

# Oxford Hunt Club Homeowners Association

PO Box 37038  
Raleigh, NC 27627

## REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

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PROPERTY OWNERS NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ LOT NO.: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

### All Applications must include the following:

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper to provide this description.
2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including but not limited to:
  - A. Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
  - B. Elevation(s) – “side, front, and rear view(s)” – one or more as necessary.
1. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
2. A permit and inspection by the Town of Cary may be needed.
3. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. The request can be denied as incomplete if the required signatures are missing. You will be asked to obtain these signatures and re-submit your request for consideration.

### FOR OFFICE USE ONLY:

ID#: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>DATE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REASON FOR THE CHANGE/ADDITION** \_\_\_\_\_

Answers to Frequently Asked Questions:

1. Project must normally be completed within 3 months from when work begins unless more time is requested and granted at the time of the application due to the complexity of the project.
2. To control construction noise the City of Cary has an ordinance that allows construction Monday - Friday between 7:00 am and 5:00 pm and Weekends from 9:00 am to 5:00 pm.
3. City of Cary ordinance states that no driveways or mailboxes can be blocked during construction or any other time. Should you have a problem with noise or driveway/mailbox issues, you can call 919-469- 4012. This is the non-emergency number for the Cary Police.
4. The owner of the residence under renovation is responsible for keeping the street clean and repairing any damage that may result from the project.

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**ARCHITECTURAL COMMITTEE USE ONLY:**

**Approved**                       **Conditional Approval**                       **Disapproval**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_