

LaCrosse Pointe Home Owners Association Architectural Request Form

SUBMITTED BY

Date Submitted:
Name:
Street Address:
Contact Phone#:
Contact Email:

INSTRUCTIONS

Submit all requests for changes or additions to Cindy Dameron, 6704 Pointe Vista Circle. Your request will be forwarded to the Architectural Committee for review.

Please allow between 7 and 14 days for an decision.

REQUEST DESCRIPTION

Reason For Change:
Description of proposed change or addition. Include materials and colors to be used. State similarities to existing structures as appropriate. State differences between proposed work and current structure and/or landscaping. Attach additional pages as necessary.

ADDITIONAL INSTRUCTIONS AND NOTES

Please attach drawings to this request that show all proposed changes/improvements, including relationships to existing structures. If possible, include the following:

- [1] a "Top View" drawn on a copy of your lot survey (Plot Plan)
- [2] a "Side View" showing the changes from a ground level perspective (Elevation Drawings)

These provide the Architectural Committee information on where the changes are to be positioned within your property and how they will appear from an observer at ground level. Please attach any drawings, color samples, or building material samples to aid in the decision making process.

A permit and an inspection may be required by the City of Raleigh for certain types of changes. The homeowner is responsible for arranging for and having any required inspection work completed. The City may not require a permit for fences; however, City requirements for fence height and property line set-back must be followed.

By submitting this request, the homeowner grants permission to the Architectural Committee members to walk onto the homeowner's property for the purpose of reviewing the request and to take photographs to document the "before" and "after" views relating to the requested changes.

No work should begin until after you receive an approval for these changes.

Signature

Date

Architectural Committee Use Only

<i>Request ID#</i>	<i>Date Received</i>	<i>Date Completed</i>	<i>Disposition</i>