

Name _____ Best phone # _____

Address _____

Briefly describe your request _____

I acknowledge that I have read and understand all of 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.

Signed _____

Date _____

SUBMITTAL REQUIREMENTS

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 | I reviewed the plan (please check) |
|--------------|---------|---------------------------------------|
| Signed _____ | _____ | <input type="checkbox"/> |
| Signed _____ | _____ | <input type="checkbox"/> |
| Signed _____ | _____ | <input type="checkbox"/> |
| Signed _____ | _____ | <input type="checkbox"/> |

STEP TWO: Submit all of the above material along with this form to The Architectural Committee (representative can be found in your Directory).

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 of the permits 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: _____

Preliminary Approval Date: _____ Homeowner Notified **Y**

Copy of Permits Submitted By Homeowner Date: _____

FINAL APPROVAL BY: _____ Date: _____

_____ Date: _____

Date Homeowner Notified: _____

- Email
- Phone
- Mail
- _____