

EXTERIOR CHANGE APPROVAL

If you have not already reviewed your community's **Architectural Guidelines**, please refer to the *Community Info* > *Documents* area of the Association's website page.

REQUIRED DOCUMENTS FOR A COMPLETE APPLICATION

Click the project links below for more information:

ARBOR	FENCE	PATIO EXTENSION	SHED
AWNING	GAZEBO	PERGOLA	SOLAR PANELS
BASKETBALL GOAL	GUTTERS	PLAYSET	TRAMPOLINE
DECK	HOUSE ADDITION	POOL	TRASH BIN SCREENING
DECK EXTENSION	LANDSCAPING	PORCH	TREE REMOVAL
DRIVEWAY EXTENSION	LANDSCAPE REPLACEMENT	RADON DEVICE	OTHER
EXTERIOR LIGHTING	OUTDOOR KITCHEN	RETAINING WALL	
EXTERIOR PAINTING	PATIO	ROOF REPLACEMENT	

Important Note: Homeowners are responsible for obtaining any required **town, city, or county permits**.

TO SUBMIT YOUR APPLICATION ONLINE:

1. **Log in to your HOA account:** <https://ppm.cincwebaxis.com/>
2. Click the "See All" button in the **Architectural Request** section located on the main dashboard screen.
3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents/images**.

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Which projects do not require HOA approval? Any work that does not alter the appearance of your property or change the flow of stormwater from your property is considered routine maintenance and does not require HOA approval. Examples include repainting your home in the same color, replacing shingles, doors, windows, shutters, or exterior lighting with matching styles/materials/size, or repaving your driveway using the same materials, color, style, and size.



Arbor

- **Project Description.** A full description of the project, including the dimensions.
 - **Images or Specifications.** A photo example of the arbor structure or website link with photos/specs.
 - **Current photo of your property.** A current photo of your property where the structure will be located.
 - **Official Survey/Septic plot.** Mark the proposed location for the structure within your property lines.
- ❖ Please note that any proposed projects **must be shown on the survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

If you did not receive these documents at closing, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).

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Awning

- **Project Description.** A full description of the project, including dimensions, material, and style.
- **Images or Specifications.** A color photo example of the awning or website link with photos/specs.
- **Current photo of your property.** A photo of the exterior of your home where the awning will be installed.

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Basketball Goal

- **Project Description.** A full description of the project.
- **Images or Specifications.** A photo example of the basketball goal or a website link with photo/specs.
- **Current photo of your property.** A current photo of your property where the basketball goal (and new cement pad, if applicable) will be located.
- **Official Survey/Septic plot plan.** Mark the proposed location for the basketball goal within your property lines.
- ❖ Please note that any proposed projects **must be shown on the survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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- Note: If a cement court is being added, please include a photo example of the material being used, the dimensions, and indicate the proposed location within your property lines.

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Deck

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A sketch/digital rendering or photo example of what the deck will look like when complete.
- **Current photo of your property.** A photo of your property where the deck addition will be located.
- **Official Survey/Septic plot plan.** Mark the location of the proposed deck addition/modification within your property lines.
- ❖ Please note that any proposed projects **must be shown on the survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Deck Extension

- **Project Description.** A full description of the project, including materials and dimensions.
- **Images or Specifications.** A sketch/digital rendering or photo example of what the deck will look like when complete.
- **Current photo of your property.** A photo of your property where the current deck is located.
- **Official Survey/Septic plot plan.** Mark the location of the current deck and the proposed location for the deck extension on your survey/septic plot plan.
- ❖ Please note that any proposed projects **must be shown on the survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Driveway Extension

- **Project Description.** A full description of your project, including the dimensions.
 - **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.), or confirm the material will match the existing driveway.
 - **Current photo of your property.** A photo of your current driveway.
 - **Official Survey/Septic plot plan.** Mark the location of your current driveway and the proposed location of the driveway extension within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Exterior Lighting

- **Project Description.** A full description of your project.
- **Images or Specifications.** Photo example of the new exterior lighting/light fixture.
- **Current photo of your property.** A photo of your property where the exterior lighting will be installed.
- **Official Survey/Septic plot plan - if applicable (i.e., if being installed on your Lot and not the main dwelling).** Mark the location of your current driveway and the proposed location of the driveway extension within your property lines. [More information](#)

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Exterior Painting

- **Project Description.** A full description of the exterior project.
 - **Images or Specifications.** The paint brand, color, and number.
 - **Current photo of your property.** A photo of the exterior of your home as it is currently.
- Some HOAs may require homeowners to confirm that there are no other houses with the same/similar paint color within a certain number of houses in close proximity or have specific paint colors and/or color scheme requirements. You can check your community's guidelines on the Association's website under *Community Info -> Documents*.
- Repainting your home with same paint color does not require HOA approval.

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Fence

- **Project Description.** A full description of the project, including the fence height, style, and material.
- **Images or Specifications.** A photo example of the fence style.
- **Current photo of your property.** A current photo of your property where the fence will be installed.
- **Official Survey/Septic plot plan.** Mark the proposed location of the fence and fence gates within your property lines. (Some HOAs may also require landscape screening to be noted on the survey.)
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

If you did not receive these documents at closing, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).

- Note: If you plan to attach your fence to an existing adjacent fence, you must also submit the 'Permission to Attach to an Existing Fence' form. This form can be downloaded from the '*Community Info*' area of the HOA website.

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Gazebo

- **Project Description.** A full description of the project, including the dimensions.
 - **Images or Specifications.** A photo example of the gazebo structure or website link with photos/specs.
 - **Current photo of your property.** A current photo of your property where the proposed gazebo will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location for the structure within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Gutters

- **Project Description.** A full description of the project, including dimensions.
 - **Images or Specifications.** A photo example or website link for the new gutters.
 - **Current photo of your property.** A photo of your house showing the current gutters.
- Replacing your current gutters with the same style (material, size, color) gutters does not require HOA approval.

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House Addition

- **Project Description.** A full description of the project, including materials and dimensions.
 - **Images or Specifications.** A contractor's sketch or digital rendering of the proposed addition, showing elevation levels.
 - **Current photo of your property.** A current photo of your house/property where the proposed addition will be located.
 - **Official Survey/Septic plot plan.** Mark the location of your current home and the proposed location for the addition on your survey/septic plot plan.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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- Please refer to your community's guidelines for any additional requirements.

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Landscaping

- **Project Description.** A full description of the project.
 - **Images or Specifications.** A plant list or landscape plan.
 - **Current photo of your property.** A current photo of your property where the landscape modifications will be located.
 - **Official Survey/Septic plot plan.** Mark the location of each proposed landscape modification within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Landscape Replacement

- **Project Description.** A full description of the project.
 - **Images or Specifications.** A plant list or a relandscape plan.
 - **Current photo of your property.** A current photo of your property where the landscape modifications will be located.
 - **Official Survey/Septic plot plan.** Mark the location of each proposed landscape modification within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Outdoor Kitchen

- **Project Description.** A full description of your project, including dimensions, materials, and style.
- **Images or Specifications.** Photo example of the materials and equipment being installed (pavers/stamped concrete/stone, outdoor grill/kitchen/sink/bar, pergola, etc.).
- **Current photo of your property.** A photo of your property where the proposed outdoor kitchen area will be located
- **Official Survey/Septic plot plan.** Mark the proposed location of the patio addition, and any other features being added as part of this project, within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Patio

- **Project Description.** A full description of your project, including the dimensions.
 - **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.).
 - **Current photo of your property.** A photo of your property where the patio addition will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location of the patio addition, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Patio Extension

- **Project Description.** A full description of your project, including the dimensions.
 - **Images or Specifications.** Photo example of the material being used (pavers, stamped concrete, stone, etc.), or confirm the material will match the existing patio.
 - **Current photo of your property.** A photo of your current patio.
 - **Official Survey/Septic plot plan.** Mark the location of your current patio and the proposed location of the patio extension, and any other features being added as part of this project (seating wall, firepit, etc.), within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Pergola

- **Project Description.** A full description of the project, including the dimensions.
 - **Images or Specifications.** A photo example of the pergola structure.
 - **Current photo of your property.** A current photo of your property where the pergola will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location for the structure within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

If you did not receive these documents at closing, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).

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Playset

- **Project Description.** A full description of the project, including dimensions.
 - **Images or Specifications.** A color photo example of the playset structure.
 - **Current photo of your property.** A current photo of your property where the playset will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location for the structure within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Pool

- **Project Description.** A full description of your project.
 - **Images or Specifications.** A digital rendering of the pool project (your contractor will typically provide this). Photos of the materials that will be used (pavers, stone, travertine, etc.) and features that will be added (pergola, firepit, hot tub, etc.). Description of backwash location, if applicable.
 - **Current photo of your property.** A current photo of the exterior of your property where the pool and other additions will be located.
 - **Landscape plan:** A plant list or landscaping plan for privacy screening/buffering, if not already existing.
 - If a **fence will be installed**, please include the fence height and a photo example of the fence style.
 - **Official Survey/Septic plot plan.** Mark the proposed location within your property lines for the pool, pool equipment, deck, patio hardscape, landscaping, and fence and fence gates (existing or new). If any additional features are being added as part of this project (e.g., pergola, fire pit, hot tub), please also note the proposed location for those structures.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Porch

- **Project Description.** A full description of the project, including materials and dimensions.
 - **Images or Specifications.** A sketch/digital rendering or photo example of what the porch will look like when complete.
 - **Current photo of your property.** A photo of your property where the porch addition will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location of the porch addition/modification within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.
- If you did not receive these documents at closing**, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).
- **Porch Enclosures:** If you plan on enclosing the existing patio/deck without changing the existing footprint of the home, then a survey/septic plot plan is not required.

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Radon Remediation Device

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A photo example of the radon remediation device or a website link with photos/specs.
- **Current photo of your property.** A photo of the exterior of your home where the proposed radon remediation device will be installed.

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3. Select “Add ACC Requests” to begin your application.
4. Upload **all required project documents/images**.

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Retaining Wall

- **Project Description.** A full description of the project, including the dimensions (height, width).
 - **Images or Specifications.** A photo example or website link showing the materials being used.
 - **Current photo of your property.** A current photo of your property where the retaining wall will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location of the retaining wall within your property lines. (Some HOAs may also require landscape screening to be noted on the survey.)
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

If you did not receive these documents at closing, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).

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Roof Replacement

- **Project Description.** A full description of the project.
 - **Images or Specifications.** A photo or website link for the new shingles.
 - **Current photo of your property.** A photo of your home showing the current roof/shingles.
- Replacing your home's current shingles with the same style, color, and material shingles does not require HOA approval.

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3. Select "Add ACC Requests" to begin your application.
4. Upload **all required project documents**/images.

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Shed

- **Project Description.** A full description of the project, including dimensions.
- **Images or Specifications.** A photo example of the shed structure.
- **Current photo of your property.** A current photo of your property where the shed will be located.
- **Official Survey/Septic plot plan.** Mark the proposed location for the shed/structure within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

If you did not receive these documents at closing, contact your closing agent or the attorney listed in your closing documents. You can also hire a professional surveyor (see the North Carolina Society of Surveyors website).

- Note: HOAs generally require shed structures to match the color/style/material of the home. Some also require landscape screening to be installed (if not existing).

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4. Upload **all required project documents/images.**

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Solar Panels

- **Project Description.** A full description of the project.
 - **Images or Specifications.** A brochure from the solar panel company with a photo example of the panels and general specifications, and a digital rendering showing the proposed location on your roof where each panel will be installed.
- Front/Street-facing solar panel roof placement requires a viability report from the solar panel company.

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4. Upload **all required project documents/images**.

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Trampoline

- **Project Description.** A full description of the project, including dimensions.
 - **Images or Specifications.** A color photo example of the trampoline or website link with images/specs.
 - **Current photo of your property.** A current photo of your property where the trampoline will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location for the trampoline within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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4. Upload **all required project documents/images.**

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Trash Bin Screening

- **Project Description.** A full description of the project, including the height, style, and material.
 - **Images or Specifications.** A photo of the trash bin enclosure.
 - **Current photo of your property.** A current photo of the exterior of your property where the enclosure will be located.
 - **Official Survey/Septic plot plan.** Mark the proposed location for the enclosure and enclosure gate within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields**. This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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Tree Removal

- **Project Description.** A full description of the project, including the type/species of tree and approximate height and width.
- **Current photo of your property.** A current photo of the tree(s) to be removed.
- **Replacement Landscape Plan.** Provide a plant list/relandscape plan, if applicable.
- **Official Survey/Septic plot plan.** Mark the location of each tree within your property lines.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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- Note: Tree removal projects should include the reason for removal and a relandscaping plan (if applicable). Some HOAs also require a letter from a certified arborist. Please also refer to the city/town for any tree removal requirements/restrictions.

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Required Documents For A Complete Application

- **Project Description.** Provide full details, including dimensions, materials, and style (as applicable).
- **Images or Specifications.** Upload a photo example, sketch/digital rendering, or website information with images and specs.
- **Current photo of your property:** A photo of the exterior of your property where the proposed modification(s) will be located.
- **Official Survey/Septic plot plan.** Mark the location of each proposed modification within your property lines. *This is required for any modification located beyond the main dwelling or any project that changes the existing footprint of the main dwelling.
- ❖ Please note that any proposed projects **must be shown on a survey/septic plot plans that also shows both the primary and repair septic fields.** This is crucial to ensure that the proposed work does not impact these fields. The septic plot plan was included with your closing documents.

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