



# Architectural Review Request Form

The Architectural Control Committee, also known as Architectural Review Committee, ensures the continuity and harmony of the community so that properties are maintained to hold the highest assessed value for all property owners. Any exterior changes must be approved by the ARC before work begins. The ACC has up to thirty (30) days from receipt to review your request and inform you of its decision. Plan accordingly. If you should start without approval, legal action may be taken against you without notice.

In order for the ACC to consider your request, the following conditions must first be met:

- The Homeowners Association annual assessments (dues) are current (paid) for the subject property.
- No special assessment is posted for the property by the HOA (fees, default, fine, etc.)
- The property does not have any unresolved or outstanding architectural or covenant issues.
- The ACC has the right to enter the subject property to assess the application (by appointment only -- homeowner(s) must be present or have given permission)
- The following project information is provided:
  - Include any scale drawing, survey, construction documents, photos, product brochures.
  - Details such as color, size, material, height, location, impact on adjacent homeowners' properties.

Name:

Property Address:

Mailing Address (if different):

Home Phone:

Work Phone:

Email:

Project (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Rear yard fence             | <input type="checkbox"/> Basketball goal      |
| <input type="checkbox"/> Home addition               | <input type="checkbox"/> Clearing / grading   |
| <input type="checkbox"/> Changing house / roof color | <input type="checkbox"/> Pool / hot tub / spa |
| <input type="checkbox"/> Deck                        | <input type="checkbox"/> Playground           |
| <input type="checkbox"/> Outbuilding / shed          | <input type="checkbox"/> Patio / walkway      |
| <input type="checkbox"/> Driveway addition           | <input type="checkbox"/> Other (describe):    |

Estimated Start Date:

Completion Date:

Approval by the ACC does not in any way guarantee approvals by the City of Charlotte, Mecklenburg County or other such agencies, and all such approvals or permitting are the responsibility of the applicant. Please be aware that underground utilities may run under your property and should be marked using the 811 service prior to construction. All changes from an approved request must be resubmitted to the ACC for review. If changes in design, color, style, location or height occur without proper approval, the homeowner will be in violation and subject to penalties and fines. Do not assume that all prior property modifications have been approved by the ACC. By submitting this request, I agree to perform/contract the work described strictly in accordance with the plans and specifications described on the reverse, upon approval.

Signature:

Date:

ARC Approval Signature:

Approval Date:

Return in person to:  
Return by mail to:  
Return by email to:  
Return online at:

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