

Millstone Ridge Community Association Inc.
Architectural Change Request Form

Please submit this application and any attachments to:
Kohn-Ell Association Management Services, 205 West Millbrook Road, Suite 210, Raleigh, NC 27609
Phone 919-856-1844 Fax 919-571-8290 Email: Architectural-Info@kohnell.com

Homeowner's Name: _____

Property Address: _____

Homeowner's Phone: _____

Homeowner's Email: _____

Applicant Statement and Agreement

I determine this proposed project to be fully compliant with my Association's Covenants. I request project approval by the Association and/or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If the Board and/or Architectural Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of the Association, I will cause the project to become completed in a manner fully compliant with the Covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the Association for all expenses associated with the compliance. I will be responsible for obtaining all necessary permits required by local governments having jurisdiction. Furthermore, I will be responsible for calling 1-800-632-4949 (Call-Before-You-Dig- Hotline) if I am planting in or near a common area easement.

PLEASE READ CAREFULLY: PROCESSING TIME FOR ARCHITECTURAL REQUESTS VARIES. PLEASE ALLOW 30-60 DAYS FROM RECEIPT OF YOUR COMPLETED APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE SINCE REQUESTS FOR ADDITIONAL INFORMATION MAY DELAY THIS PROCESS.

I also accept the responsibility for obtaining all necessary permits associated with this request.

Homeowner Signature

Date

Signatures of adjacent lot owners are requested solely for the purpose of acknowledging a project will be taking place. The signature does not signify approval of the project, merely acknowledgement of it. If you cannot obtain a signature, please fill in the address and state why signature was not obtained, i.e., empty lot, vacant home, neighbor refused to sign, etc:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe proposed changes or additions:

To speed up the process, the proposed plan should include: sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plat plan from a professional survey (if possible) or sketch and indicate the location of proposed exterior design change on the lot in relation to house or other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in the review of this application.

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment, i.e. trees restricting views and pool pumps.

ESTIMATED CONSTRUCTION DATES: *Start _____ Finish _____

Please make sure your contractor adheres to your submitted schedule, since the Association can enforce a timeline for completion.

**Be advised that the review process may take 30-60 days from receipt of application.*

Other Information Regarding Project Request:

Architectural Committee/Kohn-Ell use only

Special Conditions for Approval:

Approved _____

Disapproved _____
(Include reason)

Conditional Approval _____
(See above)

Signature: _____
Board of Directors Officer and/or Architectural Committee Member

Date: _____