

Architectural Request Application

(This form may be used for both architectural changes and landscape changes.)

Submit to: RealManage
By mail: PO Box 803555
Dallas, TX 75380
866-473-2573 (phone)
919-714-7450 (Fax)
or by email
servvice@Ciramail.com

Date of Application: _____ Date Received _____

Name of Association: _____

Homeowner's Name: _____

Address: _____

Email Address: _____

Home #: _____ Work /Cell#: _____

Anticipated Project Completion Date: _____

Project must be completed within 30 days of approval or additional written permission will be needed from Committee/Board for an extension of time.

Homeowner agrees to replace and/or repair at their sole expense any damages to any common areas and personal residence areas such as walking areas, trees, buildings, roads, etc. as a result of making the approved modifications. _____ **(homeowner initial)**

A narrative description of the proposed improvement must be attached. **Please use a separate sheet of paper.**

In the case of an addition or modification to the exterior of your home, please specify the following:

_____ Dimensions

_____ Heights

_____ Colors

_____ Materials to be used.

_____ Plot plan/ elevation

_____ Illustration drawing

_____ Will a port-o-john be used?

A copy of your plot plan demonstrating the location of the proposed exterior design change on your lot in relation to the home and other existing structures is required.

Other items that may be helpful are: sketches, specifications, professionally prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing this application. Please attach these to this request prior to submitting it to the committee.

All improvements must be thorough, with no less than good quality materials, free from faults and defects and in compliance with any and all applicable laws, regulations, and ordinances. Any deficiencies in workmanship or materials, determined by reasonable standards of construction in your Town or City, shall be corrected upon request of the Association at the cost of the homeowner. Such corrections must be performed within thirty days of written notice from the Association or its duly appointed representative.

Homeowner will be responsible for contacting any applicable municipality and for the cost to obtain permit(s) and inspection(s) if required. Upon transfer of ownership of subject property, homeowner agrees to inform the new owner of any maintenance agreements that have been set up prior to the transfer. _____ **(homeowner initial)**

Signatures from all property owners that are connected to your lot and from homeowners that would have a reasonable view of the improvement from their property are required. If the unit adjacent to your unit is occupied by a tenant, the signature must be obtained by the owner of the unit. Please obtain their signatures prior to submitting your request in the area below or on a separate sheet of paper if necessary.

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 Board/Committee if desired.

<u>NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>LOT #</u>

Thank you for submitting your request for improvements.

NOTE: I understand that I must receive approval of the Board of Directors/Committee in order to proceed. I understand that the Board/Committee approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete the improvements promptly and within 30 days after receiving approval. I further understand that work that begins prior to written approval may result in a fine charged to me. _____ (Homeowners initials.)

A decision was made regarding your request on: _____

APPROVED as requested: _____

CONDITIONALLY APPROVED with the attached/following conditions: _____

DENIED _____ (Should the Board/Committee deny your request, you may appeal to your Board of Directors in writing at the next regularly scheduled Board meeting. Please submit your appeal to: RealManage, PO Box 803555 Dallas, TX 75380. ONLY WRITTEN APPEALS WILL BE RE- CONSIDERED)