

# Architectural Request Form

Name of Community: \_\_\_\_\_

Name: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

## **Type of Changes:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Fence                 | <input type="checkbox"/> Deck           | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Utility Building |
| <input type="checkbox"/> Patio                 | <input type="checkbox"/> Pool           | <input type="checkbox"/> Garage        | <input type="checkbox"/> Home Addition    |
| <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Roofing       | <input type="checkbox"/> Landscaping      |
| <input type="checkbox"/> Other: _____          |   |  |   |

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

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

## **INSTRUCTIONS: Please read and follow carefully.**

- 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** with the location of the proposed changes clearly marked on the survey. 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.
- COMPLETE requests can be mailed to \_\_\_\_ (your community's name) \_\_\_\_ at P.O. Box 11906, Charlotte, NC 28220 **OR** requests which can be assembled electronically into a **single email** with preferably a single PDF attachment (including this form and the items described above) can be sent to [arc@hawthornemgmt.com](mailto:arc@hawthornemgmt.com) with your community's name, your last name and your property address included in the subject line.

**IMPORTANT:** Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. 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.

## **Committee Use Only**

Approved     Denied

Comments:

\_\_\_\_\_  
(Name of Committee Member)

\_\_\_\_\_  
(Signature Of Committee Member)

\_\_\_\_\_  
(Date)