SPECIFICS**

**TYPE OF ADDITION OR CHANGE(S) REQUESTED (i.e. LANDSCAPING, STORM DOOR, DECK, PATIO ENCLOSURE, ETC.):**

\_\_\_\_\_  
\_\_\_\_\_

**DETAILED DESCRIPTION OF ABOVE PROJECT AND/OR IMPROVEMENT (please use separate sheet if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED DATE OF COMPLETION:** \_\_\_\_\_, 202\_\_ **DOES YOUR PROJECT REQUIRE A DUMPSTER?:** YES NO

**NAME OF COMPANY/CONTRACTOR EXPECTED TO PERFORM WORK:** \_\_\_\_\_

Note: It is the responsibility of the owner to ensure all contractors on your project adhere to all HOA regulations.

**ADDITIONAL REQUIREMENTS**

1. *Attach a copy of your House Location Plot Plan (required with your application). Please mark this plan with the location(s) of the proposed improvement(s). (i.e. Mark the desired location of trees, patio extension, etc.)*
2. *For fencing requests, please indicate the type and height of fencing and clearly indicate on the House Location Plot Plan when you intend to install the proposed fencing on the Property.*
3. *Measurements from existing structures and property lines must be shown. Proposed improvement(s) cannot be located in any drainage or utility easements or setbacks, unless specifically approved by County or the ARC.*
4. *Please provide any illustrations, brochures or visual information of your proposed project for ARC reference.*

**SECTION 3 – ATTACHMENTS FOR THIS REQUEST**

ENCLOSED ATTACHMENTS: (Check all that apply to your Submittal) – "X" is Required

- House Location Plot Plan      \_\_\_ Applicable Drawing(s)      \_\_\_ Product or Manufacturer's Brochure(s)
- \_\_\_ Product / Paint Sample(s)      \_\_\_ Pictures ( x \_\_\_ )      \_\_\_ Other Supporting Documents / Information

**SECTION 4 – ACKNOWLEDGEMENTS AND SIGNATURE (REQUIRED)**

I fully understand and agree:

1. Work on the project has not, nor will be, started until approval is received in writing from Management Company, the Heather Glen Board of Directors and/or ARC Committee.
2. I understand that my improvements must be completed per specifications or approval is withdrawn.
3. I am responsible for the timely completion of the project and the prompt removal of any related debris. Please refer to HOA Guidelines for specific project timeline requirements, if applicable.
4. It is my responsibility to comply with the zoning, building codes laws, etc., of all governmental authorities. I understand that Association approval does not constitute approval of the local building department and I may be required to obtain a building permit.
5. It is my responsibility to ensure all contractors are properly insured and require a Certificate of Insurance.
6. If an easement exists on my property, it will be referenced and located before any work begins.
7. I will follow the rules of the Protective Covenants, Architectural Guidelines and Rules and Regulations.
8. Approval by ARC is for aesthetic considerations only and does not represent structural integrity or soundness of construction.
9. Submission of this request gives permission of a member/members of the ARC Committee/Board of Directors and Management Company to walk the owner's property to view/inspect the proposed project request before being started as well as upon completion.

**Homeowner Signature is REQUIRED below. No substitutes allowed, including the Contactor performing the work.**

**Failure to sign below will result in a returned application to the owner.**

Owner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_, 202\_\_  
(Signature - Required)

IMPORTANT: Please submit your completed request to:

**ARC Review Request, c/o Associated Asset Management, 2411 N Oak St, Suite 404E, Myrtle Beach, South Carolina 29577**  
**Office 1 (864) 341-8001 Email completed application to: [euzmack@associatedasset.com](mailto:euzmack@associatedasset.com)**

**- DO NOT FILL OUT BELOW THIS LINE -**

**SECTION 5 – FOR ARCHITECTURE REVIEW COMMITTEE (ARC) / BOARD OF DIRECTORS USE ONLY**

Application Sent to Committee: \_\_\_\_\_ Date: \_\_\_\_\_, 202\_\_

ARC Committee Final Decision: APPROVED \_\_\_ APPROVED, SUBJECT TO CONDITIONS \_\_\_ DENIED \_\_\_

Please reference the supplied ARC Response Sheet for the Committee's decision and any conditions or details.