



**Architectural Application**

**Brookhaven Homeowners Association**

<https://www.cedarmanagementgroup.com/arc/>

**REQUEST FOR ARCHITECTURAL APPROVAL**

The intent of the approval process is to maintain conformity and harmony of external design and consistence with plans of existing residences throughout the community and maintain compliance with the community governing documents. The review is apprised of seven homeowners from the community. The Review is allowed up to 30 days from the date of completed application with all attachments to approve your request however they are committed to respond as quickly as possible.

**Complete one (1) request for each architectural change/addition.**

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Property Owner's Name \_\_\_\_\_ Request Date \_\_\_\_\_

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Best Contact # \_\_\_\_\_ Best time to Contact \_\_\_\_\_

Email Address (Please print) \_\_\_\_\_

**If you have not done so, please review the Declaration of Covenants, Codes and Restrictions, and Architectural Review Guidelines before submitting your request.**

If you have any questions, please contact **Cedar Management Group @ 877.252.3327.**

Please be sure to contact **SC811** by visiting [www.sc811.com](http://www.sc811.com) or calling 811 prior to digging

**No construction shall commence before written approval is received.**





**Type of Architectural Improvement**

- |   |  |
|---|--|
| <input type="checkbox"/> Fence/Retaining Wall         | <input type="checkbox"/> Deck/Patio          |
| <input type="checkbox"/> Swimming Pool/Spa            | <input type="checkbox"/> Arbor/Overhang      |
| <input type="checkbox"/> Garage/Exterior Door         | <input type="checkbox"/> Remodeling/Addition |
| <input type="checkbox"/> Gazebo/Dog House/Play Equip. | <input type="checkbox"/> Driveway/Walkway    |
| <input type="checkbox"/> Greenhouse/Sunroom           | <input type="checkbox"/> Building            |
| <input type="checkbox"/> Solar                        | <input type="checkbox"/> Other               |

**Materials to be Used\*\***

- |                                |                                       |                                |                                 |
|--------------------------------|---------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Wood* | <input type="checkbox"/> Concrete     | <input type="checkbox"/> Stone | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Wrought Iron | <input type="checkbox"/> Vinyl | <input type="checkbox"/> Other  |

**\* Wood must be pressure treated and you may be asked to stain or re-treat for optimal appearance**

**\*\*Materials should be in conformity and harmony of your existing residence and those in the Community. If more description is needed, use additional sheet of paper**

Additional Comments / Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be doing the proposed work? \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_



This architectural request MUST be accompanied by the items listed below or your application will be DENIED and returned back to you:

- 1.) LAND SURVEY – showing your property lines of your land. You must use a surveyor's land survey, which you received at closing. Please draw in the proposed addition. We must have measurements as it relates to your home, the property lines, and any easements which may apply. You can substitute an aerial satellite view with property lines
- 2.) PICTURE/SAMPLE/COLOR – You will need to provide a picture, sample, color or brochure of what the improvement will look like. Paint or roofing samples may be required.
- 3.) IF APPLICABLE - (a) Front, Rear and side elevations (b) Floor Plans (c) The area of heated floor space (d) Exterior building material to include manufacturer, color and texture (e) Exterior trim color (f) Roofing material, color and pitch (which shall be 6/12 relationship) (g) Landscaping plan of front yard, side yard and rear yard.  
All submitted materials shall remain the property of the Association. You may wish to make a copy for your personal records.

Failure to include any of the required information will suspend the 30 day review period and will only begin once all required information is received by the Association.



## Homeowner Acknowledgements

(Read each statement carefully and initial that you understand)

I understand

- 1.) that my proposed improvement(s) must comply with the Uses Permitted and Prohibited and are in conformity and harmony of existing residences in the community as stated in the Declaration of Covenants, Codes and Restrictions. \_\_\_\_\_
- 2.) that I am responsible for compliance with all building codes, safety requirements and governmental laws, regulations, codes and ordinances which will require you to obtain all building permits required by the city or county. \_\_\_\_\_
- 3.) that I am responsible for replacing and/or repairing, at my sole expense, any damages to Association common areas as well as other homeowner residences, (i.e. grass, walking areas, trees, buildings, roads, etc.) as a result of making approved modifications. \_\_\_\_\_
- 4.) that submitting a request for architectural approval does not waive my responsibility to obtain a mandatory building permit from the proper governmental entities. \_\_\_\_\_
- 5.) that approval does not guarantee the structural adequacy, capacity or safety features of the proposed modification. \_\_\_\_\_
- 6.) that approval does not guarantee the location of the proposed modification is free from possible hazards from flooding or any other possible hazard, whether caused by conditions occurring on or off the property. \_\_\_\_\_
- 7.) responsibility to ensure correct placement. There are various easements within the community and on particular lots which have been granted to the city, county, utility companies or other parties requiring easements, and that no improvements or permanent structures shall be erected or maintained within or upon said easements. The easements are shown on the recorded plat and will be listed on the homeowner's title insurance at closing. \_\_\_\_\_
- 8.) that submitting a request for architectural approval does not guarantee that any construction or exterior alteration undertaken by me *before* written approval will be accepted. Homeowner may be required to restore the property to its former condition at his own expense if this application is disapproved, wholly or in part. \_\_\_\_\_

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[www.ourbrookhavenhoa.com](http://www.ourbrookhavenhoa.com)



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9.) that **any** variation from the original application must be resubmitted for approval. \_\_\_\_\_

10.) that members of the Architectural Control Review or board members are permitted to review for compliance. \_\_\_\_\_

Homeowner(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**You can return this completed form and all required info 2 ways:**

**Email: [ARC@mycmq.com](mailto:ARC@mycmq.com)**

**Fax to 704.509.2429**

\_\_\_\_\_  
ACC Rep: \_\_\_\_\_ Response: \_\_\_\_\_

ACC Rep: \_\_\_\_\_ Response: \_\_\_\_\_

ACC Rep: \_\_\_\_\_ Response: \_\_\_\_\_

Thank you for submitting an architectural application for a modification to your home/property. The Architectural Review has reviewed your application for consistency with and adherence to the Covenants & Restrictions for Clover Meadows. Your request has been:

Approved

Declined

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_



## Architectural Application Submittal Checklist

(Fee for Architectural Application must be received at the time of submission. If applicable)  
(Copy of subdivision plat indicating area of subdivision in which lot is located)

### 1. Fence

- Architectural Application with detailed description of type of fence (i.e. Standard, Shadowbox, Over Scalloped, Dog-Eared, etc.)
- Copy of Plat showing location of fence with distance (ft) from corner of home (front/back) & property lines
- Picture (if available) or drawing
- Plans and Specifications or Materials List (if applicable)

### 2. Storage Buildings and Sheds

- Architectural Application providing detail (materials, color, etc.)
- Copy of Plat (Survey) showing placement on property & distance from property lines
- Dimensions (height, width, etc.)
- Pictures or design drawings including roof detail
- Landscaping plan to be installed around building (if applicable)
- If elevated, underpinning or screening to be used

### 3. Decks, Screened Patio's, Porches and Sunrooms

- Architectural Application
- Copy of Plat (Survey) with dimensions and location
- Detailed picture or design drawing including roof detail
- Picture of home showing area where addition will be made
- Extensive Materials List
- Landscaping detail if applicable

### 4. Storm Doors and Entrance Doors

- Architectural Application with sketch or description indicating location of door
- Picture or design drawing with colors and type

### 5. Play Equipment

- Architectural Application with specific details of what play equipment is to be installed (i.e. trampoline, basketball goals, swing sets, etc.)
- Plat showing where play equipment will be located and distance (ft.) from home and property lines
- Picture or design drawing including color(s)
- Dimensions



## 6. Landscaping

- Architectural Application
- Plat (showing placement of each item) including home and property lines
- Landscaping plans and specifications (if applicable)
- Detail (explicit) of plants indicating types and height (or gallons at time of install), expected height at full growth and **plant botanical/common names**)



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