



**Adams Mountain Homeowners
Association**
Architectural Review Committee
Application for Approval of Exterior Design Change

Please complete this application and mail it to the AMHOA ARC Committee at: AMHOA, Attn: ARC, 1006 Adams Mountain Road, Raleigh, NC 27614. You can also contact the committee at ARC@adamsmtn.com.

Date Received by Architectural Review Committee: _____

Homeowner's Name: _____

Homeowner's Home Telephone Phone: _____

Homeowner's Office Telephone Number: _____

Email Address: _____

Property Address: _____

Property Lot Number: _____

HOA Account Number: _____

The homeowner hereby requests design approval from the Adams Mountain Architectural Review Committee (ARC) and/or Homeowners Association, and grants permission for such to enter onto the homeowner's 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 Adams Mountain Restrictive Covenants, and may have to be removed at the homeowner's expense.

Signature of Homeowner

Date

Signature of Homeowner

Date



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General Objectives:

The Architectural Review Committee knows the 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 a quick turnaround time.

Description of Proposed Project

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

2. General layout of proposals:

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.



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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 it appropriate). To show that your neighbors have been notified, please obtain their signatures which merely state that they are aware of your project proposal. Their signatures do not signify approval or disapproval – just their awareness of the project.

*If a neighbor does not agree with your project and wishes to directly notify the ARC, they can mail their opinions to the ARC at the following email ARC@adamsmtn.com If a neighbor is uncooperative in signing this form, please furnish their name, address, and telephone number below. The ARC may contact them.

Neighbor to your left, if applicable:

Name (please print)	Street Address	Phone Number
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Signature (above)

Neighbor to your right, if applicable:

Name (please print)	Street Address	Phone Number
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Signature (above)

Neighbor in front, if applicable:

Name (please print)	Street Address	Phone Number
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Signature (above)

Neighbor behind, if applicable:

Name (please print)	Street Address	Phone Number
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Signature (above)
