

# Architectural Request Form

Ashley Forest Homeowner's Association, Durham North Carolina

Date Received: _____
Reviewed By: _____

## APPLICATION PROCEDURES FOR ARCHITECTURAL CHANGE REQUESTS

Ashley Forest Covenants require that plans for any exterior changes to a property, except minor landscape changes, must be submitted to the Architectural Review Committee (ARC) in writing for review. ARC approval is mandatory before work begins. The application procedure is the following:

1. Complete an Architectural Request Form and communicate intended changes to three (3) nearest neighbors (2 adjacent and 1 directly across the street); their signatures indicated only that they have been informed of proposed changes, not necessarily that they agree with a change. Other homeowners may offer input to the ARC or to the Board of Directors about any change request.
2. *The Architectural Request Form should be submitted to the Management Company at least four (4) weeks prior to work beginning.* The ARC has a maximum of 30 days to consider a request. Should a decision not be reached before the end of this period, the request is automatically approved. The requester will be notified of the ARC's decision by letter from the Management Company.
3. If a homeowner disagrees with all or part of the ARC's decision, the request may be appealed to the Board of Directors. Failure to obtain ARC or Board approval prior to making changes is a Covenant violation and will be met with a firm response by the Board, including possible legal action.

**NOTE: Failure to comply with all existing building or zoning codes renders any ARC approval null and void. It is the homeowner's responsibility to assure conformance to codes.**

**Homeowner Information:** Request Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

### Have three nearest neighbors sign form, indicating acknowledgment of your plans:

Name _____	Address _____	Signature _____
Name _____	Address _____	Signature _____
Name _____	Address _____	Signature _____

### Type of Proposed Change and/or Improvement (check appropriate box):

- Exterior:**
  - Painting - (Form not required if repainting the same colors) Attach paint chips for new colors, stating the part of dwelling for which each color is intended. New colors must be different from adjacent homes.
  - Landscaping - Major changes only. Include Plat Plan showing locations of landscape changes.
  - Fencing – Include the following 2 drawings indicating proposed fencing:
    1. A Plat Plan (A copy of your lot survey with proposed fence location drawn in).
    2. An Elevation Drawing (A side view showing the type of fence to be built).
- Stand-Alone Structure (Storage, Playhouse, Tree-house, Dog House. Etc.)** - Include the following:
  1. A Plat Plan (A copy of your lot survey with Stand-Alone Structure drawn in).
  2. An Elevation Drawing (A side view showing the new structure with relation to the house).
  3. Indicate the type of materials to be used. Exterior should match exterior of the dwelling.
- Deck/Patio Addition or Renovation** - Include the following:
  1. A Plat Plan (A copy of your lot survey with deck/patio addition or change drawn in).
  2. An Elevation Drawing (A side view showing the new deck in relation to the house).
  3. Indicate the types of materials and colors to be used.
- House Addition or Exterior Renovation** - Include the following:
  1. A Plat Plan (A copy of your lot survey with house addition drawn in).
  2. An Elevation Drawing (A side view showing the addition in relation to the house).
  3. Exterior should be constructed the same as existing structure (same materials and paint colors).
- Other** - (For example, changes in roofing or siding material or color. Specify changes on additional sheets. Include any drawings, colors, etc., as needed to support the application).

## **ARCHITECTURAL CHANGE SUMMARY**

While all State, County, and City building codes must always be observed, ANY change to a dwelling's exterior or landscaping, except a minor landscape change, must be preceded by an Architectural Request Form submitted to the ARC; this is a requirement of the Ashley Forest Covenants and can be enforced legally according to NC General Statutes. Legal action may result for any failure to comply. **Homeowners should also consult the Architectural Change Guidelines. The Change Guidelines can be downloaded from the Management Company's website and contain more detailed information for planning changes than the following summary. Additional change requirements are included in the Guidelines.**

**Exterior Painting:** ARC approval is not required if a dwelling is to be repainted the same colors. For color changes, selected colors must be approved by the ARC. The primary stipulation regarding exterior painting is that a new color scheme should be different from adjacent residences.

**Landscaping:** ARC approval is only required when significant landscape changes are planned. This includes, among other changes, the removal of trees more than 6 inches in diameter (4 feet above the ground), adding shrubs or trees for screening, or making hedge or drainage changes. ARC approval is not required to remove dead or diseased trees or trees that pose an imminent treat to persons or property. Garden plots must be contained wholly on a homeowner's property do not require ARC approval; these plots should be located in the rear of the property. Flower gardens are usually acceptable in front yards.

**Fencing:** Fence additions must conform to the following:

1. The Covenants prohibit metal fencing with the exception that a two-inch by four-inch mesh fence may be used behind a split-rail fence to contain house pets.
2. No fence may be closer to a property's front line than the front line of the dwelling.
3. Fences should be located wholly on the homeowner's property, observing common areas, easements, and rights of way.
4. Durham City regulations limit the height of fences in rear and side yards to 8 feet, but the Architectural Guidelines recommend a 6-foot limit to prevent obscuration of view for adjacent property.

**Stand-Alone Structure Addition (Storage, Playhouse, Tree-House, etc.):** The following apply:

1. Structures should be located in the least conspicuous location possible.
2. Easements, common areas, and rights of way must be observed.
3. As much as possible, the appearance of a stand-alone addition must match the dwelling.
4. Metal storage sheds are very strongly discouraged and will likely not be approved.

**Deck/Patio Additions or Renovations:** The following apply:

1. All construction must conform to applicable building codes and permits, including choices of materials.
2. Additions and decks must observe property line clearances specified in the Covenants unless a written waiver is secured prior to construction and recorded at the Durham Registry of Deeds.

**House Additions or Exterior Renovation:** The following apply:

1. All construction must conform to applicable building codes.
2. Exterior additions should be constructed of the same materials and have the same color schemes as existing structures.
3. Additions must conform to property line clearances specified in the Covenants unless a written waiver is secured prior to construction and recorded at the Durham Registry of Deeds.

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### NOTES:

1. Maintenance/repairs of existing structures to original condition do not require ARC approval.
  2. Homeowners should have utility services marked before any deep digging.
  3. Owners assume responsibility for all improvements made to their property. All Improvements must comply with applicable State, County, and City building and zoning codes. Failure to do so renders any Architectural Request approval null and void.
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Recommended Action:  Approved       Denied (*See comments*)      Date: \_\_\_\_\_  
Comments: