



RETURN APPLICATION IN DUPLICATE TO:

(For office use only)

PPM INC.

11010 Raven Ridge Road

Raleigh, 27614

Phone (919) 848-4911 FAX: (919) 870-7241

E-mail: jburch@ppmral.com

Date Submitted: _____

Date Received: _____

Date of Response: _____

The AAC has up to 45 (forty-five) days to review and reply to your application. The committee typically meets the first Tuesday of each month to review applications. If you would like your application to be reviewed at the next meeting, please make sure to submit your completed application to PPM no later than the last Wednesday of the month. If you should begin your project without written approval, legal action may be taken against you. Failure to include the required information will result in an automatic denied of a request.

1. **Fully complete the Application for Exterior Design Change and provide duplicates of the form and any attachments.**
2. The **second page of the application must be reviewed**, signed and dated by the homeowner to indicate that the applicant is fully aware of, understands and agrees to the Architectural Review process.
3. **Attach additional information** that indicates sizes, heights, description of materials, etc.
4. **Attach a copy of your plot plan** and indicate location of proposed exterior design change on lot in relation to house and other existing structures.
5. **Attach any** sketches, specifications, pictures, paint charts, photos, written descriptions, construction documents, or the like that will assist in reviewing this application.

NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS *(if different from above)*: _____

WAKEFIELD NEIGHBORHOOD: _____

HOME PHONE: _____ WORK PHONE: _____

PROJECT: *(Check all that apply) If you do NOT check a project, it will NOT be considered even if the project is shown on the plans submitted.*

- | | | |
|---|--|---|
| <input type="checkbox"/> Rear yard fence | <input type="checkbox"/> Outbuilding/Shed | <input type="checkbox"/> Clearing/Grading |
| <input type="checkbox"/> Home addition | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Swimming pool/ Hot tub/Spa |
| <input type="checkbox"/> Landscape improvements | <input type="checkbox"/> Driveway addition | <input type="checkbox"/> Playground/Trampoline |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Basketball goal | <input type="checkbox"/> Patio/Walkway |
| <input type="checkbox"/> Other (describe) | | |

Is this application a request to modify a previously approved project? ____ YES ____ NO

If yes, please provide date of previous application: _____

DESCRIPTION OF PROPOSED CHANGE:

Please visit WWW.WAKEFIELDHOA.COM under “documents” to access the Wakefield Plantation HOA Architectural Design Guidelines for compliance clarification and details.

ESTIMATED START DATE __/__/__ COMPLETION DATE __/__/__

By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.*

Signature: _____ **Date:** _____

ADJACENT PROPERTY OWNERS: The AAC requests that you have your adjacent neighbors listed below review your plans. **Please** provide them with a copy of the **Request Consideration for Neighboring Property Exterior Design Change Pending Application** (page 4) and have them sign page 4 to acknowledge their awareness of the project:

Name (Signature Line)	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Approval by the ARCHITECTURAL APPROVAL COMMITTEE **does not in any way guarantee approvals by any governmental agencies**, and all such approvals or permitting are the responsibility of the applicant. All changes from an approved request must be resubmitted to the AAC for review. If changes in design, color, style, location, or height occur without proper approval the homeowner will be in violation and subject to penalties and fines.

*The **homeowner requests design approval and grants permission** to the Wakefield Plantation HOA and/or ARCHITECTURAL APPROVAL COMMITTEE to enter on the Homeowner’s property to review the application and to inspect the proposed project prior to, during, and/or upon completion of the work. Photographs may be taken for documentation.

*Adjacent property owners must be made aware of project prior to the start of the project.

(AAC use only)

DESIGN APPROVAL : _____YES _____CONDITIONAL APPROVAL _____NO

AAC REMARKS:

Signature of AAC Chairperson or Board President

_____ Date _____

Please provide a copy of this page to your adjacent neighbors.

**REQUEST CONSIDERATION FOR NEIGHBORING PROPERTY EXTERIOR DESIGN
CHANGE PENDING APPLICATION**

RE: Neighboring Property

(Homeowner Name) _____

(Property Address) _____

Your Name _____

Your Property Address _____

Your phone # (H) _____ (W) _____

I would like for the AAC to take into consideration the following prior to review of the pending exterior design change on my neighbor's property: (attach further information, photos, documentation, survey's etc. applicable to your request.) Adjacent property owner may submit any concerns directly to the AAC through PPM, Inc.

Homeowner Signature _____ Date _____

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