

**Rosemary Place H.O.A
Architectural
Review Form**

(See back for detailed instructions)

Rosemary Place HOA
c/o Community Home Trust
P.O. Box 2315
Chapel Hill, NC 27515-2315

Submittal Date:	Homeowner Name:
Phone Number:	E-mail:
Address of Proposed Improvements:	
Phone Number of Owner: (leave blank to indicate same as above)	
Check one or more of the following as applicable: <input type="checkbox"/> Initial Submission <input type="checkbox"/> Request for 90 day Extension <input type="checkbox"/> Landscape Plans (includes patios & decks) <input type="checkbox"/> Previously Submitted – Appeal of Non-Approval <input type="checkbox"/> Concrete Work <input type="checkbox"/> Fencing <input type="checkbox"/> Outbuildings <input type="checkbox"/> Request for Approval of Previous Improvements <input type="checkbox"/> Other	

Description of Improvements (use additional pages if necessary – see instructions for additional required supporting documentation):

Acknowledgement of at least two Property Owners who are most affected because they are adjacent and/or have a view of proposed change/ This signature does not imply approval or disapproval, but merely indicates an awareness of the applicant’s intent. If any OBJECTIONS to this application arise, please discuss them with the applicant and notify the Rosemary Place HOA of your concerns.

Name:	Date:	Name:	Date:
Address:	Lot:	Address:	Lot:

Name:	Date:	Name:	Date:
Address:	Lot:	Address:	Lot:

ACTION TAKEN BY THE ROSEMARY PLACE REVIEW COMMITTEE:

App #:	<input type="checkbox"/> Approved as Submitted – The application and accompanying documentation is approved as submitted. <input type="checkbox"/> Not Approved – The application and accompanying documentation is not approved and no work may commence. Homeowner must resubmit with additional information and/or changes made.
Date:	

Comments:

Approval by the Rosemary Place Review Committee does not relieve any homeowner from compliance with local building codes and regulation. Approvals subject to ten (10) day appeal period. Construction by the applicant during this appeal period is at the applicant’s own risk.

Instructions

Please consult the Rosemary Place CC&Rs prior to submitting your Architectural Review Form. In addition to the Architectural Review Form, you will need to submit copies of the following documents that will go on file with the Rosemary Place Architectural Review Committee:

1. Full detail of purpose and/or reason for improvement.
2. Legal Site (plat) plan with location of improvement drawn to scale. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open areas.
3. Drawings and/or illustrations showing design of proposed improvement.
4. Scale drawing or architectural plans showing exact dimensions of improvement.
5. Type of wood or other material to be used.
6. Color (natural, stain, or paint – if paint, include color chips)
7. Grading plan if changes in grade or other conditions affecting drainage are anticipated, i.e. concrete patios, brick patios. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.)
8. Landscaping plan.
9. Written acknowledgement and signature of adjacent lot owner(s) (use signature area in the acknowledgement section of front of form).

Notes

1. I/we understand that construction of certain major projects require that I/we obtain a building permit from the Town of Chapel Hill. Applications to and approval of a project by the Rosemary Place Architectural Review Committee (RPARC) does not affect or alter that requirement.
2. I/we understand that an aggrieved party has ten (10) days from the date the RPARC decision on an application to file an appeal with the RPARC in writing. Construction by the applicant during this appeal period is at the applicant's own risk.
3. I/we understand that if I/we disagree with a ruling, that I/we have ten (10) days from the RPARC's decision on an application to file an appeal with the Board of Directors in writing. I/we further understand that an appeal ruling by the Board of Directors shall be final and shall supersede all former RPARC rulings on any application.
4. I/we understand that any construction activity undertaken prior to RPARC approval is not allowed and that if alterations are made, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part, and that I/we may be required to pay all legal expenses incurred.
5. I/we understand that members of the RPARC are permitted to enter my/our property to make reasonable inspection of proposed construction locations with at least 48 hours notice or other mutually agreed upon time.
6. It is understood that I/we am/are aware of the Covenants and Restrictions in regard to the approved review process.
7. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve months.
8. I/we understand that any approval is contingent upon construction or alteration being completed with reasonable workmanship and care, with minimal disturbance to neighboring areas.