

Pirates' Cove Homeowners Association
DETACHED HOME ARCHITECTURAL MODIFICATION REQUEST FORM

Use this form for all requests for exterior changes or additions. Attach any drawings and/or sketches that will aid Pirates' Cove in deciding whether to approve your request.

Date submitted: _____ Estimated Completion Date: _____

Owner(s) Name(s): _____		
Street Address:	City, State, Zip _____	
Telephone: Home:	Cell:	Work: _____
Email: _____		

If an agent is submitting on behalf of the owner, complete the following:

Name: _____	
Company: _____	
Industry: _____	
Phone: _____	Email: _____

THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE ATTACHMENTS AND SIGNATURES.

Please return by mail or email to Pirates' Cove Homeowner's Association at:

CAS-Inc Pirates' Cove
207 W. Millbrook Rd. Ste. 110
Raleigh, NC 27609

Karl Hovey – karl@casnc.com

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In accordance with the Declaration of Covenant, Conditions, and Restrictions for this Community application is hereby made for review and approval of the following described modifications.

1. Describe the proposed **exterior** modifications. Note materials and color(s) to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if needed. Include a 'before' photo of the element to be modified.

In support of this application the following items must be submitted:

One Set of Plans: **Where applicable** include the following: plot plan, exterior elevations, roof design, exterior materials and finishes, and other such items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

Summary: Written statement summarizing nature, style, setback, height and square footage of proposed modification, **if applicable**, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the *Architectural Guidelines - Detached* and *Detached Front Yard Rules* documents and whether any variance requests are necessary.

2. Attach paint samples if applicable: Attached: ____ N/A: ____

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The Owner is required to review the proposed changes with all abutting Pirates' Cove neighbors. The review of the neighbors is not an approval or disapproval, but merely a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change, and they understand they may come to the next Architectural or Board Meeting to voice their opinion on this request.

Name	Address	Signature
1. _____		
2. _____		
3. _____		
4. _____		

Please obtain signatures from all property owners who reasonably view the modification from their property.

It is hereby understood and agreed that approval of this application by the Architectural Committee does not constitute compliance with applicable North Carolina law or any County Ordinances. **All permits must be applied for and posted as required.**

If the Application is incomplete, the Architectural Committee will notify the applicant and the application will not be considered further until receipt of these materials. The approval process will not begin until all documents have been obtained by the Architectural Committee.

We represent that this application is complete and correct to the best of our knowledge.

Owner: _____ **Date:** _____

Owner: _____ **Date:** _____

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The following action has been taken on your request:

Approved as submitted: _____
Approved with conditions: _____

Denied: _____
Incomplete: _____

Reason for Denial or Conditional Approval

Signed: _____ Date: _____
(for the Architectural Committee)

Notice: Work must be completed within 12 months. You must notify Pirates' Cove Homeowners' Association within 10 days of project completion so that compliance and completeness with the terms of this request can be verified. Please include an 'after' photo of the modification.