

Southgate at Carolina Forest

Architectural Control Committee (ACC) Request Form for any home modification

Date: _____

Address: _____

Owner's Printed Name: _____

Phone: _____

Email Address: _____

Describe Project:

- **Note: Fences are prohibited from being installed in any easement without proper permits.**

Start Date: _____ Completion Date: _____ Building Permit Required: _____

Best time for onsite meeting?(Fences only): _____ Map/Drawing Attached: _____

Attach the following for review:

1. Site plan showing location of project (fence, deck, etc.) in relation to property lines and house.
2. Sketch or drawing illustrating project with dimensions of structure and materials.
3. Submit color if applicable.

Signature of the Homeowner: _____

- * Applications will Not be accepted from Tenants, Vendors or Contractors.
- * When using a contractor, the Board of Directors highly recommends using only Licensed and Insured contractors for all projects.
- * Please note that if your project is approved, it is up to the owner to know where their property line is and not infringe on any neighbor's property. The HOA or any of its' representatives cannot be held responsible for negligence on the part of any owner, contractor, vendor, or 3rd party.

Please submit all requests to either of the following:

Email: SGCARFOR@Ciramail.com ***PDF format only (Pictures will not be accepted)***

Email: SouthgateARB@gmail.com ***PDF format only (Pictures will not be accepted)***

Mail to: Southgate ARC, c/o RealManage, P.O. Box 803555, Dallas, TX 75380

Should you have any questions please contact: SGCARFOR@CiraMail.com

- * Please allow up to 4 weeks for review. Project may be subject to a final inspection to verify everything was completed in compliance with submittal and ARB guidelines.

Managed by: RealManage, P.O. Box 803555, Dallas, TX 75380 1-
866-473-2573 fax -1-866-919-5696, Email:
SCCARFOR@Ciramail.com