

OWNERS NAME: _____	DATE: _____
ADDRESS: _____	LOT #: _____ PHONE #: _____
SIGNATURE: _____	EMAIL: _____

**1** Tell us about your proposed home and/or landscape improvement, change, or addition. List the materials and color(s) to be used. State any similarities to existing structures as appropriate. Use a separate sheet of paper and/or include any additional material (color samples, etc.) if necessary.

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What is the reason for the proposed home and/or landscape improvement, change, or addition?

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**2** What is the timeframe of your project? Be aware that the BCHOA board has authorized a fine **(\$100)** which may be assessed for projects which are started without ARC approval.

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

- 3** Prepare the request. Collect the following materials:
- This completed form, including signatures from all neighbors sharing a lot line (see step 4).
  - Plot Plan / Survey: This "top-down" view of your lot and structures was given to you at closing – For any additions/improvements, include a copy of this, on which you should identify proposed improvement locations, existing structures and landscaping, lot lines, and distances from proposed improvements to lot lines.
  - Elevation drawing(s): one or more as needed to show requested elevation changes (if applicable).
  - Color samples or additional material (if applicable).
  - Addendum 1 for perimeter fence offset relaxation or joint ownership (if applicable).
  - Addendum 2 for perimeter fence attachment (if applicable).

**4** **Notify neighbors.** As a part of the review process, your neighbors have the right to present their views, either verbally or in writing, about your requested improvements. You must give notification to all property owners having common lot lines with your property before submitting this request. Those property owners may also request a copy of this form from you. This step **does not** result in the neighbors approving the request, only documenting to the ARC that you have correctly notified your neighbors as required by this process. Request approval remains the responsibility of the ARC.

Please have each homeowner sign this form (on the next page) to indicate that you have notified them.

ARC use only:	ID#	Date received:	Received by:
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**Neighbor notification:** I acknowledge that I have been notified of this request and have reviewed the architectural request form (and supporting material, if applicable) for the proposed improvement(s) described here. I understand that I may take any verbal or written comments regarding this request, if any, directly to the Architectural Review Committee, and must notify the ARC of my comments at once, as requests are approved as they are submitted and reviewed by the committee.

DATE	PRINTED NAME	ADDRESS	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5 Additional information.**

- This application is subject to the terms and conditions contained in the [Beckett Crossing Architectural Standards and Construction Specifications & Landscape Guidelines](#), which can be found on the BCHOA website at <http://www.beckettcrossing.com>, under Downloads.
- Approvals are valid for 180 days from the approval date.
- Homeowners should be aware that the Town of Apex also has guidelines governing some of the same subjects covered in the [Beckett Crossing Architectural Standards and Construction Specifications & Landscape Guidelines](#). Any Town of Apex guidelines that are more stringent than Beckett Crossing guidelines take precedence over the Beckett Crossing guidelines. **Also note that approval from the Beckett Crossing ARC does not eliminate the need for securing any necessary Town of Apex permits or inspections.**

**6 Submission.**

Submit the request and any other material prepared in Step 3 by dropping it off to an ARC member, or scanning the material and emailing to the committee (see <http://www.beckettcrossing.com> and click on [ARC](#)).

Approvals are communicated via email or phone# listed above instead of hard-copy. To request a copy of printed notification instead, initial here: \_\_\_\_\_

Or, if the start date is 30+ days away, you can mail to our management company:  
  
R.S. Fincher & Co, LLC  
P.O. Box 1117  
Apex, NC 27502

**ARC use only**

Approved: \_\_\_\_\_ Conditionally Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ARC Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ARC Member

\_\_\_\_\_  
Date