

Belleclave Community Association, Inc.  
**Architectural Review Application - Pools, Fences, Front Yard Landscaping and Site Elements**

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

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

**WRITTEN DESCRIPTION OF MODIFICATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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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:

Timothy J 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

**SUBMITTAL CHECKLIST**

\_\_\_\_\_ \$150.00 DESIGN REVIEW FEE, made payable to Timothy Hance

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

\_\_\_\_\_ SITE PLAN, SURVEY OR PLAT: (1"=20' minimum) Including location of existing house with setbacks, dimensions, appropriate notes, any trees to be removed that are larger than 4" in diameter and the location of the proposed pool, fence, front yard landscaping and/or site element.

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

\_\_\_\_\_ POOLS ONLY: Scaled drawings and details necessary to show the entire pool with any adjacent decking, fencing, etc. with dimensions and appropriate notes

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

\_\_\_\_\_ FENCES ONLY: Drawings and/or photographs of the proposed fence style with materials, color and height noted.

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

\_\_\_\_\_ FRONT YARD LANDSCAPING ONLY: Plans and/or sketches including proposed plant materials with sizes and quantities, sodded and natural areas, trees, etc.

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

\_\_\_\_\_ SITE ELEMENTS ONLY: Drawings and/or photographs of the proposed site element, including a description of the size, color and materials.

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