

## Kendall Hills Architectural Request Committee

### **REQUEST FOR ARCHITECTURAL APPROVAL**

Submit all requests for changes or additions to: Kendall Hills HOA, Attn: Architectural Request, PO Box 37367, Raleigh, NC 27627

Please attach any drawings and/or sketches that will aid in making a decision regarding your request and use the Kendall Hills Covenants (Phase I and/or Phase II) for guidance.

Your request will be logged, reviewed against the covenants and you will receive a response to this request within 30 days.

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**DATE OF REQUEST:** \_\_\_\_\_

**PROPERTY OWNER(S) NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER: HM#** \_\_\_\_\_ **WK#** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_ **PHASE #** \_\_\_\_\_

### **ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIMEFRAME**

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

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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 if necessary.

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2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more may be 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.
3. Attach paint samples, if applicable. (This includes black and white).
4. A permit and inspection by the Town or County may/may not be needed. Please refer to the Wake County website for guidance: [www.wakegov.com/inspect](http://www.wakegov.com/inspect)
5. In regards to installing accessory buildings, please refer to the neighborhood Covenants for Phase I and/or Phase II and use the following website for guidance: [www.wakegov.com/planning/udo/default.htm](http://www.wakegov.com/planning/udo/default.htm). You will find a link for the Unified Development Ordinance (UDO). Accessory Uses and Structures can be found under Article 4, Part 6, Section 4-61 of this manual.

**Please Note:** Some sheds/accessory buildings in the KH neighborhood were built with material other than hardi-plank to match the siding of the main house. This material does not meet the covenant guidelines, but were grandfathered into this neighborhood when the KH Board and ARC took over from the Developers. These materials and roof pitch are not approved by the ARC based on the Covenants. If you have any questions on this, please reach out to one of the ARC members.

**ARCHITECTURAL COMMITTEE DECISION:**

**Approved**\_\_\_\_\_ **Conditional Approval**\_\_\_\_\_ **Disapproval**\_\_\_\_\_

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

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**FOR Kendall Hills ARC ONLY**

**Date Received:**\_\_\_\_\_ **Received By:**\_\_\_\_\_