

ID Number _____
Date Received _____
Received by _____

**MILL RIDGE CONDOMINIUM OWNERS ASSOCIATION, Inc.
ARCHITECTURAL REQUEST**

**Mill Ridge COA
P.O. Box 97427
Raleigh, NC 27624**

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

PROPERTY OWNER'S NAME PHONE REQUEST DATE

PROPERTY ADDRESS LOT # / SUBDIVISION NAME

PROPERTY OWNER'S 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 Town 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/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written committee directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	LOT NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

ARCHITECTURAL COMMITTEE:
 APPROVED _____ DISAPPROVAL _____ CONDITIONAL APPROVAL _____

COMMENTS:

SIGNED: _____ (For the Architectural Committee)

DATE: _____