

**CHATHAM FOREST HOA
Architectural Control Application Form
Request for Architectural Approval**

Please fill in all items and supply all supporting data as requested. Incomplete forms may cause delays in review of your application. **Applications involving landscape plantings must include the mature height and girth of each individual planting that will exceed 36” in height.**

Date: _____ Application Receipt Confirmation # _____
Property Owner's Name: _____
Property Address: _____ _____
Lot #: _____
Telephone #: (W) _____ (H) _____
E-mail: _____

**COMMUNITY FOCUS of NC Inc
PO Box 52395
Durham, NC 27717**

Email: Info@CommunityFocusNC.com Phone: 919-564-9134 Fax: 919-490-4449
Attn: **CHATHAM FOREST Architectural Control**

NOTE: Receipt of Application will be confirmed by the Management Co within 10 business days of submittal with a confirmation number via phone/letter. If a confirmation number is not received, homeowner assumes that application was misdirected and shall make appropriate follow up. Without a confirmation number, ACC applications are invalid and will not be considered as approved due to non-response of ACC.

Description of Improvement:

Construction Materials to be used:

Colors (attach samples if necessary):

Estimated Start Date: _____

Estimated Completion Date: _____

This architectural request form must be accompanied by two (2) different drawings before it will be considered for review:

- 1) **Plot Plan** - Showing the improvement (i.e. deck, fence, landscaping, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc. (You may have received a surveyor’s plot plan of your home at the time of closing OR go to the following website: <http://www.chathamncrod.org> and retrieve a copy. Please be aware that the GIS maps are not sufficient for ARCH request).
- 2.) **Elevation** - A “head on” view of the requested change, as would be seen in a photograph. This elevation drawing should show height, width, distance above finished grade, and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available/possible.

In applying for the above architectural change, I/we agree to follow to the best of my/our ability the changes as described and to meet any and all codes, permits or other requirements deemed necessary by local, county, state or other applicable authorities having jurisdiction. I/we also fully understand that the Committee will objectively review a request for architectural change and such application in and of itself does not guarantee its approval, even if other such requests have been previously approved in Chatham Forest.

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

Community: Chatham Forest

Homeowner: _____

Lot #: _____

Receipt Conf. #: _____

***** (For Committee Use Only) *****

The Architectural Control Committee of Chatham Forest Homeowners Association hereby approves your architectural request with the following restrictions:

Signature _____ Date: _____

The Architectural Control Committee of Chatham Forest Homeowners Association hereby disapproves your request for the following reasons:

Signature: _____ Date: _____

Should your request be denied, you may appeal the decision in person at the Chatham Forest Homeowners Association's Board of Directors meeting on _____ to be held at _____, at _____ P.M.