

**REQUEST FOR ARCHITECTURAL APPROVAL FOR
TREYBURN RESIDENTIAL OWNERS ASSOCIATION**

c/o HRW, Inc.
4700 Homewood Court, Ste 380
Raleigh, NC 27609
Phone (919) 787-9000
architectureadmin@hrw.net
www.hrw.net

Name: _____

Address: _____

Email: _____

Home Phone: _____ Work/Cell Phone: _____

Estimated Start Date: _____ Estimated Completion Date: _____

**DO NOT BEGIN WORK UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE
MODIFICATIONS COMMITTEE.**

1. Description of the proposed home and/or landscape improvement change or addition; materials to be used, including similarity to existing structures as appropriate (use a separate sheet of paper if necessary). PLEASE BE AS SPECIFIC AS POSSIBLE IN DESCRIBING MATERIALS AND FEATURES. For example, if new windows are being installed, attach a brochure that contains the brand name, model number, color, and a picture. In lieu of a brochure a website link may be acceptable.

When submitting landscaping changes, please attach a plant list containing botanical and common names, quantities and sizes. Requests for landscaping changes do not require elevations.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping, and lot lines. Two drawings or more are needed to clearly show proposed improvements including existing structures:
 - A. Plat Plan – “top down map” (may be drawn on a copy of your lot survey)
 - B. Elevation(s) – “side view(s)” (one or more, as necessary)
 - C. Attach paint or vinyl siding samples, if applicable (This includes black and white)

NOTE: Approval by the Modifications Committee confirms that the submitted plan substantially conforms to the Treyburn covenants. It does not relieve the homeowner of the responsibility to obtain the proper permits that may be required from the City of Durham or any other governing authority.

3. Before the Modifications Committee reviews this request, your neighbors have the right to comment and present views about your proposed improvements. This is not for their approval; it is only to make them aware that there will be changes next door. ***Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property, e.g., across the street and next door. Email acknowledgements will be accepted. The minimum number of signatures required is three. If three signatures are not obtained the request may be considered incomplete.*** If this should happen, you will have to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Modifications Committee.

DATE PRINTED NAME SIGNATURE ADDRESS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

DO NOT BEGIN WORK UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE MODIFICATIONS COMMITTEE.

Homeowner's Signature

Request Date

Please mail the completed form and supporting documentation to:

HRW, Inc.
4700 Homewood Court, Ste 380
Raleigh, NC 27609

OR:

EMAIL TO: architectureadmin@hrw.net
Note: Supporting documents must be sent in color.

Received: _____ Approved: Yes _____ No _____

Approved with Conditions: _____

Remarks: _____

By: _____ Date: _____