



Architectural Control Committee – Form 1

Candlewyck Homes Association
7151 Candlewyck Lane
Charlotte, NC 28226
acc.candlewyck.homes@gmail.com

Architectural Modification Submittal Form

Architectural Control Modification Approval Process

Step 1: Property owner must submit this form and obtain approval prior to starting construction. Refer to the Homeowner's Handbook for Architectural Control Guidelines. Mail completed form and attachments to the address above or attach to e-mail and send to acc.candlewyck.homes@gmail.com.

Note 1: Repairs that do not modify the structure do not require approval.

Note 2: Asphalt/fiberglass roof shingles of the same or similar color do not require approval.

Step 2: Architectural Control Committee (ACC) will review the request and either approve or disapprove within 30 days. If the ACC does not respond to the property owner within 21 days, the property owner must initiate a personal contact with the ACC. Signed form will be returned to property owner indicating either approval or non-approval. If not approved, the property owner can re-submit the revised form and attachments to the ACC, or appeal to the Candlewyck Homes Association Board of Directors.

Step 3: Property owner will complete the project according to the approved design and schedule.

Name _____

Address _____ Proposed Project Start Date _____

Telephone _____ Anticipated Project Completion Date _____

Addition, Modification or Change to Structures or Property (check box)

- | | | | |
|---|-----------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Utility building | <input type="checkbox"/> Fence | <input type="checkbox"/> Garage | <input type="checkbox"/> Carport |
| <input type="checkbox"/> Home addition | <input type="checkbox"/> Patio | <input type="checkbox"/> Deck | <input type="checkbox"/> Porch |
| <input type="checkbox"/> Attached awning | <input type="checkbox"/> Painting | <input type="checkbox"/> Siding | <input type="checkbox"/> Other |

Description of Project (design, materials, color, attach drawing showing location)

Note: The property owner will assume all responsibility for starting construction without ACC approval or for modifying the approved design without obtaining ACC approval.

Signature of Property Owner _____ Date _____

Architectural Control Committee Review Approved Not Approved

Architectural Control Committee Signature _____ Date _____