

**Callan Park Homeowners Association
Architectural or Landscape Request Form**

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____
(preferred)

Please indicate the Change Request Type:

Architectural

Landscape

Please provide a brief description of the proposed changes:

****If the request is denied, the requester has the right to appeal the decision of the committee within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing using any method below. The appeal will be considered at the next Board of Directors meeting after the appeal has been received. An appeal received more than 30 days after the committee meeting at which it was denied will not be considered. If a request has been denied and the requester wishes to change some of the request specifications in order to have it approved, then it needs to be resubmitted through the normal channels as a completely new request. This resubmission also resets the 30 day clause in which the requester must receive a decision by the committee.**

How to submit an application:

- Email: info@grandchestermeadows.com
- Fax: 919-882-8739
- Mail: Callan Park HOA, P.O. Box 37367, Raleigh NC 27627

In support of this application the following items must be submitted.

One Set of Plans: The plans will show the following: plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, plant selections, (roof design, floor plan, landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners having common lot lines with your property along with property owners who reasonably view the improvement from their property. This signature is not of approval or denial of any application. It is a simple acknowledgment of the changes about to take place.

SIGNATURE	ADDRESS	DATE

Is your plot map included?	REQUIRED	
Is your fence or floor plan included?	Yes	No
Is the elevation plan included?	Yes	No
Are the exterior finish samples included?	Yes	No

****It is hereby understood and agreed that approval of this application by the Arch Committee does not constitute compliance with applicable North Carolina law or any County/City/Town ordinances. All permits must be applied for and posted as required and work should be completed by a licensed contractor.****