

DAVIDSON BAY TOWNHOMES HOMEOWNERS ASSOCIATION
Request for Architectural Approval

Owner's Name: _____ Date: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Estimated Start Date: _____ Est. Completion Date: _____

Type of Modification:

- ☐ Porch ☐ Deck/Patio ☐ Doors/Windows ☐ Landscaping
☐ Exterior Painting ☐ Exterior Fixtures ☐ Other: _____

Description of project. As appropriate, include location, size, color, materials, brochures, plans/drawings, etc. If you are using a contractor, please provide a name, phone, and email. Attach additional pages, if needed.

Submission Instructions:

Requests can be submitted by mail or electronically. If submitting by mail, please include two (2) complete copies. One will be returned with the Committee's decision.

By Mail:

**Davidson Bay Townhomes HOA
P.O. Box 1329
Cornelius, NC 28031**

By Email:

**davidsonbayhoa@gmail.com
Subject: ACC Review**

The Committee reserves the right to request more information. Please allow 3-4 weeks for the approval process.

Committee Use Only

☐ Approved

☐ Denied Reason for Denial: _____

Committee Member

Signature of Committee Member

Date

ACC Project Requirements

Where a construction, electrical, plumbing, or other type of contractor or professional is hired to handle the project, the homeowner must provide as part of his/her review application:

- Name of the company or individual hired ("contractor").
- Address, phone, and email of the contractor.
- Contractor license, if applicable.
- COI (Certificate of Insurance) - General Liability minimums: \$1 million/occurrence, \$2 million aggregate. Workers' Comp if employees are involved.
- Estimated start and finish dates.

If the contractor has not yet been engaged or some of the information is not available at the time of submission to the ACC, that information must be provided as soon as possible and prior to the start of work. Work may not commence until all necessary information has been submitted.

If the project is a DIY, the owner is still responsible for supplying start and finish dates and obtaining all required permits.

Permits

When permit(s) are required, copies must be provided to the ACC prior to the start of work. Permits are obtained from the Town of Davidson and Mecklenburg County (in that order). *

If you are uncertain about permit requirements, contact the Town of Davidson Planning Department for assistance.

* Town of Davidson

Application Steps: <https://www.townofdavidson.org/70/Submit-a-Permit>

Application Form: [Permit Application](#)

Mecklenburg County: <https://code.mecknc.gov/permitting>