

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: Stoneriver Community 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 1 year of approval and completed in accordance with Sec 13.05 of DCCR or additional written permission will be needed from ACC for an extension of time. Homeowner must provide photographs of project when completed upon request of ACC.

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 use

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 understands that there is a **\$30 fee** associated with all architectural applications for review by a licensed architect and that the Owner's account will be charged for this fee. Owner must pay the fee within 7 days of submitting the application. Unpaid fees are subject to late fees. _____ (Owner's initials)

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. Upon Request, 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 Acknowledgement Signatures from Owners of **all** _____ **(list number of lots)** properties which touch/ connect to our 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 acknowledgement signature must be obtained by the record Owner of the property. _____ (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 the decision 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):

****Fences are permitted at Single Family Home Lots only. Fencing is not permitted at townhomes.**

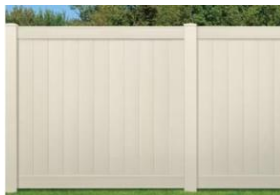
Cottage Collection (rear load garage homesites 86-125, 318-357 and 395-401): Black aluminum is the only permitted fencing design.

Summit and Classic Collection homesites (all single family detached homes other than the Cottage Collection noted above) may select any of the options below.

☐ I/we select the 48" Avalon/Long Islander Aluminum Fence ☐ with optional 18" Puppy Pickets



☐ I/we select the 72" Almond Vinyl Stockade Fence



☐ with 12" lattice top



☐ I/we select the 72" White Vinyl Stockade Fence



☐ with 12" lattice top



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 on 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

Applicant must attach 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).