

**BELMONT HOMEOWNERS ASSOCIATION, INC.**  
**C/o Wake HOA Management**  
**10224 Durant Road, Suite 109**  
**Raleigh, NC 27514**  
**Phone: 919-790-5350**  
**E-mail: info@wakehoa.com**

**ARCHITECTURAL REQUEST FORM**

**Name** \_\_\_\_\_ **Contact Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Signature** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

This form must be filled out in its entirety with requested information before submission to Wake HOA Management for review by the Board of Directors (BOD) or the Architectural Review Committee (ARC). **To avoid delays in the review process, please provide all required information. Your request cannot be processed until all required information has been received. All information should be no larger than 8 ½ by 11.**

\_\_\_\_\_ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like. Painting, attach color chips or samples; Fences, specify materials, style, height, color, and mark location using x's on lot survey etc.; Extensive landscaping, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings.

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\_\_\_\_\_ 2. Attach a copy of your official lot survey received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers. Mark your change(s) in colored pen or marker and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from your property line. Not required if only painting exterior.

\_\_\_\_\_ 3. Attach as many elevations (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, e.g., room additions, screen porches, decks, storage sheds, sun rooms, garages, etc.

\_\_\_\_\_ 4. I have notified all owners whose lots are adjacent to my home or would reasonably view the changes/improvements from their property. I have explained that this is a courtesy to advise them of the proposed changes/improvements and that all neighbors' concerns should be sent in writing to the Board of Directors c/o Wake HOA Management.

\_\_\_\_\_ 5. Submit the form to Wake HOA Management.