



## KITTS CREEK HOMEOWNERS ASSOCIATION, INC. ARCHITECTURAL REQUEST CHECKLIST

**Checklist:** In order to deem the request complete for review, please check that your request includes ALL of the following before submitting:

- Brief, summary / description of the work proposed - on the request form.
- Signatures from all adjacent lots. If home is unoccupied, please write that on the form.
- An **official lot survey** showing the location of the requested improvement(s) marked to scale.
  - ◆ Exceptions that do not need a survey include: Painting of the house or a section of the house or a door, Solar panels, new or replacement door or window, additions of lighting to the home
  - ◆ Show location of anything existing that will be removed and/or relocated for the project.
- Current pictures of yard/home showing where the work will be done and pictures of any materials
- Where applicable, drawings of proposed structure (i.e. pergola, screened porch, deck) and include measurements
- Setback distance and measurements (distance from all property lines, street and/or alleyway, width & height information).
- For Fences: Note if the fence will match and/or attach to existing fences on adjacent lots. If there is not existing fence please note "No Existing Fence" on the survey. Show where gate(s) will be located with an "X" and include gate size/width. Include a photo of the exact type of fence you plan to install. (Photos from the ARC Guidelines are good examples)

Please follow the above Checklist carefully and be advised that failure to include anything on the Checklist will be considered an incomplete request and incomplete architectural submittals will not be processed.

Requests must be received by 5 PM on the last day of each month in order to be reviewed at the monthly ARC meeting and Board meeting. Requests received after the last day of the month will be finalized/reviewed the following month. This must be clearly communicated to your vendor for scheduling purposes. Work may not begin until you have received ARC approval, including any approval conditions that must be followed.

All homeowners are asked to have read the revised (in September 2018) ARC Guidelines document in its entirety and initials on the form indicate an understanding of all current Kitts Creek ARC rules, requirements and procedures, including changes since the previous versions, and acceptance of penalties for noncompliance.

**The Community Manager, Carlie Cobbett, is available at the Kitts Creek HOA office Monday through Friday (9:30 AM – 6 PM) and will be happy to help with architectural submittals if needed.**

**Office phone: (919) 659-1214 | Manager's email: [carlie@casnc.com](mailto:carlie@casnc.com)**



**Kitts Creek Homeowners Association**

6333 Kit Creek Road

Morrisville, NC 27560

Email : [Carlie@casnc.com](mailto:Carlie@casnc.com)

**ARCHITECTURAL REQUEST FORM**

<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Email</b>
<b>Signature</b>	<b>Have read current ARC Guidelines - Initial here:</b>

This form must be completed in its entirety with requested information before submission to CAS for review by ARC and the Board of Directors. Please fill out electronically or write very clearly. To avoid delays in the review process please provide all required information. Your request cannot be processed until all required information has been received. All information should be no larger than 8 ½ by 11. **All completed Architectural Requests must be received no later than the last day of each month in order to be reviewed before the monthly board meeting.**

1. Give an accurate description of the work proposed in the space below. Please do not write "See Attached". Attach pictures, materials, colors, structural details, similarities to existing structures and anything that will describe what the final work will look like. **Painting:** attach color chips or samples; **Fences:** specify materials, style, height, color, include photo of exact proposed type of fence and mark location, including gates, on lot survey; **Extensive landscaping:** include copy of landscape plans, specify type of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings using x's.



2. Attach a copy of your official **lot survey/plot map** received at closing. Your official lot survey should show only your lot with property lines, building envelope and any easements of buffers. Mark your change(s) in colored pen and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from your property line. **Mandatory for all requests (exceptions detailed on the Checklist.) Please follow up with your builder or seller if you did not receive a survey at closing.**
  
3. Attach as many **elevations** (front and side views) of the proposed work as is necessary, including measurements to accurately describe it. This is required for outside construction, e.g. Room additions, screened porches, decks, sunrooms, pergolas, etc. **All information should be no larger than 8 ½ by 11.**
  
4. Have neighbors whose lot is adjacent to yours, or would be reasonably view the changes/improvements from their property, **sign** this from. This is to advise your neighbor(s) of the changes you are making, not request permission. If the lot/house is empty, or a neighbor refuses to sign, specify that fact on the **signature** line below.

Name	Address	Signature

\* **Note to neighbor:** Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should submit your concerns in writing to the Board of Directors c/o CAS **prior** to the monthly meeting.