

THE FIELDS PROPERTY OWNER'S ASSOCIATION
101 Bracken Hill Road
Cameron, NC 28326

ARCHITECTURAL REQUEST FORM

Name _____ Contact Phone _____

Address _____ Lot # _____

Signature _____ E-Mail Address _____

This form must be filled out in its entirety with requested information before submission for review by the Architectural Review Committee (ARC). **To avoid delays in the review process, please provide all required information. Your request cannot be processed until all required information has been received. All attachments must be on 8 ½ x 11 size paper; no larger.**

____ 1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details and elevations, similarities to existing structures, and anything that will describe what the final work will look like. Painting, attach color chips or samples; Fences, specify materials, style, height, color, and mark location using x's on lot survey etc.; General landscaping plans: mark location of plantings on the lot survey.

____ 2. Attach a copy of your official lot survey received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers. Mark your change(s) in colored pen or marker and include any side notes with measurements. Show dimensions and state the distance of how far your change(s) will be from your four property lines. Not required if only painting exterior.

____ 3. Attach as many elevations (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, e.g., room additions, screen porches, decks, storage sheds, sunrooms, garages, etc. **For new construction, review the Builder's Check list and include the completed Contractor Orientation Form.**

____ 4. I have notified all owners whose lots are adjacent to my home or would reasonably view the changes/improvements from their property. I have explained that this is a courtesy to advise them of the proposed changes/improvements and that all neighbors' concerns should be sent in writing to the Architectural Review Committee.

____ **5. Road Deposit check payable to The Fields POA at the address above in the amount of \$1,600.00. Write The Fields Road Deposit in the subject line. This is a one-time fee per lot for new home construction only.**

____ 6. Submit this and other required forms or questions online via your Fields PayHOA account – Select "Request"/"Request Architectural." Or, mail forms to The Fields POA (Care of ARC Committee), 101 Bracken Hill Rd., Cameron, NC 28326.

Once an application is complete, the goal of the ARC is to complete the review process within 14 business days.