



STAFF USE ONLY

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|---|------|
| Date Rec'd: _____<br>(Application must be complete and contain all requested information) |      |
| Check Action w/ Date<br>Approved: _____ Approved w/ Condition: _____ Denied: _____        |      |
| ARB Member Signature  | Date |

**Skybrook Architectural Review Board Application**

All exterior modifications and additions including fencing, screening, satellite dishes or antennas, play equipment, landscaping, etc. must be pre-approved prior to construction. The applicant will be required to complete and submit this application along with any additional information listed below. Please refer to the Master Declaration of Covenants, Conditions and Restrictions of Skybrook and the Community Rules and Regulations Guidebook for more details. *If you have any questions, please contact the Homeowners Association at 704.875.9444 or HOA@Skybrook.com*

**Please check one of the following:**

**( ) Landscape Improvements (Submittal Requirements Listed Below):**

- Include detailed landscape plan and/or survey (to scale) that displays the location and name of each plant, dimensions of landscaping from the property lines and any applicable easement and north arrow. Proper maintenance and pruning of plant material will be strictly enforced (please note that no plant will be allowed to encroach over property lines or rights of way).
- Include specific information and pictures/renderings of any hardscape materials (paths, walls, water features, etc.) including construction details and type of mulch you will use. (Please note that river/pebble stones, etc. and red colored mulch will not be allowed). Please note that all landscaping shall adhere to all the requirements listed in the CC&R's and Guidebook.

**( ) Play Equipment**

- Include detailed plan and/or survey (to scale) that displays the location and orientation of the play equipment, dimensions of play equipment (including height) and distances to the property lines and any applicable easement and north arrow.
- Include specific information and pictures/ renderings of all play equipment materials and colors (including slides, swings, supports, etc.) Play amenities should be either Hunter green or navy blue. Please note that all play equipment shall adhere to all the requirements listed in the CC&R's and Guidebook.

**( ) Fencing**

- Include detailed plan and/or survey (to scale) that displays the fence dimensions and distances to the property lines and any applicable easement and north arrow. The applicant shall also show all proposed gate openings.
- Include specific information regarding the height of the fence and fence posts; include pictures/renderings of all fence materials and colors (including gate details, etc.). Please note that all fences shall adhere to all the requirements listed in the CC&R's and Guidebook.

**( ) Exterior Additions/Modifications including paint, screened rooms, decks, gazebos, trellis, pergola, or arbors, etc.**

- Include detailed plan and/or survey (to scale) that displays the location of the exterior addition, dimensions of addition (including height) and distances to the property lines and any applicable easement and north arrow.
- For all additions and revisions, include specific details and elevations/pictures/renderings as applicable. Also include pictures of the proposed colors or paint sample for review (please note that all colors used shall be harmonious with on site dwelling, and subject to the review of the ARB). Please note that all exterior modifications and additions shall adhere to all the requirements listed in the CC&R's and Guidebook.

**( ) Other (please explain):** \_\_\_\_\_

- Include all information that is stated under Exterior Additions/Modifications.

**Please allow 30 days to review this application.**

*(The review process will begin once all required and requested documentation has been received by reviewer.)*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Home Owner Signature / Date: \_\_\_\_\_

**Mail application to Key Community Management, 1201 Stallings Road, Matthews, NC 28104  
or fax to 704-321-1552 or email to janis@keycmi.com**

ARB Comments: \_\_\_\_\_