

NEUSE COLONY ASSOCIATION, INC.
c/o Kohn-Ell Association Management Services, Inc
205 W. Millbrook Road Ste 210 Raleigh, NC 27609
Email: Architectural-Info@kohnell.com

PHONE (919) 856-1844
FAX (919) 571-8290

REQUEST FOR ARCHITECTURAL APPROVAL

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

PROPERTY OWNERS NAME: _____

PROPERTY ADDRESS: _____ LOT NO.: _____

TELEPHONE NUMBER: HM# _____ WK# _____

ESTIMATED COMPLETION 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” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
 - B. Elevation(s) – “side view(s)” – one or more as necessary.

3. Attach paint or vinyl siding samples, if applicable. (This includes black and white).

4. A permit and inspection by Johnston County Inspections Office may be needed.

FOR THE Kohn-Ell OFFICE ONLY

ID#: _____ Date Received: _____ Received By: _____

4. When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval; it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, i.e., across the street. If the signatures are missing, the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

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 Committee.

DATE PRINTED NAME SIGNATURE ADDRESS

REASON FOR THE CHANGE/ADDITION _____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME

ARCHITECTURAL COMMITTEE:

Approved _____
Conditional Approval _____
Disapproval _____

COMMENTS: _____

Signed: _____ Date: _____