

Architectural Request Form

Key Community Management
1201 Stallings Road, Matthews, NC 28104
info@keycemi.com to ask questions

All submissions must be mailed to the Key Community Management office and must include:

- 1) ARC Form filled out;
- 2) Photos, colors;
- 3) Survey of Lot showing where improvement will be;
- 4) ARC Fee of \$25.00 payable to Key Community Management must be received simultaneously with the documents requested above. Payment and forms may be submitted electronically and paid through community website.

APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED IF ANY OF THE ABOVE ITEMS ARE NOT RECEIVED TOGETHER.

DO NOT E-MAIL PARTS AND MAIL THE REST. EVERYTHING MUST BE RECEIVED TOGETHER IN ONE PACKAGE.

Please allow a **minimum of 30 days for review AFTER full submission is accepted.**

Community Name: _____
Date Submitted: _____
Name: _____ Phone:(h) _____ (w) _____
Address: _____
EMAIL _____

Please describe the change you would like to make: _____

Projected Start and Completion Dates: _____ (start) _____ (finish)
Who will be Performing Work? (contractor or homeowner) _____

TYPES OF CHANGES (PLEASE CHECK ALL APPLICABLE ITEMS)

FENCING:

ALL FENCE APPLICATIONS MUST BE SUBMITTED WITH A LOT SURVEY WHICH IDENTIFIES THE FENCING LOCATION AND DIMENSIONS, AND A PHOTO OF THE ACTUAL FENCE PROPOSED.

Any approved fence shall require the “finished” side of the fence facing out and owner accepts this requirement upon submission of request.

HOME EXTERIOR FINISH CHANGES:

Siding Change:

Type:(vinyl, cedar, etc.) _____ Original Color: _____ New Color: _____

Trim Change:

Type: (wood or aluminum) _____ Original Color: _____ New Color: _____

Paint Change:

Original Color: _____ New Color: _____

Roofing Change:

Original Type/Color: _____ New Type/Color: _____

HOME ADDITIONS, EXTENSIONS, ARCHITECTURAL CHANGES OR RECREATIONAL USES:
CHECK ALL THAT APPLY (REFER TO SPECIFICATIONS IN COVENANTS):

- STORAGE SHED
 - HOUSE ADDITION
 - CHANGES IN HOUSE ELEVATION
 - PATIO/PORCH OR DECK
 - POOL OR SPA
 - LANDSCAPING STRUCTURES or PLAY EQUIPMENT
 - OTHER:(PLEASE DESCRIBE): _____
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ALL ITEMS MUST BE SUBMITTED WITH A COPY OF THE LOT SURVEY AND ALL STRUCTURE LOCATIONS MUST BE IDENTIFIED ON THE SURVEY. MUST BE SUBMITTED WITH A DETAILED PLAN AND SPECIFICATION OF EACH ITEM. PHOTOGRAPHS OR CATALOG PICTURES ARE ALSO HELPFUL FOR REVIEW.

Projects must be completed within 60 days from the date of approval unless otherwise stated in any approval received; otherwise, a new ARC Request must be submitted. Owner accepts and understands this upon submission.

Notes to the Applicant:

- 1) Homeowner(s) is responsible for obtaining all necessary permits from the County.
 - 2) All approvals are contingent upon City and County Zoning restrictions for the community.
 - 3) Please submit with this form a detailed description of changes and samples where applicable.
 - 4) Please review the Declaration of Covenants, Conditions and Restrictions for the community prior to completing this application. You must comply with all required setbacks and easements as noted in the Covenants & Restrictions and on the survey for your lot.
 - 5) Installation or changes made prior to receiving proper approval is a violation of the Declaration and could result in penalties and/or fines.
 - 6) The approval by the ARC shall not be construed as a representation, warranty or assurance by the ARC or the Developer that the proposed improvements comply with applicable statutes, laws, ordinances, codes, rules, regulations and requirements and shall not constitute the assumption of any liability on ARC or Developers part for their accuracy or compliance with such statutes, laws, ordinances, codes, rules, regulations and requirements.
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Please allow a minimum of 30 days review time for any application.

Approved: Yes _____ No _____

ARC Member Signature: _____ Date: _____

Comments: _____

Any questions regarding this application process may be directed to the community manager or to info@keycmi.com.