REQUEST FOR APPROVAL FOR
MODIFICATION OF EXISTING STRUCTURES AND/OR LANDSCAPING

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 AND/OR PURCHASE MATERIALS UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE MODIFICATIONS COMMITTEE.

1. Description of the proposed home and/or landscape improvement change or addition. Describe all 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.

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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 siding samples, if applicable (This includes black and white)

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 an acknowledgement 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, for example, across the street and next door.** Email acknowledgements will be accepted.

NO APPLICATION WILL BE REVIEWED UNTIL ALL INFORMATION IS PROVIDED AND COMPLETE

NEIGHBORING PROPERTY OWNERS ACKNOWEDGEMENT – NOT AN APPROVAL

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

Date: _____ Print Name: _____
Address: _____
Signature: _____

Date: _____ Print Name: _____
Address: _____
Signature: _____

Date: _____ Print Name: _____
Address: _____
Signature: _____

Date: _____ Print Name: _____
Address: _____
Signature: _____

DO NOT BEGIN WORK AND/OR PURCHASE MATERIALS 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: All supporting documents must be sent in color.

To save time and get your project approved as quickly as possible, please make sure all details, plans and explanations are clear and LEGIBLE.

Reporting Requirement: After your project has been approved, you have 180 days to complete your project. You are required to communicate every 30 days with the Committee on the status of your project. You must notify the Committee upon completion of your project so the Committee can review and verify that the project was completed as per the submittal or any conditions of its approval. Notification should be done via Town Square.

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.