



ARCHITECTURAL REQUEST FORM

Please complete this form in its entirety and submit to:

Associa HRW Management
4700 Homewood Ct., Ste. 380
Raleigh, NC-27609
Phone: 919-787-9000
Email: architectureadmin@hrw.net

OR-place full application on the
Town Square Architectural Review
Tool. (Directions are on Town
Square)

Request Date: _____

Property Owner (s) Name: _____

Property Lot #: _____

Property Address: _____
Street City State Zip Code

Contact Phone Number(s): _____

Estimated Completion Date: _____

Do you hereby agree to replace and/or repair, at your sole expense, any damages to common areas, personal residence area, including grass, walking areas, trees, building, roads, etc. as a result of making approved modifications? _____

Upon transfer of ownership of subject property, do you agree to inform the new owner of any maintenance agreements that have been set up prior to the transfer? _____

Property Owners Signature

Date

1) Narrative description of the proposed home and/or landscape improvement change or addition. Site materials and color(s), to be used including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary.

2) In the case of an addition or alteration to the exterior of your property, please indicate sizes, heights, description of materials, etc. **Attach a copy of your plot plan and indicate the location of the proposed exterior design change on your lot in relation to the house and other existing structures.** Also attach any sketches, specifications, professionally, prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing this application. Use separate sheet of paper.

3) All construction, building, improvements, and other work shall be done in a good and workmanlike manner with good quality materials and components free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship and or materials determined by the standards of construction in Clayton, NC, shall be corrected upon request of the Association. Such corrections must be performed within thirty days of written notice from the Association or its duly appointed representative.

4) A permit and inspection by the Town/City may be required. Fencing and Storage Buildings **require** permitting through the Town of Clayton. For other items, please contact the town for additional information.

5) When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property, and all property owners who would reasonably view the improvements from their property.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	LOT #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6) Should the Architectural Committee deny your request, you may appeal to your Board of Directors in writing, with justification to: architectureadmin@hrw.net. The Board will review the appeal at their next scheduled Board Meeting

ARCHITECTURAL COMMITTEE:

Approved: _____

Conditional Approval: _____

Denied: _____

Comments:

Signed for the Committee

Date