

Bear Creek Homeowner's Association (HOA)

ARCHITECTURAL REQUEST FORM – CONSTRUCTION

bearcreekarcsparta@gmail.com

60 Bear Den Road
Sparta, NC 28675

Lot # _____ Address: _____

Owner: _____ Contact Number: _____

Email Address: _____

ALL SUBMITTALS CAN BE MAILED OR EMAILED TO THE HOA, ARC FOR REVIEW: Email: bearcreekarcsparta@gmail.com

Please describe the proposed modification:

Contractor (Name, address, and phone number):

Permits Needed:

Materials List: (Siding, shutters and roof must match existing home)

Colors (Samples Required): (Stain must match existing home)

Structural Dimension (Length, width, height, etc.) Please include drawings, renditions, blueprints ...

As marked on your plot plan, does this addition/improvement extend into any Common Areas, or Easements of any kind? _____ If yes, please explain:

Estimated Date of Completion: _____

It is understood that:

1. Your original application and attachments (copy of renderings, permits etc.) will be retained by the HOA.
2. The Bear Creek Architectural Committee has 30 days following the receipt of this request in which to respond.
3. No work on this request may begin without written approval from the ARC and/or Management Company.
4. All materials are to be stored on the homeowner's lot.
5. The homeowner will be charged a \$1500.00 impact fee for road and infrastructure repair; \$500 of which is refundable when the project is completed and providing repairs do not exceed \$1000.
6. The homeowner is monetarily responsible for correcting excessive damage to streets or to any common areas damaged in the process of construction that exceed the amount of the impact fee.
7. It is recommended as a courtesy that the homeowner notify neighbors in proximity of their home of their proposed construction.
8. All required information and documentation for the project must be submitted at one time.

Please sign and date this form below prior to making your submission:

1. I assert that the Homeowner Assessments and Dues for lot number _____ have been paid in full, and
2. There are no HOA liens, fees, or fines outstanding on this lot.

Owners Signature: _____

Date: _____

THE FOLLOWING IS FOR ARC BOARD MEMBERS USE ONLY:

Date Received: _____

All Materials Received to Begin Review: _____ YES _____ NO