



# ARCHITECTURAL REQUEST

*Mendenhall Homeowners Association Inc.*

Please submit this application, with all attachments, to the Homeowner Portal (wakehoa.com).

If you have questions, you can email info@Wakehoa.com or call 919-790-5350.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

**\*\* DO NOT COMMIT TO OR START YOUR PROJECT WITHOUT HOA APPROVAL \*\***

**In order for your application to be reviewed, you must submit all required information for your application to be deemed complete. Please note, failure to provide this information may cause a delay in the review process. Provide a DETAILED description below:**

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### **Please indicate your proposed project type.**

(The numbers in parentheses correspond to the required attachments for each project type).

<input type="checkbox"/> Fence (1,2,3)	<input type="checkbox"/> Storage Shed (1,3,4)
<input type="checkbox"/> Patio, Deck, Screened Porch, Pergola (1,3,4)	<input type="checkbox"/> Drainage/Grading Changes, Major Landscaping (1,3,4)
<input type="checkbox"/> Driveway Extension, Walkway (1,3,4)	<input type="checkbox"/> Exterior Paint Color Change (3)
<input type="checkbox"/> Permanent Fire Pit, Outdoor Kitchen, etc. (1,3,4)	<input type="checkbox"/> Other

**Each project MUST be submitted with the additional information required as indicated above.**

1. Plot Plan with location of project shown, a bird's eye view drawn to scale indicating all dimensions (length, width, height, square footage) and distance to property lines.
2. For fencing, indicate existing fences and if you will be attaching or abutting to a neighbor's fence (which requires written approval from neighbor), plus setback dimensions and location and size of any gate(s).
3. Materials list and colors(s), including paint/stain samples if applicable and noting if it will match the existing home.
4. Photos of proposed project.

**\*\*PLOT PLAN, RENDERING, SIGNATURE AND INITIALS REQUIRED ON ALL APPLICATIONS\*\***

**REQUIRED: All directly adjoining or affected neighbors' signatures for any exterior modification.**

(This includes all adjoining neighbors, bordering both sides and rear property lines.)

*My signature is not an approval. It simply acknowledges I am aware of my neighbor's proposed improvement(s)/addition(s). If I have any concerns or questions about the proposed project I will direct them to [info@wakehoa.com](mailto:info@wakehoa.com).*

NAME	SIGNATURE	ADDRESS	LOT #

I understand that this application will be reviewed by the Board of Directors (and its Architectural Committee). The Board of Directors (and its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. Any conditions for approval or variance from standards must be noted by the committee in the comments section below. The Board/Committee is allowed up to 30 days to render a decision from the date the complete application is received. Starting work prior to approval, or changing the project as approved, could require removal or modification at my expense.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

If Applicable  
Initial Here

**I am submitting without a Plat Map/Survey:**  
My mortgage company did not require a survey.

If Applicable  
Initial Here

**I am submitting with my official Septic Plat Map/Survey.**

REQUIRED  
Initial Here

**I certify that the attached rendering is true**, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

REQUIRED  
Initial Here

**Disclaimer:** The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements prevail.

**Architectural Committee/Wake HOA Use Only**

Date Received (with ALL required documents) \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Conditional Approval

Special Conditions for Approval: \_\_\_\_\_  
\_\_\_\_\_  
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