Sea Pines
COMMUNITY SERVICES ASSOCIATES

Community Services Associates, Inc.
Encroachment Agreement Application

Legal Address of Property: _____

Street Address of Property: _____

Name of Owner: _____

Address of Owner: _____

Date of Last Improvements:_____ Phone Number:_____

The undersigned owner of the property described above, hereby applies to Community Services Associates, Inc., (CSA), for approval of the open space encroachment depicted, on the attached as-built survey. The parties acknowledge CSA's right to rely upon the as-built survey and that CSA's right to rely on the survey is absolute. This application is being filed pursuant to the CSA Encroachment Policy, adopted by the Board of Directors in May 2013. The Applicant has read the Policy and agrees to be bound by the terms and conditions contained in the policy.

Applicant specifically acknowledges that the Encroachment Agreement contains limitation on the rights of Applicant to judicial remedies, in the event of mistakes or error by CSA. If this application is executed by an Agent of the Owner, then no letter of status shall be issued, or if issued, shall be valid until and unless, a written letter of authorization, or appointment of such Agent, is received by CSA from the Owner.

_____	_____
Witness	Owner
_____	_____
Witness	Owner
_____	_____
Witness	Agent on behalf of Owner
_____	_____
Date	Date

Please submit the following:

1. Complete and signed Application.
2. Detailed description of the request and need.
3. As-built survey (less than two (2) years old) depicting all improvements, easements and denoting the proposed project/encroachment location prepared by a professional or registered land surveyor.
4. Nonrefundable Application fee of $1,000.00, payable to Community Services Associates, Inc.
5. Letter/email of Authorization if Application is signed by Agent on behalf of Owner.

CSA reserves the right to hold processing of any application until all assessments and any outstanding fees have been paid in full by owner(s).