

Willow Glen Estates Architectural Request Form

The Declarations of Covenants, Conditions and Restrictions for your community specifies that all exterior improvements to your property must be approved in writing by the Architectural / Design Review Committee before improvements begin. Please complete and return this form according to the provided instructions. One form per project.

Name: _____ Request Date: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Estimated Start Date: _____ Completion Date: _____

List the Type of Modification: _____

Location: _____

Size: _____

Color: _____

Material: _____

Contractor Name: _____

Owner Signature: _____

Date: _____

REQUIREMENTS:

Type of Modification:	Location on Plot Plan / Survey	Material	Style	Size and / Height	Stain / Color	Built Upon Area / BUA *** (see BUA instructions)	Images / Plans
Fence / Fence Enclosure	X	X	X	X	X		X
Utility Building / Shed	X	X	X	X	X	X	X
Porch Conversion	X	X	X	X	X	X	X
Exterior Paint					X		X
Pool	X	X	X			X	X
Patio / Deck	X	X		X	X	X	X
Extended Driveway / Walkway	X	X		X		X	X
Gazebo	X	X	X	X	X	X	X
Landscape	X						X
Addition	X	X		X	X	X	X

INSTRUCTIONS: Please read and follow carefully.

- Please refer to the above chart for specific requirements for your particular project. **Provide all "X" items along with this completed Request Form.** If your project is not specified above please provide a written description (see next paragraph).
- For ALL requests, attach a **written description** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a **property survey / plot plan** with the location of the proposed changes **clearly marked on the survey / plot plan.** This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property. Note: Your project will not be sent for Committee review without a copy of the property survey / plot plan. A **plot plan** can be obtained from your closing documents or you may reach out to your builder for a copy.

***** BUA INSTRUCTIONS (Built Upon Area)**

Projects which require owner(s) to submit BUA amounts, include but are not limited to the following; hardscape around in-ground pools, patio, patio extensions, driveway extensions, walkways and sheds. BUA is considered any impervious surface that does not allow rainwater to infiltrate into the ground – i.e. footprint of the home, sq. ft. of driveway, concrete walks/patios, etc. Note: For pool requests the surface area of the pool should not be included in your BUA calculations.

Complete this section for BUA / impervious surface projects:

Existing BUA – located on your plot plan: _____ sq. ft.
Proposed BUA – total square footage of your project: _____ sq. ft.
Maximum Allowable BUA – refer to CC&R's: _____ sq. ft.

IMPORTANT: Please allow up to 3-4 weeks for the Committee to complete the review and response process. Requests which do not include the items described above will delay the process. Email is the quickest and most efficient way to submit a request. The review and response is based on the community's governing documents and the information submitted with this request. **The property owner is responsible** for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to as well as HOA governing documents. Homeowners are encouraged to review HOA governing documents prior to submitting a request.

HOW TO SUBMIT YOUR REQUEST:

- Email, Mail or Fax request form AND supporting documentation to:

<<Your Community's Name >>
P.O. Box 12051
Wilmington, NC 28405
Fax: 888-799-7626
Email: ARC@PremierManagementNC.com

For email requests: Please assemble electronically into a *single email* with preferably a single PDF attachment. Include your Community's Name, your Last Name and your Property Address in the subject line.

UPON COMPLETION OF PROJECT:

Please submit a picture of the finished modifications to ARC@PremierManagementNC.com within 30 days of any completed modification. The Board / ARC reserves the right to request an inspection of modifications to ensure compliance.

Committee Use Only

Approved

Approved with Conditions

Conditions: _____

Denied

Comments: _____

Name of Committee Member: _____

Signature of Committee Member: _____

Date: _____