



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

Board Review: \_\_\_\_\_

**HOLLOW OAK  
ARCHITECTURAL CONTROL COMMITTEE APPLICATION**

**PROPERTY INFORMATION:** *This section must be completed.*

Property Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

E-Mail or Alternate Contact Information: \_\_\_\_\_

**PROPOSED IMPROVEMENT / ALTERATION:** *Please check all that apply.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fence          | <input type="checkbox"/> Roof Replacement        | <input type="checkbox"/> Screen Door        |
| <input type="checkbox"/> Landscape      | <input type="checkbox"/> Tree Removal            | <input type="checkbox"/> Driveway Extension |
| <input type="checkbox"/> Paint Exterior | <input type="checkbox"/> Enclosed Porch or Patio | <input type="checkbox"/> Shed               |

Other: \_\_\_\_\_

**PROJECT DESCRIPTION AND DIMENSIONS:**

Height/Depth \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

Material(s) to be used: \_\_\_\_\_

Manufacturer, Contractor or Installer: \_\_\_\_\_

**\* Please Note: Before submitting an ACC Application, please review your governing documents to ensure that your proposed modification/alteration does not expressly conflict with the governing documents and ACC guidelines of your community. Your community's governing documents can be found on the IMC Charleston website, [www.imccharleston.com](http://www.imccharleston.com), or provided by request by contacting IMC Charleston. \***

**DOCUMENTATION REQUIRED:**

1. Copy of your plat or survey of your lot or residence. This information was given to you when you closed on your property. It can also be obtained from the city/county office of where you reside. This document will show the dimensions of the lot, the location of your house, other improvements on the lot and any easements.
  
2. Project drawn with pictures if possible, showing:
  - a. location of the project on the lot.
  - b. location of any trees affected by the project.
  - c. for fences: size and location of gates, style of fences and gates and photo of the proposed style.
  - d. for landscaping: location of proposed planting bed addition/extension, types of trees, shrubs and mulch/ground cover to be used.
  - e. for sheds: photo of the proposed shed with siding and roof type, colors and styles as well as foundation type if applicable.
  - f. what finished project will look like.

**Please mail, e-mail or fax the completed application with all required documents attached to:**

Hollow Oak  
c/o IMC Charleston  
1 Carriage Lane Ste. C100  
Charleston, SC 29407  
**Fax:** 843-952-7192  
**Email:** [Info@imcchs.com](mailto:Info@imcchs.com)

**AUTHORIZATION TO VISIT PROPERTY.** Site visits to the property by the Association are essential to process this application. The Owner, as signed below, hereby authorizes the Association and/or Manager to visit and photograph the property referenced on this application.

**APPLICANT'S AGREEMENT & SIGNATURE:**

I have read my community's governing documents and believe I am in compliance with all Covenants and Restrictions. I also understand that it is my responsibility to verify all property lines, easements, and city and county codes and ordinances. I understand that any permits required will be obtained and posted. I understand that I can expect a response from the Association **30 DAYS** from the date the complete application is received. I will not begin any projects until written approval has been received by the ACC.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_