

Architectural Request Form Application

(This form may be used for all architectural, exterior, and landscape changes.)

Submit to: Charleston Management Corporation

Post Office Box 97243 - Raleigh, NC 27624 or at info@charlestonmanagement.com

(919) 847-3003 (Office) - (919) 848-1548 (Fax)

Date of Application: _____ Association: Englehardt Preserve Owners Association

Owner(s) Name: _____

Address: _____

Email Address(es): _____

Home/Work/Cell#: _____

Type of improvement: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Project must be started within 30 days of approval and completed within 30 days of commencement of the work or additional written permission will be needed from ACC for an extension of time. Homeowner must provide photographs of project when completed.

Owner 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. _____ **(Owner's initials)**

In the case of an addition or modification to the exterior of your home, please attach the following documentation or a narrative description on a separate sheet of paper to include:

___ Plot Plan / Survey Map

___ Dimensions

___ Elevation

___ Manufacturer/Brand Name

___ Illustration/Drawing

___ Color(s)

___ Specifications Sheet

___ List of materials to be used

Other items that may be helpful are: professionally prepared and sealed plans, or any other information that will assist in reviewing this Application. Please attach these to this request prior to submitting it to the ACC.

A copy of the Plot Plan / Survey Map demonstrating the location of the proposed exterior improvements on your lot in relation to the home, property lines, building setbacks, easements, landscape buffers, and other existing structures is required. Based on the placement of the improvement, please specify which of the following are applicable to the proposed improvement:

___ Viewable by neighbors from their property

___ May obstruct view for neighbors of community feature

___ Will be placed over an existing easement/landscape buffer

___ May restrict access by HOA to maintain common area and/or stormwater retention/control device

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 municipality, shall be corrected upon request of the Association at the cost of the Owner. Such corrections must be performed within thirty (30) days of written notice from the Association or its duly appointed representative.

Owner 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, Owner agrees to inform the new Owner of any maintenance agreements that have been set up prior to the transfer. _____ (Owner's initials)

I/We understand that I/we must receive approval of the ACC in order to proceed. I/We understand that the ACC's approval does not constitute approval of the local building department and that I/we may be required to obtain a building or land use permit. I/We agree to complete the improvements promptly and within thirty (30) days after receiving approval. I/We further understand that work that begins prior to written approval may result in a fine charged to me. I/We agree to provide photographic proof of completion of the addition, alteration, or improvement in compliance with the approved application with sixty (60) days after receiving approval. _____ (Owner's initials)

I/We understand that I/we must obtain Acknowledgment Signatures from Owners of all properties that are connected to your lot, from all Owners that would have a reasonable view of the improvement from their property, and from all Owners whose view of a community feature could be obstructed by the improvement are required prior to the submission of the Application. If the property adjacent to your property is occupied by a tenant, the acknowledgment signature must be obtained by the record Owner of the property. _____ (Owner's initials)

I/We understand that I/we must obtain initials from all Owners indicated in the previous paragraph on each page of the included request details. I/We understand that the Owners' initials acknowledge that they have seen what improvement(s) is/are being proposed. _____ (Owner's initials)

NEIGHBOR(S) ACKNOWLEDGEMENT: I/we, the undersigned, acknowledge that the requesting Owner has shown me/us the details of the proposed improvement(s) described on this Application and that my/our signature represents only my/our awareness of the request. I/we understand that I/we may make verbal or written comments directly to the ACC if desired regarding any concerns or objections we may have.

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

Should the ACC 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: Charleston Management Corp, PO Box 97243, Raleigh NC 27624. ONLY WRITTEN APPEALS WILL BE RE-CONSIDERED.

FOR OFFICIAL USE ONLY: Application Received by ACC on: _____

Decision rendered on: _____ ☐ APPROVED as requested

☐ CONDITIONALLY APPROVED with the attached/following conditions: _____

☐ DENIED for the following reason(s): _____

Please Note: Fences shall NOT extend more than 10 feet from the rear corners of the home towards the front of the home/street. Fences cannot be installed less than 5 feet from the edge of a sidewalk. At least 2", but no more than 3", must be left between the bottom of the fence and the ground. For additional requirements and details, please refer to Section 3.06 of the Architectural Control Guidelines

Approved Fence Style – 54" Avalon/Long Islander Style Black Aluminum Fence

- ☐ I/we select the 54" Avalon/Long Islander Style Black Aluminum Fence with optional puppy panel, constructed from black aluminum.



SIGNATURE

DATE

PLEASE SELECT APPLICABLE OPTIONS BELOW AND SIGN:

- I. ☐ I / We agree that we will install the fence within 1 inch of the property line and our neighbors will be allowed to tie in to the fence in the future if needed.

Signature

Date

- II. ☐ I / We agree that we will install the fence 3 feet from the property line (to allow sufficient space to allow access for Owner maintenance of property) and that our neighbors will NOT be allowed to tie in to our fence at any time.

Signature

Date

- III. ☐ I / We agree that we will install the fence _____ feet from the property line (outside the easement or buffer area located on the property) and that our neighbors will NOT be allowed to tie in to our fence at any time.

Signature

Date

A Plot Plan / Survey Map of the property that reflects the property lines, easements, landscape buffers, and structures, must contain a drawing of the proposed location of the fence and gate(s).