



Tennyson at Park West

Request form for the Architectural Review Board (ARB) for any home modification

Date: _____ Lot# _____ Phone: _____

Address: _____

Owner: _____

Describe project:

Start Date: _____

Completion Date: _____

Building Permit Required: _____

Attach the following for review:

1. Plat showing location of project (fence, deck, etc) with house, driveway, property and setback lines.
2. Sketch or drawing to scale illustrating project with dimension of structure and materials. All drawings should be easily understood. The ARB may require additional drawings or information for final project approval.
3. Submit color (if applicable).
4. Before construction and after construction pictures must be submitted.
5. Homeowners need to notify the ARB when construction begins and all construction must be completed within 90 days from the start of construction. Street and sidewalks are required to be cleaned daily. Commercial contractors are required to remove all debris and there will be a \$250 fine for curb side debris placement.
6. The following are deposit requirements for ARB projects:
Pool: \$1,000 Pool w/cabana: \$2,500 Exterior Painting: \$500 Landscaping: \$250 Other: \$250/\$1000
The deposit will be held until project is completed. Upon request for a final inspection, deposit will be given back providing project is in compliance and is completed according to approved submittal. Deposit subject to forfeiture if project is not in compliance with approval submittal, at which time ARB will take the necessary steps for compliance. Homeowners must request an extension if project is not completed within the allotted time or deposit will be forfeited.

Make check payable to: Tennyson at Park West, Inc.

Mail / E-Mail request to:

USPO: Gold Crown Management
2850 Ashley Phosphate Rd., Ste B
North Charleston, SC 29418

Community ARB Coordinator: Erica Rowe

E-Mail: erica.rowe@gold-crown.com

843-751-4027

Please allow 2-4 weeks for review.