

# Pelham Falls HOA Property Improvement Request

Architectural Control Committee  
C/O HOA Community Management  
400 Regent Park Ct, Suite 100  
Greenville, SC 29607  
Office: 864-277-4507 x6 Fax: 864-277-3308

## Complete the following and submit to address above:

May be mailed, faxed, or emailed to [arcdocs@hoaupstate.com](mailto:arcdocs@hoaupstate.com)

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Phone (h): \_\_\_\_\_ (w): \_\_\_\_\_

1. Briefly describe the improvement you are requesting:

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2. Name of person or company who will actually perform the work on this improvement:

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3. On a copy of your survey, indicate the location (distance to property, setback and build lines) and dimensions of the proposed improvement.

Survey available at [www.greenvillegov.org](http://www.greenvillegov.org) - Click on Real Property Search to view & print an aerial view of your lot

4. Describe the building materials to be used (e.g. brick, wood, siding, roofing, etc.).

For landscaping, describe the type of plants, especially trees & show location on survey copy:

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5. Please include any materials (photos, sales literature, catalogs, etc.) that may assist the committee in reviewing your request.

Estimated project start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

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\*\*PLEASE DO NOT WRITE BELOW THIS LINE\*\*

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

ARC Response to inquiry within 30 days

All complete requests sent to ARC on date of receipt – Notice of approval prepared upon receipt of ARC decision  
Our office cannot provide status updates on pending ARC Requests.