

SANDY SPRINGS HOMEOWNERS ASSOCIATION, INC

C/O CAS Inc.

5915 Farrington Rd. Suite 104 Chapel Hill, NC 27517

Phone: 919-403-1400 Fax: 919-403-1499

Robert@CASNC.com

ARCHITECTUAL REQUEST FORM

Name _____ **Contact Phone** _____

Address _____ **Lot #** _____

Signature _____ **E-Mail Address** _____

This form must be filled out in its entirety with requested information before submission to CAS Inc. for review by the Board of Directors. To avoid delays in the review process, please provide all required information. Your request cannot be processed until all required information has been received.

____ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like. Painting, attach color chips or samples; Fences, specify materials, style, height, color, and mark location using x's on lot survey etc.; Extensive landscaping, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings. _____

____ 2. Attach a copy of your official lot survey received at closing. You official lot survey should show only your lot with property lines, building envelope, and any easements of buffers. Mark your change(s) in colored pen or marker and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from property line. Not required if only painting exterior.

____ 3. Attach as many elevations (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, e.g., room additions, screen porches, decks, storage sheds, sun rooms, garages, etc.

____ 4. Have neighbors, whose lot is adjacent to yours, or would reasonably view the changes/improvements from their property, sign this form. This is a courtesy to advise your neighbor(s) of the changes you are making. If lot/house is empty or under construction, or a neighbor refuses to sign, specify on the signature line below.

SIGNATURE

NAME

ADDRESS

LOT#

***Note to neighbor: Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. Signatures are for notification purposes only and are not required for approval or denial. If you disagree with the proposal or have any concerns, you should submit your concerns in writing to the Board of Directors c/o Robert@CASNC.com**

____ 5. Submit the form to **Robert@CASNC.com** to be forwarded to the Board of Directors.