

OWNER/AGENT APPLICATION FOR ARCHITECTURAL/LANDSCAPING REVIEW

Community		Date	
Owner's Name		Day Phone	
Home Phone		E-mail	
Address		Fax	
City, State, Zip			

If an agent is submitting on behalf of the owner, complete the following:

Name		Company	
Industry		Phone	

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications: (brief description)

Submit application to:

CAS Inc. 1401 Sunday Drive, Suite 116 Raleigh, NC 27607 Fax: 919.367.7715	<i>For office use only</i>	
	Approved	Date
	Not Approved	Date
	Approved as noted below	Date

It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law or and County Ordinances. All permits must be applied for and posted as required and work should be completed by a licensed contractor.

In support of this application, the following items must be submitted:

One set of plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, plant selections, (roof design, floor plan, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, the Arch. Committee will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the Arch. Committee.

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property.

Signature of Owner		Date	
Signature or Agent		Date	
Signature of Immediate Neighbors		Date	

Please check the following:

Is your plat plan included?	<input type="checkbox"/> Yes	Must include!
Is your fence or floor plan included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the elevation plan included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the exterior finish samples included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other: Roofing Plan, Landscaping Plans, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Architectural Review Application CHECKLIST

In order to be processed, **ALL** architectural applications must include the following items:

- Completed and signed application (one application per exterior improvement.)
 - Applications must include:
 - ALL fields completed including current contact information (this information may be added to your homeowner's account if we do not have current info on file.)

- Lot survey/Plot Plan** with proposed changes drawn exactly to scale and precisely as you propose that they will be placed.
 - Make a COPY of your lot survey before drawing your proposed improvements. Please do not draw on or send us your original lot survey!
 - Please use color others than black when drawing on your lot survey/plot plan for clarity.
 - **Note: lot survey are not required for exterior painting requests.**
- Narrative descriptions** of project with all relevant details.
- Measurements!** Be specific as possible, including height, width, depth, spacing, the better!
 - **For exterior Painting Projects:** Please include 2"x2" color swatch of each color you plan to use, as well as paint brand(s) and color name(s).
- Elevation Drawing** of proposed project, if applicable. Fences, home additions, screen porches, sunrooms, decks, and detached buildings *must* include an elevation drawing/photo.
- Any other supporting documentation.** The more relevant information you provided, the less we have to go back and forth between you and the ARC, and the faster the review process!

COMPLETE applications should be submitted for review in the following manner (chose ONE):

Option 1: All documents combined into one PDF document (scanned in high resolution color) and

- EMAILED to
- Subject Line: “[Association Name], ARC Application – [Property Address]”
(*Example – “Briars Gate HOA, ARC Application – 1234 Lovely Lane”*)

Option 2: All documents combined into one stack of letter-sized documents (printed in color)

- MAILED to
Briar Gate ARC
CAS Inc.
1401 Sunday Drive, Suite 116
Raleigh, NC 27607

*Application review timeline does not begin until complete application has been received and submitted by CAS to the
Architectural Rearview Committee*