



SCOTT'S MILL HOMEOWNERS ASSOCIATION, INC

c/o Omega Association Management Inc.
1010 Buck Jones Road, Raleigh, NC 27606
Phone: 919-461-0102 or Fax: 919-461-0106
E-mail: Laura@omegamgmt.com

ARCHITECTURAL REQUEST FORM

Name _____ Contact Phone _____

Address _____ Lot # _____

Signature _____ E-Mail Address _____

This form must be filled out in it's entirety with requested information before submission to Omega Management for review by the Board of Directors (BOD) and/or the Architectural Review Committee (ARC). **To avoid delays in the review process, please provide all required information. Your request cannot be processed until all required information has been received. All attachments must be on 8 1/2 x 11 size paper; no larger.** The Architectural Committee meets the second Tuesday of every month. Your completed form must be in the Omega office by the first Monday of the month.

____1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like. **Painting**, attach color chips or samples; **Fences**, specify materials, style, height, color, and mark location using x's on lot survey etc.; **Extensive landscaping**, include copy of landscape plans, specify types of trees, plants, shrubs, etc. Indicate on your lot survey the approximate location of your plantings using x's.

____2. Attach a copy of your official **lot survey** received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers. Mark your change(s) in colored pen or marker and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from your property line. **Not required if only painting exterior.**

____3. Attach as many **elevations** (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, eg. Room additions, screen porches, decks, storage sheds, sunrooms, garages, etc. **All attachments must be on 8 1/2 x 11 size paper; no larger.**

____4. Have neighbors, whose lot is adjacent to yours, or would reasonably view the changes/ improvements from their property, **sign** this form. This is a courtesy to advise your neighbor(s) of the changes you are making. If lot/house is empty or under construction, and/or a neighbor refuses to sign, specify on the **signature** line below.

*SIGNATURE	NAME	ADDRESS	LOT#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***Note to neighbor:** Your signature indicates that you have seen this proposal and does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should submit your concerns in writing to the Board of Directors c/o Omega Management **prior** to the meeting.

____5. Submit the form to Omega Management to be forwarded to the BOD and/or ARC members.