

Architectural Control Section 2.02 Architectural Request Form

ARCHITECTURAL REQUEST FORM

Please complete this form in its entirety and submit to:

c/o Associa H.R.W. Management
4700 Homewood Court, Suite 380, Raleigh, NC 27609
Phone 919-787-9000
architectureadmin@hrw.net

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

Summerlyn Homeowners Association _____

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.

Required permits attached? YES NO - Not applicable

4)

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. Submit your appeal to your property management company so that it can be reviewed by the Board of Directors at their next scheduled meeting.

ARCHITECTURAL COMMITTEE:

Approved: _____

Conditional Approval: _____

Denied: _____

Comments:

Signed for the Committee

Date

FENCE STYLE OPTIONS – Sign and date for the selected fence style.

#1 Shadowbox Style



I/We select the shadow box fence – 5 to 6 Feet in Height. Construction from pressure treated wood. Wooden fences must remain in natural in color, no painting. Clear stain is acceptable, and enhancement color stain must have prior approval from the ARC Committee. Pickets will be 1X4, pickets will be dog-eared.

Signature

Date

#2 Privacy Style



I/We select the privacy fence – 5 to 6 Feet in Height Foot Height. Construction from pressure treated wood. Wooden fences must remain in natural in color, no painting. Clear stain is acceptable, and enhancement color stain must have prior approval from the ARC Committee. Pickets will be 1X4, pickets will be dog-eared.

Signature

Date

#3 Picket Style



I/We select the picket style fence – 5 to 6 Feet in Height. Construction from pressure treated wood. Wooden fences must remain in natural in color, no painting. Clear stain is acceptable, and enhancement color stain must have prior approval from the ARC Committee. Pickets will be 1X4, pickets will be dog-eared.

Signature

Date

#4 Aluminum Style



I/We select the Aluminum Style Fence – 4 Foot in Height. Pickets will be no greater the 4” apart with gate will be 42” wide.

Signature

Date

#5 Vinyl Style



I/We select the Vinyl Style Fence – 5 to 6 Feet in Height. Pickets will be no greater than 4" apart with gate will be 42" wide.

Signature

Date

Please select one of the options below (one must be selected):

Option 1: We agree that we will install the fence within 1" of the property and allow our neighbors to tie into the fence in the future, if needed.

Signature

Date

Option 2: We agree that we will install the fence 3 Feet within the property line and that our neighbors will not be allowed to tie into our fence in the future.

Signature

Date
