



# Architectural Request

Pemberley Homeowners Association, Inc.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

In order for your application to be reviewed, you must submit a request, complete with all required information. Please note that failure to provide this information may cause a delay in the review process. Provide a detailed description of your request below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each request must be accompanied by the following required information:

1. Plot Plan with location of project shown, a bird’s eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines. For fencing, indicate existing fences and if you will be attaching or abutting, plus setback dimensions and location and sizes of any gate(s).
2. Materials List. For landscaping requests, include list of plants to be used with locations shown and size of plant type at maturity.
3. Indicate color(s) to be used, include applicable paint/stain samples and note if colors will match the existing home. Acceptable paint stains are Sherwin Williams “Banyan Brown” or Behr “Antique Brass”. Fences MUST be stained.
4. Provide photos of proposed project. For tree removal, please include photos of the tree(s) marked with an “X”.
5. Drainage Plan and/or landscaping plan as applicable.

Please check the box to indicate your proposed project type. The numbers in parenthesis indicate the required attachments from the list above for each project.

<input type="checkbox"/>	Fence (1, 2, 3, 4)
<input type="checkbox"/>	Storage Shed (1, 2, 3, 4)
<input type="checkbox"/>	Deck/Screened Porch (1, 2, 3, 4, 5)
<input type="checkbox"/>	Patio (1, 2, 3, 4, 5)

<input type="checkbox"/>	Landscaping (1, 2, 5)
<input type="checkbox"/>	Tree Removal (1, 2, 4)
<input type="checkbox"/>	Play Equipment (1, 2, 3, 4)
<input type="checkbox"/>	Other – As Applicable (1, 2, 3, 4, 5)

I understand that the Board of Directors (or its Architectural Committee) will review this application. I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions, or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Architectural Committee is allowed up to 60 days to render a decision from the date the complete application is received.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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, Management 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 municipalities, 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.

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Architectural requests should be completed and submitted via email to the Community Manager (Ashley Gross)

[Ashley@casnc.com](mailto:Ashley@casnc.com)