# Kings Crossing Architectural Request (Rev 6/20)

**Should be mailed, faxed, or emailed to** [KingsCrossingSCsecretary@gmail.com](mailto:KingsCrossingSCsecretary@gmail.com)

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category of Improvement:

\_\_\_ Fence/Wall \_\_\_ Home Exterior Change/Addition \_\_\_ Lighting

\_\_\_ Landscaping \_\_\_Outbuilding/Shed \_\_\_ Tree Removal

\_\_\_ Deck/Patio \_\_\_ Concrete/Asphalt \_\_\_ Pool/Hot Tub/Spa

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

Detailed Description of the Proposed Work (attach additional pages as appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Name (if Applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and submitting this form, I hereby acknowledge that I have read and understood the Declaration of Covenants, Conditions and Restrictions and the By-Laws of the Home Owners Association and I understand the restrictions and conditions for all items for which I am requesting approval.

**Homeowner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Approved: \_\_\_\_\_\_ ARC Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Denied: \_\_\_\_\_\_ ARC Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description Guidelines**

Project description should generally include:

Dimensions

Materials used

Colors

Product brochures

Sample pictures

Exact location on the property

Sketch of the project on the property plot map\* showing the distance from each property line

\*Drawing are to be 1/8th scale or larger. Copies of property plot maps may be obtained at the Greenville County tax assessor’s website: <https://www.greenvillecounty.org/appsAS400/RealProperty/>

Note: You are responsible for complying with all easements and setbacks as described in the plot map of your property and/or the CCRs of Kings Crossing. Prior to any digging or other disturbance of the surface of the property, it is your responsibility to identify all buried utilities by calling the “Call Before You Dig Center” at 811at least five days prior to commencing the project. The flow of surface water drainage shall not be altered by your project.

Any approval of this request is contingent upon compliance with the specifications set forth in your application, as it must comply with the Community’s governing documents (Covenants Conditions and Restrictions [CCR]) as well as City and County Ordinances. If your improvement requires a county, city or state permit, it is your responsibility to obtain such documents before commencing construction.

Please submit your completed form to:

[KingsCrossingSCsecretary@gmail.com](mailto:KingsCrossingSCDocuments@gmail.com)

**Written approval of the ARC Committee must be obtained prior to commencing the project. The ARC will respond to your request within 30 days. This timeline starts upon receipt of the application. Note that failure to provide all required information may result in the return of your application and/or delay in its approval. This will restart the timeline of 30days.**

**Article 6, section 1 through 10, pages 11 through 14, of the CCR’S details the responsibility and enforcement of the ARC.**

Please note that you are responsible for any damage to Community property that may occur during the course of your project.

**Additional guidance for Swimming pools/ hot tubs/spas**

Detailed drawings showing location should include any surrounding concrete or decking.

The project plan should include final grading and landscaping.

Permits must be obtained through Greenville County.

**Additional guidance for Outbuildings/Sheds**

Building should be of similar design and general appearance (style) as surrounding structures, including neighboring properties.

Exterior (siding, trim, roofing) should be of the same exterior as the material and color as the residence. (options may be considered)

The drawing should include front, rear and side views.

The structure should respect easements and be no closer to the property lines than 5 ft and should be located behind the property set-back line.

**Additional guidance for fences**

**Article 7, Section 10, pg 16 of the CCR’S**: All Fences, walls and other screens or types of barriers must be approved prior to installation. Both material and location of any fences, walls and other screens or types of barriers must be expressly approved in writing by the ARC.

**Article 9, Section 3, page 18 of the CCR’s**: No wall, fence or hedge shall be erected between the street and the front corner of the main body of the house. Subject to the approval. By the ARC, wood fences with a maximum height of 6ft are required on the line facing the street and can be placed no closer than the middle of the house on any lot.

These are just a few highlighted sections. This is not meant to be a summary but rather a guide to a few notable sections.

**Process: Submit one application for each item (pool, fence, landscaping would have 3 separate forms). Timeline starts upon receipt of form. It then gets sent to the ARC committee who reviews. Part of the review may require a site visit and follow up visit. Letter is then sent to homeowner indicating Approved or Denial. All denials will receive an explanation. All denials can be appealed for the board to review. Simply contact the Board and submit any information.**