

# Weslyn HOA

c/o HRW, inc.  
4700 Homewood Ct. Suite 380  
Raleigh, NC 27609  
(919) 787-9000  
(919) 783-9534 Fax  
customercare@hrw.net

## REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to HRW, inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

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**PROPERTY OWNERS NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **LOT NO.:** \_\_\_\_\_

**TELEPHONE NUMBER: HM#** \_\_\_\_\_ **WK#** \_\_\_\_\_

**ESTIMATED COMPLETION DATE:** \_\_\_\_\_

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

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2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, 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 or more as necessary.
3. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
4. A permit and inspection by the City of Raleigh may be needed.

### FOR THE HRW OFFICE ONLY

**ID#:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

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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.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REASON FOR THE CHANGE/ADDITION** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ARCHITECTURAL COMMITTEE:**

Approved \_\_\_\_\_  
Conditional Approval \_\_\_\_\_  
Disapproval \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_