

**Cottonfield Village**  
**Architectural Change Request Form**

Please submit this application and any attachments to  
Kohn-Ell Association Management Services, 205 West Millbrook Road, Suite 210, Raleigh, NC 27609  
Phone 919-856-1844 Fax 919-571-8290 Email: [Architectural-Info@kohnell.com](mailto:Architectural-Info@kohnell.com)

Homeowner's Name: \_\_\_\_\_

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

Homeowner's Phone: \_\_\_\_\_

Homeowner's Email: \_\_\_\_\_

**Request Statement and Agreement**

I determine this proposed project to be fully compliant with my Association's Covenants. I request project approval by the Association and/or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If the Board and/or Architectural Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of the Association, I will cause the project to become completed in a manner fully compliant with the covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the Association for all expenses associated with the compliance. I will be responsible for obtaining all necessary permits required by local governments having jurisdiction. Furthermore, I will be responsible for calling 1-800-632-4949 (Call-Before-You-Dig- Hotline) if I am planting in or near a common area easement.

***PLEASE READ CAREFULLY: PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30-60 DAYS FROM RECEIPT OF COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL INFORMATION MAY LENGTHEN THIS PROCESS. THANK YOU, KOHN-ELL ASSOCIATION MANAGEMENT***

***I also accept the responsibility for obtaining all necessary permits associated with this request.***

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Describe proposed changes or additions:**

*To speed up the process the proposed plan should include sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application.*

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

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ESTIMATED CONSTRUCTION DATES: \*Start \_\_\_\_\_ Finish \_\_\_\_\_

Please make sure your contractor adheres to your schedule, since the Association can force its completion.  
*\*Be advised that the review process may take 30-60 days from receipt of application.*

**Other Information Regarding Project Request:**

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Architectural Committee/Kohn-Ell use only

**Special Conditions for Approval:**

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Conditional Approval \_\_\_\_\_  
(Include reason) (See above or check below)

\_\_\_\_ If fence is installed inside drainage/utility easement homeowner is responsible for removing and replacing fence if work is required in easement at homeowner's expense.

Signature: \_\_\_\_\_  
Board of Directors Officer and/or Architectural Committee Member

Date: \_\_\_\_\_