

Owner/Agent Application for Architectural/Landscaping Review

Community	Brookgreen Forest HOA		
Property Owner's Name			
Property Street Address			
Property Owner's Telephone			
Property Owner's Email			
Signature of Property Owner		Date	

If an agent is submitting on behalf of the property owner, complete the following:

Agent's Name			
Agent's Company			
Agent's Industry			
Agent's Telephone			
Signature of Agent		Date	

Application Submission:

Please visit the following link for the current process on how to submit Architectural/Landscape requests: <http://www.brookgreenforest.com/howtoarch/>

The above page is also available by following these steps:

1. Go to <http://www.brookgreenforest.com>
2. Select "Documents" at the top of the page
3. Select "How to Submit an Architectural Request"

Application Processing:

Approval/Denial will be communicated to the applicant within 30 days of receipt.

- If the application is incomplete:
 - The applicant will be notified and given the opportunity to provide the remaining materials.
 - The application will not be considered for approval until all documents have been obtained for review.

It is hereby understood and agreed that approval of this application does not constitute compliance with applicable North Carolina law or any County or Town ordinances. All laws, ordinances, and permits must be complied with, applied for, and posted as required.

In support of this application the following items must be submitted.

All applicable plans: Plot plan, floor plan, exterior elevations, roof design, exterior materials and finishes, landscaping plan, plant selections, and such other items as may be needed to reflect the character, dimensions, and style of the modification(s). Photos and brochures are encouraged.

Summary: Written statement summarizing nature, style, setback, height, and square footage of proposed modification(s) where applicable. Along with whether any variance requests are necessary.

In accordance with the Declaration of Covenants, Conditions, and Restrictions for this community, application is hereby made for review of the following modification(s) (brief description):

Is your plot plan included?	Yes	Must include!	Must include!
Is your fence or floor plan included?	Yes	No	N/A
Is the elevation plan included?	Yes	No	N/A
Are exterior finish samples included?	Yes	No	N/A
Other Plans: Roofing plan, Landscaping plans, etc.	Yes	No	N/A