

The Gardens at Flowers Plantation HOA
ARCHITECTURAL & LANDSCAPE REVIEW APPLICATION
(Application for approval of plans for changes to property and landscaping)

DATE: _____ NAME(S): _____

LOT#: _____ ADDRESS _____ OWNER RENTER

TELEPHONE: _____ Email _____

This application is a request for approval to add, remove or change: (check)

- Dwelling Roof Fence Tree >6 in Pool Deck
 Landscaping Shed Paint Other _____

Please attach a plat showing the location of the affected feature. Also attach technical details such as size, color, materials to be used, and any other details that may be relevant. The Architectural Lead will contact you if additional information is needed. **Please read page 2.**

This application is a request for approval to:

Owner's signature(s)

Owner's signature(s)

Please notify your neighbors prior to submitting your request for approval. Use a check mark that they have been notified or have them initial if they have been shown your paperwork.

Address _____

Address _____

Address _____

Approved Approved with Conditions Not Approved By _____

Filling out the form and the request process:

- * Forms are available on the management companies' website. If you do not have an internet connection you can request a form from a Board member or from the Management Company.
- * Prior to filling out the Form you may want to review the Covenants and the Rules and Regulations which are posted on the Management Companies' website.
- * You may complete and submit your form and documents electronically by attaching them to an e-mail addressed to merinda@casnc.com. Use your street address in the subject title. Or you may mail your forms to [CAS, Inc., C/O Merinda Stracola, 5915 Farrington Rd Suite 104, Chapel Hill, NC 27517-9900](#). Or you may file on line at <http://gardensatflowersplantation2hoa.frontsteps.com>
- * To minimize delays, thoroughly describe materials to be used, color size location, height, and what part of the house or lot is affected. Attach documents and drawings to the Form or email as needed.
- * To minimize delays, you may also want to inform your affected neighbors and explain your plans and address any concerns that they may have. You can place a checkmark that you have talked to them or have them initial the box.
- * By submitting this request, you acknowledge that the Association may need to access your property both before and after the project to ensure that plans are compatible with the neighborhood, compliant with the Covenants and rules and were done according to the plans.
- * Approvals typically take 7-10 days from the time it is received by the Association or its agents. If you do not get a response in 10 days feel free to contact your CAS Community Manager or a board member. You can contact CAS or any board member at any time during the process and get an update. Some applications need Flowers Foundation approval as well. This may add several weeks to the approval process.
- * Approval: If your project is approved you may proceed once you have received the approval letter or email. Save it should there ever be a question if you received approval.
- * Approval with Conditions: Conditions may include changes to plans, restrictions on use, screening, or other mitigations. You have 10 days to request an Approval With Conditions. An appeal hearing is not guaranteed under our by-laws. If you do not appeal the Association will assume that you will cancel your project or proceed subject to the conditions stated.
- * Approval Denied: You have 10 days to request an appeal. An appeal hearing is not guaranteed under our by-laws
- * You are responsible for any local, county, state, or federal permits and meeting any governmental codes.
- * You should call a utility marking company if you might be doing digging near utilities. call **811** or **1-800-632-4949** three business days before you plan on digging
- * If you proceed without approval, modify your project without approval, or don't satisfy the conditions you may be subject to fines, removing the changes, and/or other legal proceedings.
- * All work must be completed within 1 year from the approval date.