

**CLEAR POND  
MODIFICATION REQUEST APPLICATION FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

PHONE: \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK/CELL) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(If different than property address)

EMAIL ADDRESS: \_\_\_\_\_

LICENSED, BONDED, INSURED CONTRACTOR: \_\_\_\_\_

The Modification project should be in conformity and harmony with external design and of general quality with the existing standards of the neighborhood (*See Modification Guidelines*)

DESCRIBE THE MODIFICATION PROJECT (use additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME ESTIMATE OF PROJECT COMPLETION: \_\_\_\_\_

**REQUIREMENTS FOR ALL SITE MODIFICATIONS:**

Homeowner must make all exterior modification requests to the DRB on this approved application form. When contemplating such modifications Section III of the RULES AND REGULATIONS WITH ARCHITECTURAL STANDARDS – REVISED APRIL, 2021 will assist the homeowner in determining what such modifications require a formal application. When in doubt, the homeowner should contact RealManage for further guidance and/or assistance in preparing the application. A successful application must incorporate the following elements, as applicable:

- A site plan (plat) showing the change/modification being proposed
- Color and description of the materials used
- Relationship of the proposed structure or change to adjacent houses
- Scale drawings and elevations of proposed changes
- Location and size of any affected trees
- Any other specific requirements identified in the Section III guidelines
- Signature of applicant.

Applications from contractors will not be accepted.

**The homeowner must receive written approval from the DRB before a project can proceed.**

If a homeowner proceeds with a modification without first obtaining approval by the DRB the homeowner will be considered in violation of the Governing Documents and violation remedies will be enforced. Refer to the "Violation Correction Policy and Fine Structure" for additional fines. The homeowner may face the cost of removing the modification plus the cost of litigation if the modification is not approved.

**Approval of a modification by the DRB does not relieve the homeowner from the obligation of obtaining all applicable county permits prior to proceeding with the modification.**

\*\*Please note that any fence/pool or structure being installed within the drainage easements require County approval before the DRB can approve the application(s). Once you receive county approval, please submit a copy of your county approval along with your completed modification request for DRB consideration. \*\* Requests submitted without these items will BE denied and re-submittal will be required.

***If this is an application for an accessory structure, please note the following:***

1. **Accessory structure applications must be submitted with the \$500 deposit required.** The application and deposit need to be mailed to the management company at the following address:

**Clear Pond, c/o RealManage, 1805 N. Oak Street, Myrtle Beach, SC 29577**

**(NOTE: The application will be deemed received once payment is received)**

2. After initial approval, you must submit to the DRB at 2 timepoints during the process for approval:

- Once layout is placed on the property BEFORE any foundation is placed for inspection by a member of the DRB.
- Once the structure is completed for final inspection to be able to refund the \$500 deposit.

Please note these timepoints and ensure that the correct steps are taken to avoid any delays or violations.

**DRB Review Process:**

All DRB Applications are reviewed on a real time rolling basis by the DRB.

The DRB will always review applications with the best interests of the community as a priority while working with homeowner applicants to achieve the desired result. The applicant will receive a written response to a properly completed request **within forty-five days** after such plans and specs have been submitted.

If a project cannot be approved as presented, the DRB will work with the homeowner to reach a suitable compromise when possible. When a project is disapproved, the homeowner may appeal to the Board of Directors (BOD) within **10 days**, and the BOD will respond to the appeal within **30 days**.

All approved projects should be completed within **12 months of approval**. Should a project not be completed within twelve months, a request for an extension of time to complete the project must be submitted with specific reason for the delay and specific date for completion. If an extension is not applied for and 12 month passes. A new request must be submitted.

**The BOD can take appropriate actions with noncompliance of these guidelines that are developed in consonance with the CC&Rs.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

Please submit all requests to any of the following:

Email: [CLEARPON@Ciramail.com](mailto:CLEARPON@Ciramail.com)

Fax: 1-866-919-5696

Mail: Clear Pond DRB, c/o RealManage, P.O. Box 803555, Dallas, TX 75380

**Accessory Structure applications must be submitted to the local branch with \$500 deposit by mail.  
1805 N. Oak Street, Myrtle Beach, SC 29577**