



Architectural Change Request Form

Trac Management, LLC PO Box 3674, Chapel Hill, NC 27515
trac@tracmanagement.com Phone:919-612-5296

You may mail or email this request to your property manager at TRAC MANAGEMENT (trac@tracmanagement.com) after reviewing the community guidelines and completing all the applicable items below. Please provide as much information as possible to ensure a timely decision. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.

Name: _____ Phone #: _____

Email: _____

Property Address: _____ Date of Application: _____

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

**You may mail or email this request to your property manager at TRAC Management after full completion of the applicable items below (trac@tracmanagement.com). Please provide as much information as possible to ensure a timely decision. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.*

1. **Provide an accurate and detailed description** of the proposed architectural change or project. Include materials, colors, structural details, measurements, environmental impact, reason for making the request, and any other information that will accurately describe the appearance or function of the change when complete.

2. **If you are constructing a Fence a survey is required.** Other construction projects like storage sheds, driveway expansions, decks etc. may also require a survey and are recommended. On the survey or aerial view please draw/outline the work area where the project will take place. Design or structural plans should also be submitted along with any additional viewpoints as well as any required permits from your local municipality.

3. **Will this project require a waste dumpster or moving pod to be located on site?** Yes___ No___ If yes, where will the waste dumpster or moving pod be placed? _____
How long will it be on site? _____

4. As a courtesy to your neighbors who will be impacted by not only the work crew, but by the change you are requesting, please have them sign their *acknowledgement* below. Please note their signature is not guarantee of approval (or lack of signature a guaranteed denial) and the final decision rests on the discretion of the Board or Architecture Committee.

**To be completed by your neighbors/affected parties*

Name & Address

Signature & Date
