

OLD SALEM HOMEOWNER ASSOCIATION

c/o HRW, Inc.
4700 Homewood Court, Ste 380
Raleigh, NC 27609
Phone (919) 787-9000 Fax (919) 783-9534
architectureadmin@hrw.net

ARCHITECTURAL SUBMITTAL AND REVIEW PROCESS

Thank you for inquiring about the architectural review process established by Old Salem. As a homeowner, you need to be aware that it is your responsibility to complete an architectural request form prior to making any changes, additions or deletions to the exterior of your home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

ITEMS TO BE SUBMITTED:

- 1.) Architectural Request Form completed in its entirety.
- 2.) Plot plan (lot survey) outlining the change on your property.
- 3.) Elevated views (Photos or Drawings).
- 4.) Signatures of all neighbors who will be able to view the change from their property.
- 5.) Samples of paint, siding or any other items that may be helpful in making a decision.

Please submit your completed Architectural Request Form to HRW at the address provided above. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the Architectural Review Committee, prior to the next scheduled meeting date to be reviewed and a site visit is conducted.

HRW will complete a standard response letter indicating the committee's final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merit. Any alterations/deviations to an approved request will require a re-submittal.

All projects must be completed within 12 (twelve) months of date of approval.

REMINDERS:

- 1.) No construction shall begin without written approval
- 2.) Town Building permits may need to be obtained and will be the responsibility of each homeowner.
- 3.) Allow enough time for processing and approval in planning for construction. The Declaration of Covenants and Restrictions for your association has established a time frame of 60 (sixty) of which approval or denial must be granted by the developer, Board of Directors or Architectural Committee. Please refer to the Declaration of Covenants and Restrictions for more information.

APPEALS:

To appeal a disapproved or approved with conditions submittal, submit in writing, a response to the Board of Directors, including specific detailed information that clarifies why the submittal should be reconsidered. Submit this information to HRW and it will be forwarded to the Board of Directors.

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REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to HRW, Inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____ LOT NO.: _____

TELEPHONE NUMBER: HM# _____ WK# _____

EMAIL ADDRESS: _____

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. 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 but not limited to:
 - A. Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - B. Elevation(s) – “side, front, and rear view(s)” – one or more as necessary.
 - C. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
 - D. A permit and inspection by the Town of Apex may be needed.

FOR THE HRW OFFICE ONLY

ID#: _____ Date Received: _____ Received By: _____

3. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. *If the signatures are missing, the request can be denied as incomplete.* If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR THE CHANGE/ADDITION _____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME

ARCHITECTURAL COMMITTEE:

Approved _____

Conditional Approval _____

Disapproval _____

COMMENTS: _____

Signed: _____

Date: _____