

ARCHITECTURAL CHANGE REQUEST FORM

BRANTLEY OAKS ARCHITECTURAL REVIEW COMMITTEE

Applicant:	Email Address:
Address:	Home Phone:
Mailing Address (if different):	Work Phone:

Directions to Owner:

The Declaration of Covenants, Conditions and Restrictions requires that you submit to the Architectural Review Committee for approval all proposed exterior additions or alterations to your house and lot. In order to be considered by the Architectural Review Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from an ARC representative prior to submission of an application. **All ARC applications must have original homeowner signature and date. Therefore, no applications can be accepted via email. ARC applications may either be given to your ARC representative or mailed to:**

Brantley Oaks Homeowners Association
 c/o Key Community Management
 1201 Stallings Road
 Matthews, NC 28104

Please contact your ARC rep if you need further assistance:

Fred Duncan
 (704) 243-2507
 2334 Autumn Blaze

Marty Connell
 (704) 998-3698
 5811 Cross Point

Donna Donat0
 (704) 843-5115
 2505 Winding Oaks Trail

Description of Proposed Change: (Please print or type)

Describe all proposed exterior improvements or alterations to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change. If proposed request is for paint only, plat is not required.

ESTIMATED STARTING DATE OF CONSTRUCTION:	ESTIMATED COMPLETION DATE:
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Owners' Acknowledgments: (Please initial each item)

I/we understand and agree:

1. _____ that approval by the ARC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the ARC shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Union County.
3. _____ that previous approval of a given style or project on another property does not constitute approval.
4. _____ that work on the proposed change shall not begin until written approval of the ARC has been received by me, unless ARC has failed to respond within 15 days of their receipt of a complete application. If work is begun prior to approval and the application is not approved, I/we will be required to return the property to its former condition at my /our own expense and I/we will be required to pay any legal expenses which may be incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the ARC without prior written consent of the ARC; any variation from the original application must be submitted for approval.
6. _____ that I/we authorize members of the ARC to enter upon my/our property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 30 days of the specified starting date and be completed within 30 days of the specified completion date, otherwise the approval by the ARC shall be deemed to have lapsed and a new application must be submitted for work to proceed.
8. _____ that it is my/our responsibility and obligation to obtain all required building permits, to contact a utility locator company, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I/we are responsible for any damage and all cost to repair greenspace or community property that may result from the proposed modification.
10. _____ that I/we understand and are familiar with the design review requirements and procedures for Brantley Oaks Homeowners Association.
11. _____ that I/we are in good standing with the Brantley Oaks Homeowners Association, with all homeowner's dues paid up to date.

Owner/Applicant Signature:	Date:
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Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

For ARC Use Only

Log Number _____

Date of Receipt from Applicant	ARC Rep Initials
ARC Approved By	Date of Approval
ARC Denial By	Date of Denial