

HOLLY TREE HOMEOWNERS ASSOCIATION  
APPLICATION FOR ARCHITECTURAL CHANGE

To: Holly Tree HOA  
400 Regent Park Court, Ste 100  
Greenville, SC 29607  
admin@infohoa.com

From: \_\_\_\_\_ Phone: (H) \_\_\_\_\_  
Address: \_\_\_\_\_ (W) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

*In accordance with the Association's documents, Architectural Review and Covenants and Restrictions, I hereby apply for written approval to make the following exterior alternations or changes to my property.*

Request Date: \_\_\_\_\_ Received By: \_\_\_\_\_

\_\_\_\_\_ **Information Complete - Sent to ACC**  
\_\_\_\_\_ **Information Incomplete - Return to Owner**  
\_\_\_\_\_ **Final Inspection and Sign-Off**

Directions:

The Declaration of Covenants requires that you submit all proposed exterior additions, changes or alterations to the Architectural Committee for approval; this includes, but is not limited to, all building and structural exterior additions, modifications, and/or improvements, fences, walls, driveways, landscaping pools, color changes, etc. In order to be considered by the Committee, your application for architectural change must include:

1. Site plan
2. Location of house, easements, and improvements on site plan
3. The plans and specifications (sketch, photo, catalog illustration, etc.) showing the nature, kind, shape, color, height, size, and materials;
4. A clear concise written description of the project
5. Material list including colors, etc.
6. Timeline - Start and Finish
7. A signed application form.

*This form reflects the most often requested approval types. If you do not see a category that matches the nature of your request, please use the "Other Feature" section for your request.*

**Roofing**

Brand: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_ Style: \_\_\_\_\_  
*(A product sample may be required with this application)*

**Exterior Color**

Brand: \_\_\_\_\_ Color# and Name: \_\_\_\_\_  
*(A product sample may be required with this application)*

**Fencing**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_  
*(A lot layout showing the location of the proposed fencing along with a diagram of the fencing type is required with this application.)*

**Landscaping**

Tree Type: \_\_\_\_\_ Location: \_\_\_\_\_ Planting Size: \_\_\_\_\_ Mature Size: \_\_\_\_\_  
*(A lot layout showing the location of the proposed trees, bushes, etc demo and installation is required with this application.)*

**Decks/Porches**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

Height off the Ground: \_\_\_\_\_ Height at the Eaves: \_\_\_\_\_

*(A lot layout showing the location of the proposed deck/porch along with a picture and cross section view of the structure is required with this application.)*

**Solar Panels**

Location: \_\_\_\_\_ Size: \_\_\_\_\_ Contractor: \_\_\_\_\_

*(A lot layout showing the location on the roof is required with this application.)*

**Other Features**

Feature

Description: \_\_\_\_\_

Color: \_\_\_\_\_ Size: \_\_\_\_\_ Material: \_\_\_\_\_ Height: \_\_\_\_\_

**Additional Information:**

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

**Link to County GIS for Plot: <https://www.greenvillecounty.org/appsAS400/RealProperty/>**

Owner's Acknowledgement:

I/We acknowledge and agree:

1. that approval by the Architectural Committee, including any individual member thereof, shall in no way be construed as to pass judgment on the correctness of location, structural design, water flow/drainage, location of utilities, compliance with building or zoning codes, or other qualities of the proposed design;
2. that approval of the design shall not waive the right of the Architectural Committee to disapprove such a design, or any element thereof, if such a design is subsequently submitted for approval in any other instance; and
3. that no work on this proposed change shall commence until approval of the Architectural Committee has been received by me.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Note: Approval by the Architectural Committee does not constitute approval by local governing agencies. It is the sole responsibility of the applicant to determine and comply with all governmental regulations, statues, codes and zoning requirements. It is the responsibility of the applicant to secure any and all permits, inspections, authorization, and/or permission from government agencies prior to work commencement. It is the applicant's sole responsibility to ensure that any work commencing is within the property limits and meets all building setbacks and easement restrictions.**

It is the applicant's responsibility to protect all elements inside the Association easements, and to return any area distributed by the installation of a modification to the same standards as previously existed. **Work must commerce within 90 days of dated approval letter and be completed within \_\_\_\_\_ months of the start date. The Homeowner shall inform the board of the completion date within 3 days of completion. If the Homeowner fails to provide a start date then the ARC will assume the project started on the date of the approval letter and the \_\_\_\_\_ month completion requirement is calculated from that date. Upon completion of the improvement, the**

**Association shall review and determine that the installation is in compliance with the approval provided.** If the improvements are deemed incomplete or further work is necessitated, applicant shall be provided with a deadline for the completion of the work. If the improvements are not completed to the satisfaction of the Association within the timelines provided, the Association may impose penalties until completion occurs.

Upon receipt of a completed application, the Architectural Committee will decide whether to approve/disapprove the proposed change(s), addition(s), modification(s), and/or improvement(s). **The Architectural Committee has absolute and exclusive right to refuse to approve any building plan, specification, materials, design, lot grading or landscaping plan of any thing or structure which in the opinion of the Architectural Committee are not suitable or desirable for any reason whatsoever, including purely aesthetic reasons.**

### FOR COMMITTEE USE ONLY

**1. Architectural Review Committee Decision:**

\_\_\_\_\_ Approved      \_\_\_\_\_ Conditional Approval      \_\_\_\_\_ Denied

ARC requirements or comments on application (if any): \_\_\_\_\_  
\_\_\_\_\_

**Architectural Control Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2. Final Review of Completed Project:**

\_\_\_\_\_ Complete      \_\_\_\_\_ Incomplete      \_\_\_\_\_ Other

ARC requirements or comments on application (if any): \_\_\_\_\_  
\_\_\_\_\_

**Architectural Control Committee Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_