

CARNEGIE PARK ARCHITECTURAL REQUEST APPLICATION (ARA) (For exterior, landscape changes or EV Charger)

Submit completed form to:

CAS, Inc.
207 W. Millbrook Road
Suite 110
Raleigh, NC 27609

Office: (910) 295 - 3791
Karl@casnc.com

Date of application: _____ Date received: _____

Homeowner's name: _____

Carnegie Park address: _____

E-mail address: _____

Home Phone: _____ Work/Cell Phone: _____

Brief description of project: _____

Expected completion date: _____

(Note: The project must be completed within 30 calendar days of approval by the Board of Directors. If a time extension is necessary, a written request for additional time must be submitted to CAS, Inc. at least five days prior to the original estimated completion date.)

As the homeowner submitting this request, I accept responsibility for all costs associated with this project to include all materials, labor, and (if applicable) permits and inspections. I also agree to replace and/or repair at my sole expense all damages to any common areas or personal residential areas such as structures, landscaping, sidewalks, utilities, pavements, etc. that result from work performed under this approved application.

Homeowner's signature: _____

Please submit a detailed description of the proposed changes. Your description should include dimensions, materials, and colors. If applicable, please include photographs of materials, contractor drawings and/or manufacturer specifications of the materials. If you plan to modify the existing footprint of the residence (including a deck or other exterior hardscape), include a plot plan with a scale drawing indicating the dimensions in relation to your property line and building. Plot plans can be found at:

<https://services.wakegov.com/realestate>

Complete projects should be in compliance with the NC Residential Building Code and City of Raleigh ordinances. Non-approved materials or low quality workmanship, as deemed by the board of directors, shall be corrected at the homeowner's expense within 30 calendar days of notification.

The homeowner is responsible for obtaining any applicable building permits and related inspections required by the City of Raleigh.

I acknowledge that I must receive approval of the Board of Directors prior to starting this project. I also understand that Board approval is not a substitute for a building permit that may be required and that any work undertaken prior to written approval by the Board may result in reconstruction at my expense.

Homeowner's signature: _____

Approved as submitted: _____ Date: _____

Conditionally approved: (see attached explanation) _____ Date: _____

Denied: _____ Date: _____

Note: The Board of Directors will respond within 30 days of receipt of this application. Should it be denied, you may appeal to the Board at the next scheduled Board meeting. Submit your appeal in writing to CAS. Inc. at least three calendar days prior to the Board meeting date.

ARA CHECKLIST:

	Windows	Doors	Storm door	Garage door	Deck	Landscape	Alterations (all others in Rules & Regulations)
ARA, signed in two places	X	X	X	X	X	X	X
Narrative description of project	X	X	X	X	X	X	X
Material photographs	X	X	X	X	X		X
Manufacturer material specifications	X	X	X	X	X		X
Contractor drawings	X	X	X	X	X	X	X
Name of plants						X	
Photographs of plants						X	
Plot plan					X	X	
Board approval received (prior to starting project)	X	X	X	X	X	X	X

	Exterior EV Charging Outlet
ARA, signed in two places	X
Narrative description of project	X
Material photographs (GCFI Protected Outlet, Charger and Cord Cover)	X
Name of Licensed Electrician	X
Drawing showing outlet location on your unit	X
Electrical Inspection reports (after installation)	X
EV Charging Liability Waiver	X
Proof of Homeowner Insurance Coverage	X
Board approval received (prior to starting project)	X

9/2025