

Sea Palms North Cottages Association, Inc.  
Architectural Review Request

- Completed submission packages should be submitted to the association via  
Elegant Island Properties
  - Via Mail: P. O. Box 20054, St. Simons Island, GA 31522
  - Via Email: arielawless@gmail.com
- Allow at least 30 days for review by the Architectural Review Board (ARB)
- Homeowner account balance must be current to receive approval for any modification

Homeowner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Requested Improvement or Modification:

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

Please provide the following:

**Note – The more comprehensive the submitted information is, the quicker action can be taken:**

- A drawing showing position of improvement in relation to existing home, lot line, streets, and other structures.
- Photo or illustration of proposed structure including materials used and color samples.

**ARB Review and comments**

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

ARB Recommendation: \_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_ Additional information needed

ARB Member Signature: \_\_\_\_\_

**Board of Directors Review and Comment**

Board Action: \_\_\_\_ Approved \_\_\_\_ Rejected \_\_\_\_ Additional information needed

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_