

Townes at Marketplace Homeowners Association

Architectural Request Form

Association Documents require that before making any changes to your lot, a request for architectural review must be submitted to the BOD or its appointed Architectural Review Committee.

This form must be submitted by the person making a request for a proposed change to their lot. They will be responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will automatically be denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from said changes without prior approval by the BOD and/or the ARC Committee.

The Sanctioned time limit for request consideration shall not begin until all information necessary for the review of the ARC have been submitted. This request shall be deemed active for a period of (30) days when the completed form and all necessary and relevant information is received in the office of Blue Atlantic Management, 5129 Oleander Drive Ste. 101, Wilmington, NC 28403.

Please complete this form below and attach any/all plans and specifications showing the nature, kind, shape, height, materials, and location of same.

Association _____

Name _____ Date _____

Address _____ Lot No. _____

Telephone _____

Contractor Name _____

Desired Start Date _____ Anticipated Completion Date _____

Description of Changes

I certify that I have read the above ARC Request Form, the Declaration of Covenants, Condition and Restrictions for my Association, as well as the rules and regulations pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same, including abiding by the impervious surface restrictions for said lot.

Signature _____ Date _____

Date Received by BOD/MGT _____

Approved _____ Disapproved _____

Reason _____