

HAMILTON PLACE HOMEOWNER'S ASSOCIATION OF UNION COUNTY, INC.
1829 Dickerson Blvd. #177 Monroe, NC 28110

**Request for Architectural Approval All dues and
assessments must be paid up to date**

NAME: _____

ADDRESS: _____

Lot # _____ **Phase #** _____ **Phone: (H)** _____ **(W)** _____

Email: _____

TYPE OF MODIFICATION

_____ **Addition** _____ **Fence** _____ **Exterior Painting**
_____ **Deck / Patio** _____ **Outbuilding** _____ **Porch**
_____ **Landscape Modification (Describe)** _____

Other (Describe) _____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE.

- | | |
|---|---------------------------------------|
| 1. Location | 7. Plans / Drawings |
| 2. Size | 8. Roof Design |
| 3. Color | 9. Exterior Finish |
| 4. Material | 10. Dimensions |
| 5. Contractor | 11. Utilities |
| 6. Copy of property survey | 12. Types of plants, with quantities, |
| Proposed changes/ additions shown addition or removal of existing planting bed, edge treatment | |

Please send a copy of your survey, because this will not be returned.

WHAT IS YOUR ESTMATED START DATE? _____

WHAT IS YOUR ESTIMATED COMPLETION DATE? _____

(F NOT COMPLETED WITHIN 90 DAYS – REAPPLICATION WILL BE REQUIRED)

THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY IF NEEDED. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY. THE ARCHITECTUAL REVIEW COMMITTEE HAS THIRTY (30) DAYS TO RENDER A DECISION. PLEASE MAIL TO HAMILTON PLACE HOA AT THE ABOVE ADDRESS.

Building Plan Submittal Requirements

Submitter
Initials

I will comply with association By-laws, CC&R's, City and State codes while maintaining variety and harmony with existing structures. (Article VII Section 20) No structure shall be constructed or moved onto any lot unless it shall conform to and be in harmony with existing structures on the properties.

I understand before beginning project I must turn in (1) plot plans with home, driveway and outbuildings placed accurately and to scale with description of materials to be used.

I understand the Architectural Committee has 14 days to approve these plans. I understand that any changes to the approved building plan must be approved in writing by the Architectural Committee prior to work beginning, and **REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.**

I understand **work on exterior treatments may be stopped if there is an unapproved change in materials.**

I understand the homeowner is responsible for any drainage areas affected by any modifications.

I understand **Swimming Pools/Jacuzzis/Hot Tubs** must have Architectural approval, City Zoning Approval, and Building Permits before starting the project. Article VII Use Restrictions Section 19 (b) **Above ground pools are prohibited.**

I have read the Declaration of Hamilton Place Covenants, Conditions and Restrictions which include those specific for this project and I will abide by all the conditions contained therein.

Non compliance with agreements made herein can result in fines from \$25 to \$500 to the applicant.

Homeowner _____ Date _____

HOMEOWNER IS RESPONSIBLE TO COMPLY WITH ALL REQUIREMENTS OF THE CITY OF MONROE AND OBTAIN ANY REQUIRED PERMITS.
Appeal Process

To appeal a disapproved submittal, the homeowner should submit a written appeal to the Board of Directors, within 14 days of the notification of disapproval, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact the Architectural Committee Chairman through e-mail at arch@hamiltonplaceofunionhoa.com to be placed on the agenda for the next meeting.

For committee Use Only:

Date Received: _____ Previously Denied: _____ Date

Approved: _____ Date Disapproved _____

Comments: _____

Architectural Chair Signature and Date:

_____/____/____

Revised 04/15/2010