

# Rollingwood HOA

## Application for Architectural Review and Approval

Please print. Use additional sheets as needed.

<b>Homeowner / Contact:</b> _____	<b>Application Date:</b> _____
<b>Address:</b> _____	
<b>Phone:</b> _____	<b>Email:</b> _____
<b>Type of Project:</b> _____	
<b>Proposed Start Date:</b> _____	<b>Proposed Completion Date:</b> _____

Please follow the steps below to prepare and submit your Architectural Review application. Applications without the information below cannot be accepted or approved.

### Step 1: Verify Your Project Complies with the HOA Governing Documents

- Access the [RollingwoodHOA.org](http://RollingwoodHOA.org) Website and click the **Download Docs** tab at the top of the page. **OR** Go to **Documents** on the PayHOA website (<https://www.payhoa.com/auth/login>).
- Click and review the two documents:
  - Rollingwood Covenants – Article VI. Architectural Control (Pages 9 – 14)
  - Amendment of Covenants (for **Fence** requests)
- Note that the Architectural Review Committee has 15 days from receipt of a **correctly and fully completed** application to respond to your application.

### Step 2: Review Plans with City of Rock Hill

Determine if your planned work requires a **Building** or **Zoning** permit from the City of Rock Hill:

- Review the **Residential Building** and **Zoning Permits** requirements on the [www.cityofrockhill.com](http://www.cityofrockhill.com) Website > **Departments > Planning and Development > Permit Application Center**.
- Contact the **Permit Application Center** to discuss your plans and determine the City requirements.
- Complete **any applicable Form(s)** required by the City. Forms include, **but are not limited to**:
  - Residential Addition or Renovation Checklist
  - Fence Plan Submittal Checklist And Permit Application
  - Driveway, Patio Or Paving Application
  - Zoning Permit Application For Accessory Buildings

Have you reviewed the City of Rock Hill Website?	YES	NO
Have you contacted the City of Rock Hill <b>Permit Application Center</b> ?	YES	NO
Does the <b>City</b> require a <b>building</b> and/or <b>zoning</b> permit?	YES	NO
If <b>YES</b> , please attach to this Architectural Review request your <b>completed application form(s)</b> . In most cases, you will need to include the HOA ARC approval with your application to the City. <i>Please provide a copy of your City-approved application to the ARC contact for our records.</i>		
If <b>NO</b> , provide the reason as listed on the City website and/or discussed with the City Contact:		

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### Step 3: Notify Your Neighbors

Notify any neighbors of your planned work/project if in their line of sight. This notification does not constitute approval by the neighbor. Approvals are granted only by the ARC, but notification of the neighbors is encouraged and will assist and possibly accelerate the review process.

Neighbor Name	House #/Street	Method of Notification (In person, Phone, Email, Letter)

**IMPORTANT:** For a fence or other project that abuts a neighbor’s property line, the ARC member also will contact the neighbor(s) to provide notification and confirm their agreement.

### Step 4: Homeowner/Applicant Acknowledgement

**I, as the Applicant, acknowledge the following:**

- All improvements must be constructed in accordance with the design guidelines in the Governing Documents.
- All improvements must be constructed in accordance with the laws, rules, regulations, and building codes of governmental authorities having jurisdiction. Approval of this application does not constitute approval by any governmental authority, nor does it constitute a building permit.
- If this request is approved, any change from what has been approved must also be submitted for approval prior to making the change.
- I understand that starting a project before receiving HOA approval could result in the Association requiring that the property be restored to its prior condition.
- I understand that all work must be completed within one year of receipt of project approval.
- The information contained herein is true and correct to the best knowledge and belief of the Applicant(s)/Homeowner(s).

**Homeowner Signature(s)**

**Date**

\_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

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### Step 5: Submit the Application

Submit this **application and all supporting documents** for review and approval of the Rollingwood HOA Architectural Review Committee (ARC). **Important:** The 15-day response is based on **receipt** date of **all** required information, documentation and a **complete** form.

<b>PayHOA Website</b>	Scan all pages of the completed form and supporting documents.	Log on to the PayHOA site ( <a href="https://www.payhoa.com/auth/login">https://www.payhoa.com/auth/login</a> ). Click the <b>Architectural Requests</b> widget at the top. Create your Architectural Request and upload your scanned documents file.
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### For Use by Architectural Review Committee (ARC)

**Important:** The 15-day response is based on **receipt** date of **all** required information, documentation and a **complete** form. Be sure **Date Received** is updated to reflect receipt of **all required** information.

Date Received:		<b>Due Date</b> for Decision: (15 days after <b>receipt</b> )	
Decision and HO <b>Notification Date:</b>			
ARC Member Name (Printed):			
ARC Member Signature:			
Decision:		Approved	
		Approved, but Homeowner (HO) to provide HOA with a copy of the City Permit(s), when received	
		Approved with Conditions (detailed below)	
		Not Approved/Incomplete Application (detailed below)	
Date HO Provides City Permit Copy (if applicable):			
Conditions for Approval (if applicable):			
Reason(s) Not Approved _____			

***Use additional sheets as needed.***