



# ARCHITECTURAL REQUEST

ID #: \_\_\_\_\_ | Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_

**Arbor Creek  
Homeowners Association, Inc.**

Submit Completed Application and Materials To:

Arbor Creek Homeowners Association, Inc., 1930 N Salem Street, Ste 101, Apex, NC 27523

OR Fax (919) 367-7715

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Lot # / Subdivision Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Property Owner's Signature

Estimated Completion Date

Please give a narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s) to be used including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary.

---

---

---

---

---

---

---

---

Please attach drawings and/or samples of paint to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more with different views are needed to clearly show proposed improvements including existing structures:

- A. Plat Plan – “top down view” should be drawn on a copy of your lot survey
- B. Elevation(s) – “side view(s)” – one or more as necessary

Attach paint samples if applicable.

A permit and inspection by the Town may be needed.

When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property and all property owners who would reasonably view the improvement 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	SIGNATURE	ADDRESS	LOT #	PHONE

The Committee will render a decision within 30 days of receipt of complete application. Should the Architectural Review Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal to CAS, Inc so that it can be reviewed by the Board at their next scheduled meeting.

Initial Here

**Submission without a Plat Map/Survey:** I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial Here

**Disclaimer:** The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipal, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more stringent/ restrictive requirements prevail.

<b>O F F I C E U S E O N L Y</b>		Date _____
Received <u>Complete</u> Application: _____		Entered Response in Computer: _____
<input type="checkbox"/> Mailed: _____	<input type="checkbox"/> Faxed: _____	<input type="checkbox"/> Emailed: _____
Approved: _____	Approved w/Conditions: _____	Denied: _____
Comments/Conditions: _____		