

**Palmetto Pointe Townes, OA**  
**Architectural Review Board Application**

Revised Oct. 27, 2016

All exterior changes to the home must be approved by the Homeowner Association's Architectural Review Board (ARB). The ARB's job is to help maintain the high value of your assets and of your home. This form must be submitted for consideration by the ARB of any changes to the exterior of your home or property. For example, installation of fences, gas tanks, play equipment, repainting, etc.

<b>Homeowner Name:</b> _____	<b>Date of Submittal:</b> _____
<b>Address:</b> _____	
<b>Phone Number:</b> _____	<b>Email Address:</b> _____

**NOTE: A non-refundable processing fee of \$50.00 is required to be submitted with your application in the form of a check or money order, made payable to "Palmetto Pointe Townes, OA."**

Please supply details for your project including, but not limited to: location, size, materials, color and estimated time for completion. Please submit a site survey (or "plat") for any additional structures with the new structure drawn on the survey. For example, installation of a fence, play equipment, pool or spa would require a survey with the new structure drawn on the survey. *You may use additional paper or the back of this form for more room if necessary.*

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Homeowners will receive email notification of the ARB's decision within **60 business days**. Once approved, it is the homeowner's responsibility to insure that the installation complies with the submitted and approved request. Please review the ARB guidelines prior to submitting your request.

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**Homeowner Signature**

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**Date**

**Please return this form and all additional information to:**

*IMC Resort Services Inc., 181 Bluffton Rd. C103, Bluffton, SC 29910*

**Ph:** (843) 785-4775 ext. 210 **Fax:** (843) 815-4174 **Email:** Bluffton@imchhi.com

<b>For Office Use Only</b>
Date Received: _____
Check/M.O. #: _____