



Cornwallis Hills Property Owner's Association Application for Architectural Approval

Please follow the steps below to complete your application. If you have any questions about the application, please contact the Property Manager (Al Soulier, chpoapropman@gmail.com). Below is a link to the Architectural guidelines for the community:

<https://cornwallishills.com/wp-content/uploads/2023/08/AC-Guidelines-Revision-August-2023-signed.pdf>

Below, please provide the contact information that you would like to use to receive notifications about this project. Please provide an email and/or phone number that is actively managed:

Name	Street Address (city not needed)	Phone #	Email
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In the box below, give a description of your project, complete the appropriate check box section(s) then proceed to the acknowledgments section.

Check all boxes that apply for your project:

- | | |
|---|-----------------------------------|
| Roof (see section 1) | Structure Add/Mod (see section 4) |
| Fence (see section 2) | Sheds (see section 5) |
| Driveway/Parking Alteration (see section 3) | Other (see section 6) |

Section 1: Roof

Please include the following items with your roof application:

- Material description of new roof to include color and type of material (example photos/images required)
- Review the "Roof" section of the Architectural Guidelines for approved materials
 - <https://cornwallishills.com/roofs/>
- Please provide information regarding any gutter replacements that will occur as well. This would include color, type of materials, size for gutters and downspouts

Section 2: Fence

Please include the following items with your fence application:

- Description and example photos of material to be used
- Review the "Fence" section of the Architectural Guidelines for approved styles/materials
 - <https://cornwallishills.com/fences/>
- Current layout of property with new fence drawn in with lengths of each side (overhead perspective) and height of fence on all sides
- Measurements of distance to neighboring lots common areas, easements, right-of-ways, buffers and utilities should be included

Section 3: Driveway/Parking Alteration

Please include the following items with your driveway/parking application:

- Photos of your current driveway/parking setup
- Review the "Driveways and Parking Areas" section of the Architectural Guidelines for approved styles/materials
 - <https://cornwallishills.com/driveways-and-parking-areas/>
- Layout of current driveway with alterations drawn in with measurements (overhead perspective)
- Measurements of distance to neighboring lots common areas, easements, right-of-ways, buffers and utilities should be included
- Material description including color of new materials (example photos required)

Section 4: Structure Addition/Modification

Please include the following items with your home addition application:

- If your home addition/modification requires any of the other check-boxes, please refer to those sections for required submission materials
- Please submit a photo of your current house along with a rendering of what the new addition will look like
- Current layout of property with new addition drawn in with lengths of each side (overhead perspective)
- Measurements of distance to neighboring lots, common areas, easements, right-of-ways, buffers and utilities should be included
- Material descriptions (including color and dimensions)

Section 5: Sheds

Please include the following items with your shed application:

- Description and example photos of material to be used including siding and roofing material
- Review the "Shed" section of the Architectural Guidelines for approved styles/materials
 - <https://cornwallishills.com/outbuildings-or-sheds/>
- Current layout of property with new shed drawn (overhead perspective)
- Measurements of distance to neighboring lots common areas, easements, right-of-ways, buffers and utilities should be included

Section 6: Other

Please include the following items with your application:

- Any photos of what you intend to change or add to the property or exterior of the dwelling structure
- Material descriptions that will be used to complete the project (colors, dimensions, photo of similar materials).
- Measurements of distance to neighboring lots, common areas, easements, right-of-ways, buffers and utilities should be included

Acknowledgments

By checking this box, you certify that this project will comply with all building, construction and development codes required by federal, state, and local municipalities. You further acknowledge that you may be required to produce a passed inspection/permit during post-construction (PC) review if such a permit is required by the aforementioned codes. Please reference the website below for Orange County planning and development regulations:

<https://www.orangecountync.gov/792/Planning-Inspections>

- Once completed, please submit this form by email to the Property Manager (Al Soulier, chpoapropman@gmail.com) along with all other required documents as attachments. Applications that do not include all required materials will be immediately returned by Property Manager before being considered by the AC committee.
- You will receive confirmation via email that your application has been received and that the AC has 30-days to schedule a potential on-site visit (if needed) to render approval.
- Projects are not to be initiated by yourself or vendors until after approval by the AC. Project completion is required to be achieved within 3 months of approval.
- Once completed, please notify the Property Manager or your assigned AC member so that a post-construction (PC) inspection and final approval/confirmation can take place.

By signing below, you acknowledge that you have read and understood the information presented above and are bound by such information to complete all necessary steps to ensure timely and thorough completion of the required materials:

Signature

Printed/Typed Name

Date

DISCLAIMER

Architectural Committee Authority: The CHPOA Architectural Committee (AC) is a requirement of the CHPOA Declaration of Covenants, Conditions and Restrictions. Please see the link below for the official covenant pertaining to the AC committee's authority. The purpose of the AC is to encourage property owners to make changes and/or improvements in a manner which either preserves or enhances the architectural integrity and appearance of the neighborhood. Decisions made by the AC committee are not designed to deter improvements or dictate taste but are based around current Architectural guidelines approved by the CHPOA board.

Previous versions of the guidelines may have been used to approve established projects and improvements seen around the neighborhood.

<https://cornwallishills.com/architectural-or-board-approval-requirement/>

For CHPOA Property Manager and AC Use Only

Date Received by Property Manager:

Additional Information Needed:

Date Review Completed by AC:

Yes

No

Approved?:

Approver Signature:

If approved w/conditions, list below:

Post Construction:

Deadline for PC Review

Approved?

Yes

No

If Denied, reason for denial:

Date of 2nd review (if needed):

AC Chair or Designee Signature for Completion:

Typed/Printed Name:

Date: