

## **Architectural Request Checklist**

Association Documents require that before making any changes to your lot, a request for Architectural Review must be submitted to the Board of Directors or its appointed Architectural Control Committee. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. The sanctioned time limit for request consideration shall not begin until all information necessary for review have been submitted.

Please note the following:

- Your Association account must be current in order to have requests considered by the Architectural Control Committee.
- You understand & agree that any and all work on the project represented on this request has not nor will not be started until approval is received in writing from the Architectural Control Committee.
- You are responsible for the timely completion of the project and the prompt removal of any debris.
- It is your responsibility to comply with the zoning, building codes, laws etc of all governmental authorities.
- An easement may exist on your property—KNOW WHERE !! - Before you begin your project!
- It is your responsibility to remain in compliance with the Protective Covenants, Architectural Guidelines and Rules and Regulations for your Association.
- Please check your Associations Protective Covenants and/or Guidelines for allotted review period.
- Request submitted prior to closing will not be reviewed until all closing documents have been received and entered at BAM.

Please submit the following to BAM (if applicable) at: 5129 Oleander Dr, Suite 101, Wilmington, NC 28403:

- Completed Architectural Request Form
- Detailed description showing the nature, kind, shape, height, and materials.
- Color Samples (i.e. Paint Colors)
- Plat Map showing location of structure (i.e. Shed, Fence, Pool)
- Impervious Surface calculations (i.e. in-ground pools, additional patio or concrete areas)

**Marshes @ Rivers Edge Condominium Owners Association, Inc.**

**Architectural Request Form**

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person/Company Performing the Work: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

I certify that I have read the above Architectural Request Checklist and Form, the Declaration of Covenants, Conditions and Restrictions for my Association, as well as the Rules and Regulations and Restrictions 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: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only:**

Date Received: \_\_\_\_\_ Date Review Time Expires: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_