

**LAUREL PROPERTY OWNERS ASSOCIATION, INC.**  
**Application for Approval of Exterior Design Change**

Date Received by Architectural Review Committee (ARC): \_\_\_\_\_

Mail Application to: Laurel Ridge HOA  
P.O. Box 618  
Zebulon, NC 27597

Homeowner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Homeowner's Telephone: H: \_\_\_\_\_ W: \_\_\_\_\_

Homeowner's E-mail: \_\_\_\_\_

The homeowner hereby requests design approval from the Laurel Property Owner's Assoc., Inc. Architectural Review Committee (ARC) and/or Homeowners Association, and grants permission for such to enter onto the homeowners' property to review the application and to inspect the proposed project site before, during and after completion of the work. The homeowner also understands that any work done on the proposed project prior to written approval (or conditional approval) of the ARC constitutes a violation of the Silverton Restrictive Covenants and may have to be removed at the homeowners' expense.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

**General Observations**

The Architectural Review Committee knows this application is cumbersome to fill out. Past experience, however, has shown that unclear or vague applications get delayed, usually because the ARC must obtain additional information from the homeowner. Detailed applications facilitate a quick approval process. Therefore, please be as detailed as you can.

You may be contacted individually by ARC members to review the proposal. The ARC realizes that several 'appointments' does cause the homeowner some inconvenience, however, this is the fastest way to get your proposal reviewed. Please understand the difficult and time-consuming task of arranging a single visit by all members. Also, please remember that a major goal of the ARC is quick turnaround time.

**Description of Proposed Project**

1. What is it you want to do – in detail?

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2. General layout of proposal - **Attach a copy of your lot survey** (found in your settlement/closing papers) and draw the exact location of the proposed project onto the survey. If the project is attached to your

home, also include a dimensioned floor plan of your home and show how the project will be attached. Be detailed.

3. Specific dimensions of proposal (length, width and height of all components – be detailed):

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4. Describe the proposed color scheme of all components (attach color charts if any paint or stain is involved).

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5. Describe the materials you will use for all components:

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6. Have you thought about the effect on neighbors? Does the project interfere with a neighbor's view, change drainage into an adjacent property, create shadows onto a neighbor's property, or otherwise adversely affect an adjacent property in any way? If so, please explain the cause and magnitude of the disturbance. (Adverse effects are not necessarily a cause for disapproval, but should be considered during the approval process.)

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7. Will you do the work yourself or will it be contracted?

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8. Attach plan drawings (or photographs) which **show how the finished project will look** – including size, shape and style. (For example, if your project is a fence, furnish drawings (or photos) of a fence section showing style of fence, how the top and bottom edges will look, planking dimensions and spacing, estimated post spacing, gate locations, etc.)

9. Approval from the ARC is valid for 6 months only. You must commence work on your project within six months of the date the ARC approves (or conditionally approves) your project proposal. Furthermore, after the date you commence work, you must complete all exterior work within 60 days. Bearing this requirement in mind, what is your anticipated:

start date \_\_\_\_\_ completion date \_\_\_\_\_

10. Does your proposal encroach on any easements (sewer, electrical, telephone, etc.)? List encroachment.

Yes \_\_\_\_ (list which) No \_\_\_\_ (check yes or no accordingly).

11. Discuss any additional information which has not been asked of you that you feel is pertinent to project approval.

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12. The ARC considers notification of neighbors as a common courtesy in the approval process. Therefore, for each neighbor who is adjacent to your property, you should obtain their name, address and telephone number so that the ARC may contact them (if the ARC deems is appropriate). To show that your neighbors have been notified, please obtain their signatures, which merely state they are aware of your project proposal. Their signatures do not signify approval or disapproval – just their awareness of the project.

**Signatures below signify that neighbors have been notified of the proposed project and have had an opportunity to review this application in its entirety – with any drawings or attachments. Signatures are not a showing of approval or disapproval of the project.**

\* If a neighbor does not agree with your project and wishes to directly notify the ARC, they must contact the ARC through the board within 48 hours of signing the application. If a neighbor is uncooperative in signing this form, please furnish their name, address and telephone number below. The ARC may contact them.

Name ( <b>please print</b> )	Street Address	Phone #	Signature
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Neighbor to your left

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Neighbor to your right

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Neighbor to your front, if applicable

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Neighbor to your rear, if applicable

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Neighbor to your rear, if applicable

**\*\* The ARC may call neighbors to verify that they have been notified.**