OWNER/AGENT APPLICATION FOR ARCHITECTURAL/LANDSCAPING REVIEW

Community	Date	
Owner's Name	Day Phone	
Home Phone	E-mail	
Address	Fax	
City, State, Zip		

If an agent is submitting on behalf of the owner, complete the following:

Name	Company	
Industry	Phone	

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications: (brief description)

Submit application to:

CAS Inc.	For office use only	
1930 North Salem St, Ste 101	Approved	Date
Apex, NC 27523-8204	Not Approved	Date
Fax: 919.367.7715	Approved as noted below	Date

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

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.

If the application is incomplete, the Arch. Committee will notify the applicant and the application will not be further considered until receipt of these materials. The approval process will not begin until all documents have been obtained by the Arch. Committee.

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.

Signature of Owner	Date	
Signature or Agent	Date	
Signature of Immediate Neighbors	Date	

Please check the following:

Is your plat plan included?	Yes	Must include!
Is your fence or floor plan included?	🗌 Yes	🗌 No
Is the elevation plan included?	The Yes	🗌 No
Are the exterior finish samples included?	Yes	🗌 No
Other: Roofing Plan, Landscaping Plans, etc.	Yes	🗌 No