

WALDEN TOWNES HOMEOWNERS ASSOCIATION  
c/o R S Fincher & Co., LLC  
Post Office Box 1117  
Apex, North Carolina 27502  
Telephone: (919) 362-1460  
FAX: (919) 362-1462

ARCHITECTURAL OR LANDSCAPE REQUEST FORM

Submit all requests for changes or additions to R S Fincher & Co., LLC at the above address. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

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Please indicate the Change Request Type:

☐

Architectural

☐

Landscape

OWNERS NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ LOT NO: \_\_\_\_\_

TELEPHONE #s: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_ 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. (Please submit paint color samples.) State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more 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 Wake County may be required

REASON FOR THE CHANGE/ADDITION:

The owner is required to review the proposed changes with all abutting neighbors. The review of the neighbors is not an approval or disapproval, but merely a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change, and they understand they may come to the next Architecture or Board Meeting to voice their opinion on this request.

|    | NAME  | ADDRESS/LOT # | SIGNATURE |
|----|-------|---------------|-----------|
| 1. | _____ | _____         | _____     |
| 2. | _____ | _____         | _____     |
| 3. | _____ | _____         | _____     |
| 4. | _____ | _____         | _____     |

The following action has been taken on your request: ☐ Approved as submitted ☐ Approved with conditions  
☐ Denied ☐ Incomplete

REASON FOR DENIAL OR CONDITIONAL APPROVAL

Signed: \_\_\_\_\_ (For the Architectural Committee)

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

Notice: You have 90 days to begin the project and another 90 days from the begin time to complete the project. The Board of Directors can only grant extensions. You must notify management immediately as soon as the project is complete so that compliance and completeness may be verified.

## APPEAL PROCESS

If the request is denied, the requester has the right to appeal the decision of the committee within 30 days. This may be done by submitting the request for appeal in writing to the Board of Directors, c/o R S Fincher & CO, LLC, Post Office Box 1117, Apex, NC 27502. The appeal will be considered at the next regular meeting of the Board of Directors. An appeal received 30 days after denial from the architectural committee will not be considered. Submitting changes for denied requests, seeking approval, will have to go through the normal procedure.

*THIS FORM IS NOT COMPLETE WITHOUT  
ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.*