



REQUEST FOR ARCHITECTURAL APPROVAL PACKET

In this packet, you will find an application for Architectural Approval. An application must be submitted to, and approved in writing, by the Architectural Control Committee (ACC) or Board of Directors prior to the commencement of any additions or exterior modifications to your property. Approvals may take up to 30 days.

Before sending in this application, please be sure you have included the following information.

Did You:

- Complete all items on the application?
- Complete Appendix A (if applicable)?
- Include relevant information for items 1-14 on the application?
- Include any Plans from your Architect or Survey?
- Obtain/include building permits?
- If required by your association – include the application fee or deposit?

All applications and **ALL** supporting documentation should be mailed to:

**Your Association Name,
c/o Community Association Management,
PO Box 79032
Charlotte NC 28271-0030**

You may also submit the request electronically through your association's website or via fax to
(704) 353-7986

Don't Forget! Call before you dig! Make certain you have contacted power, gas, and phone utilities to mark lines before you break ground on any project, large or small!

APPLICATION FOR ARCHITECTURAL APPROVAL

**Approvals may take up to 30 days.
You must wait for written approval by mail before starting a project.**

Date: _____

Name: _____

Address: _____ Lot # _____

Phone # (w) (____) (h) (____) Email: _____

Association/Subdivision: _____

Type of Modification (check one):

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Addition to main structure | <input type="checkbox"/> Fence | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Outbuilding | <input type="checkbox"/> Porch/Sunroom |
| <input type="checkbox"/> Satellite (condo/TH only) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Landscaping Modification (describe) _____ | | |

Important: Please ATTACH a detailed description of improvements and modifications, including the following information as applicable. **Include Appendix A for fence, play set or outbuilding installations.**

- | | |
|---|--|
| 1. Location of building(s) | 8. Color/texture of building materials |
| 2. Size/Dimensions of building(s) | 9. Paint color for doors, shutters or trim |
| 3. Roof Design | 10. Other exterior finishes (e.g. stucco) |
| 4. Driveway Design | 11. Utilities |
| 5. Fence Design | 12. Plans/Drawings (or ARC Exhibit A Form) |
| 6. Major Landscaping – Types of plants, quantities, addition or removal, existing or new planting bed and/or edge treatment | 13. Copy of Property survey with Proposed changes/additions clearly marked |
| 7. Materials to be used (e.g. brick) | 14. Contractor – Name, Address and Contractor's State License number. |

Have you reviewed the Covenants as they pertain to your proposed improvement(s)? Yes No

Have you discussed your plans with your adjoining neighbors? (Attach additional sheet if needed)

Yes No - Neighbor Name: _____ Date: _____

Yes No - Neighbor Name: _____ Date: _____

If required, have you been issued a building permit? Yes No

Estimated Start Date: _____ Estimated Finish Date: _____

(OVER)

APPLICATION FOR ARCHITECTURAL APPROVAL

(Continued)

The Architectural Review Committee (ARC) reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately.

All applications and **ALL** supporting documentation should be mailed to:

Your Association Name, c/o Community Association Management, PO Box 79032, Charlotte NC 28271-7047.

You may also submit the request electronically through your association's website or via fax to (704) 353-7986.

By signing below, I hereby agree and certify to each of the following:

- I give my permission to the ARC to inspect my lot prior to, during and immediately after the project or work to verify that it meets specifications approved by the ARC.
- Approval by the ARC does not in any way guarantee approvals by the City, County, or other such agencies, and all such approvals or permitting are the responsibility of the applicant.
- I understand that ARC approval does not address the requirements of any building code, deed restrictions, setback requirements, lot line or border or any law, rule, regulation or other legal requirements, and that the ARC, Association and their Directors and Officers have no duty or responsibility to investigate, or to notify me or my contractor of any such requirements.
- If the plans and specifications I submit with this request are approved by the ARC, I agree that any structure, or any addition, change or alteration to any structure, will be completed strictly in ARC accordance with such approved plans and specifications, and that no changes to approved plans and specifications may be made without further written ARC approval.
- Any and all subsequent changes made to this application after approval by the ARC, including but not limited to changes in design, color, style, location, or height, must be further approved by the ARC prior to any work taking place. If I fail to obtain the proper approval I will be in violation and subject to penalties and fines.
- If approval is conditional, I agree to comply with the conditions specified, before the project or work begins.
- I am aware that underground utilities may run under my property and that I am solely responsible for locating any and all utilities prior to construction.
- I will ensure, by survey if appropriate, that all work is within my property lines.
- I will not let anyone use any common area owned or managed by the association to access my house or lot in connection with the project or work unless I receive express written permission from the ARC.
- Failure to include the required information will result in my request being denied.
- I agree that work will not begin on this project until written approval is received.
- The aforementioned statements and all information submitted by me in connection with this request are true and accurate.

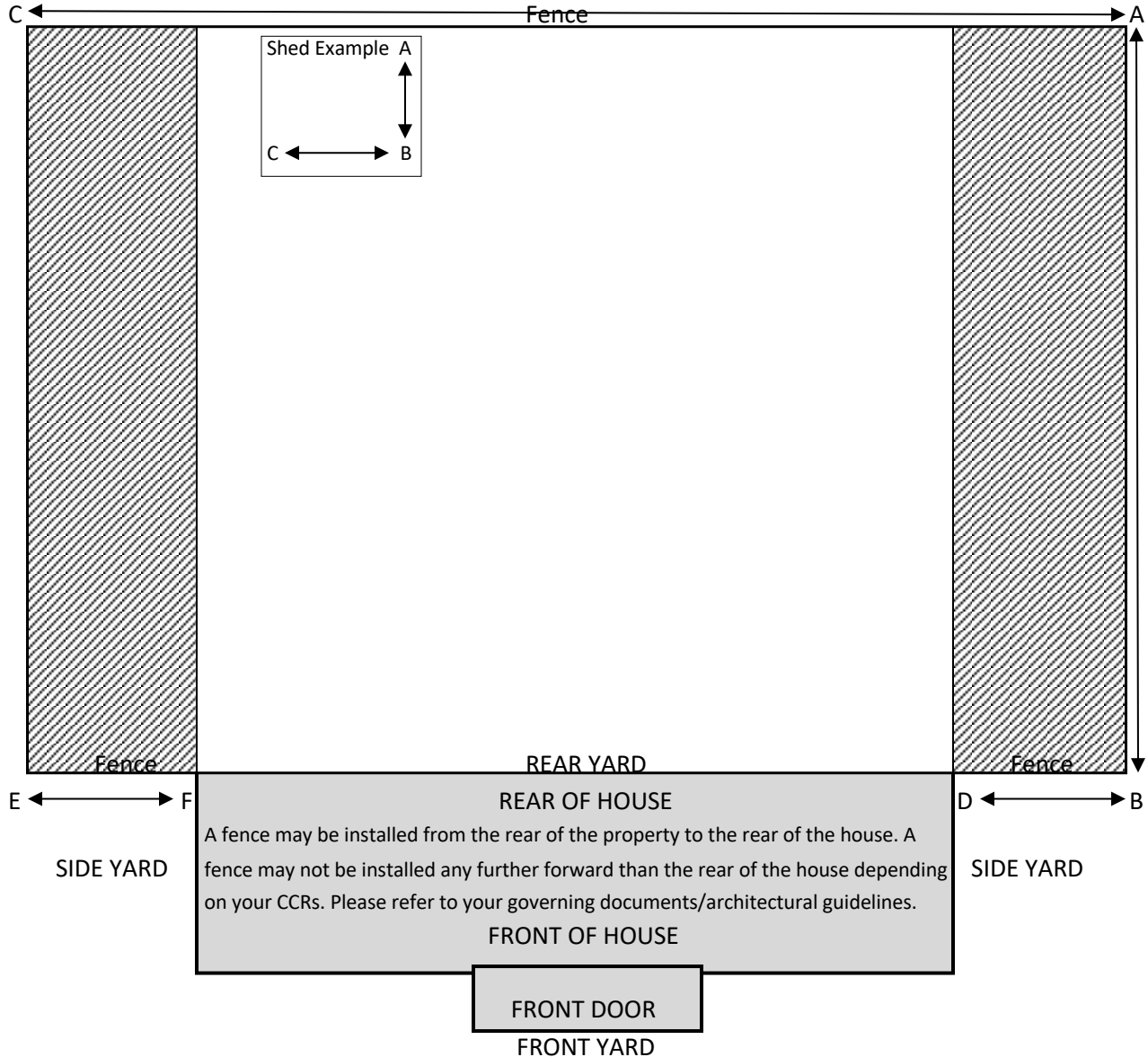
DO NOT ASSUME THAT ALL PRIOR WORK HAS BEEN APPROVED BY THE ARCHITECTURAL REVIEW COMMITTEE.

Signature of Homeowner _____ **Date:** _____

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Appendix A

If you are constructing a fence or installing an outbuilding, you must submit a survey of your lot showing the location of the fence or outbuilding. In lieu of a survey, you may complete the form below and include with your ARC submission. **Failure to include this information may result in automatic denial of your request.**



Outbuildings, Play sets, and other Additions should be placed directly behind the home and not in areas on the sides as shaded above.

I attest that the measurements and location of the Fence, Shed, or Other shown above are correct and true and all required permits** were obtained.

**You must check with the city/county to ensure that all permits are obtained prior to the start of the project. Permits may be required for outbuildings depending on the dimensions of the structure, and are required for fencing or additions to the home.

Signature of Homeowner _____ **Date:** _____

Address _____