

Section 4.01 – ACC APPLICATION INSTRUCTIONS

Step 1

1. Prior to any alteration, addition or improvement, the property owner shall complete and submit the current revision of the “**Architectural Control Committee Application Request Form**”. Special attention should be given to the applicable sections in the Architectural Control Standards & Guidelines for specific information needed for the proposed improvement, addition or alteration. All parts of the form shall be completed and all pertinent information shall be included in the submittal. Only current property owners in good standing with the HOA, can submit an ACC application form. Forms from non-residents shall be denied.
2. A copy of the ACC application form along with the current ACC Guidelines & Standards can be requested from the Management Company or can be downloaded at the Churton Grove website (www.churtongrove.org) under the ‘Documents’ menu tab. It is the homeowner’s responsibility to be aware of and use the most current forms and guidelines. Failure to do so shall result in the application form being denied.

Step 2

1. The property owner must send the completed application form (if emailing, use Adobe PDF format only and keep the file size under 10 Megabytes) along with any attachments or supporting documents required by the ACC Standards to the Management Company for processing.
2. Applications can be mailed or e-mailed (acc@churtongrove.org) directly to the Management Company. The email and mailing address is on the application form.
3. **Applications should not be submitted directly to any individual members of the ACC or the Board of Directors.**
4. Please insure that you fill out and complete the entire application form and include as much detail as possible with all dimensions and setbacks clearly shown along with a copy of your Plat (Site plan). Note: Applications which are incomplete will not be processed by the ACC and automatically administratively denied. Homeowner’s are responsible for providing all of the requested information to the ACC.

Step 3

1. The Management Company will log the date of applications received by mail. Applications received by e-mail will be considered marked electronically. The Management Company will then copy and distribute the application to the Architectural Control Committee for initial screening to insure it is complete.
2. **Homeowners are responsible to verify the receipt of the application. The HOA is not responsible for lost or misaddressed requests.**

Step 4

1. Upon receipt of a new ACC application, the ACC will initially screen each application for completeness. If the application is found to be complete, then the application will be sent to the

committee members to review and vote on. If found to be incomplete, then the ACC will attempt to obtain the needed information from the homeowner to complete the application. If after review, the Committee needs further clarification on a specific application, the homeowner will be contacted by the ACC asking for more details of the project or to provide answers to their specific questions. If the ACC committee's questions are not satisfactorily answered within the review period, the application may be denied as incomplete.

2. **Incomplete Applications:** If within 15 days from receipt, the ACC Chairman is unable to obtain all of the needed information to review the application, then the application will be automatically denied. Applications submitted without all necessary attachments and supporting documents or with insufficient information shall be deemed administratively denied and returned to the applicant. Any calculation of time concerning the processing of an application will not start until the application is determined to be complete by the ACC Chairman.
3. Upon receipt of a **complete** ACC application, the ACC will review the application and has thirty (30) days from the receipt of a verified complete application to approve or deny it and to notify the homeowner of its decision.

Step 5

1. Upon the Committee's decision on an application, the ACC Chairperson will notify the property owner and will forward a copy to the Management Company.
2. If approved, the homeowner can begin the project. In the case of an administrative denial for insufficient information, the information still needed shall be listed on an appropriate form and provided to the homeowner. The homeowner can then submit a new application through the same process for review.
3. If denied, the reasons and/or requirements will be listed in the notification to the original request. A property owner who is not satisfied with the Committee's decision on an application may, (a) submit a new application (should the property owner want to resubmit another application; the thirty (30) day process starts again with each submittal) or (b) appeal the Committee's decision to the Board of Directors.

Notes:

1. Questions? You can send an email to: acc@churtongrove.org with your question.
2. To further define Article V, Section 3 of the Covenants, the term "commencement" is defined as the date that the application is approved by the ACC. All work shall be completed within a twelve (12) month period from the approval date.
3. **IMPORTANT: Prior to beginning any project requiring digging or excavation, North Carolina state law requires you call North Carolina One Call (<http://nc811.org>) by dialing 811 to mark existing utility lines.**
4. The ACC reminds homeowners that the homeowner is responsible for complying with all Orange County ordinances, zoning, codes, compliances, permits or meeting any minimum standards set.

Section 4.02 - ACC Application Request Form

(Revision 3.2)

Homeowner Name(s): _____
 Street Address : _____
 Phone : _____ (H); _____ (W); _____ (C).
 Email: _____

Please print/type clearly and **check off** (✓) the improvement you would like to make below. Include all of the required information or the request may be denied as incomplete.

Required Information and Attachments to Process An Application Include:

1. **Survey Plot Plan (Plat)** with improvement shown, drawn to scale, including all dimensions of the proposed improvement and distance to/from property lines.
2. **Material List:** (for landscaping requests, include lists of plants to be used with locations shown).
3. Indicate **colors** and **finishes** selected.
4. Include **scaled drawings**, brochures, photographs and other documents as needed.

	1	2	3	4	✓
Deck	x	x	x	x	
Building Addition or Exterior Modification	x	x	x	x	
Fence (*Also requires submission of the "Fence Questionnaire")	x	x	x	x	
Parking Pad	x	x	x	x	
Walkway and Patios	x	x	x	x	
Landscaping / Hedges	x	x		x	
Satellite Dish / Antenna	x	x	x	x	
Exterior Freestanding Detached Structure	x	x	x	x	
Exterior Painting		x	x		
Exterior Lighting	x	x	x	x	
Retaining Walls	x	x	x	x	
Hot Tub / Pools	x	x	x	x	
Flags & Banners	x	x	x		
Holiday Decorations					
Mailboxes					
Playground & Recreation Equipment	x	x	x	x	
Grills, Outdoor Fireplaces and Fire Pits	x	x	x	x	
Other	x	x	x	x	

By signing this application, the homeowner understands and agrees that in addition to meeting all ACC guidelines and standards, it is their sole responsibility to obtain and comply with all Orange County approvals, permits, zoning, code, ordinances or meet any county standards.

Detailed Description & Specifications of Request: (Attach additional sheet(s) if necessary).

Materials List: (Attach additional sheet(s) if necessary)

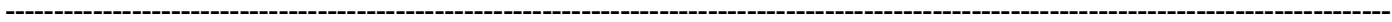
Please fill in the following information, as applicable, for the requested improvement:

- 1. Property line setbacks for all sides of the improvement including the left, right and rear portions.
Right Side: _____; Left Side: _____; Rear: _____; Other: _____
- 2. State the color and/or finish used on the materials: _____.

Homeowner's Signature: _____ Date: _____

For fastest response, scan the completed application form in Adobe PDF format and email the signed application with all attachments to ACC@Churtongrove.org. If you are unable to scan and email it, then please mail the completed & signed application to:

Churton Grove HOA, c/o East West Partners Club Management, 1450 Environ Way,
Chapel Hill, NC 27517. *Phone: 1-919-969-1154.



Complete Application Form Received For Review by the ACC on: Date: _____

ACC action taken:

_____ **Approved;** _____ **Denied;** _____ **Administrative Denial / Incomplete.**

Signature: _____ Date: _____
(Chairman, Architectural Control Committee)

ACC Comments/conditions: _____.

CHURTON GROVE ACC FENCE APPLICATION SUPPLEMENTAL QUESTIONNAIRE

1. Will this fence be placed on a property which is defined as a 'corner lot'? (Y/N) _____
2. Do you have a trail or utility easement on your property? (Y/N) _____
3. Are you applying for approval to install an "Invisible" Electronic Pet Fence? (Y/N) _____
4. Please include a detailed drawing showing the exact placement of the proposed fence on your lot along with the required dimensions, gate locations, property line setbacks, trails, trees greater than 3" in diameter, easements and buffers. *We suggest you make a copy of your formal Plat and clearly draw the fence on that document with the required dimensions.
5. Please tell us which of the six fence styles shown in ACC Section 2.03, Table I (#1 – 6) you will install? Style # _____.
6. Please describe the type of material (e.g. #2 Pressure treated wood, aluminum) that the fence will be made of. _____.
7. Please state the picket spacing in inches (1 to 2" max for wood). _____.
8. Please describe the finish which will be applied to the fence (e.g. water sealer, stain, paint).
_____.
9. Please describe the final finish color of the fence (e.g. Natural, Redwood, Cedar).
_____.
10. What is the maximum and minimum height of the fence (in feet)? _____ Max; _____ Min.
11. If the fence will start/end next to the house, then please state the distance from the right and left rear corners of the house it will extend towards the front of the house (0 to 10 feet max).
Right Corner: _____; Left Corner: _____.
12. Please state the property line setbacks for all sides of the fence including the left, right and rear portions of the fence. Right Side: _____; Left Side: _____; Rear: _____; Other: _____
13. Will the fence have any swing gates? If so, please state the quantity, width (in feet) and location of these on your drawing and here. Quantity: _____; Width: _____;
Location(s): _____.
14. Will any trees be cut down to install the fence? (Y/N) _____. Note: Trees with a trunk diameter of 3 inches or less may be cut down without HOA pre-approval. Trees larger than 3 inches in diameter require pre-approval. Please show the location and quantity of any trees >3" in diameter which you plan on removing on your plan or drawing.
15. Do any of your neighbors have an existing fence which borders your property line? _____ (Y/N) If so, please show this on your property survey plan (PLAT) or drawing.

*Please answer all questions and include this completed form with your application for a fence.