



Cainhoy Town Association  
Point Hope Architectural Review Board

MODIFICATION APPLICATION FORM

Name of Applicant/Homeowner \_\_\_\_\_ Date: \_\_\_\_\_

Point Hope Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Applicant's Address (if different from above): \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**TYPE OF PROJECT**

**ADDITIONAL INFORMATION/ATTACHMENTS REQUIRED**

Fence Installation Attach site plan indicating placement of fence and gate(s) on property

Fence Height: \_\_\_\_\_ (max. 6 ft.) Fence Color: \_\_\_\_\_

Design/Material: \_\_\_\_\_

Pool Installation Attach a site plan indicating placement, drainage, etc of pool on property.

Structure Modification Attach description of project, elevations, and site plan as needed.

Landscape Modification Attach modified landscape plan and/or description of project.

Other: Description of project/work to be completed.

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- 1) Email form & details to [arb@pointhopecharleston.com](mailto:arb@pointhopecharleston.com)  
2) Once reviewed, notification will be sent via email.  
3) Work should not begin until the applicant has received an approval from the ARB.  
4) Upon ARB approval, the homeowner must begin work within 90 days of the approval date and work must be completed within 180 days of approval date. Otherwise, a new ARB application must be submitted.  
5) Any work completed prior to ARB approval is a violation of the Cainhoy Town Assoc. CC&Rs.  
6) All contractors must follow the Point Hope Construction Guidelines located in the Point Hope Principles and Supplemental Guidelines. Links to those documents can be found on the Point Hope POA website.  
<https://pointhopecharleston.com/property-owners-association/>

\_\_\_\_\_  
Applicant/Homeowner's signature

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

\_\_\_\_\_  
Received By: (ARB/POA signature)

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

## **W**hat is the Architectural Review Board (ARB)?

The ARB ensures that architectural guidelines and covenants are followed in a manner that protects and maintains appropriate community appeal. The ARB reviews all requests for approval to paint or stain, build, landscape, modify or change the exterior of all homes or structures to ensure it meets guidelines and standards.

## **W**hen should I submit for ARB approval to paint or stain?

Anytime you are changing the existing color of the exterior of your home, garage or fence. If you are painting or staining the same color and scheme currently existing, you do not need ARB approval, but you are to notify of the work. If you are changing the color, provide color samples/chips you wish to have approved. Please designate the use of each color; that is, siding, trim, door, foundation, louvers, garage doors, shutters, etc. Approval will not be given without sample chips.

## **W**hen should I submit for ARB approval to landscape my yard?

Anytime you are changing any new or existing landscaping located within areas of the yard that are visible from the streets, or other neighbor's homes. Provide detailed plans that indicate approximate locations, measurements, colors, types, and sizes of trees, shrubs, and bushes, decorative rock areas, grassy areas, walkways, paths and other landscape related items.

## **W**hat about fences and decks?

Almost anything you do (except power washing) to fences and decks requires review by the ARB (adding, modifying, changing or staining). Provide detailed plans or schematics that indicate approximate locations, measurements, colors, types of material (wood, brick, wrought iron, etc.), sizes and shape of fencing material, and any other related item(s). Note: No fences greater than six (6) feet in height are allowed. Attach site plan indicating placement of fence and gate(s) on property.

## **W**hat about pools?

Provide approved plot plan noting location of pool with detailed plans and schematics that indicate approximate measurements, types of decking material and note width around pool. Show fence height & location and any other related items. Show drainage. Not to drain on neighboring properties.

Show plan of access to pool. How is dirt going to be removed without accessing neighboring lot owned by someone else or HOA or disturbing rear property from pathway or HOA property.

Pools are allowed beyond the rear setback and view the 20' rear setback like the City does - as a **building** setback. Decking material to be placed at least a few feet from all property lines leaving space for fencing and privacy screening with plant materials.

### **ARB APPLICATION FEES**

Please make check payable to Cainhoy Town Association (CTA)  
Mail or drop off to Point Hope Architectural Review Board  
1049 Point Hope Parkway, Charleston, SC 29492

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|-----------------------------------|---|
| ➤ Additions or Major Alterations: | \$25 per 100 square feet or \$100 maximum ( <i>heated, screened porch, or open deck</i> ) |
| ➤ Garages                         | \$100 ( <i>Addition of heated space over detached garage</i> )                            |
| ➤ Pools or Spas                   | \$50  |
| ➤ Walkways                        | \$25  |
| ➤ Fences, Walls or Services Yards | \$25  |
| ➤ Exterior Color Modifications    | \$25 ( <i>Only if changing color</i> )  |
| ➤ Landscape Modifications         | \$25  |