



Chestnut Hill Plantation Home Improvement Request Form



Neighborhood: _____

Lot #: _____

Name: _____

Address: _____

E-mail: _____

Telephone: _____

Proposed Completion Date: ____/____/____

Please provide a picture and outline of the improvement that you are requesting. Fencing requests must include design, height, spacing and style of pickets. Any on-site build jobs must have design plans submitted, including but not limited to materials to be used. If removing trees please state how many and physically mark them for review. A COPY OF YOUR PLAT INDICATING THE LOCATION OF YOUR PROPOSED HOME IMPROVEMENT MUST BE INCLUDED.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Description of Improvement:

This request must be submitted to *Halcyon Real Estate Services, LLC* by fax, e-mail or postal mail. **Architectural review may take up to 30 days.** You will receive an approval or denial in the form of a letter: **DO NOT PROCEED WITHOUT WRITTEN APPROVAL.** Should you have any questions or need assistance, please feel free to call (803) 732-9644, fax (803) 732-9625 or e-mail halcyon@halcyonres.com. Our mailing address is 401 Western Ln #8b, Irmo, SC 29063.

Signature of Homeowner

Date: ____/____/____

Office Use Only:	Date Received ____/____/____	Date Sent: ____/____/____	Status: A D T
Committee Rep(s):	_____		
Notes:	_____ _____ _____ _____		