

HOA Architectural Review Request Article IV section 2.

Return to:
Country Park Homeowners Association
P.O. Box 1047
Summerfield, NC 27358
Attention: Architectural Board

Or scan/email to the Board at countryparknc@gmail.com.

The ARC has up to 30 days to review your request and inform you of their decision; please plan accordingly. If you should start without approval, legal action may be taken by the HOA without notice.

To ensure a quick and complete response to your request: 1) Provide all requested information. 2) Attach additional information as requested, such as lot survey, plan view or elevation drawings, or catalog information illustrating your requested modification.

Note that the homeowner is responsible for securing any necessary building permits or approvals from Rockingham County. Any improvements made within a utility easement on your property are subject to relocation or removal, should any future utility maintenance work be required by Rockingham County or any utility company. The cost of restoration, should this relocation or removal be necessary, is at the homeowner's expense. Restorations must be submitted to the ARC for approval.

Request submitted by: _____

Street Address: _____

Home Phone: _____ Fax: _____ E-mail: _____

Please check the following applicable to your project:

Modifications to: Home Fence Patio Driveway Deck Property Other

Additions: Fence Patio Deck Mailboxes Driveway Other

Project Description (please note size, materials being used, colors, etc.):

Survey Required: Any illustrations must include dimensions of modification/elevation. Survey should also note distance from modification/addition to house and side and rear lot set back lines.

Drawings Required: Additions, including heights, where applicable.

Illustration Required:

Color Samples Required:

Estimated start date: _____ Estimated completion date: _____

Homeowner Signature: _____ Date signed: _____

By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications. The ARC reserves the right to request more information to clarify your request. Please submit only one request per application. Your project will be monitored for completion and compliance. All HOA dues must be current. This request is good for one calendar year from time of submission. If work is not completed within that period a new submission is required.

FOR ARC USE

Date Received: _____ Complete information received?: Yes No

If no, additional information required:

Approved as submitted: **Approved with revisions:** **Not approved:**

Date: _____ Revisions required: _____

Reason for denial: _____

ARC Committee Representative: _____

Notification to homeowner forwarded on: _____ by: _____