

**LOCKELAND PARK HOMEOWNERS ASSOCIATION, INC.**  
**PO BOX 80923, SIMPSONVILLE SC 29680**  
**EMAIL: [LPHOA-SC@OUTLOOK.COM](mailto:LPHOA-SC@OUTLOOK.COM)**

**INSTRUCTIONS FOR COMPLETING  
LOCKELAND PARK ARCHITECTURAL REQUEST**

1. Complete the Lockeland Park Architectural Request form. Please include all information and print legibly. Your approval/denial will be emailed to you.
2. To expedite the approval, include the following, if applicable:
  - (a) Site plan – copy of plat of your lot or a copy of the survey with the proposed improvements with the area of the proposed improvement drawn on it
  - (b) Total dimensions of the proposed project, if applicable, include square footage
  - (c) Diagram, elevation and/or illustration of the proposed project.
  - (d) Complete list and description of materials to be used, including manufacturer, color and model. Include a photo, brochure or sketch of the improvement.
3. Homeowner(s) agree that any liability caused by, or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, Managing Agent, of any liability.
4. Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, The ARC and Board of Directors, and/or their designee. You can read the Declaration and Bylaws and Rules and Regulations on the HOA portal at [www.lphoa-sc.com](http://www.lphoa-sc.com).
5. This application will be forwarded for review to the Board of Directors. It is the Homeowner's responsibility to obtain any government issued permits that may be required for the proposed alteration. If the requested alteration requires any ground to be dug up, it is the Homeowner(s) responsibility to have any underground utilities identified to prevent damage from occurring.
6. Submit this form and the application to PO BOX 80923, SIMPSONVILLE SC 29680 or via email at [LPHOA-SC@OUTLOOK.COM](mailto:LPHOA-SC@OUTLOOK.COM). If you have any questions on completing the application, do not hesitate to ask.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date