

## 16. Application for Property Improvements

**Submit to:** Architectural Standards Committee, Wexford HOA  
Village at Wexford – 1000 William Hilton Parkway, Suite J18, Hilton Head Island, SC 29928  
Mailing Address: PO Box 4100, Hilton Head Island, SC 29938  
Tel: 843-686-8820. Fax: 843-686-8819 Email: [ASC@wexfordhiltonhead.com](mailto:ASC@wexfordhiltonhead.com)

**Submission Date:** \_\_\_\_\_

### Applicant Information:

Property Owner: (Print) \_\_\_\_\_ Telephone: \_\_\_\_\_

Wexford Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Mailing Address if Different: \_\_\_\_\_

Email Address: \_\_\_\_\_

The undersigned Property Owner (or Owner's representative) requests ASC approval to perform property improvements at the residential structure located at above legal address.

Application Fee – must accompany application. \$300

Contractor Escrow Deposit – must be paid before the permit is issued. \$250/\$500

Photos of all areas affected by the improvement

Nature, color, type, shape, height of materials and location.

Dimensioned architectural drawings of the improvement

Site plan showing impact on existing vegetation (if applicable).

Revised landscape plans (if applicable).

### Contractor Information:

Contractor: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project description \_\_\_\_\_

Upon completion of the project is the ASC will complete a final inspection.

\_\_\_\_\_  
Property Owner's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Approval: ASC Administrator's Signature Date \_\_\_\_\_