

# ARCHITECTURAL REVIEW COMMITTEE (ARC) APPROVAL REQUEST FORM

- No work may commence without prior written approval from the ARC. **Please allow up to 30 days for the approval process.**
- To expedite the process please complete and return this form along with the required plans & specifications, including any survey, scale drawing, construction documents, written descriptions, and any photo/sketches as required for certain improvements to:  
CAS, Inc.  
PO Box 49125  
Charlotte, NC 28277
- Failure to include the required information will result in your request being delayed. It is recommended, but not required, that you notify your surrounding neighbors of your planned project.
- For more information, see the Architectural Standard Guidelines as detailed in the Declaration of Covenants provided you at the closing of your home.

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## SECTION TO BE COMPLETED BY HOMEOWNER

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT** *(Check all that apply):*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Fence                             | <input type="checkbox"/> Outbuilding/Shed          | <input type="checkbox"/> Play Structure/Trampoline |
| <input type="checkbox"/> Landscape additions/improvements  | <input type="checkbox"/> Swimming Pool/Hot Tub/Spa | <input type="checkbox"/> Exterior painting         |
| <input type="checkbox"/> Exterior modification to Dwelling | <input type="checkbox"/> Deck addition             | <input type="checkbox"/> Aerials and Antennas      |
| <input type="checkbox"/> Mailbox                           |  |  |
| <input type="checkbox"/> Other (Please describe):          |  |  |

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

Proposed start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Materials to be used, including color/finish: \_\_\_\_\_

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

Under the Declaration of Covenants, the ARC has up to 30 days to approve or deny your request after receiving the complete and final plans and specifications from the Management Company. By including plans and specifications when you submit this request, are you certifying that such plans and specifications are final and complete?

( ) Yes

( ) No. I will submit such plans and specifications later. I understand the 30 day period will not start until then.

By signing below, I hereby agree and certify to each of the following:

- The foregoing statements and all information submitted by me in connection with this request are true and correct.
- If the plans and specifications I submit with this request are approved by the ARC, I agree that any structure, or any addition, change or alteration to any structure, will be completed strictly in ARC accordance with such approved plans and specifications, and that no changes to approved plans and specifications may be made without written ARC approval.
- If approval is conditional, I agree to comply with the conditions specified, before the project or work is begins.
- I understand that ARC approval does not address the requirements of any building code, deed restrictions, setback requirements, lot line or border or any law, rule, regulation or other legal requirements, and that the ARC, Association and their Directors and Officers have no duty or responsibility to investigate, or to notify me or my contractor of any such requirements.
- I will not let anyone use any common area to access my house or lot in connection with the project or work unless I receive express written permission from the ARC.
- Ensure, by survey if appropriate, that all work is within your property lines.
- I will notify the Management Company when the project or work is finished.
- I give my permission to the ARC to inspect the project or work to verify that it meets specifications approved by the ARC.
- Approval by the ARC does not in any guarantee approvals by the City , 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 located by the homeowner prior to construction. You can call 1-800-632-4949. Allow at least 48 hours for the locating to be completed.
- All changes from an approved request must be resubmitted to the ARC 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 WORK HAS BEEN APPROVED BY THE ARC!!!**

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

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## TO BE COMPLETED BY ARC

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ARC Request Number: \_\_\_\_\_

Date Request Received: by CAS, Inc. \_\_\_\_\_ by ARC \_\_\_\_\_

ARC Action ( ) Approved

( ) Approved provided the following conditions are met: \_\_\_\_\_

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

Date conditions must be met: \_\_\_\_\_

( ) Disapproved. Insufficient information provided.

Missing information: \_\_\_\_\_

\_\_\_\_\_

( ) Disapproved for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of ARC decision: \_\_\_\_\_ ARCHITECTURAL REVIEW COMMITTEE

By: \_\_\_\_\_