

# Architectural Request Form

Ashley Forest Homeowner's Association, Durham4 North Carolina

<b>Date Received:</b> _____
<b>Reviewed By:</b> _____

## Homeowner Information:

_____	Request Date	_____	Home Telephone Number
_____	Property Owner Name	_____	Property Address
_____	Property Owner Signature	_____	Property Owner Signature

Have your three nearest neighbors sign indicating their acknowledgment of your plans.

_____	Nearest Neighbor's Name	_____	Property Address	_____	Property Owner Signature
_____	Nearest Neighbor's Name	_____	Property Address	_____	Property Owner Signature
_____	Nearest Neighbor's Name	_____	Property Address	_____	Property Owner Signature

## Proposed Changes and/or Improvements:

- Exterior Painting** - (Form not required if repainting in the exact same colors) Please attach paint chips for new colors stating which part of the house each is for. Landscaping - Major changes only, include Plat Plan showing locations of landscape changes. Fence Addition - Please include 2 drawings indicating proposed improvements:
  - 1) A Plat Plan (A copy of your lot survey with proposed fence location drawn in)
  - 2) An Elevation Drawing (A side view showing the type of fence to be built)  
(Only wooden fences are allowed.)
- Stand Alone Structure Addition** (Storage, Playhouse, Tree-house, etc.) - Please include 2 drawings indicating proposed improvements:
  - 1) A Plat Plan (A copy of your lot survey with Stand-Alone Structure drawn in)
  - 2) An Elevation Drawing (A side view showing the new structure with relation to the house)  
Also, indicate the type of materials to be used. Exterior should be constructed the same as the house (i.e. same materials and paint colors).
- Deck/Patio Addition or Renovation** - Please include 2 drawings indicating proposed improvements:
  - 1) A Plat Plan (A copy of your lot survey with deck addition drawn in)
  - 2) An Elevation Drawing (A side view showing the new deck in relation to the house).  
Also, indicate on the drawings the types of materials and colors to be used.
- House Addition or Exterior Renovation** -Please include 2 drawings indicating proposed improvements:
  - 1) A Plat Plan (A copy of your lot survey with house addition drawn in)
  - 2) An Elevation Drawing (A side view showing the addition in relation to the house)  
Exterior should be constructed the same as existing structure (i.e. same materials and paint colors)
- Other** - (Please specify on an additional sheet and include supporting drawings, colors, etc.)

**NOTE:** A building permit and/or Inspection by the City of Durham may be required. Failure to comply with State, County, and City building zoning codes renders any Architectural Request Approval null & void.

Recommended Action: _____ Approved _____ Denied (See attached comments) _____ Date: _____
Comments: _____

## **REQUESTS FOR ARCHITECTURAL APPROVAL**

Changes or additions to the exterior or landscape within Ashley Forest, except minor landscape changes, must be submitted to the committee in writing for review, approval or disapproval. The homeowner must communicate his plans to his 3 nearest neighbors (2 adjacent and 1 directly across the street) and have them sign the Request Form indicating they have been informed of the requested changes. Approval is mandatory *before* work begins. ***This form should be submitted at least four(4)weeks prior to work beginning.*** The Architectural Review Committee has a maximum of 30 days to consider the request. Should a decision not be reached before the end of this period, the request is automatically approved. Upon approval/disapproval, the requester will be notified of the ARC's decision two ways: 1) by phone by a committee member and 2) by letter from the Management Company. In the event a homeowner disagrees with all or part of the ARC's decision, the request may be appealed to the Ashley Forest Board of Directors. Failure to obtain approval prior to making changes will be met with firm action by the Board, up to and including legal action.

### **ARCHITECTURAL APPROVAL GUIDELINES**

#### **Exterior Painting**

ARC approval is not required if residence is to be repainted the same colors. For color changes, selected colors must be approved by the ARC. The primary stipulation regarding exterior painting is the new color scheme must be different than that of adjacent residences.

#### **Landscaping**

ARC approval is only required when significant landscape changes are planned. This would include removal of trees over 6 inches in diameter, shrubs or trees for screening or hedge or drainage changes. Garden plots contained on the homeowner's property will not require ARC approval. These plots should be located in the rear of the property.

#### **Fence Addition**

Fence additions should be of the following styles:

- 1) French Gothic or Dog Ear Vertical Stockade (buted flat boards with max. width of 6 inches)
- 2) Vertical Shadowline (alternating boards with max. width of 6 inches)
- 3) Rustic Rail (Posts with 3 or 4 horizontal members)
- 4) Deck Rail (top and bottom supports with 2x2 vertical members spaced every 6 inches)

The fence itself should be constructed of wood - either cedar, spruce, redwood, or treated pine. Metal chain link fences are not permitted. While painting is allowed, a stained or natural finish is recommended. Fence styles 1 and 2 should not exceed 6 feet in height. Styles 3 and 4 should not exceed 4 feet 6 inches in height. Fence styles 1, 2, and 4 should not extend beyond the front lines of the dwelling. Fence additions should be wholly located on the homeowner's property with casements and right-of-ways observed.

#### **Stand-Alone Structure Addition (Storage, Playhouse, Tree-House, etc.)**

Stand-Alone structures should be located in the least conspicuous location possible, either in the rear or most obscure side of the residence. Easements and right-of-ways must be observed. All materials for the siding, trim and roof, as well as the colors, should be the same as those of the residence. The general appearance shall be that the new Structure is an integral part of the house. *Metal Sheds are NOT allowed.*

#### **Deck/Patio Additions or Renovations**

All construction must conform to applicable building codes (example: step tread/heights, loading, railing heights, etc.). Decking and railing materials should be either cedar, redwood or treated pine. Foundation materials may be brick or concrete. While painting is allowed, a stained or natural finish is recommended.

#### **House Additions or Exterior Renovation**

All construction must conform to applicable building codes. Exterior should be constructed of the same materials as existing structure. Exterior should be painted the same color as existing structure.

**NOTE: Homeowner assumes responsibility for all improvements made to their property. In some cases, a building permit and/or building inspection by the City of Durham may be required. All improvements must comply with applicable State, County, and City building and zoning codes. Failure to do so renders any Architectural Request Approval null and void.**