

## Architectural Control Committee Application Request Form

Please use the two-page form on the following pages; both pages must be filled in completely to be processed.

The tables below lists the additional information required for each type of home improvement. Beside each improvement is a list of numbers that corresponds with the required attachments necessary for ACC review. The numbers in **BOLD print** identify the applicable standards that correspond with the improvement and are located in Chapter 3.00 of this manual. Please be sure to include all required information or the request will be returned causing a delay in the review process.

Architectural Control Standards & Procedures Section	Items To Attach With App
Decks <b>3.01</b>	1,2,4,5,6
Building Addition or Exterior Modification <b>3.02</b>	1,2,3,4,5
Fence <b>3.03</b>	1,2,4
Parking Pad <b>3.04</b>	1,2,4
Walkway/Patio <b>3.05</b>	1,2,3,4
Play Equipment <b>3.06</b>	1,2,3,4
Landscaping <b>3.07</b>	1,2
Satellite Dish/Antennae <b>3.08</b>	1,2,3,4
Exterior Detached Structure <b>3.09</b>	1,2,3,4,5
Exterior Painting <b>3.10</b>	2,3
Exterior Lighting <b>3.11</b>	1,2,3,4

Architectural Control Standards & Procedures Section	Items To Attach With App
Retaining Wall <b>3.12</b>	1,2,3,4
Hot Tub/Pool <b>3.13</b>	1,2,3,4
Mailboxes & Posts <b>3.14</b>	1,2,3,4
Windows & Through-the-Wall Air Conditioning Units <b>3.15</b>	1,4
Replacement Siding & Trim <b>3.16</b>	2,3,6
Replacement Roofing <b>3.17</b>	2,3,6
Porch & Stair Railing <b>3.18</b>	1,2,3,4
Other (no other section applies)	1,2,3,4

Please refer to the following page for the legend of the “Items to Attach With Application.”

## **Legend For Items to Attach With Application:**

The numbers in the tables on the previous page refer to the following:

1. **Plot Plan** with improvements shown, drawn to scale including all dimensions of proposed improvement and distances to property lines. It is highly recommended to use an original Plat Plan or current survey when possible; these surveys show any and all utility, sewage, and other easements within the property boundary. However, it is recognized that not every homeowner has access to one. Although a detailed, to-scale hand-drawn plot plan will be accepted, neither the Park Village HOA nor ACC will be responsible for damages to any improvements made within any easement if anyone working within an easement damages said improvement; the homeowner will be solely responsible for such damages.
2. **Materials List** (for landscaping requests, include lists of plants to be used with locations shown).
3. Indicate color(s) and in the case of painting requests, color swatches/samples; when submitting a color swatch, please provide the largest swatch available from the store/supplier. Scanned or electronic copies of color swatches will not be accepted.
4. Provide a picture, scaled drawing or manufacturer's literature indicating overall size, i.e., length, width and height.
5. Elevation drawings (i.e., top view looking down, and front and side views looking at improvement).
6. Material samples (refer to particular "Application" or "Materials" subsection for details in associated improvement section).

Also note, per the Covenants of the Homeowners' Association of Park Village, homeowners are not allowed to add, improve, or otherwise make changes to common property. Only the Board of Directors of the Park Village Homeowners Association has the rights to make such changes.

## **Examples:**

- Painting a house, include:
  - Materials list, specifying the type of paint (#2)
  - Color swatches/samples, and indicate which is the base, trim, shutters, door, etc. (#3)
- Building a deck, include:
  - Plot plan, including scaled drawing of deck and stairs (#1)
  - Materials list, specifying all materials used (e.g., #2 pressure treated pine 4x4 posts, galvanized hardware, etc.) (#2)

- Color swatch if the deck is to be stained (#3)
  - Drawings from above and elevation (sides and front) (#5)
  - Pictures would be helpful, if available (#4)
- Replacing the roof with architectural shingles not already pre-approved
  - Material list, specifying the brand, style/cut (#2)
  - Specify requested color (#3)
  - Provide shingle sample board from the company installing the shingles; this is usually a fairly sizable sample, as the architectural shingles tend to have multiple colors in them. (#6) Drop off the sample at the management company, or make arrangements through them to get the sample to an ACC representative. This sample will be returned after the application approval process is completed.

## Signatures:

The applicant must obtain signatures from the home owners of all abutting properties, those that share property lines of the applicant's property. However, this is not always possible, as the home owner may not reside at the property (i.e., property is a rental), or other reasons. **Signatures from renters will not be accepted.** If the home owner is unknown, contact the management company or use the Wake County iMaps tool to determine the home owner and mailing address:

<http://maps.raleighnc.gov/iMAPS/>

To this end, the following process should be used in lieu of getting the signature on the application form:

1. Make a copy of your application.
2. Create a cover letter to the home owner.
3. Make a copy of the cover letter to include with the application.
4. Address an envelope to the home owner, and put the cover letter and a copy of the application into the envelope.
5. Go to the US Post Office (or Post Office affiliate) and fill out the following forms (or their current replacements):
  - U.S. Postal Service™ CERTIFIED MAIL RECIEPT® Domestic Mail Only (green and white form – refer to Figure 2.02-1)
  - U.S. Postal Service™ Domestic Return Receipt (green postcard – refer to Figure 2.02-2); fill out both front and back of the postcard.
6. Bring the two forms along with the addressed envelope to the clerk; the clerk will attach everything if not already done.
7. Once the signed and dated Domestic Return Receipt is received from the US Post Office, make a copy of both the front and back, and include those copies with the application, along with the copy of the cover letter.

Please note:

1. No Return Receipt postcards will be accepted in lieu of a signature if it was not also sent via Certified Mail; the latter ensures that the addressee, or agent of the addressee, signs the postcard.
2. If receiving the Return Receipt would delay reviewing the application by the Architectural Control Committee at a regularly scheduled meeting, the application may be submitted for review without said Return Receipt. However, the application will be administratively denied pending receipt of the copy of the Return Receipt by the Management Company/ACC. Once the copy of the Return Receipt is received by the ACC, an approval or conditional approval will be sent

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to the applicant if that was the decision of the ACC at the regularly scheduled meeting. All other decisions will be sent immediately and prior to the Management Company/ACC receiving the copy of the Return Receipt so the applicant can remedy the application as needed.

3. If the Return Receipt is not received by the applicant within 15 days of mailing, submission of a copy of the Certified Mail Receipt, including the mailing address, may be substituted as proof of due-diligence in an attempt to contact the abutting neighbor. If said Return Receipt is received after the 15 days and/or review of the application, please submit a copy of it for the records of the Management Company and ACC, but know the application process will not be delayed due to someone not willing to sign for the letter.
4. If a homeowner lives in a country other than the United States, send the required documentation to that homeowner using equivalent services from the United States Postal Service or other shipping company. Availability of these services is dependent on which foreign country the parcel is being sent.




The image shows a USPS Certified Mail Receipt form. On the left, there is a vertical green bar with the text "CERTIFIED MAIL" and a barcode. To the right of the barcode is the text "7015 0640 0000 5557 7604" repeated twice. The main form area has a green header with "U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only". Below the header is a green box with "OFFICIAL USE" in white. The form contains several sections: "Certified Mail Fee", "Extra Services & Fees" (with checkboxes for Return Receipt (hardcopy), Return Receipt (electronic), Certified Mail Restricted Delivery, Adult Signature Required, and Adult Signature Restricted Delivery), "Postage", "Total Postage and Fees", and "Sent To" (with fields for Street and Apt. No., or PO Box No., and City, State, ZIP+4®). There is also a "Postmark Here" area. At the bottom, it says "PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions".

Figure 2.02-1: Example USPS Certified Mail Receipt Domestic Mail Only Form; form subject to change.

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SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <span style="float: right;"><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</span></p> <p><b>X</b></p>																
1. Article Addressed to:	<p>B. Received by (<i>Printed Name</i>)</p> <p>C. Date of Delivery</p>																
 <b>9590 9403 0120 5077 7324 65</b>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
2. Article Number ( <i>Transfer from service label</i> )	<p>3. Service Type</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
PS Form 3811, April 2015 PSN 7530-02-000-9053 <span style="float: right;">Domestic Return Receipt</span>																	

**Figure 2.02-2:** Example USPS Domestic Return Receipt Postcard (front); form subject to change.

ARCHITECTURAL OR LANDSCAPE REQUEST FORM  
*PARK VILLAGE ARCHITECTURAL CONTROL COMMITTEE*  
PARK VILLAGE HOMEOWNERS ASSOCIATION

c/o Towne Properties  
Post Office Box 99149  
Raleigh, North Carolina 27624  
Telephone: (919) 878-8787  
FAX: (919) 376-8800

Submit all requests for changes or additions to Towne Properties at the above address. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Refer to the Architectural Standards and Control Specifications for detailed requirements for submissions. Attach additional sheets if necessary.

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Please indicate the type of Change Request:  Architectural  Landscape

Homeowners Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Lot Number \_\_\_\_\_  
Telephone: \_\_\_\_\_  
e-Mail: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_

1. Provide a narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s) to be used. (Please submit paint color samples.) State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary. ***NOTE: The Town of Cary has a policy on any type of structure or plantings in their easements. Please contact the Town of Cary prior to planning any project that could involve their easement to attain necessary variances.***
  
2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. The following drawings are needed to clearly show proposed improvements including existing structures:
  - a. Plot Plan (top down view) Drawn on a copy of your lot survey.
  - b. Elevation (front & side views) One or more as required in the Arch. Stds. & Control Specs. document.
  
3. Attach paint samples if applicable. Do you plan to change the color of your home? YES\_\_\_ No\_\_\_
  
4. A permit and inspection by the Wake County may be required.

# ARCHITECTURAL OR LANDSCAPE REQUEST FORM

The applicant home owner is required to review the proposed changes with **ALL** abutting home owners. Abutting properties are those that share a common property line. The review by the home owners is not an approval or disapproval, but serves merely as a notification to the home owners that a change is being requested. The signatures below indicate that the home owners are aware of the change and that they understand they may come to the next meeting of the Architecture Control Committee to voice their opinion on this request. (The ACC meets the 2<sup>nd</sup> Wednesday of each month at the clubhouse at 7:00pm.) Alternately they may submit letters of concern to the Architecture Control Committee for consideration. The Architectural Control Committee will take into advisement concerns of the home owners but will not necessarily be governed by those concerns. Failure by a home owner to offer an option to the Architectural Control Committee by the following meeting will be construed as acceptance of the proposed application.

**Renters may not sign this form.**

PRINTED NAME	ADDRESS or LOT #	SIGNATURE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

***This form is not complete without all appropriate attachments and signatures. Please review the Architectural Standards and Control Specifications prior to submission for detailed requirements.***

You have 90 days to begin the project and another 90 days from the beginning of the project to complete the project. The Board of Directors can only grant extensions. You must notify management immediately as soon as the project is complete so that compliance and completeness may be verified.

### Appeal Process

If the request is denied, the homeowner has the right to:

1. Appeal the decision of the Architectural Control Committee within 30 days. This may be done by submitting the request for appeal in writing to the Board of Directors, c/o Towne Properties, Post Office Box 99149, Raleigh, NC 27624. The appeal will be considered at the next regular meeting of the Board of Directors. An appeal received 30 days or more after denial from the Architectural Control Committee will not be considered.

OR

2. Submit an updated request form with changes for the next Architectural Control Committee meeting.

For administrative use:

The following action has been taken on your request:       Approved       Denied       Incomplete

REASON FOR DENIAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (For the Architectural Committee)      Date: \_\_\_\_\_