Willow Ridge Homeowners' Association, Inc. Architectural Change Request Form

Please submit this application and any attachments to Signature Management, 106 S Lombard, Suite 109, Clayton, NC 27520 Phone 919-333-3567 Email: acr@SignatureMgt.com

Homeowner's Name:

Property Address:

Homeowner's Phone:

Homeowner's Email:

Request Statement and Agreement

I determine this proposed project to be fully compliant with the Gordon Willow Ridge Homeowners' Association, Inc. 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 Willow Ridge Homeowners' Association, Inc 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 Willow Ridge Homeowners' Association, Inc, 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 COMPLETE APPLICATION FOR A FULL REVIEW. CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. <u>PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL</u> <u>INFORMATION MAY LENGTHEN THIS PROCESS.</u> THANK YOU, Willow Ridge Homeowners' Association Inc.

Homeowner Signature

Date

Please have all adjacent lot owners' sign that they have seen the plans of the proposed project:

<u>Name</u>	Address	Phone

Describe proposed changes or additions:

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

STIMATED CONSTR	UCTION DATES: *Start	Finish
•	•	since the Willow Ridge Homeowners' Association
nc. can force its comp		
		ommittee receives a complete and acceptable
ubmission of all documer		
Please scan all document	s into one PDF file and submit to acr@signa	turemgt.com
ther Information	Regarding Project Request:	
	Architectural Committe	ee Use only
pecial Conditions for	Approval:	
• • • • • • • • • • • • • • • • • • •		
<u> </u>		
pproved	Disapproved	Conditional Approval
	(include reason)	(see above)
ignature:		Date:
	Homeowners' Association, Inc Officer	
	itectural Committee Member	