

Morning Mist Homeowners Association, Inc.
Architectural Approval Request Form

HOMEOWNER NAME: _____

ADDRESS: _____

LOT #: _____

PHONE #s: Daytime: _____

EMAIL ADDRESS: _____

DATE SUBMITTED: _____

The Architectural Review Committee has 30 days to review your request.
Please wait for written approval before starting any projects.

TYPE OF MODIFICATION:

A. Out Building: (Must match existing home, see guidelines) Size: (W) _____ (L) _____ (H) _____ (10' max)

Siding: Wood _____ Vinyl _____ (no aluminum and only one Out Building permitted per Lot)

B. Deck: Size: (W) _____ (L) _____

C. Fence: 6' Privacy _____ Dog-Eared Shadow Box _____

Other (describe in detail) _____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAT MAP SHOWING LOCATION OF MODIFICATION doing so will speed the request process along:

- | | |
|--|---|
| 1. Location | 7. Plans/Drawings/Photo/Brochure |
| 2. Size | 8. Roof Design |
| 3. Color | 9. Exterior Finish |
| 4. Material | 10. Dimensions |
| 5. Contractor | 11. Utilities |
| 6. Copy of Property Plat Map, with Proposed changes/ | 12. Types of plants, quantities, addition or removal, existing or new plant bed, edge treatment |

Additions shown

WHAT IS YOUR ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY

Requests should be submitted to: **Morning Mist Homeowners Association, Inc.**
213 E. Butler Rd, Ste E2, Mauldin, SC 29662
and email to: arc@morningmisthoa.com and morningmist@hoapartner.com

****NOTE: Homeowner is responsible to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.**

Page 1 of 4 (pg 3 is for internal use and will be forwarded to the architectural committee for their response along with this completed form, pg. 4 lists guidelines for filling out the form)

Morning Mist Homeowners Association, Inc.
Architectural Approval Neighbor Awareness Form and Statement

The attached plans were made available to the adjacent neighbors whose signatures appear below. Their consent or objection is below.

FACING NEIGHBOR # 1 (across the street)

Name: _____ Signature _____

Address: _____ Phone: (____) _____

Objection: YES ___ NO ___

ADJACENT NEIGHBOR # 2 (side)

Name: _____ Signature _____

Address: _____ Phone: (____) _____

Objection: YES _____ NO _____

ADJACENT NEIGHBOR # 3 (side)

Name: _____ Signature _____

Address: _____ Phone: (____) _____

Objection: YES _____ NO _____

ADJACENT NEIGHBOR # 4 (back)

Name: _____ Signature _____

Address: _____ Phone: (____) _____

Objection: YES _____ NO _____

ADDITIONAL IMPACTED NEIGHBOR- (if any)

Name: _____ Signature _____

Address: _____ Phone: (____) _____

Objection: YES _____ NO _____

I have conferred with the neighbors as shown above, and they have had an opportunity to review the plans, and proposed changes to my property. I / We are submitting for HOA Board /Architectural Committee the approval of the attached property improvement / changes. **We understand that neighbor objections do not in themselves cause denial.** However, the Board and/or Architectural Committee will contact the neighbors to determine their objection if necessary.

SUBMITTED BY: Property Address: _____

Property Owner(s) Name (printed): _____

Signature: _____ Date: _____

Page 2 of 4 (pgs. 1&2 being the request completed by the homeowner)

ARCHITECTURAL COMMITTEE RESPONSE FORM

Date Received: _____ Complete Information Received: ___ Yes ___ No

If No, Additional Information Required: _____

Date Notified Homeowner need additional information: _____

Date Received Complete Information: _____

Date: _____

Approved: _____ Approved with Revisions: _____ Not Approved: _____

Revisions Required:

Reasons for Denial:

ARC Representative: _____

Notification to homeowner forwarded on: _____ by _____

Guidelines for Submitting an Architectural Request

In order to submit a request for architectural changes you must adhere to the following guidelines.

1. Fill out the attached "**Architectural Approval Request Form**".
Please include all the requested information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, and types of plants quantities to be used.
2. Include with your request a copy of your **Plat Map or Lot Survey**.
You should have received this document at your closing. If you do not have a plat map you will need to contact your county Tax Department.
3. You must also include a **brochure, photo, picture or drawing** of what the project will look like when it is completed.
4. **Homeowner is responsible** to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to. The Homeowner is responsible for any drainage area or encroachments on any easement shown on the Plat affected by any modifications.
5. **Offensive structures** or landscaping that does not maintain the harmonious appearance of the subdivision, or does not project the appropriate image commensurate with neighborhood will not be approved.
6. **Lots adjoining the common** areas are subject to more restrictive rules and guidelines regarding improvements and changes such as fences, outbuildings, etc. Approvals will be made on an individual basis.
7. **Pools** - Above ground pools are **not** permitted. Swimming pools must have a 6 foot Dog-Eared Shadow Box fence around the back yard.
8. **Playground Equipment** - All playground equipment must be approved by the ARC. Trampolines will not be approved, unless enclosed by a privacy fence. Portable basketball goals must be stored when not in use. Basketball goals must not obstruct the right of way or sidewalks (permanent or portable).
9. **Dog Kennels/Dog House** - Galvanized animal kennels or quarters are **not** permitted. Dog kennels must be connected to your home. A doghouse must be primarily made of wood and must match the existing home. Metal and plastic doghouses are not acceptable. Doghouses must be located at a maximum of 3 feet from the rear of your home.
10. **Fencing** - Privacy fencing must be treated pine. Fencing cannot exceed 6 feet high in height. Dog eared, shadowbox style is the only permitted style for privacy fencing. No fencing shall be located any closer than the rear foundation line of the home.
11. **Outbuilding** - Outbuildings cannot exceed 120 square feet (10x12), and cannot exceed 10 feet in height, and only one out-building per lot. The siding and roof color must match your existing home (no aluminum). All out-buildings must be primarily made of wood. Metal out-buildings are **not** acceptable. All out-buildings must follow side yard setback requirements, and be at least 1 foot from side and rear lot lines. Carports are not acceptable.

Your request cannot be processed without all of the above information included.

Incomplete requests will be returned to the homeowner for completion.

IT TAKES 30 DAYS TO PROCESS AN ARCHITECTURAL APPROVAL REQUEST AND RETURN A RESPONSE TO THE HOMEOWNER.

NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL COMMITTEE.

Page 4 of 4 (pg 1 being the request completed by the homeowner)