



Towns of Upchurch Farms Homeowners Association

Architectural Standards and Guidelines for the Towns of Upchurch Farms

The Towns of Upchurch Farms Board of Directors has approved this document.

**Version 3.02
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ACC approval is required for garden fences.

- a) The height of the fence shall not exceed four (4) feet above ground level and must be located in an existing mulched area in the rear yard.
- b) Only aluminum or steel black wire fences are permitted. Refer to sample at right.

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Introduction

The purpose of this document is to familiarize the Towns of Upchurch Farms homeowners with the guidelines and standards, which will be used to maintain and enhance the aesthetic and environmental appearances of the Towns of Upchurch Farms community.

This document provides specific design standards and guidelines that have been adopted by the Board of Directors (BOD) of the Towns of Upchurch Farm Homeowners Association. These guidelines and standards address improvements for which homeowners will most often submit applications to the Architectural Control Committee (ACC). The guidelines are not intended to be all-inclusive or exclusive, but rather serve as a guide to the improvements that may be made in the Upchurch Farms community.

Important Notes

- Homeowners are reminded that approval by the ACC for a proposed change does not remove the need for appropriate Town of Cary building permits or other necessary documentation.
- The guidelines in this document are applicable to the Towns of Upchurch Farms.
- All homeowners are encouraged to familiarize themselves with the contents and retain this document for future use.
- **Grandfather Clause:** Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the following guidelines, need not be modified in accordance with the guidelines specified herein.
- The Towns Board retains the right to review, change and/or modify this document.

Purpose of this Document

The purpose of this Architectural Standards and Guidelines document is to:

- Establish uniform guidelines and maintain consistency in exterior alterations made by homeowners to their property.
- Assure residents that the standard of design quality is maintained, thus protecting and preserving property values.
- Increase homeowner awareness and understanding of the Declaration of Covenants and Restrictions.
- Allow homeowners to develop exterior improvements that are in harmony with the immediate neighborhood and community.

Declaration of Covenants and Restrictions

The legal documents for the Towns of Upchurch Farms Homeowners Association include the Declaration of Covenants and Restrictions. They impose use restrictions for changes, improvements and alterations to an owner's lot. The authority for maintaining the quality of design in the community is founded in the Declaration of Covenants and Restrictions which are part of the deed for each home and are binding upon all initial homeowners and successors in ownership, irrespective of whether or not owners are familiar with such Covenants.

All homeowners should have received a copy of the Declaration of Covenants and Restrictions at settlement. These Covenants establish the Towns of Upchurch Farms Homeowner's Association (HOA) and the Architectural Control Committee (ACC).

Towns Association Responsibilities

The Towns Association is responsible for providing maintenance of the common area grounds and improvements, the payment of expenses for common area water, sewer and electricity, hazard and liability insurance for common area and the Towns Board of Directors, and the establishment of reserve funds for the repair and replacement of capital improvements. The Towns Association also plays the very important role of architectural review and enforcement of the covenants of the community. Responsibilities for the HOA and the individual homeowner are outlined in the attached Maintenance Responsibility List.

Procedures

Enforcement Procedures

The Bylaws of the Association provide the authority for the Towns Board of Directors to establish the following enforcement procedures to ensure compliance:

1. A violation may be observed and reported to the Board of Directors through the managing agent by a member of the Architectural Control Committee or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the managing agent.
2. The Board, through the managing agent, contacts the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
3. If the violation is not resolved within the requested time frame after the first written notification, a second letter is sent to the resident in violation.
4. If the violation is not abated within the requested time frame from the date of mailing of the second letter described in number 3 above, the Board, through the managing agent, sends the resident in violation a certified letter informing the resident they have seven (7) days to comply.
5. If the violation is not resolved, the Board through the managing agent sends the resident a notification of the hearing date and time. *Hearings proceed as scheduled, even if owner does not attend, and may result in fines up to \$100/day per NC law.*
6. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation

Important Note – Parking violations may receive notification either through mail or via a sticker/warning notice being placed on vehicle.

7. The Board reserves the right to:
 - Refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.
 - After notice and an opportunity to be heard by the Towns Board of Directors, suspend a member's voting rights and/or rights to use Association facilities for noncompliance with published rules and regulations of the Association.

Fine Notes	After several attempts have been made in writing to rectify a violation, a hearing date is set prior to any fines being imposed. If the resident fails to appear for the hearing, it proceeds as scheduled and fines can still be imposed. Once a 5-day grace period has lapsed after the hearing date, the fines are imposed.
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Appeals

To initiate an appeals procedure, the applicants or other affected residents must make an appeal in writing within five (5) business days of the hearing decision.

Design Guidelines

The Board of Directors has adopted the specific Guidelines detailed in this document. This guide may not address every situation. If you wish to make a permanent or significant visual modification to your property that is NOT covered in this document, you MUST submit an application to the Architectural Control Committee. Please follow the application procedures and note that your request is a special circumstance.

Role of the Architectural Control Committee

The Towns of Upchurch Farms HOA is responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Upchurch Farms Homeowners Association (Article VIII) provides the scope and authority of the Architectural Control Committee (ACC). The Board of Directors (BOD) of the Towns of Upchurch Farms Homeowners Association appoints the members of the ACC. The Architectural Control Committee consists of three or more persons appointed by the BOD. The Architectural Control Committee is responsible for enforcing the Association's Design Guidelines for exterior modifications to homes and improvements to lots as proposed by lot owners.

The ACC will review and approve (or disapprove) applications submitted by lot owners for exterior additions, alterations or modifications to a home or lot using Design Guidelines approved by the Association's Board of Directors.

As part of its responsibilities, the Architectural Control Committee will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

Application Procedure

This section describes the procedure for submitting proposed improvements to the managing agent for approval.

1. Applications: All applications for proposed improvements must be submitted in writing using the application forms authorized by the ACC. A copy of these forms is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be corrected before they will be considered.

Unless notified to the contrary, homeowners should mail applications to the following address:

CAS, Inc.
4917 Waters Edge Drive
Suite 140
Raleigh, NC 27606
919-788-9911
Fax: 910-295-0182

Important Notes	Please check with your City and County Building Departments, to ensure your project meets all building codes. Please obtain all necessary permits required. If you are digging, call North Carolina One Call, formerly No-Cuts, at 1-800-632-4949. They will mark underground lines.
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2. Supporting Documentation: The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Control Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc.
3. Time Frame for Completion of the Review: The Architectural Control Committee is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the 30-day review period commences upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval: Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Control Committee.
5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Architectural Control Committee to the Board of Directors. A homeowner may appeal a decision of the Architectural Control Committee by submitting a written request to the Board of Directors within fourteen (14) days after the date of an action by the Architectural Control Committee. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within thirty (30) days from the date of receipt of an appeal.

Architectural Standards

The guidelines in this document are applicable the Towns of Upchurch Farms.

Antennas and Satellite Dishes

- a) Exterior antennas are prohibited.
- b) Satellite dishes may not be more than two feet in diameter. Such dishes shall not be located within the public right-of-way. Only one dish per unit allowed.
- c) Satellite dishes shall be located to the rear of the principal building, but not within ten feet of any side or rear property line or in any required buffer.
- d) Satellite dishes must be mounted to the outside of the house in the location that best minimizes its visibility from the street. The dish should be mounted on the back of the house or otherwise placed to hide it from street view. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible to hide it from street view.
- e) In the case where reception cannot be obtained from the above stated locations, an application shall be submitted to the ACC for placement approval of the satellite dish. The satellite dish should have 70% landscape coverage.

Arbors

- a) Arbors require ACC approval.

Awnings

- a) Awnings require ACC approval.
- b) Color of the awning needs to match as close as possible the color of the siding.
- c) The storage box for the awning is to be the same color as the awning and siding.
- d) The homeowner must agree and indicate his acceptance in writing that any damage to the dwelling due to the installation or maintenance of the awning or other related circumstances is the exclusive responsibility of the homeowner and no longer covered by Upchurch Homeowners Association. Lack of appropriate maintenance and or replacement of any and all parts of the unit will cause the homeowner to be in violation and will be subject to fines and any and all expenses incurred to restore the dwelling to standard and acceptable condition.
- e) In the event of a sale of the subject property, it is the responsibility of the homeowner to advise the purchaser of these requirements and obtain the purchaser's written acknowledgement and acceptance of the terms related to this approval.

Birdhouses

- a) Permanent birdhouse structures are prohibited in the front yard.

Burning

- a) Burning of any kind, including but not limited to leaves, debris, or papers is prohibited. All burning violations are punishable by the Town of Cary laws.

Clotheslines

- a) No clotheslines may be erected or maintained on any Lot.

Decks, Patios and Screen Enclosures

- a) All decks, patios and screen enclosures require ACC approval.
- b) Design and construction must be consistent with and comparable to those decks and screened porches originally offered and built by Khovanin/Fortis.
- c) Under deck storage – Use of decorative screening, either wood or plant material is recommended to minimize adverse visual impacts on adjoining neighbors.
- d) All new decks, extensions, or screenings, if approved by the ACC, require a Town of Cary permit and must meet North Carolina building codes.
- e) All decks must be in the rear of the house and not extend past the side of the house.
- f) Three-season/patio or sunrooms or enclosed porches will not be permitted.

Information Required with Application

- 1) Plot plans showing the location of the deck or patio in relation to other structures and property lines.
- 2) Two elevation drawings (front and side) showing style of deck or patio, including railing, steps, etc.
- 3) Description of materials to be used, including samples of stain or paint, if applicable.
- 4) Impervious surface application needs to be approved by the Town of Cary before applying to ACC.

Driveways

- a) All driveway, parking pad, or walkway modifications require ACC approval.
- b) Close attention must be paid to placement in regard to adjoining property lines, setbacks, and encroachment onto buffer areas, common property, neighboring lots, etc.
- c) Driveway extensions may not exceed past the edge of the domicile on the garage side.
- d) Walkway extensions to garage side doors are allowed but require ACC approval.
- e) Modifications must be of the same materials as the existing driveway.
- f) Driveways cannot be painted.
- g) A permit is required from the Town of Cary for any modification to the curb.

Information Required with Application

- a) Plot plans showing location of driveway, walkway, or parking pad.
- b) Drawing(s) showing the measurements of the parking pad, (length, height, and width) as well as any landscaping that will be added along the perimeter.
- c) Description of materials to be used.

Dog Houses

- a) All doghouses require ACC approval.
- b) Dog houses must be compatible with applicant's house in color and material or match a natural wood fence and must be located where they will be visually unobtrusive, such as in rear yards.

Exterior Air Conditioners

- a) Individual air conditioning units mounted through windows or walls are prohibited.

Exterior Decorative Objects

- a) Approval will be required for all introduced exterior decorative objects including natural and man-made. Exterior decorative objects include but are not limited to such representative items as bird baths, wagon wheels, sculptures, fountains.
- b) Exterior decorative objects greater than 12 inches are subject to ACC approval.
- c) Items located in the rear yard or within a yard enclosed by a fence will be allowed. Items cannot be located on the lawn area.
- d) Holiday decorations are permitted but must be removed within (14) days after holiday.
- e) Exterior string lights are allowed for holiday and cultural events but must be removed within 14-days after the holiday or event.

Exterior Lighting

- a) Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view, and light fixtures do not stand more than 18" above the ground.
- b) The Architectural Control Committee shall be responsible for determining whether exterior lighting is an annoyance or unreasonably illuminates other owner's property.
- c) Addition of any light post requires ACC approval.

Exterior Painting

- a) An application is not required to repaint or re-stain an object to match the original color. This requirement applies to doors, shutters, trim, and other appurtenant structures.
- b) Any exterior modification to doors, shutter, trim and other appurtenant structures that does not match the original color is not permitted.
- c) The only approved color for front doors and shutters is black.

Fences - Garden

ACC approval is required for garden fences.

- c) The height of the fence shall not exceed four (4) feet above ground level and must be located in an existing mulched area in the rear yard.
- d) Only aluminum or steel black wire fences are permitted. Refer to sample at right.



Fences - Privacy

ACC approval is required for privacy fences.

- e) The height of the fence shall not exceed six (6) feet above ground level including lattice if applicable and must be located in the rear yard of the lot and along property lines.
- f) Fencing cannot impede the natural flow of water drainage through the fenced in area.
- b) Only white vinyl fences are permitted in the style of the privacy fences that already exist.
- c) All fence construction must be done in accordance with the Town of Cary's fence ordinances.

Note: Lawns within fenced areas are not maintained by the HOA landscapers.

Information Required with Application

- a) Plot plan that indicates the exact fence location in relation to the house and property lines.
- b) Dimensions of the fence and fence type.
- c) Elevations
- d) Gate locations

Firewood

- a. The stacking of firewood may not be visible from the street and is subject to ACC approval.

Fire Pits

- a. All fire pits require ACC approval.

Gutters and Down Spouts

- a. Gutters and down spouts should match those existing in color and design and must not adversely affect drainage on adjacent properties.

Hot Tubs and Spas

- a) Exterior hot tubs or spas require ACC approval and must be within a completely fenced in yard.

Irrigation Systems

- a) An automatic irrigation system in the front and rear yard is permitted and must receive ACC approval
- b) The additional water meter/backflow preventer must be screened from view with a plant or hedge so that it is not visible from any street or adjoining lot.
- c) All irrigation system covers require ACC approval.
- d) Residents must follow the Town of Cary watering schedule.

Landscaping and Ground Maintenance

- a) All landscaping requires ACC approval.
- b) Shredded hardwood is the only approved mulch. No other type of mulch is acceptable.
- c) Compost containers must be located in the rear yard and requires ACC approval.
- d) Carpeting on steps is prohibited.
- e) Mulching of the entire front yard is prohibited.
- f) Extending the mulch area is not permitted.
- g) Any dead trees or shrubs must be removed by homeowner within 30 days. If tree/shrub is one of original foundation plantings, homeowner must replace with like kind.
- h) The HOA encourages minimal tree removal to ensure the existing tree canopy in the community. Exceptions to this are based on safety concerns or undue restriction of the reasonable use of property. ACC approval is required for removal of trees more than 4" in diameter.
- i) All stone, brick, wooden and retaining walls require ACC approval.

Mailboxes

- a) House numbers on mailboxes must be uniform with the original decal style.
- b) Mailboxes and mailbox posts are to be painted black and replaced with the current style.

Maintenance

- a) Homeowners are to notify managing agent of needed repairs.
- b) Any non-HOA covered repairs must be completed within 30 days of written notification from the AC or managing agent.

Parking

- a) Owners, lessees, sub-lessees, guests, and invitees shall not park or store any vehicle on any street or sidewalk in the property, on any part of a lot other than in those areas improved for that purpose (i.e., a garage or driveway) except for the occasional (no more than 4 days per month) overflow parking for reasonable purposes provided that no inconvenience is imposed on the owners of other lots.
- b) The following vehicles are prohibited from parking or being kept on any lot: abandoned partly disabled, inoperative, buses, trucks in excess of 3/4 ton, commercial vehicles, boats, boat trailers, motor homes, campers or other recreational vehicles.
- c) With regard to any vehicle parked in violation of the covenant, Owner will be notified, and the Association may remove such vehicle at the expense of the Owner thereof.

Patios

- a. All patio construction requires ACC approval.

Pets

- a) Only common household pets such as dogs and cats may be kept, provided they are not kept, bred or maintained for commercial purposes and so not create a nuisance or annoyance to surrounding lots.
- b) Pet owners shall be responsible for the immediate cleanup and proper disposal of pet wastes from their pet. Pet owners shall incur any and all costs for repairing damage to the Association caused by their pets.
- c) The Town of Cary requires that all dogs and cats be on a leash.

Portable Storage

- a. All portable storage containers, PODS and the like must be removed from property within 3 business days.

Privacy Screening/Lattice

- a) All lattice work or similar privacy screening requires ACC approval.
- b) Lattice may not be installed as a fence or in place of deck railings.

Recreation and Play Equipment

- a) All play sets and recreation equipment requires ACC approval.
- b) Play sets and recreation equipment are prohibited in the front yard
- c) Basketball backboards are prohibited.

Signs

All signs must meet Town of Cary regulations.

- a) One sign advertising a property for sale is allowed. Such signs must not exceed 6 square feet.
- b) Real estate signs must be removed within 48 hours of closing.
- c) Commercial contractor signs may be displayed when the work is in progress. The sign must be removed within 48 hours of work completion.
- d) Political signs are considered a seasonal display and can only represent a declared candidate. All signs must be removed within 48 hours after election. Signs must not exceed 6 square feet.

Solar Panels

- a) Solar panels and solar collectors are prohibited.

Storage of Items

- a. Storage of items, such as but not limited to, bicycles, trash or trash containers, barbecue grills, snow shovels, work out equipment, lawnmowers, tires, work tools, boxes, building supplies, etc. in the front (including on porches and stoops) or unfenced side of yards of the property is not permitted. Items permitted to be stored on front porches are exterior furniture items, planters, garden hose reels.

Storage Sheds

Storage sheds are prohibited.

- a) All outdoor storage containers in rear yard on patio or in mulch area require AC approval.

Storm Doors

- a. Full glass storm doors are permitted and require ACC approval.

Swimming Pools

Temporary or aboveground pools are prohibited.

Termite Inspection

- a. The association provides the annual termite warranty for the townhomes. It is each townhome owner's responsibility to provide the termite contractor with access to the interior crawl space, garage, storage room, enclosed patio/porches, and exterior foundations on the scheduled inspection days. Owners will be notified if their inspection is incomplete due to inaccessible areas and will have the opportunity to schedule their own inspection for a trip fee. If the inspection is still not complete after these notices, a due process hearing will be scheduled with the Board which may result in daily fines for lack of a complete termite inspection.

Towns – Interior Maintenance

- a) Each Town homeowner shall maintain, repair and replace, at his or her own expense, all portions of his or her Unit, except the portions thereof to be maintained, repaired or replaced by the Association.
- b) Costs of approved alterations will be the sole responsibility of the Town homeowner, including costs of permits, engineering fees and any other fees. The cost of maintenance and repair of such alterations shall be the sole responsibility of the Town homeowner.

- c) It is not the intent of the Committee to question any Unit Owner's right to make non-structural architectural and aesthetic changes to his or her Unit. However, any anticipated changes either inside and/or out of any Unit should not harm any adjacent structure or violate any agreement the HOA currently has with the local utility companies and building authorities.

The following guidelines apply to interior renovation work in any Unit:

- 1) Prior to any interior renovation taking place in any Unit, it is the Unit Owner's responsibility to contact the local governing agency in their Town to determine if any building permits are necessary for the anticipated work.
- 2) It is the Unit Owner and/or his or her contractor's responsibility to secure all building permits, if necessary, prior to the start of any construction.

Trash Containers/Trash Removal

- a) All trash containers must be stored out of view of the street on non-collection days.
- b) Per the Town of Cary, place your cart at the curb – not in the street or on the sidewalk or meter box – by 7: 00 a.m. on your collection day. Set the cart facing out and away from light poles, mailboxes, or fire hydrants.
- c) Removed emptied cart from the curb as soon as possible and before 6 a.m. the next day.
- d) Each resident is responsible for picking up litter on his property and preventing windblown debris from originating from his land, including Cary News Paper.
- e) At no time is the Association Open Space considered a dumping ground for inorganic debris. Organic debris such as leaves, grass clippings and branches may not be dumped on Open Space.

Vehicles

- a) The following vehicles are prohibited from parking or being kept on any lot: abandoned, partly disabled, inoperative, buses, trucks in excess of one-ton, commercial vehicles, boats, boat trailers, motor homes, campers or other recreational vehicles.
- b) No portion of the Association shall be used for the repair of automobiles. Minor maintenance completed within the same day is allowed.
- c) No unlicensed vehicles, including, but not limited to, motorized bikes, motorcycles, mini-bikes, go-karts shall be operated on or parked upon any common area of Association.

Windows/Doors

- a) Townhome owner is responsible for replacement of broken glass in windows and patio doors as well as the replacement of windows in which condensation accumulates between thermal panes.
- b) Townhome owner is responsible for replacement of weather-stripping on front doors and garage doors, repairs or replacement of ripped screens, door and slider hardware including doorknobs, locks and slider tracks. Owner is also responsible for adjustment/repair of sliding screens and Patio screen sliders if their operation becomes difficult due to wear and tear.
- c) All window treatments, curtains, blinds or shades must have a neat appearance from the exterior of the home, i.e., blinds and shades should not be broken or ripped in any way and all other unsightly window coverings such as paper, sheets, etc. are prohibited.

UPCHURCH FARMS TOWNS MAINTENANCE RESPONSIBILITY LIST

ITEM	ASSOCIATION	HOMEOWNER
Streets	X	
Walkways	X	
Sidewalks	X	
Driveways (to garage door)	X	
Siding and Trim (not including washing)	X	
Patios (including any railings and/or stairs)		X
Decks (including any railings and/or stairs)		X
Fences (other than standard privacy fences)		X
Crawl space/Foundation		X
Gutters/Downspouts	X	
Storm Drainage (Common Areas)	X	
Storm Drainage (Individual Lots)		X
Utility lines for home		X
Exterior lights on home		X
Exterior house numbers	X	
Exterior storm doors		X
Exterior water faucets		X
Front stoops/porches (including any railings, steps, and/or columns)	X	
Termite warranty and inspections	X	
Landscaping replacement on individual lots (including ornaments, bordering, embellishments)		X
Roof Replacement (+/- 20-year cycle)	X	
Roof Damage (fire, lightning, windstorm, hail, flood, or other natural disaster)		X
Insurance of the homes		X
Insurance of common areas	X	
Screened porches		X
Shutters	X	
Storage room doors		X
Painting exterior surface of doors	X	
Front doors (excluding painting of the exterior)		X
Windows (all glass surfaces and screens)		X
Window and Skylight Units		X
Patio doors (including screen doors)		X
Privacy fences (Not including washing)	X	
Mailboxes	X	
Pressure washing of home exterior		X
Window washing (interior and exterior)		X
Window washing (interior and exterior)		X

In support of this application the following items must be submitted.

One Set of Plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, (roof design, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

If the application is incomplete, the MC will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the MC.

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property. Neighbors, your signature indicates you have seen the proposal. If you have any problems or oppose the proposal please promptly submit your concerns to CAS.

It is hereby understood and agreed that approval of this application by the MC does not constitute approval as to compliance with applicable North Carolina law or Durham, Orange and Wake County ordinances. It is further understood and agreed that you agree to repair or replace, at your sole expense, any damages to common areas or other lots, including grass, walks, buildings, trees, roads, etc. as a result of your making modifications.

Signature of Owner (s) _____ Date: _____

_____ Date: _____

Signature of Agent: _____ Date: _____

Signature of Neighbors: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Note:

Is your plat plan included:	Yes _____	No _____
Is your fence, or floor plan included:	Yes _____	No _____
Is the elevation plan included:	Yes _____	No _____
Are the exterior finish samples included:	Yes _____	No _____
Other: roof plan, landscaping plan:	Yes _____	No _____
Impervious Surface Approval	Yes _____	No _____

Submit Applications to:

CAS, Inc.
1930 North Salem Street, Ste 101
Apex, NC 27523-8204
cecilia@casnc.com

Approved: _____ Date: _____
Approved as Noted: _____ Date: _____
Disapproved: _____ Date: _____

Special Note Regarding Impervious Services

There are impervious surface requirements for each lot in the Upchurch Farms subdivision noted on your deed. Prior to any additions of concrete or decking you must obtain allowable size requirements from the Town of Cary. This completed form, with approval from the Town of Cary must accompany your submission.

Impervious Surface Certification

Date: _____
Name: _____
Address: _____
Subdivision: Upchurch Farms

Existing Impervious Surfaces

House _____	Square Ft
Deck _____	Square Ft
Patio _____	Square Ft
Driveway _____	Square Ft
Sidewalk _____	Square Ft
Detached Building/Garage _____	Square Ft
Other _____	Square Ft
 TOTAL _____	 Square Ft

Proposed Additions

Description _____

Proposed Impervious Area

Property Owner _____
Signature _____
Phone _____

**Town of Cary, Engineering, 316 North Academy Street, Cary, NC 27513
Tel 919-469-4030 fax: 919-460-4935 www.townofcary.or**