



Professional Property Management
Attn. Crenshaw Hall
Community Service Administrator
11010 Raven Ridge Rd.
Raleigh, NC 27614
E-Mail katie@ppmral.com

REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to Professional Property Management at the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Please note the applications requiring paint samples must **not** be e-mailed or faxed.

Property Owner: _____

Property Address: _____

Telephone Number: (day) _____ (evening) _____

Estimated Completion Date: _____

Provide a narrative description of the proposed home and /or landscape improvement change or addition. Cite materials and color(s) to be used. Please state similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

1. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, dimensions, 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 (1) or more as necessary.
2. Attach paint or siding samples, if applicable. (This includes black and white).
3. A permit and inspection by the Town of Wake Forest may be needed. _____ (initial)
4. 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. If the signatures are missing, the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

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.

DATE

PRINTED NAME

SIGNATURE

ADDRESS

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.

REASON FOR THE CHANGE/ADDITION _____

I HAVE READ AND UNDERSTAND THE ARCHITECTURAL STANDARDS AND SPECIFICATIONS RELEVANT TO THIS REQUEST AND CONCUR WITH ITS APPROVAL. *I FURTHER UNDERSTAND THAT ADHERENCE TO ALL LOCAL/GOVERNMENTAL LAWS AND REGULATIONS IS THE RESPONSIBILITY OF THE OWNER*

Signed: _____ Date: _____

Notice: You have up to 90 days (after approval) to begin the project and another 90 days from the start time to complete the project. Only the Board of Directors can grant extensions. You must notify the management company immediately as soon as the project is complete so that compliance and completion may be verified.

ARCHITECTURAL COMMITTEE USE ONLY:

Approved Conditional Approval Disapproval More Information Required

COMMENTS: _____

Signed: _____ Date: _____