

ID Number: \_\_\_\_\_  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_

ARCHITECTURAL REQUEST FORM

c/o **RS Fincher & Co., LLC**  
Post Office Box 1117  
Apex, North Carolina 27502  
Telephone: (919) 362-1460  
Fax: (919) 362-1462

ASSOCIATION NAME: *Charleston Village*

Please complete this form in its entirety and submit it to the HOA management company for consideration at the next Architectural Review Committee Meeting.

\_\_\_\_\_  
Property Owner's Name Request Date

\_\_\_\_\_  
Property Address Lot #

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Projected Start Date \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

I hereby agree to replace and/or repair, at my sole expense, any damages to Association common areas as well as other homeowner residences, (i.e. grass, walking areas, trees, buildings, roads, etc.) as a result of making approved modifications. \_\_\_\_\_ (initial)

Upon transfer of ownership of subject property, I agree to inform the new owner of any maintenance agreements that have been set up, prior to the transfer. \_\_\_\_\_ (initial)

My signature below, acknowledges that this Architectural Request shall not be considered approved until I receive written notification of approval from the HOA management company. For details on the Architectural Request review process, please refer to [www.CharlestonVillage.org](http://www.CharlestonVillage.org).

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE DATE

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary. Please refer to [www.CharlestonVillage.org](http://www.CharlestonVillage.org) for the latest specifications.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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2. In the case of an addition or alteration to the exterior of your property, please indicate sizes, heights, description of materials, etc. Attach a copy of your plot plan and indicate the location of the proposed exterior design change on your lot in relation to the house and other existing structures. Also attach any sketches, specifications, professionally prepared and sealed plans, pictures, paint charts, or any other information that will assist in reviewing the application.

A. "Top Down View" should be drawn showing the location of the item(s) to be placed.

B. Dimensions: \_\_\_\_\_

C. Materials: \_\_\_\_\_

D. Color: \_\_\_\_\_

3. A permit and inspection may be needed. It is your responsibility to understand the requirements and to acquire any applicable permits, approvals, and/or inspections. Approval of this application by the HOA does not constitute approval as to compliance with applicable North Carolina law, Wake County Ordinances or Apex Township.

4. When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property, and all property owners who would reasonably view the improvement from their property.

I acknowledge that the requesting property owner(s) has shown (me/us) the details of the proposed improvement described on this form and that (my/our) signature represents only (my/our) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

NAME	SIGNATURE	ADDRESS	LOT NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. If I have been denied, I can appeal to the HOA Board of Directors. Appeal must be in writing and sent to the HOA Management Company so it can be included on the agenda of the next Board of Directors meeting.

6. If the application is incomplete, the Management Company will notify me/us as to the needed documents, and the application will not be further considered until receipt of the materials.

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Checklist for submission:

Floor Plan included?	_____ Yes	_____ No
Elevation Plan included?	_____ Yes	_____ No
Exterior Finish Samples included?	_____ Yes	_____ No
Other, Roof Plan, Landscaping, Fence Style included?	_____ Yes	_____ No

\*\*Over night parking of work vehicles is prohibited.

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-for office use only-

Architectural Review Committee:      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_

ARC Signature: \_\_\_\_\_      Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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Architectural Review Board:      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_

ARB Signature: \_\_\_\_\_      Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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