

COURTYARDS ON HOLT
Homeowners Association
Architectural Application Form

c/o CAS, Inc.

Attn: Wink Hilliard

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Phone 919.367.7711 ext. 1501 wink@casnc.com

This form must be completed in accordance with, and adherence to, the instructions contained in the COH Community Policies and Guidelines. Incomplete forms will cause delays in review of your application. No project can be started until approval verdict letter is received by homeowner. Homeowner should retain a copy of this letter for future reference.

Homeowners are encouraged to submit this application via email.

The following items can be completed without having to submit an application: video doorbells, surveillance cameras, storm doors that match trim color, retractable screen doors that match trim color, garage protective floor coatings, brown or green landscaping edging without decorations, drip irrigation, brown mulch that replaces pine needles, weather stations in rear yard.

Additionally, a Crepe Myrtle tree may be replaced with another Crepe Myrtle tree without having to submit an application. However, the new Crepe Myrtle tree must be planted in the same space as the original.

For all other items not mentioned above, an Architectural Application Form is required. The Homeowner is responsible for the ongoing maintenance of the project to be implemented.

Date: _____ Lot #: _____ House Model: _____

Property Address: _____

Property Owner's Name: _____

Telephone: _____

Email Address: _____

Preferred method of contact: Phone Call (), Email (), Text ()

Description of improvement: _____

Colors and material details (attach pictures and/or samples if necessary):

Estimated start date: _____ Estimated completion date: _____

This architectural request must be accompanied by the following:

PLOT PLAN – You must submit an official survey of your property with the project(s) fully described/illustrated on it. Please mark the survey to show the proposed location of the improvement (i.e. deck, fence, landscaping, parking pad, garden, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.

ELEVATION – If you are making structural changes to the exterior of your home, you must also submit an elevation drawing with your application. An elevation drawing is a sketch/schematic/photograph that depicts your proposed improvement, as it would appear after completion. The elevation drawing should contain the following detail: height, width and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

When applying for exterior changes the homeowner **must** obtain signatures from all neighbors who may be aesthetically impacted by improvement. Determine all neighbors with a line-of-sight view of this project, who would normally see it from their homes. Visit with them, explain your project, show them your supporting materials, answer their questions, and ask them to sign your application form. Please note that, while the signature of all ‘line-of-sight’ neighbors is desired, a notation indicating a neighbor's long-term absence or refusal to sign the form is also acceptable.

***To the participating neighbors:** Your signature only indicates that this has been explained to you, not that you are approving the project. You have a right to comment and present views about requested improvements. If you submit these views/comments to the Association in writing right away, they will be considered at the time of application review.*

NAME

SIGNATURE

PROPERTY ADDRESS

In applying for the above architectural change, I agree to follow the changes as described above, adhere to the COH Community Policies and Guidelines, and meet any and all codes, permits or other requirements from county, state or other applicable authority. Any changes made to the original approved project will require a new application. Projects must be completed within 12 months of the ARC approving this application, or a new application will be required.

All projects are subject to inspection to determine adherence to the changes requested above, and may be deemed in violation due to variation or omission.

Owner's signature:

Date:
