

## ARCHITECTURAL APPROVAL APPLICATION

Email: [Architectural@mjsmgt.com](mailto:Architectural@mjsmgt.com)

OR

Mail or Deliver to:

HOA, c/o MJS Inc., 4910 Trenholm Road, Suite C, Columbia, S.C. 29206

Office hours: 9:00 AM to 5:30 PM, Monday through Friday

Phone: (803) 743-0600

*Before your application will be processed, the application form must be properly completed with all pertinent information provided, all fees paid, required drawings and documentation supplied and delivered via email or to the Association at the above listed address.*

### Directions for Application:

The Declaration for the community requires that you obtain the approval of the Review Authority, ie. the HOA Board of Directors, **before** the construction or placement of any 'Structure' or for the modification of any existing Structure on your lot. The HOA Board of Directors, therefore, has the authority to architecturally control all "Structures" on your lot. The term "Structure" is defined in the Declaration, but it basically includes your home, any driveways, trees, fencing, statuary, etc. and any major landscape on your lot. (Sheds/out-buildings are not approved within Peninsula). Approval must be granted in writing prior to the commencement of construction, or the delivery of materials for any Structure to be constructed, (or if construction is not necessary, to the delivery of the Structure) to the lot. Should you have added a "Structure" to your lot without approval, it is in your best interest to request approval and note on the application that the "Structure" is already in place. In order for the Architectural Review Authority to review any request, all the following information must be provided by you on or in addition to the attached application:

1. Your full, name, the property address, your correct mailing address, contact phone number to be used if there are questions. (Please PRINT all this information clearly.)
2. Your lot # (if you do not know your lot number, please contact the MJS at (803) 743-0600.
3. Two copies of your plat or survey (this should have been provided at closing) with the location of the addition or change drawn on the copy of the plat.
4. A complete written description of work to be completed.
5. A complete list of exterior materials to be used including colors (Example: Paint colors to match house, shingle type & color to match roofing, lattice, screening, fencing materials, etc.)
6. A photo of any structure that will be placed or constructed on site (if available from the supplier) or a drawing or elevation of what you intend to add, construct or change.

Please be aware that upon our receipt of your completed application and all required attachments, the Association will process your application and provide you with a response. Depending upon the committee's schedule, this could take as much as two to four weeks. The applicant listed on the form will be notified in writing of the results of the review upon it's completion. Please remember that you **must have approval BEFORE** taking delivery of materials, beginning construction, or having a Structure delivered. Please allow time for the process to be completed.

**Architectural Application Submittal Checklist**  
(Fee for Architectural Application must be received at the time of submission)  
(Copy of Peninsula subdivision plat indicating area of subdivision in which lot is located)

**1. Fences (No fence or wall shall be placed in the front yard of a Lot)**

- Architectural Application with detailed description of type of fence (No wood post or privacy fences allowed)
- Copy of Plat (Survey) showing location of fence with distance (ft) from corner of home & property lines
- Picture or drawing of proposed metal fence style specific to Peninsula
- Plans and Specifications or Material List

**2. In-Ground Pools**

- Architectural Application
- Copy of Plat (Survey) showing pool and equipment (pump, etc.) location, including distance (ft) from home/property line.
- Design detail of pool, including shape and decking
- Pictures of proposed pool and of yard where pool will be placed
- General Material Specifications
- Landscaping and screening description and location for pool and equipment
- Application for fencing, also, if fence is not pre-existing

**3. Decks, Screened Patios, Porches and Sunrooms**

- Architectural Application
- Copy of Plat (Survey) with dimensions and location
- Detailed picture or design drawing including roof detail
- Picture of home showing area where addition will be made
- Extensive Materials List
- Landscaping detail if applicable

**4. Storm Doors and Entrance Doors**

- Architectural Application with sketch or description indicating location of door
- Picture or design drawing with colors and type

**5. Play Equipment**

- Architectural Application with specific details of what play equipment is to be installed (i.e. trampoline, basketball goals, swing sets, etc.)
- Plat showing where play equipment will be located and distance (ft) from home and property lines
- Picture or design drawing including colors(s)
- Dimensions

**6. Landscaping**

- Architectural Application
- Plat (showing placement of each item) including home and property lines
- Landscaping plans and specifications (if applicable)
- Explicit detail of plants indicating types and height (or gallons at time of install), expected height at full growth and plant botanical /common names)

**7. Removal Of Trees 8" Width & Larger At 4' Height**

- Architectural Application showing Reason for each tree removal
- Plat showing where each tree to be removed is located
- Picture of location of trees in your yard

The Peninsula at Timberlake Homeowners Association

**APPLICATION FOR ARCHITECTURAL REVIEW**

Email to: Architectural @MJSmgt.com

OR

Send to: The Peninsula at Timberlake Homeowners Association

c/o MJS Inc.

4910 Trenholm Rd, Suite C, Columbia, SC 29206

Phone: (803) 743-0600

Date of Application: \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Written Description of Request: (Give detailed description of the addition/alteration such as: height, dimensions, color selections, general choice of materials. If tree removal, show location photo, diameter at chest height & reason for removal.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Start Date for each item requested: (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_)

Attachments needed to send:

- ( ) Copy of survey or plat (normally rec'd at closing) showing location and size of modification or addition.
- ( ) Materials list.
- ( ) Photo or drawing of modification or addition in relation to existing structures.

Below is for Association/MJS use only:

Expiration date ~ 6 months 9 months 12 months from approval by Board: \_\_\_\_\_

Date received by Association: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Disapproved: \_\_\_\_\_

Additional Information Requested: \_\_\_\_\_ Response rec'd: \_\_\_\_\_

Staff Notes: \_\_\_\_\_

## **MJS Inc. Fee Schedule for Architectural Applications**

<b><u>Item Description</u></b>	<b><u>Fee</u></b>
<b>Fence Application</b>	<b>\$20.00</b>
<b>Patio/Deck Application</b>	<b>\$20.00</b>
<b>Encl. Porch/Sunroom Application</b>	<b>\$30.00</b>
<b>Solar Panel Application</b>	<b>\$30.00</b>
<b>Pool Application</b>	<b>\$35.00</b>
<b>Tree Removal &amp; Other Applications</b>	<b>\$20.00 and up</b>

**Use one of the following options. Application fee is due at the time of submittal:**

- **Online Payment Option ([www.mjsmgt.com](http://www.mjsmgt.com)) (\*\*Please include in the notes section of the payment form, “Architectural Application Fee”)**
- **Make checks payable to: 'Peninsula at Timberlake HOA' and mail to the below listed address (\*\*Please include (Application Fee” in the “For” section located at the bottom of the check)**
- **Pay in person, using cash or check at MJS Inc. office located at: 4910 Trenholm Road, Suite C, Columbia, SC 29206**