



## GENERAL ARCHITECTURAL REQUEST FORM

*Please complete this form in its entirety and submit to:*

Alex Brown Resource Property Management, Inc.

P.O. Box 1866 ▪ Pittsboro, NC 27312

**Email:** abrown@rpmpropertypros.com, **Fax** - (919)651-1387, **Office** -  
(919)240-4045 ext 105

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Request Date

\_\_\_\_\_  
Property Street Address

Cary, NC 27519

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Cell #

\_\_\_\_\_  
Email address

Do you hereby agree to replace and/or repair, at your sole expense, any damages to common areas and/or personal residence area, including grass, walking areas, trees, building, roads, etc... as a result of making approved modifications?  Yes,  No

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
Date

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?  Yes,  No

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
Date

### PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

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.

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 (if applicable), pictures, paint charts, or any other information that will assist in reviewing this application. Please indicate sizes, heights, description of materials, etc. Use separate sheets of paper as needed.

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 as determined by the standards of construction in Cary, 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.

Obtain all permits/inspections as required by the Town/County. Have your lot lines marked by a professional surveyor before installing any improvements. Locate all underground utilities before digging. The Homeowners Association is not responsible for damages to the subject property or damages to surrounding areas caused by the installation of improvements by the individual homeowner. The association is also not responsible for damages caused by not obtaining the proper permits/inspections by any and all applicable municipalities having jurisdiction over the subject property.

When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. You must 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  | ADDRESS | SIGNATURE |
| _____   | _____   | _____     |
| _____   | _____   | _____     |
| _____   | _____   | _____     |

Should the Architectural Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal to Resource Property Management. so that can be reviewed by the Board of Directors at their next scheduled meeting.

ARCHITECTURAL COMMITTEE:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ CONDITIONAL APPROVAL

\_\_\_\_\_ DENIED

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed for the Committee by:

\_\_\_\_\_  
Date