



PO BOX 5088 - AIKEN, SC 29804

**DESIGN REVIEW APPLICATION**

**To: Houndslake Villas HOA Board**  
**houndslakevillasboard@gmail.com**

From: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Villa Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address (if applicable): \_\_\_\_\_

**Directions:**

The Houndslake Villas Association, Inc. Rules and Regulations require that you submit to the HLV HOA Board for approval all proposed exterior additions, changes or alterations to your house and lot. Typically, the information to be attached to the application includes plans and specifications including: sketches, plans, sample illustrations, etc. showing the nature, kind, shape, color, dimensions and materials to be used. If you have any questions regarding the required information to be included with your application, contact the HLV HOA Board at the above address.

Prior to review and approval/disapproval of your application, a member of the HOA Board will come to your home to review the project with you to ensure that your plans and design are fully understood.

**General Information/Requirements:**

- Note:** a) Just because you have seen a specific modification within the community does not mean it was approved and that a like plan by you will be automatically approved.  
b) No plan will be approved that encroaches upon HLV Common Ground.

To be sure your Design Review Application is complete, make sure you have included all the required information listed below pertaining to your change in your application before submission.

Purpose of Improvement: \_\_\_\_\_

Contractor's Name & Phone: \_\_\_\_\_

Estimated starting date of construction: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Materials to be used (List as Attachment A) \_\_\_\_\_

Drawings/Diagrams (List as Attachment B) \_\_\_\_\_



**Owner's Acknowledgements:**

By signing below, I/we understand and agree:

1. That approval by the HLV HOA Board shall in no way be construed as passing judgement on the correctness of location of utilities, zoning land code compliance or other qualities of the proposed change being reviewed.
2. That no work on the proposed change shall begin until written approval of the HLV HOA Board has been received. If work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part and I may be required to pay all legal expenses incurred.
3. That there shall be no deviations from the plans, specifications and location approved by the HLV HOA Board without prior written consent of the HLV HOA Board. Any variation from the original application must be resubmitted for approval.
4. That I authorize members of the HLV HOA Board to enter upon my property to make one or more routine inspection(s).
5. That construction or alteration in accordance with the approved plans and specifications must be completed within six months of the approved date, otherwise the approval by the HLV HOA Board shall be deemed conclusively to have lapsed and to have been withdrawn.
6. That it is my responsibility and obligation to obtain all required building permits, to contact utilities and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
7. That I am responsible for any damage and all costs to repair community property that results from the proposed modification.
8. That I have read the current HLV Association, Inc. bylaws and included the required information and documentation with this Design Review Application.

**Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

When the application is completed, contact the HLV HOA Board. A member will pick-up the original application and discuss the proposed project with you on site.