

CARPENTER VILLAGE HOMEOWNERS ASSOCIATION, INC.

*c/o Omega Association Management, Inc.
160 NE Maynard Road, Suite 210, Cary, NC 27513
Phone: 919-461-0102 or FAX: 919-461-0106
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ARCHITECTURAL REVIEW FORM

Name _____ Phone _____ Date _____

Address _____ LOT # _____

Signature _____ E-mail address _____

This form must be filled out in its entirety with the requested information before submission to Omega Management for review by the Architectural Review Committee (ARC) and the CV Board of Directors (BOD). To avoid delays in the review process, please provide all the required information. **Your request cannot be processed until all required information has been received.** All attached documents must be **no larger** than 11 x 17 size paper. **Allow at least 45 days for processing and approval when scheduling a contractor or beginning your project.**

___ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final project will look like. Use additional sheets if necessary. **Painting**, attach at least 2 paint chips of each color; **Fences**, specify materials, style, height, color, and mark location using x's on lot survey etc.; **Extensive landscaping**, include copy of landscape plans, specify types 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 plan** (received at closing) for your property. Your official lot survey should only show your lot and will include the property lines, building envelope, and if there are any easements or buffers. Mark all exterior changes on the plot plan using a colored pen or marker. Be sure to show dimensions, distance from property lines, easements, etc. **This item is not required if only painting the exterior.**

___ 3. Attach as many elevations (front and side views) of the proposed project as necessary, including measurements and dimensions, to accurately describe/show what the finished project will look like. This is required for exterior construction, e.g., room additions, decks, storage sheds, sunrooms, screen porches, garages, dormers, etc. All attached documents must be **no larger** than 11 x 17 size paper.

___ 4. Have neighbors whose lot is adjacent to yours, as well as other neighbors who would reasonably view or be affected by the changes/improvements from their property, **sign** this form. This is a courtesy to advise your neighbor(s) of the changes you are making. If a neighboring lot/house is empty/vacant, or a neighbor refuses to sign, please specify on the **signature** line below.

Signature	Name (print)	Address	Lot #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***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 Omega Management as soon as possible.*

___ 5. Submit your completed form and all the required documents to the Omega Management office to be forwarded onto the ARC Committee and the Board of Directors.