



Architectural Approval Application



Name: _____

Address: _____

Date: _____ / _____ / _____

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Lot# _____ Best time to contact: _____ : _____ AM or PM

E-Mail: _____

Instructions: Please read and fill out this application completely.

Sign, date and initial where required.

Additional information that is required:

- **Plat Diagram - mark location of project**
- Picture and/or Drawing of the project

If you are completing multiple projects, each project requires a **separate** application to be completed.

Please provide **two (2)** copies of all documentation, including this application.

Incomplete applications will be delayed.

Applications may require a site visit from an ARC member and/or your attendance at the monthly ARC meeting.

Mail all documentation to:

**Legacy Park ARC
P.O. Box 2981
Matthews, NC 28106**

ALLOW 15 DAYS FOR PROCESSING

Type of proposed modification (check ONLY one:)

☐ Addition to House

☐ Deck or Patio

☐ Fence

☐ Landscaping

☐ Covered or Enclosed Porch

☐ Satellite Dish

☐ Pool

☐ Sports or Play Equipment

☐ Shed/Outbuilding

☐ Concrete Driveway Extensions

☐ Spas

☐ Other _____

I understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Legacy Park Architectural Review Committee, and I have received a permit card which shall be displayed beside my mailbox to indicate that my project has been submitted and approved.
2. All future upkeep and repairs on project items will be done at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by myself or my contractor. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners, and in compliance with local laws and ordinances.
5. I understand that all work and improvements associated with this project will be contained entirely within my property boundaries.
6. I understand that any grading or drainage problems created by this modification will be my responsibility to correct at my expense.
7. I will be responsible for complying with, and **will comply with all applicable federal, state, and local laws, codes, regulations and requirements in connection with this work**, and I will obtain any necessary governmental permits and approvals for this work. I understand and agree that the Legacy Park Home Owners Association, its Board of Directors, and/or its agents have no responsibility with respect to such compliance and that the **Board of Directors or Architectural Review Committee approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.**
8. I understand that the project **must** be completed within **90** days of start date, weather permitting. If more time is required to complete the project then a written extension will need to be submitted to the Architectural Review Committee.
9. I understand that I need to submit my application and all supporting documentation at least 7 days prior to the monthly Architectural Review Committee meeting in order to help expedite the process.

Print Name: _____

Address: _____

Signature: _____ Date: _____

Legacy Park
Project Specifications

☐ **Fence**

Attach a photo or brochure of fence style, material and color. Show layout, dimensions and exact location using your plat diagram.

Fence requirements:

- Fences may not exceed 5 feet (60 inches) in height above ground level at **ANY** point along the fence line.
- The finished side of the fence must face out. The posts and framing must face inward.
- Fence may not be located any farther forward than the rear corners of the house.
- If tying into an existing fence, written permission must be obtained from the owner of all existing fencing.

Style: ☐ Picket ☐ Split Rail ☐ Dog-Eared ☐ Other _____

Material: ☐ Wood ☐ PVC ☐ Alumi
num ☐ Other _____

Color: _____ Height: _____ (60 inches max.)

No. of Gates: _____ (Indicate location of Gates on Plat Diagram)

Do any of the lots, which border on your property, have an existing fence? ☐ Yes ☐ No

If Yes, please identify on your plat any existing fences and attach photos.

Is your lot a corner lot? ☐ Yes ☐ No

Is your lot adjacent to a common area? ☐ Yes ☐ No

Please initial: _____ Date: _____ / _____ / _____

☐ **Satellite Dish**

Attach photo or rendering with dimensions and exact location on the home.

The dish must **NOT** be visible from the street. If the dish is under one meter in diameter and placed on the rear roof of the house, you still must complete and mail this application, but approval is automatic per FCC guidelines and will not be needed before installation.

If a proper signal cannot be obtained from that position, a signed statement from the provider on provider letterhead must be provided explaining the issue with the dish placement and ARC approval is then required before installation.

Please initial: _____ Date: _____ / _____ / _____

Legacy Park
Project Specifications (continued)

☐ **Outbuildings**

Attach a photo or brochure of building style, material and color. Show layout, dimensions and exact location using your plat diagram.

Outbuilding requirements:

- Maximum size of building may not exceed twelve feet by sixteen feet (12' X 16').
- The siding color must match the house. (We recommend vinyl siding.)
- The trim color must match the house.
- The roof shingles must match the house shingles.
- The shutter color must match the house shutter color.
- The door color must match the house door color.
- All buildings must have some sort of skirting to enclose the area from floor to grade level.
- Buildings may not be made of metal or plastic.

Siding Material: _____

Siding Color: _____

Trim Color: _____

Roof Color: _____

Door Color: _____

Please initial: _____ Date: _____ / _____ / _____

☐ **Other**

Please indicate which OTHER project type you will be doing:

☐ Addition to House

☐ Pool

☐ Deck or Patio

☐ Sports or Play Equipment

☐ Landscaping

☐ Concrete Driveway Extensions

☐ Covered or Enclosed Porch

☐ Spa

☐ Other: Please write type on this line _____

Submit detailed explanation including diagrams, picture, renderings, dimensions, locations, etc. Include extra pages if necessary.

Please initial: _____ Date: _____ / _____ / _____

Architectural Review Committee Action

Date: / /

Approved ☐

Rejected ☐

ARC Signer 1: _____ Signer 2: _____

Comments (Required for Rejections) _____

Final Inspection Information

Dt Inspected: / /

From Street ☐

By Appt. ☐

Final Inspection Status:

Approved ☐

Rejected ☐

Comments _____