

Appendix D.
Architectural/ Landscape Review Request Form
office@belleislesc.com

Or mail to: Belle Isle Yacht Club and Villas Office
1142 Belle Isle Road
Georgetown, SC 29440

How to submit the required application forms - Per the Regime III Owner's Manual the Architectural and Landscape Review Committee ("ALRC") reviews and makes recommendations to the Regime III Board of Directors on all building and Regime grounds exterior changes. For example:

1. Any owner modifications to the exteriors of Regime III homeowner units including window replacements, exterior door replacements, removal and replacement of existing exterior building materials, exterior colors and door colors visible outside of the patio area.
2. Any landscaping change for trees and shrubs.

The ALRC encourages tasteful and esthetically pleasing architectural and landscape design consistent with the existing structures, colors, landscaping and overall appearance of our Regime. The ALRC is also concerned with safety, architectural conformity and the impact of any improvement to the surrounding neighbors and overall Regime property values.

Prior to submitting a request Regime III homeowners should read the Regime III Owner's Manual for all of the guidelines, restrictions and requirements related to their architectural or landscape project.

To complete an application the homeowner must submit the following information to the office. It can be submitted in one of the following ways: dropped off or mailed to the office or e-mailed to the official BIYC address above.

1. A fully completed application form including a detailed description of the project, the proposed color, materials to be used, etc.
2. If new construction or landscaping is proposed the owner must include a detailed scale drawing showing measurements, materials, and colors or a professionally produced construction or landscape plans, detailing the requested improvement (decks have a separate application form).
3. A thorough description of the architectural (i.e. doors or windows for example) or landscaping changes proposed including sizes, location, and colors will facilitate the ALRC in arriving at a decision, thereby expediting your application. Attachments to the application are encouraged where needed. The review process may take up to a month, but every effort is made to accommodate the desire of the homeowners to "get on with their project".

Note: This approval is superseded by all applicable County and State of South Carolina building and zoning ordinances. Please be advised that you are responsible for obtaining any required Georgetown County permits and insuring that your plans do not violate any applicable building codes.

Any projects that violate County or State building codes or Regime III requirements must be corrected immediately at the owner's expense.

BELLE ISLE YACHT CLUB REGIME III
ARCHITECTURAL REVIEW APPLICATION FORM

Submit to BIYC office for review by Architectural and Landscape Review Committee

Date: _____ Unit Number: _____

Homeowner's Name: _____

Mailing Address if Different: _____

Phone: _____ Email: _____

Approval is hereby requested to make the following modification, alteration or addition to my unit. I understand that the ALRC has up to 30 days to review the proposed project. The 30 days will not commence until all documentation to complete my application is received by the ALRC. I also acknowledge that work **must not** commence on this improvement until notification of approval has been received by the ALRC. This approval is only good for one (1) year from date of approval. I understand that any project not meeting all applicable building codes and Regime III standards must be corrected immediately at the owner's (applicant's) expense.

I have read and understand the Regime III Owner's Manual, any applicable restrictions to this project and my responsibilities associated with this project.

Signature of Owner _____

Do Not Write Below This Line

Date received in office _____
Application Complete? Y _____ N _____
Approved By Board? Y _____ N _____
Denied/Tabled Reason: _____

Comments _____

**BELLE ISLE YACHT CLUB REGIME III
LANDSCAPE REVIEW APPLICATION FORM**

**Submit to BIYC office
for review by Architectural and Landscape Review Committee**

Date: _____ Unit Number: _____

Homeowner's Name: _____

Mailing Address if Different: _____

Phone: _____ Email: _____

Approval is hereby requested to make the following modification, alteration or addition to the landscaping immediately surrounding my unit. I understand that the ALRC has up to 30 days to review the proposed project. The 30 days will not commence until all documentation to complete my application is received by the ALRC. I also acknowledge that work **will not** commence on this improvement until notification of approval has been received by the ALRC. This approval is only good for one (1) year from date of approval. I understand that any project not meeting Regime III standards must be corrected immediately at the owner's (applicant's) expense.

I have read and understand the Regime III Owner's Manual, any applicable restrictions to this project and my responsibilities associated with this project.

Signature of Owner _____

Do Not Write Below This Line

Date received in office _____
Application Complete? Y _____ N _____
Approved By Board? Y _____ N _____
Denied/Tabled Reason: _____

Comments _____
