

Steps to completing an Architectural Application:

1. Complete the application document.
2. Obtain official plat for your INDIVIDUAL Lot. Make a copy. (Please do not send in official plat) Mark on the plat where you plan on placing the “improvement” you are applying for. Give dimensions of “improvement” on plat as well. (IF you do not have a plat, scroll to the bottom of this email, find your County, use the instructions to obtain the alternative plat online)
***** (PLEASE DO NOT SEND IN A BLANK COPY OF THE PLAT. THIS WILL ONLY PROLONG THE APPLICATION PROCESS. IT MUST BE MARKED TO SHOW WHERE THE IMPROVEMENT WILL BE INSTALLED)**
3. Find example photos from Google or from an already existing structure in the community to send with your application, so that the Architectural Control Authority has a good idea of what the finished product will look like.
4. Supply any relevant materials. (Please do not worry about a material list for a fencing application) Supply any relevant color choices.
5. Choose 1 of the 3 options to pay the processing fee. If you choose to pay online you MUST already own your property in order to be approved to pay online. Please send in a check or money order if you have not closed on the property yet. Pay the fee for whichever “improvement” is applicable on the MJS fee schedule found on the last page of the attached PDF. IF you have multiple requests, put all on one application and only pay the fee for the highest costing “improvement” you are applying for. Send in a screenshot of the receipt of payment with your application (if you paid online)

Please find the MJS Fee Schedule page in the attached application. This will include payment prices.

If you are unsure how to pay the application processing fee:

The fee is payable 3 ways:

1. Online at (www.mjsmgt.com) **Please send the confirmation email or receipt as proof of payment ***Please note you may NOT utilize the online payment system until after we have received your closing packet from the attorneys. This may take several weeks after your closing date. If you would like to move forward before that time, please use a different payment method.*****
2. By check or money order via USPS to our office
3. In person by cash, check, or money order

Also, in the description box for notes, please put “Arch fee.” This helps us makes sure we have not missed a payment.

6. Turn in completed application (by email or mail) including:

- Complete application
- Plat with outlined “improvements” and dimensions
- Example photos of proposed “improvements”
- Relevant materials and/or colors
- Proof of payment

Please let me know if you have any questions.

Please Note: As stated in our application, this process takes 2 – 4 weeks.

If you do not have a plat/survey of your lot you may obtain an overhead picture of your lot from your county’s website using the following prompts:

For Lexington County:

<https://maps.lex-co.com/OneMap>

- Using the search icon on the upper left side of screen, input your address
- Zoom in
- Print the page
- Mark/Draw the structure location on your printed lot

For Richland County:

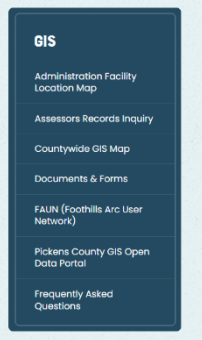
<http://www.richlandmaps.com/>

- Select “Intranet Mapping” Icon located on the middle right of the screen
- Click the “Got it. Let’s get started” pop-up button
- Select “Hybrid” under the Base Map Type located on the left of your screen
- Using the search icon on the upper left of your screen, input your address
- Enlarge and print screen. (Printer icon is located on the top right of the screen)
- Mark/Draw the structure location on your printed lot

For Pickens County:

<https://www.co.pickens.sc.us/departments/gis/index.php>

- Select Countywide GIS Map from the Dark Blue Menu on the center left of the page



- Accept the pop-up disclosure regarding utilization and function
- On the Blue Bar above the Map, select Search and enter your address under Search by location address
- The search will bring up the assessor page, on the Blue Bar above the Map, select Map to return to your parcel on the Map
- Zoom in or out to your preference and print (icon under Blue Bar)

For Aiken County:

<https://www.aikencountysc.gov/DspSvc?qSvcID=21>

- Under Interactive Maps, hover over Beacon Property Map, and select the Property Map button

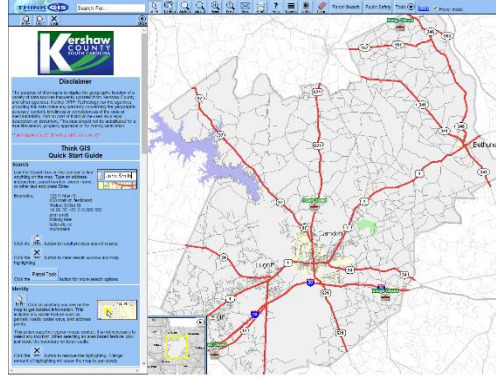


- Accept the pop-up disclosure regarding utilization and function
- On the Blue Bar above the Map, select Search and enter your address under Search by location address
- The search will bring up the assessor page, on the Blue Bar above the Map, select Map to return to your parcel on the Map
- Zoom in or out to your preference and print (icon under Blue Bar)

For Kershaw County:

<https://www.kershaw.sc.gov/government/departments-h-q/information-services/gis-mapping>

- Follow the above link to the Kershaw County Mapping Site. Click on the below image located in the middle of the page.



- Accept the pop up accepting the Terms of the Site
- Utilizing the Search Bar, please search for your property by address (number and street)
- Enlarge and print screen. (Printer icon is located on the of the screen, to the right of the search bar)
- Mark/Draw the structure location on your printed lot

Greenville County GIS:

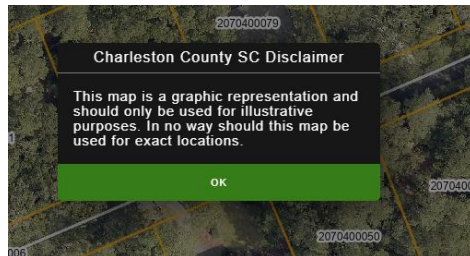
<https://www.gcgis.org/apps/greenvilleis/>

- Exit out of Disclaimer
- Select Search Option
- Select Find Address and Enter Property Address
- Enlarge and print screen. (Printer icon is located on the top right of the screen)
- Mark/Draw the structure location on your printed lot
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For Charleston County:

https://gisccweb.charlestoncounty.org/public_search/Using

- Click the “OK” pop-up disclaimer



- Using the search icon on the upper left of your screen, input your address
- Enlarge and print screen. (Printer icon is located on the bottom right of the screen)
- Mark/Draw the structure location on your printed

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, AND WILL BE RETURNED.

Please contact me via email for any questions or concerns.

Thank you,

Jennifer Harbín

MJS Inc.

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