



FOREST RIDGE
OWNERS' ASSOCIATION, Inc.
P.O. Box 1062
Swansboro, NC 28584
forest.ridgehoa@yahoo.com

ARCHITECTURAL REVIEW REQUEST FORM

Name of Homeowner(s): _____
Address: _____ Lot #: _____
Home/Cell phone #: _____ Email Address: _____

An Architectural Review Request Form is required for any new construction or renovations to your existing home and/or grounds. The purpose of requiring a homeowner to submit an Architectural Review Request Form is to ensure that all planned improvements conform to the Forest Ridge Restrictive Covenants and By-Laws. Also, it allows the Architectural Review Committee (ARC) to determine what information and assistance they can provide to expediate your planned improvement. Please email this form and all pertinent documents to forest.ridgehoa@yahoo.com.

PROCESS FOR REVIEW: Before submitting your request, please read the Forest Ridge Restrictive Covenants and By-Laws as final approval is based on these guidelines. This could possibly save you time and expense. If the improvement you are requesting is not addressed in the Restrictive Covenants and By-Laws, the final decision will be determined by the Forest Ridge Homeowner's Association Board of Directors based on the type, size, style, and location of the requested improvement. All approved projects should be completed within 12 months of the start date. You can obtain a copy of the Restrictive Covenants and By-Laws by emailing the Forest Ridge Homeowners Association at forest.ridgehoa@yahoo.com or on the Forest Ridge FB page (*Forest Ridge Neighbors (Stella NC)*) under the files tab.

1. The ARC will work with you on determining if your project meets all the guidelines set forth by the Forest Ridge Restrictive Covenants and By-Laws.
2. Once all your information is obtained, the ARC will review and submit their recommendations to the Board of Directors for their final approval/disapproval within 30 days of your submission.
3. **Under NO circumstance does approval by the Board of Directors indicate full authorization for your project.** In addition, it may be necessary to obtain building permits and other permits as required by Onslow County. All improvements are subject to local building regulations and restrictions of record. If the homeowner proceeds forward without all necessary approvals, you may be subject to legal proceedings as well as having to remove all unauthorized improvements.
4. If you request a Waiver or your request is denied, you have the option to petition the Board of Directors and meet in person to discuss your request.

BRIEF DESCRIPTION OF REQUEST:

ADDITIONAL INFORMATION TO INCLUDE WITH REQUEST:

(Please attach all relevant documents to this request form upon submission).

1. Drawing or plans of project with dimensions in relation to your property.
2. Types of Material to be used in project including colors.
3. Plot plan if necessary for your project.
4. Expected timeframe for completion.

Signature of Homeowner(s): _____

Date Submitted: _____

ARC Recommendation: Approved _____ Disapproved _____ Date _____

Reason for Disapproval: _____

ARC Signature: _____

Date forwarded to Homeowner: _____

Date forwarded to Board of Directors: _____