

HADDON HALL HOMEOWNERS ASSOCIATION

c/o HRW, Inc.
4700 Homewood Ct., Suite, 380
Raleigh, NC 27609
(919) 787-9000 or (919) 783-9534 Fax
architectureadmin@hrw.net

Submit all requests for changes or additions to HRW, Inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request.

OWNERS NAME: _____
ADDRESS: _____ **LOT NO.:** _____
TELEPHONE NUMBER: _____ **SUB-DIVISION:** _____
EMAIL _____ **DATE** _____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more are needed to clearly show proposed improvements including existing structures:
 - A. Plot Plan – “top down view” – should be drawn on a copy of your lot survey.
 - B. Elevation(s) – “side view(s)” – one or more as necessary.
 - C. Attach paint or vinyl siding samples, if applicable. (This includes black and white).
 - D. A permit and inspection by the Town of Apex may be needed.

FOR THE HRW OFFICE ONLY

ID#: HH _____ **Date Received:** _____ **Received By:** _____

4. As a part of the review process, your neighbors have the right to present their views either verbally or in writing, about your requested improvements. You must give notification to all property owners having common lot lines with your property, by providing them with a copy of your architectural request form.

Please have each affected homeowner sign this form to indicate that notification has been made.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR THE CHANGE/ADDITION _____

ARCHITECTURAL COMMITTEE:
Approved _____
Conditional Approval _____
Disapproval _____

COMMENTS: _____

Signed: _____
Date: _____