

ARCHITECTURAL REQUEST FORM

The Association documents require that before making any changes to your lot, you must first submit an architectural review from the Board of Directors or its appointed Architectural Review Committee.

The person making the proposed change to his/her lot must submit an Architectural Request Form. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and/or the Architectural Review Committee.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary and relevant information is received in the office of Archway HOA Management LLC, 4608 Cedar Ave, Bldg #3 Suite 114 Wilmington, NC 28403

PLEASE COMPLETE THE FORM BELOW. ATTACH ANY AND ALL PLANS AND SPECIFICATIONS SHOWING THE NATURE, SHAPE, KIND, HEIGHT, MATERIALS AND LOCATION OF SAME.

Association Name : **Bentley Gardens HOA**

Owner Name : _____ Date : _____

Address : _____ Lot No. _____

Telephone: Home : _____ Work : _____ Other : _____

Contractor Name : _____

Desired Start Date : _____ Anticipated Completion Date : _____

Description of Changes : _____

I certify that I have read the above Architectural Request Form, the Declaration of Covenants, Conditions and Restrictions for my Association, as well as the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same, including abiding by the impervious surface restrictions for said lot.

Signature _____ Date _____

Archway HOA Management, LLC :

Date mailed to Board _____ Date 30 days expire _____

Approved _____ Disapproved _____

Reason _____

Architectural Review Request Requirement Checklist

Paint

- ☐ Name of color
- ☐ Color sample
- ☐ State on request what will be painted
- ☐ Some Associations have approved color palettes. If a color is selected from the approved palette, the name of the approved color must be noted on request, and a color sample will not be necessary.

Roof

- ☐ Type of shingle
- ☐ Color of shingle
- ☐ Some Associations have shingle requirements. If the Association does not have pre-approved shingles, a sample of the shingle or picture must be included with the request.

Doors

- ☐ Picture of door to be installed
- ☐ If the color of the door will be different than shown in the picture, please provide a color sample.

Landscaping

- ☐ Plot map, survey, or diagram of lot with landscaping plan drawn out showing location of project and distance from property lines
- ☐ Provide type, quantity, and location of trees, shrubs, etc. that you wish to add/remove

Structure Modifications

- ☐ Drawing of the home or structure to be modified
- ☐ Requested modification location clearly identified
- ☐ Materials, colors, and sizes, if applicable, must be included with the request.

Fences

- ☐ Plot map or survey of lot
- ☐ Proposed fence line drawn on plot map/survey with length of fence clearly marked on each side
- ☐ All property setback distances identified
 - ☐ Indication of where fence will attach to the home (If not on corner, please mark the distance from the corner to where the fence will be attached)
- ☐ Gate size and location identified
- ☐ Type, materials, and colors stated
- ☐ Picture of fence
- ☐ If your Association has specific fence guidelines, please check them for allowed fence types and other requirements.

Pools

- ☐ Plot map or survey of lot
- ☐ Show location of pool, with dimensions of pool clearly identified
- ☐ All property setback distances identified
- ☐ Materials surrounding the pool must be identified (concrete aprons, pavers, etc.)
- ☐ Impervious square footage calculations must be completed (please refer to “Adding to Impervious Surfaces”).
- ☐ Please check your association documents to see if fencing is required for swimming pools in your community. If a fence is not already installed prior to submitting the request for the pool, then a separate request for the fence itself will be required.

Adding to Impervious Surfaces

If something is being added to your property that will be covering the ground (such as a storage building, patio, driveway, etc.), then you will be adding to the impervious square footage of the property.

- ☐ Plot map or survey of lot
- ☐ Location of project identified
- ☐ Dimensions identified
- ☐ Property setback distances identified

☐ Any building additions must include: o Materials and colors

o Shingle type and color

o Dimensions

☐ ALL blanks must be completed for the calculations below. If a section does not apply to your property, please enter N/A. Impervious surface totals include the footprint of the house and garage (measured from outer edge of eaves), driveways, air conditioning pads, patios, pathways (made of concrete, brick, stone, etc.), and any other surface that impedes the infiltration of storm water into the ground. Wood decking is not considered an impervious surface.

o First floor heated: _____

o Garage: _____

o Driveway: _____

o Porches: _____

o Patios: _____

o Sidewalks: _____

o Outbuilding: _____

o Proposed to be added: _____

Impervious Square Footage Breakdown Calculations:

Total impervious square footage: _____

If you have any questions, please refer to your HOA documents.