

AVINGTON PLACE COMMUNITY ASSOCIATION

c/o HRW, Inc.

4700 Homewood Court, Ste. 380

Raleigh, NC 27609

PH: 919-787-9000 / Fax: 919-783-9534

architectureadmin@hrw.net

REQUEST FOR ARCHITECTURAL APPROVAL

-Submit all requests for changes or additions to HRW, Inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

-The homeowner has 120 days to complete an ARC Project, if you are unable to do the ARC project in 120 days (i.e. money issues or contractor quit) you will need to inform us in writing of the circumstance.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____ **LOT NO.:** _____

TELEPHONE NUMBER: HM# _____ **WK#** _____

EMAIL ADDRESS: _____

ESTIMATED COMPLETION DATE: _____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

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2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:

- A. Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
- B. Elevation(s) – “side, front, and rear view(s)” – one or more as necessary.
- C. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
- D. A permit and inspection by the Town may be needed.

When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners. If the signatures are

missing the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

SIGNATURE OF OWNER: _____ **DATE:** _____

SIGNATURE OF NEIGHBORS VIEWING CHANGE:

NAME	ADDRESS	PHONE NUMBER

REASON FOR THE CHANGE/ADDITION _____

CONTRACTOR(S) NAME: _____

CONTRACTOR(S) ADDRESS: _____

CONTRACTOR(S) PHONE NUMBER: _____

SUBMIT APPLICATIONS TO:

HRW, Inc. 4700 Homewood Court, Ste 380, Raleigh, NC 27609
Attn: Sabrina Summerall

Is floor plan included:	Yes_____	No_____
Is the elevation plan included:	Yes_____	No_____
Exterior finish samples included:	Yes_____	No_____
Other, roof plan, landscaping, and fence:	Yes_____	No_____

(FOR COMMITTEE RESPONSE)

DESIGN APPROVAL: _____ YES _____ CONDITIONAL APPROVAL _____ NO

Signature of Committee Chairperson

Date

Remarks/Special Condition: _____

