HERITAGE GLEN PROPERTY OWNERS ASSOCIATION

Architectural Request Form

Submit to the Architectural Committee before any work begins

Complete every section, attach the items listed in Section 7, and sign page 3. **No work may begin until you receive written approval from the Architectural Committee.**

1. OWNER AND PROPERTY

Owner name(s):

Property address: Zip:

Section: ☐ Meadows ☐ Cornerstone ☐ Estates Phase: Lot #:

Best phone: ☐ Home ☐ Work ☐ Cell Email:

Mailing address (if different): Zip:

2. CONTRACTOR AND SCHEDULE

Contractor name (or "Owner"):

Contractor phone: Contractor email:

Planned start date: Planned completion date:

3. TYPE OF PROJECT (CHECK ALL THAT APPLY)

- ☐ New home
- ☐ Addition to the home
- ☐ Garage
- ☐ Shed or other detached structure
- ☐ Fence, wall or screen planting
- ☐ Deck
- ☐ Roof
- ☐ Other exterior change (siding, color, etc.)
- ☐ Dog house or dog run
- ☐ Brick, stone or other non-standard mailbox
- ☐ Driveway
- ☐ Other:

4. SIZE AND LOCATION

For any building or structure, give its size and distance to your lot lines. A site plan is still required (Section 7).

Dimensions (L x W): Square feet: Height:

Distance to rear line (ft): Distance to side line (ft): To front line (ft):

Shed and outbuilding rear setbacks: 100 sq ft or smaller: 10 ft (Meadows) or 12 ft (Cornerstone and Estates). Over 100 sq ft: 25 ft, the same as a home. Side setbacks are 10 ft (Meadows) or 12 ft (Cornerstone and Estates).

5. DESCRIPTION OF THE PROJECT (REQUIRED)

Describe what you plan to build or change and why, including materials, colors and roofing.

Architectural Request Form (cont.)

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6. COLORS AND MATERIALS

Fill in this section for a **new home**, an **addition**, or a **siding, roof or color change**. Otherwise, skip to Section 7. For each item, give the manufacturer, product and color name.

Home plan name (new homes):

Color scheme (if applicable):

Siding: Trim:

Shake: Board and batten:

Brick: Stone:

Front door: Garage door:

Shutters: Roof:

Other (metal roofing, accent colors, fencing, etc.):

Estates lots: at least 80% of the exterior must be brick or another masonry product.

Include paint chips, brochures or photos of the materials with your request (see Section 7).

Architectural Request Form (cont.)

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Is this request in response to a violation letter from the POA? ☐ Yes ☐ No

7. ATTACH ALL OF THE FOLLOWING

- ☐ This completed form, signed below
- ☐ A description of the project with height, width and depth, roofing materials and colors
- ☐ A complete materials list, including paint samples or stain colors (or fill in Section 6)
- ☐ A picture or drawing of the project (sketches, catalog pages or website links)
- ☐ A site plan showing the house, any other structures and the proposed project, with distances to the lot lines

Send your request to:
Heritage Glen Property Owners Association
P.O. Box 398, Alamance, NC 27201

Email: heritageglennc@gmail.com

8. OWNER'S ACKNOWLEDGEMENTS

By signing below, I understand and agree that:

- No work on this request will begin until I receive written approval from the Architectural Committee (AC).
- Any construction or alteration before approval is prohibited. If I start or finish work and any part of this request is denied, I may be required to return the property to its original condition at **my own expense**. If I refuse and the POA incurs legal fees related to my construction or request, I will reimburse the POA for those fees.
- Any approval depends on the work being completed in a neat and orderly manner.
- Architectural requirements are set by the recorded covenants, and requests are reviewed through a process set by the Board of Directors.
- All improvements must meet Village of Alamance, county and state codes. Getting any required building permits is my responsibility, and nothing in this approval waives or modifies any code. My signature indicates these standards are met to the best of my knowledge.
- Any change from the approved request must be resubmitted for approval.
- If approved, the improvement must be maintained as required by the Declaration of Covenants.
- The work will not harm drainage of any common area or neighboring lot. I will correct, at my expense, any drainage problem caused by this work.
- The AC and the POA take on no liability for approving or denying any plans, and make no representation about the quality of the plans or whether they meet government requirements. Their review does not relieve me of my obligation to follow the covenants.
- It is my duty, and my contractor's, to make sure the improvement is structurally and mechanically safe and built to all building codes, fire codes and other laws. The POA, the AC and its members are not liable for the approval or denial of any improvement.
- The AC may enter the property at any reasonable time to inspect for compliance.

I certify that the information above accurately represents the proposed improvements, that the work will follow all applicable codes, covenants and standards, and that it will be completed as approved.

Owner signature: _____ Date: _____

Co-owner signature: _____ Date: _____

Only property owners may sign. Contractor signatures are not accepted. Print and sign, or type your name if you submit by email.

Architectural Request Form (cont.)

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HOW THE REVIEW WORKS

Review. The covenants set the time the AC has to respond. The AC will make every reasonable effort to review requests quickly and may ask for more information to understand your project.

Complete applications. Include the photos, drawings, brochures and other details listed in Section 7. Incomplete requests may be denied for insufficient information.

Decision. You will be notified by mail or email when your request is approved or denied. Do not begin work until you have written approval.

Approvals expire. An approval expires if work has not started within 12 months. Approved work should be finished within 12 months of starting. To extend an approval, email or write to the board before it expires. Expired approvals must be resubmitted.

Covenants. Setbacks, minimum home sizes and other requirements are in the Building Guide at www.heritageglennc.com, along with the full recorded covenants.

FOR ARCHITECTURAL COMMITTEE USE ONLY

Date received: _____ Decision date: _____

☐ Approved ☐ Approved with stipulations ☐ Denied ☐ Denied: insufficient information

Stipulations, comments or suggestions:

Pre-approval inspection: _____ Post-completion inspection: _____

AC member signature: _____ Date: _____