

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**DATE OF APPLICATION** \_\_\_\_\_

**OWNER** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**WRITTEN DESCRIPTION OF MODIFICATIONS**

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

Required information is outlined on the following page. The application, fee and required documents must be completed and submitted by the Owner or agent before the commencement of any construction activity or alteration of any type, including landscaping. Please submit to:

J Timothy Hance, Architect; 1314 Lincoln Street #212, Columbia, SC 29201;  
tim@timhance.com; 803-933-0600

You will be notified of the results within three (3) weeks of the date of submittal. If changes are required, one set of plans along with a letter outlining any required changes will be returned to you. The second set of plans will be retained by the ARB. Any required changes must be incorporated into the plans prior to being re-submitted.

If there are no changes required, the Application will be signed and returned to you as final approval for construction.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Status

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
For the ARB

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$300.00 DESIGN REVIEW FEE, made payable to Timothy Hance, Architect

\_\_\_\_\_ CERTIFICATE OF COMPLIANCE

\_\_\_\_\_ SITE PLAN, SURVEY OR PLAT: (1"=20' minimum) Including location of existing house with setbacks, proposed addition, dimensions, appropriate notes and any trees to be removed that are larger than 4" in diameter.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ FLOOR PLANS: (1/4" = 1'-0") Including plans for all levels, new square footage, dimensions and appropriate notes.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR ELEVATIONS: (1/4" = 1'-0") All sides necessary to show the complete addition or renovation. Elevations should include information depicting the exterior design, materials, roof pitches, window and cornice details, decks, terraces, railings, etc. You may also simply note that the new construction will match the existing, in which case photographs of the existing house must be provided.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ EXTERIOR COLORS: Provide color samples or photographs of the existing house and the proposed new colors. You may also simply note that the new colors will match the existing, in which case photographs of the existing house must be provided.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

\_\_\_\_\_ LANDSCAPE PLAN: Plan or sketch including proposed plant materials with sizes and quantities, sodded and natural areas, trees, etc.

\_\_\_\_\_ **APPROVED**      \_\_\_\_\_ **DISAPPROVED**

Belleclave Community Association, Inc.  
**Architectural Review Application - Additions and Renovations**

**CERTIFICATE OF COMPLIANCE**

The Belleclave Community Association, Inc. expects all Owners to willingly comply with all requirements outlined in the ARB Guidelines for Design and Construction. Failure to comply may result in substantial delays or stop work, in addition to penalties. This form should be submitted once a contractor has been selected. The Owner or Agent may submit the form to:

Tim Hance, Architect  
1314 Lincoln Street, Suite 212  
Columbia, South Carolina 29201  
tim@timhance.com

The UNDERSIGNED does CERTIFY to The Belleclave Community Association, Inc. that the building structure addition and/or renovation located at:

\_\_\_\_\_

will be constructed in compliance with the recorded covenants and final plans approved by the ARB on \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

CONTRACTOR: \_\_\_\_\_  
Signature

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
For the ARB