

Lake Village Townes Homeowners Association, Inc.
Architectural Review Committee
Exterior Change Application

Date Submitted:	<input type="text"/>
Title of Proposed Work:	<input type="text"/>
Homeowner Name(s):	<input type="text"/>
Street Address:	<input type="text"/>
Preferred Phone:	<input type="text"/>
Alternate Phone:	<input type="text"/>
Email Address:	<input type="text"/>

1. Please ensure you have included everything necessary for ARC review.

Note that any work/upgrade/replacement that will be seen on the outside of your unit is subject to the approval of the Lake Village Townes Architectural Review Committee (ARC).

- LVT ARC approval must be obtained **BEFORE** any work can begin. Plan ahead!
- Activities subject to approval include: upgrading/installing/altering a patio, deck, or porch; installing a screen or storm door; replacing windows; changing or installing additional exterior light fixtures; attaching any decorative item to the exterior of the unit (flagpole holder, decorative signs, etc.), erecting any structure in the back of the unit such as a planter box; planting trees; or planting flowers/shrubs/etc. not in an owner-maintained flower bed at the back of the unit.
- In general, changes that are **NOT ALLOWED** include installation of fences, changing the color of the door or building exterior, and roof work. Homeowners may not plant or remove plants or trees in the front or side of their unit unless they have written ARC approval. The party responsible for the cost of planting and/or removal will be determined by the Board.
- If you are not sure if you need ARC approval, please email our CAS Management Representative at LakeVillage@casnc.com.
- **Missing information is the single most common reason for requests being denied at initial submission.** The request review process will begin only after all required information and supporting documents have been submitted to the Architectural Review Committee.
- If the application is incomplete, you will be notified at the email address you provided in the application. The application will not be considered until receipt of all required materials.

2. Include the following:

- This form, fully completed (4 pages) with homeowner signature(s).
- Detailed plans that show the following, **as appropriate**: exterior materials type, color and finishes and such other information as may be needed to completely describe the character and dimensions of the modifications, including any model numbers. Product brochures with images AND manufacturer's product numbers are required for doors, windows, exterior light fixtures, etc. The exact model number must be specified in the application.
- Plat (plan view of lot), **if applicable** (required for all deck or deck extensions, stairs, planter boxes, garden beds, and any other external structures), showing the location of existing structures and landscaping with exact dimensions of the addition/change and the exact distances to/from all building structures and the property lines. The proposed changes may be **neatly** hand-drawn on the plat but it must be drawn to scale showing all required dimensions.

3. DETAILED DESCRIPTION OF PROPOSED PLAN (attach additional sheets as needed). In accordance with the Declaration of Covenants, Conditions, and Restrictions for Lake Village Townes, application is hereby made for review and approval of the following modifications described in detail below.



4. Applying Homeowner: You are required to inform **all** abutting neighbors of the proposed changes and any other neighbors who might reasonably view the changes from their home. Please note that you are not getting their permission; you are only required to notify them of your request. Neighbor acknowledgment **is required** in order for this application to be considered complete and ready for review. **THE ONLY EXCEPTION** to this requirement is if the application is for an exact replacement with an **IDENTICAL** item or one that is essentially indistinguishable from the original one (window, door, light fixture, etc.). Two types of neighbor notification will be acceptable:

(a) Email each of your relevant neighbors. The suggested text: “I am submitting an architectural request to [... details from Section 3 of this form]. Please email me back that you acknowledge that I have informed you of this proposal. Your acknowledgment does not signify your approval or disapproval of the proposed project. Please state if you want to be notified of when the Architectural Review Committee will meet to express your opinions about this project when it is reviewed by the committee. If you want to be notified, include in your email response your preferred email address or phone number, along with your street address.”

Fill out the information in the table below and write EMAIL in place of signature for those neighbors whom you have informed by email. Upload your neighbors’ email responses with this application.

OR

(b) Print out this form and obtain the relevant neighbor signatures in the table below. Scan the signed page and upload with the completed application.

Neighbors: By signing below, you are acknowledging that you have been informed of this proposal for an architectural change by your neighbor. Your signature does not signify your approval or disapproval of the proposed project. You may, if you wish, appear before the Architectural Review Committee to express your opinions about this project when it is reviewed by the committee.

If you are unable to obtain a neighbor’s signature, please notify our community manager at LakeVillage@CASNC.com before completing the application.

Street Address	Neighboring Homeowner	Signature	Will you attend the ARC meeting? (Y/N)	If attending, please enter your email address in order to be notified.

5. Homeowner(s):

As the property owner, I have reviewed and understand the protective covenants as well as the architectural guidelines contained in the Lake Village Townes Handbook as they pertain to my requested change(s). I hereby grant permission to representatives of the Lake Village Townes Homeowners' Association to enter upon my property for the purpose of reviewing the proposed changes requested herein, monitoring progress, and/or verifying completion. *I understand that:*

- *This project is not approved until I have been notified of the ARC review outcome by mail and/or email.*
- *If approved, it is my responsibility to obtain all necessary and applicable building permits and governmental (city, county, etc.) approvals before proceeding.*
- *If approved, I am responsible for ensuring the structural integrity of structures being constructed as part of this project.*
- *If approved, I am responsible for any damages caused to others during the completion of this project.*
- *If approved, I am responsible for completing this project in a timely manner and adhering to the changes proposed in this application and will not deviate from the proposal put forth in this application without prior approval from the ARC.*
- *It is hereby understood and agreed that approval of this application by the Architectural Review Committee does not constitute compliance with applicable North Carolina law and/or Durham County ordinances.*
- *All permits must be applied for and posted as required.-*

Homeowner Name

Date

Homeowner Signature

Homeowner Name

Date

Homeowner Signature

6. Email this completed and signed application AND ALL SUPPORTING DOCUMENTS to LakeVillage@CASNC.com