Architectural Request Form

Name of Community: _____

Name: _____ Date Form Submitted: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Changes:

- ☐ Fence
- ☐ Patio
- ☐ Exterior Color Change
- ☐ Deck
- ☐ Pool
- ☐ Play Equipment
- ☐ Covered Porch
- ☐ Garage
- ☐ Roofing
- ☐ Utility Building
- ☐ Home Addition
- ☐ Landscaping
- ☐ Other: _____

Location: _____

Size: _____

Color: _____

Materials: _____

Contractor Name: _____

INSTRUCTIONS: Please read and follow carefully.

- Attach a ***written description*** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a ***property survey*** with the location of the proposed changes clearly marked on the survey. This item MUST be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property.
- COMPLETE requests can be mailed to ___(*your community's name*)___ at P.O. Box 11906, Charlotte, NC 28220 **OR** requests which can be assembled electronically into a ***single email*** with preferably a single PDF attachment (including this form and the items described above) can be sent to arc@hawthornemgmt.com with your community's name, your last name and your property address included in the subject line.

IMPORTANT: *Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. The review and response is based on the community's governing documents and the information submitted with this request. The property owner is responsible for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.*

Committee Use Only

☐ Approved ☐ Denied

Comments:

_____ _____ _____

(Name of Committee Member) (Signature Of Committee Member) (Date)