

Architectural Request Form

J.T.L. Group, LLC * P. O. Box 99435 * Raleigh, NC 27624

Date: _____ Owner's Name: _____

Phone: _____ Work Phone: _____

E-mail Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

If an agent is submitting approval on behalf of the owner, complete the following:

(The above portion must be filled out with the homeowner's information.)

Name: _____ Company: _____

Industry: _____ Phone: _____

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community and Design Guidelines, application is hereby made for review and approval of the following described modifications (brief description.)

In support of this application, the following required information and details are submitted. A set of drawings or plans (as needed). The drawing/plans will need to show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, (landscaping plan as needed, and such other items as may be needed to reflect the character and dimensions of the modifications.

Summary: A written statement is needed that summarizes the nature, style, setback height, and square footage of the proposed modification, if applicable, and how the dimensions and nature of the proposed

modifications compare with the site specifications, and other requirements set forth in the Design Guidelines, and whether any variance requests are to be made.

If the application is incomplete, the architectural committee will not be able to review or approve the request and the request will be sent back to the applicant as incomplete.

Your immediate neighbors have the right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common views of your property, and the additions to be made.

It is understood by the applicant that it is the applicant's responsibility to comply with North Carolina law and Wake County ordinances at all times.

Signature of owner(s): _____ Date: _____

_____ Date: _____

Signature of Agent: _____ Date: _____

Signature of Immediate neighbors (in sight of changes):

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Materials Included:

_____ Floor plan as needed

_____ Elevation plan included

_____ Exterior finish included

_____ Other (landscaping plan)

Submit application to:

J.T.L. Group, LLC * P. O. Box 99435 * Raleigh, NC 27615 * 919.630.4854 * jason.jtlgroup@gmail.com

HOA Board of Directors Approvals:

_____ Date: _____

_____ Date: _____

_____ Date: _____

Approved with changes: _____

Disapproved: _____ Date: _____