

**CHATHAM FOREST
HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL APPLICATION FORM**

REQUEST FOR ARCHITECTURAL APPROVAL
(Please fill in all items and supply all supporting data as requested.)
Incomplete forms will cause delays in review of your application.

Date: _____

Property Owner's Name: _____

Property Address: _____

Telephone: (W) _____ (H) _____

In accordance with the Declaration of Protective Covenants for your Association and per the binding guidelines described in the architectural control standards for the community, application is hereby made for review and approval of the following described addition(s), modification(s), or other variations to the property listed above. Provide a detailed description of requested changes and SUPPORTING DOCUMENTATION to this application. See page 2 for specifics.

Please note: NO work should be started until you receive approval for your request from the Architectural Review Committee.

Description of improvement: _____

Construction materials to be used: _____

Colors: Provide links if emailing application (preferred), attach samples, or list manufacturer color numbers. Please indicate which color will be used on which surface.

Estimated Days to Complete _____

Note: NO work may begin prior to approval from Architectural Committee.

Neighbor notification is a requirement of the application process. Neighbors that live directly beside, across the street, and/or behind your home must be notified of the proposed changes to the exterior of your home or lot if their sight lines are affected. Your application will not be considered until the signatures of affected neighbors appear below.

NEIGHBOR SIGNATURE	ADDRESS	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Guidelines for supporting documentation-

Comprehensive and detailed supporting documentation will shorten the time it takes for the board or committee to make a determination for your application. Applications that are not complete or those which do not supply the required information will not be considered until all is information is supplied by the owner. To ensure that your application is reviewed quickly and a timely decision is reached; please submit the following supporting documentation:

BUILDING/STRUCTURE PLANS including detailed layout plan, floor plan, exterior elevations, materials list, roof design, and dimensions for any of the changes being made.

LANDSCAPING PLANS including detailed layout, plat plan, exterior elevations, and plant selections.

MATERIALS LIST including all types and brands of materials to be used for the entire project.

OTHER: pictures sent as an attachment or included with the application, engineered drawings if applicable, material list print outs, and samples (or links to same) are very helpful and make the process quicker. More details are always better.

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority. By signing below, I hereby certify that I have and/or will obtain all necessary permits prior to commencing any work as described herein.

Owner's signature

Date

Owner's signature

Date

Submit to:

Sentry Management, Inc.
3700 National Drive
Suite 203
Raleigh, NC 27612
Fax: (919) 790-5824

Or email: jrowles@sentrymgt.com

(FOR COMMITTEE USE ONLY)

The Architectural Control Committee of Chatham Forest Homeowner Association, Inc. hereby **approves** the request for architectural approval with the following restrictions:

Signature

Date

Signature

Date

The Architectural Control Committee of Chatham Forest Homeowner Association, Inc. hereby **disapproves** your request for the following reasons:

Signature

Date

Signature

Date