

**ACHA Ashley Commons Homeowners Association**  
**Architectural Design Permit Request Form**

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

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone (Home) \_\_\_\_\_

Work or Cell \_\_\_\_\_

Brief Description of proposed addition or modification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any necessary building permits been applied for? \_\_\_\_\_

\_\_\_\_\_ yes

\_\_\_\_\_ no

Have any necessary building permits been obtained? \_\_\_\_\_

\_\_\_\_\_ yes

\_\_\_\_\_ no

***To Be Completed by Architectural Committee***

Date received by Architectural Committee \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date received by ASHA Board of Directors \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail completed for with supporting documents to:

**Ashley Commons Homeowners Assn.**  
**P O Box 2405**  
**Greer, SC 29652**

**Additional notes for Additions or Modifications to your home:**

It is the purpose of the Architectural Committee to insure all new construction and home modifications maintain an esthetic harmony within our subdivision. The Architectural Committee is here to help you with planning, design and drawing submission.

Please review you're ACHA By-Laws with special reference to Articles IV, V, VI, and VII before planning and submitting an application for your addition or modification.

Approval by the ACHA Architectural Committee and Board of Directors does not exempt homeowner from obtaining proper building permits from the Town of Greer.

Storage Sheds: Per Article VII Section 3: *Detached Buildings shall be no size greater than 12' X 12' and shall be constructed of the same material as the house.* (see by-laws for additional requirements)

In order to be approved by the Architectural Committee storage sheds shall be constructed as follows:

Siding: Brick to match the house, Horizontal vinyl siding (white or a color harmonious with the surroundings), or Horizontal Cedar or other wood siding stained with a cedar-tone or similar color. The Committee will not accept T-1-11 or other similar plywood siding, or any type of metal panel siding.

Roof: 6/12 pitch minimum with black shingles to match the house. The roof shall have a minimum of an 8" overhang with boxed eaves.

Other: The building shall be firmly attached to the slab with lag bolts or other approved attachment. The building shall have hurricane clips at the roof rafters. Plywood or OSB sheathing shall be used for buildings with vinyl siding. Stick built buildings are preferred. Pre-manufactured buildings will be considered only if the construction adheres to the above requirements.

Location: No building is to be constructed within an easement. Easements are indicated on the overall subdivision plat and should be shown on individual lot surveys. In addition to easements indicated on the plat or survey Article VI of the by-laws states that there is a five foot easement on the side and rear of all lots.

Submission requirements: Plan, elevation, and details of construction. Overall dimensions of building and type and color of siding and roofing should be indicated. A Site plan indicating location of the building on the lot and all easements (a copy of your survey with the new shed shown will be adequate).

Fences: Per Article VII Section 4: *Wood fences shall be a maximum of 6 feet high and be placed no closer to the street than the middle of the house. No chain link fences will be permitted....Fence posts will be set in concrete.* (see by-laws for additional requirements)

In order to be approved by the Architectural committee fences shall be constructed as follows:

Materials: Cedar or pressure treated lumber shall be used throughout. Fences are to be treated with a sealer within 6 months of construction.

Location: Fences within easements may be considered and approved by the Architectural Committee, however the homeowner takes full responsibility should the fence need to be removed if access within the easement is required. Special conditions may be required for fences within or across drainage easements.

Submission requirements: A Site plan indicating the location of the fence on the lot and all easements (a copy of your survey with the fence shown will be adequate). Details of the fence construction indicating size, materials, and type and color of coating.