

Request Id _____
Date Received _____
Received By _____

Chadwick Townhomes Association, Inc.
Architectural Request Form
P.O. Box 97427
Raleigh, NC 27624

Please complete this form in its entirety and submit it to the HOA office at least 7 days prior to the next Architectural Committee meeting for its consideration at the meeting.

Property Owner Name Phone Request Date

Property Address Lot #/Subdivision Name

Property Owner Signature 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 including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. 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. Plot 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

3. Attach paint samples if applicable

4. A permit and inspection by the City may be needed.

5. 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/your) signature represents only (my/your) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>Name</u>	<u>Signature</u>	<u>Address</u>	<u>Lot No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Architectural Committee: Approved _____
 Conditional Approval _____
 Disapproval _____

Comments: _____

Signed: _____ (For the Architectural Committee)
Date: _____