

ARCHITECTURAL REVIEW REQUEST

Submit this form for Modifications only (not new construction)

All submittals will be digital and **must be submitted via the CAMS Connect **Owner Portal**** at <https://portal.camsmgt.com>
The request will be checked for completeness and forwarded to the Architectural Review Committee (ARC) during regular business hours.

Note: Updates are not given during the approval process unless the committee needs more information. Existing requests may be found in the 'My Items' tab in the Owner Portal, to check status or provide additional information.
The Owner(s) will be notified by email of the ARC determination.

To avoid delays, please **be sure to include all** of the following information with your request:

- This Completed Architectural Request Form
- Detailed description** showing the nature, kind, shape, height, and materials. Include photos, samples etc.
- Color Samples (i.e. Paint Colors), materials samples or specifications, photos, brochures
- Lot Survey** showing location of structure (i.e. Shed, Fence, Pool) And note the setbacks from property lines
- Application review fee _____
- _____

PROJECT LOCATION (e.g front, rear, side etc): _____

DESCRIBE MODIFICATION (attach additional pictures, samples, plant list and specifications, as applicable):

DATE _____ ADDRESS (SECTION/LOT): _____

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL ADDRESS: _____

ARCHITECTURAL REVIEW REQUEST

CONTRACTOR Name: _____ (also specify if 'None')

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ **CELL:** _____

EMAIL ADDRESS: _____

LICENSE # (if applicable): _____

Architectural documents must be submitted via the CAMS Connect Owner Portal at portal.camsmgt.com with attachments or by emailing to: email@camsmgt.com. Submittals will be processed during normal business hours. You may also mail the form and all required documents to : CAMS ARC Submittal 205 W. Millbrook Rd #210 Raleigh NC 27609

Incomplete submissions will result in delays. All construction documents, surveys, specifications, material samples, and the review fee must be received by the Association prior to a request being considered by the ARC.

No work may be started until formal approval has been issued by the Association in writing.

*Refer to the Association's ARC Guidelines for specified completion timelines.

Desired Start Date: _____

Anticipated Completion Date*: _____

Agreement

We further acknowledge and understand that:

1. We have read and understand the Covenants and Design Guidelines and will follow and obey said Covenants and Design Guidelines.
2. We are responsible for obtaining any and all permits that may be required, and for completing this project in a timely manner and as described by the drawings and specifications approved by the ARC.
3. We will maintain a clean construction site at all times.
4. We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.

OWNER'S SIGNATURE: _____ **Date:** _____

CONTRACTOR'S SIGNATURE: _____ **Date:** _____

Exterior Modifications - Architectural Review Requests

Association Documents require that, before making any changes to your Property, a request for Architectural Review must be submitted to the Board of Directors or its appointed Architectural Control Committee. This approval is generally required for any modifications to the structure or lot that are visible from the exterior.

Incomplete forms and/or requests with insufficient information will be automatically denied.

The sanctioned time limit for request consideration (as prescribed by the Association's Governing Documents) shall not begin until all information necessary for review has been received by the Association.

Important considerations for Architectural Requests:

- As a courtesy, we recommend that you make adjacent owners aware of the proposed change. They do not have a right to approve or disapprove the work however they may be impacted and appreciate knowing what to expect.
- The Owner of record must sign the application. A tenant or prospective purchaser may not submit an ARC. Requests submitted prior to closing will not be reviewed until all closing documents have been received and entered at CAMS.
- No work may begin until approval is received in writing from the Architectural Control Committee.
- The Owner is responsible for the timely completion* of the project and the prompt removal of any debris.
- It is the applicant's responsibility to comply with the zoning, building codes, laws etc of all governmental authorities.
- An easement may exist on your property—KNOW WHERE, and know what the restrictions are within the easement! Also verify property boundaries before beginning your project!
- It is your responsibility to remain in compliance with the Protective Covenants, Architectural Guidelines and Rules and Regulations for your Association.
- It is the responsibility of the Owner to ensure that the proposed modification is compliant with all applicable Governing Documents and current Neighborhood Specific Architectural Design Standards.

*Refer to the Association's ARC Guidelines for specified completion timelines.

WHAT IS AN EASEMENT?

Easements are identified on your Lot Survey. Easements give the right to an entity (a Utility or the Homeowner Association) to access your property for the purpose stated when the easement was recorded. The Lot owner remains responsible for maintaining their entire lot, including any easements. If a fence (or any installation) will cross an easement, the easement-holder has the right to remove the installation and no obligation to replace it; and the homeowner must explicitly accept all responsibility associated with installing the fence in the easement if the Architectural request is approved. The homeowner will further need to agree to notify any successors and

assigns of the fence encroachment and the rights of the easement holder to remove the fence without notice or restitution in the event that it may become necessary to do so.

PLOT PLAN OR SURVEY... WHAT'S THE DIFFERENCE?

Many buyers ask me “What is the difference between a plot plan the builder gives me and a survey?” Simply put, a plot plan is what the building plan is for a plot of land, and a survey is drawn to show what is actually on the plot of land.

Plot plans show the lot dimensions, where the builder plans to put the improvements on the lot, the setback lines and easements. However, while the lot dimensions are accurate, the location where the improvements will actually be located after completion is not guaranteed because sometimes the plot plan is drawn before the foundation is even laid.

Surveys, on the other hand, must be completed by a licensed surveyor and will show all things that are part of the land or attached to the land. Examples of things that are part of the land include trees, bushes, flowerbeds, driveways, creeks and ponds. Items that are attached to the land and will be included on a survey include buildings (including mobile homes that may not be permanently attached), fences and power or utility boxes. Surveys will show if any of these items encroach over and onto neighboring lots or if items from neighboring lots encroach over and onto the subject property. Surveys will also include the easements and setback lines.

Remember: if you have a title insurance policy that offers you coverage for matters of survey when you buy the property, and you discover there is an encroachment, you can file a claim, and the title insurance company will assist if the encroachment existed on the effective date of your policy.

Title insurance covers the past and what has affected title to the property but not the future and what might affect the title. Therefore, it is imperative for property owners to consider getting a survey if they are adding on to their homes, putting in a swimming pool, extending a driveway or anything of the sort.

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