

**OMNI COMMUNITY ASSOCIATION MANAGERS**  
**Architectural Approval Form**

(Please be as detailed as possible)

- Allow sixty (60) days for approval process
- Homeowner is responsible for obtaining any necessary building permits

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**PLEASE COMPLETE THE APPLICATION IN FULL. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

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PLEASE CHECK THAT YOUR APPLICATIONS INCLUDES THE FOLLOWING:

- Surveyor's/Plat Plan with area of proposed change clearly marked
- A Community Map showing owner's lot (can be found on community website).
- Picture of item to be constructed or added to home.
- Completed Architectural Approval Form

PLEASE SEND COMPLETED FORM TO:EMAIL:  
**ARBRequests@gmail.com OR FAX: 1-866-750-8258**

Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
Address \_\_\_\_\_ Community \_\_\_\_\_  
Phone \_\_\_\_\_ Fax/Email \_\_\_\_\_

Please describe the change in detail including proposed structure, materials to be used and/or size (height) and square footage.

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

List any required building permits. \_\_\_\_\_

As marked on you plat plan, does this addition/improvement extend into any Common Area, Drainage, Utility, or Sewer Easement, Landscape or Lake Easement? \_\_\_\_\_

Who will be performing the work? \_\_\_\_\_

What is the proposed start date? \_\_\_\_\_

Does your property border a lake or walking trail? \_\_\_\_\_

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ Date: \_\_\_\_\_

Omni Community Association Managers  
6650 Rivers Ave  
North Charleston, SC 29406  
888.541.0018

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**OFFICE OF ARCHITECTURAL REVIEW**  
**(PLEASE DO NOT WRITE ON THIS FORM)**

HOMEOWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

Your ARB requests recieved on \_\_\_\_\_ for installation or construction of \_\_\_\_\_  
has been reviewed by the Board.

YOUR REQUEST HAS BEEN:

APPROVED

APPROVED WITH CONDITIONS & Restrictions

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

**FENCING:** All fences must be located on property lines unless otherwise approved and must tie into any existing fences if applicable. Wood fencing must be a natural wood finish and must be waterproofed annually. A permit must be obtained from the city and/or the county per building codes. An easement permit must be obtained from the city and/or county if your fencing is installed in an easement. If fencing is placed in an easement removal of the fencing to accommodate easement access is the homeowner's responsibility. Construction of the fence may not take longer than 14 days from start to finish.

**LANDSCAPING:** Homeowner is responsible for installing landscaping properly without disrupting the flow of drainage and/ or grade of the land. If the flow of the land is disrupted or causes water to gather, the homeowner is responsible for remedying the situation per the Board's request. Landscaping must not obstruct view of traffic or inhibit view for neighboring homes.

DENIED

REASON FOR DENIAL:

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

Sincerely,  
Jennifer Koonce  
Omni Management Services

BELOW TO BE COMPLETED BY OMNI

COMPLETION DATE OF PROJECT \_\_\_\_\_ COMPLETED PER APPROVAL YES NO  
COMMENTS \_\_\_\_\_

REVIEWED BY REPRESENTATIVE OF OMNI \_\_\_\_\_ Initial Here \_\_\_\_\_

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