

WESTON GLEN ARCHITECTURAL MODIFICATION REQUEST

HOMEOWNER SECTION

See page two for contact and submittal information.
ARC (Architectural Review Committee)

Name: _____ Date: _____
Address: _____ Lot No: _____
Phone: _____ E-Mail: _____
Approx. Start Date: _____ Approx. Completion Date: _____

Type of Modification

(Fence, Shed, Landscaping, Deck, Patio, Etc.)

Description

(Location, Size, Color, Materials, Contractor, Etc.)

- 1.) _____ : _____

- 2.) _____ : _____

- 3.) _____ : _____

- 4.) _____ : _____

List Supporting Documents: (Constr. Plans, Drawings, Renderings, Specs, Permit Approvals, Pictures, Etc.)

ARC COMMITTEE USE ONLY

Modification	Approved	Pending	Denied	Comments
1.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Denied requests may be appealed directly to the ARC by scheduling a meeting, contact Tim Brooks, timbrooksnosmoke@me.com or appealed directly to Weston Glen Board, theboard@westonglen.org.

ARC Chair: _____ Signature: _____ Date: _____

NOTICE: The Weston Glen Board and Architectural Committee may, at their discretion, provide guidance to the Homeowner in an effort to facilitate the request. The Homeowner shall assume full responsibility to investigate and identify any and all potential conflicts associated with the Architectural Modification Request. The Weston Glen Board and Architectural Committee shall not be held liable for unforeseen complications, physical or financial, associated with the Homeowners request. Note, a follow-up post-construction inspection may be requested by ARC Chair for verification of compliance.

It is the responsibility of the Homeowner to comply with all local and state building codes. The Homeowner shall obtain all applicable permits prior to beginning construction of architectural modifications or alterations. Please contact Mecklenburg County Code Enforcement RTAC (Residential Technical Answer Center) for information regarding the permitting process. RTAC is a free service and can be contacted at (704-432-RTAC) or log on to (www.meckpermit.com).

WESTON GLEN ARCHITECTURAL MODIFICATION REQUEST INSTRUCTIONS

It is the homeowner's responsibility to submit proposed modifications or alterations of their property and/or residential structures to the Weston Glen Architectural Review Committee (ARC) for review and approval. Pre-approved modifications, in accordance with the Weston Glen Community Guidelines, do not require ARC review. Community guidelines can be found at www.westonglen.org.

In order to avoid delays with the ARC review process, please follow the instructions below carefully.

1.) Complete the Architectural Modification Request form. Multiple requests may be submitted on the same form.

a. List each modification separately:

- Fence,
- Storage Structure
- Exterior Painting
- Pool
- Building Addition
- Deck
- Patio
- Landscaping
- Etc.

b. Provide a detail description of each modification:

- Location
- Size
- Color
- Materials
- Plant Types
- Contractor
- Etc.

2.) Attach a copy of property survey with proposed modifications labeled and located appropriately. (A survey should be included in your house closing documents.) Please distinguish between existing features and proposed modifications.

3.) Please provide supporting documents when applicable:

- Construction Plans or Drawings
- Renderings
- Specifications
- State or Local Permit Approvals
- Pictures
- Prior ARC Approvals
- Etc.

4.) Mail or e-mail one copy of the Architectural Modification Request with supporting documentation to:

Weston Glen Homeowners Association
PO Box 11906
Charlotte, NC 28220

Submission of the Architectural Modification Request gives ARC the authority to visually inspect your property and take pictures for the purpose of facilitating the review.

ARC may reserve the right to request additional information for clarification of the request.

Please allow 7-14 days for the review and approval process. If you should have any questions, or would like to schedule a meeting, please contact the ARC Chair, Tim Brooks, timbrooksno smoke@me.com and include reference to "ARC REQUEST". A follow-up post-construction inspection may be requested by the ARC Chair for verification of compliance.

Thank you for helping us to maintain a beautiful, livable and family friendly community!

Weston Glen Homeowners,

Please note, any exterior architectural alteration or modification to a lot or structure, including a change in color, materials, building additions or deletions, landscaping, etc., requires prior approval by the Weston Glen Architectural Review Committee (ARC). The only exemptions are for maintenance of existing exterior lots or structure where colors, materials, etc. are replaced or repaired in kind.

Please see Weston Glen Guidelines for a list of pre-approved alterations.

For example, an alteration to a ROOF, DOOR, EXTERIOR COLOR, etc. requires prior approval by the ARC.

ARC requests should be submitted to Hawthorne Management.

Community Guidelines, contact information and ARC request submittal forms can be found at www.westonglen.org.

For additional information, contact Weston Glen ARC Chair Tim Brooks, timbrooksno smoke@me.com.