



Request for Architectural Approval

Name _____ Phone # _____

Cell Phone # _____ Email Address _____

Address _____

Briefly describe your request _____

I acknowledge that I have read and understand all the restrictive covenants applicable to all property in Stonebridge and that this submission is in full compliance. I also acknowledge that I am responsible for any and all requirements imposed by Wake County Government as it pertains to this submission.

Signature _____ Date _____

Thank you for submitting this 'Request for Architectural Approval'. Your compliance with the following steps will help insure a complete and speedy approval of your architectural request.

STEP ONE:

1. Prepare your proposed plans. Your hand or cad drawn plans should include elevations indicating structure height, type of material that will be used and finishes.
2. Include a copy of your property plat with the proposed structure noted. Make sure you indicate dimensions to each adjacent property line.
3. Present your plans to your adjacent neighbors and have them affirm approval below:

I have reviewed my neighbor's plan, elevations, appearance, finishes and plat and have no objections:

Neighbor	Address	Date	I reviewed the plan
Sign _____	_____	_____	<input type="checkbox"/>
Sign _____	_____	_____	<input type="checkbox"/>
Sign _____	_____	_____	<input type="checkbox"/>
Sign _____	_____	_____	<input type="checkbox"/>

STEP TWO: Submit all of the above material along with this form to Kathryn Bolton at Talis Management by email or postal mail. Both addresses can be found at the bottom of page 2 on this application.

STEP THREE: A representative from the Architectural Committee will make an 'on-site' visit. This insures that the Committee has a full understanding of your proposed request. Clearly mark areas affected.

STEP FOUR: If all is in order, you will be notified that you have received a 'Preliminary Approval' and that you may proceed to County Permitting. You will receive 'Final Approval,' at this time, if your project does not require Wake County Permits. In the event your proposed project is in violation of Stonebridge HOA Covenants, you will be notified immediately. You may resubmit your request when in compliance with HOA Covenants.

STEP FIVE: (If permits are required) Once you receive your Wake County permits, submit a copy to the Architectural Committee and 'Final Approval' for your project will be granted.

Please allow 14 days for review and approval.

Note to homeowner:

Please visit www.wakegov.com/inspect/ for information about when and how to secure building permits for your project.

Stonebridge Architectural Committee Use ONLY:

Date Submitted _____

- Material Properly Submitted: Y N (if N, returned date: _____)
- Plans Reviewed By: _____ Date: _____
_____ Date: _____
- On-site Visit By: _____ Date: _____
- Comments: _____ Date: _____
- Preliminary Approval Date: _____ Homeowner Notified Y
- Copy of Permits Submitted by Homeowner Date: _____
- FINAL APPROVAL BY: _____ Date: _____
_____ Date: _____
- Date Homeowner Notified: _____
 - Email
 - Phone
 - Mail
 - _____

Attn: Kathryn Bolton
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