

ARCHITECTURAL REVIEW REQUEST

c/o CEPCO

1628 DOCTORS CIRCLE

WILMINGTON, NC 28401

Main: (910) 395-1500 Fax: (910) 395-6229

Email – arc@cepc-nc.com

FOR OFFICE USE ONLY

Date Received _____

Crucial Date _____

Date Sent to Committee _____

Date Rcvd From Committee _____

CM _____

Request # _____

ARCHITECTURAL APPROVALS ARE GRANTED PURSUANT TO APPLICABLE COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's). It is the responsibility of the owner to assure their project is compliant with all CC&R's, Association Policies, Architectural Guidelines, and Rules and Regulations, if applicable.

For the Owner: Please completely fill out Sections 1, 2, 3 and 4 below for your submittal. Leave no line blank. If a question does not apply to your request, please indicate with "Not Applicable" or "N/A".

Important Note: Beginning any work on an unapproved submission may subject the applicant to corrective measures by the Association, including removal and/or restoration of the project at the Owner's expense.

SECTION 1 – GENERAL INFORMATION

Name of HOA (Not CEPCO): _____

Owner Name(s) (print): _____ Date: _____, 20____

Project Address: _____ Lot #: _____

Best Contact Number: (_____) _____ - _____ Email Address _____

SECTION 2 – ARCHITECTURAL REVIEW REQUEST SPECIFICS

TYPE OF ADDITION OR CHANGE(S) REQUESTED:

DETAILED DESCRIPTION OF PROJECT AND/OR IMPROVEMENT:

DOES YOUR PROJECT REQUIRE A DUMPSTER? : YES NO

ESTIMATED DATE OF COMPLETION: _____, 20____

NAME OF COMPANY/CONTRACTOR EXPECTED TO PERFORM WORK: _____

Note: It is the responsibility of the owner to ensure all contractors on your project adhere to all HOA regulations.

ADDITIONAL REQUIREMENTS

1. Attach a copy of your lot layout showing the exact location of the proposed improvement(s).
2. Impervious square footage should be included for any exterior improvements and installations.
3. For fencing requests, mark your lot layout clearly and show any existing fencing.
4. Measurements from existing structures and property lines must be shown.
5. Additional illustrations or information may be required by the ARC Committee, if necessary, for adequate review consideration.

IMPERVIOUS SQUARE FOOTAGE: If your project is adding additional impervious square footage, fill in the blanks below:
Impervious square footage already in existence on lot: _____

Note: This must include the entire footprint of the home (heated square footage plus the garage space), porches, patios, driveways, sidewalks (including any impervious areas between the front lot line of the property and the edge of the street pavement), sheds and other similar structures, asphalt, concrete, gravel, brick, stone, slate, pavers, coquina, and parking areas.

Additional square footage added with this project (if any) _____ New total impervious square footage: _____

SECTION 3 – ATTACHMENTS FOR THIS REQUEST

ENCLOSED ATTACHMENTS: (Check all that apply)

___ Survey or Plot Plan ___ Specification Sheet ___ Drawing(s) ___ Product or Manufacturer’s Brochure(s)
___ Product / Paint Sample(s) ___ Other Supporting Documents/Information

SECTION 4 – ACKNOWLEDGEMENTS AND SIGNATURE (REQUIRED)

I fully understand and agree:

1. Work on the project has not, nor will be, started until approval is received in writing from CEPCO or the ARC Committee.
2. I understand that my improvements must be completed per specifications or approval is withdrawn.
3. I am responsible for the timely completion of the project and the prompt removal of any related debris. Refer to HOA Guidelines for specific project timeline requirements, if applicable.
4. It is my responsibility to comply with the zoning, building codes laws, etc., of all governmental authorities. I understand that Association approval does not constitute approval of the local building department and that I may be required to obtain a building permit.
5. It is my responsibility to ensure all contractors are properly insured and require a Certificate of Insurance.
6. If an easement exists on my property, it will be located before any work begins.
7. I will follow the rules of the Protective Covenants, Architectural Guidelines and Rules and Regulations.
8. Approval by ARC is for aesthetic considerations only and does not represent structural integrity or soundness of construction.
9. Submission of this request gives permission of a member/members of the ARC Committee/Board of Directors to walk the owner’s property to view/inspect the proposed project request before being started as well as upon completion.

Homeowner Signature is Required. No substitutes allowed. Failure to sign will result in a returned request to the owner.

Owner Name(s): _____ Date: _____, 20____
(Signature)

Please submit your completed request to:

***ARC Review Request, c/o CEPCO, 1628 Doctors Circle, Wilmington, NC 28401
Fax: (910) 395-6229 or Email: arc@cepco-nc.com***

Do not fill out below this line
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SECTION 5 – FOR ARCHITECTURE REVIEW COMMITTEE (ARC) USE ONLY

Application Received at CEPCO by _____ Date: _____, 20____

ARC Committee Preliminary Decision: **APPROVED** ___ **APPROVED SUBJECT TO** ___ **DENIED** ___

Approval/Denial Conditions: _____

ARC Committee Final Decision: **APPROVED** ___ **APPROVED SUBJECT TO** ___ **DENIED** ___

Reasons for Denial: _____

ARC Committee Member: _____ Date: _____, 20____
(Signature)