

Normandie Homeowners Association

P.O. Box 20969 Raleigh, NC 27619
919-676-4008 / alex@pindell-wilson.com

ARCHITECTURAL CHANGE REQUEST FORM

Please complete this form in its entirety and submit it to Pindell-Wilson Property Management. Please do not submit the form directly to the architectural committee or to the board of directors. Please allow up to 30 days for the request to be processed. Please refer to the Architectural Guidelines prior to submitting a request. No work should begin without written approval.

Date Submitted:	
Property Owner's Name:	
Street Address:	
Telephone Number:	
Email Address:	
Estimated Start Date:	
Estimated Completion Date:	
Other:	

Please provide a narrative description of the proposed home and/or landscape improvement change or addition.

- ◆ Site materials and colors to be used
- ◆ State similarities to existing structures as appropriate
- ◆ Use a separate sheet if necessary

Please attach **drawings and/or samples of paint** to this request showing all proposed improvements. Include two drawings or more to clearly demonstrate proposed improvements including existing structures.

The following information is required:

- ◆ Relationships to existing structures
- ◆ Landscaping and lot lines
- ◆ Plot Plan: “top down or aerial view” – should be drawn on a copy of your lot survey
- ◆ Elevation(s): side views – include one or more as necessary

The following information is optional and/or not initially required:

- ◆ Attach print samples if necessary
- ◆ A permit and inspection by the Town of Cary may be needed

When submitting this request, your neighbors have a right to comment and present their views about your requested improvements. Please obtain signatures from all property owners having common lot lines (sides and rear) with your property and all property owners who would reasonably view the improvements from their property, including across the street.

*I acknowledge that the requesting property owner has shown me the **details** of the proposed improvement described on this form and that my signature represents only my awareness of the request and not my approval. I understand that I may make written comments directly to Pindell-Wilson Property Management Company (within 5 days) for consideration by the Architectural Review Committee before final action on the request.*

Name/Address	Date	Signature

Should the Architectural Review Committee deny your request, you may appeal the decision to the Board of Directors, in writing, and send it to Pindell – Wilson Property Management Company.

For Architectural Review Committee use only

Date Received by Pindell-Wilson Property Management Co. _____ Rec'd by _____

Architectural Committee:

Approved:	
Conditional Approval:	
Denied:	
Comments:	
Signed: (for Architectural Committee)	
Date:	

Board of Directors (Minimum of two must approve)

Signed:	Date:
Signed:	Date:
Signed:	Date: