



**FOREST RIDGE
OWNERS' ASSOCIATION, Inc.**
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Member-At-Large

ARCHITECTURAL REVIEW REQUEST FORM

Name of Homeowner(s): _____

Address: _____ Lot #: _____

Home/Cell Phone #: _____ Email Address: _____

PURPOSE: Our subdivision's Restrictive Covenants requires all property owners submit an Architectural Review Request for any new construction, additions, and/or renovations to new/existing homes and grounds. For more detailed information regarding this subject, review the Restrictive Covenants on page 13, Section VI, Section 1, paragraph (b). By submitting this form for prior approval, this allows the Architectural Review Committee (ARC) time to determine if the proposed scope of work is within existing guidelines and potentially save the property owner time and avoid any unnecessary expenses. The Restrictive Covenants and the ARC Review Request are at forestridgeneighbors.com or the Forest Ridge FB page (Forest Ridge Neighbors (Stella NC) under the files tab.

NOTE: The completed ARC Request with documents can be emailed to forest.ridgehoa@yahoo.com or mailed to the address listed at the top of the page.

REVIEW PROCESS:

1. Once your completed ARC request is received by the ARC Committee, they have up to 30 days to review and determine if the project meets all guidelines as set forth by the Restrictive Covenants.
2. During the review, further information may be requested from the property owner for clarification. The project timeline approval process will be placed on hold until the property owner responds back either by email at forest.ridgehoa@yahoo.com or mailing the information to the ARC Committee.
3. Under **NO** circumstance does approval by the ARC Committee indicate full authorization for your project. It may be necessary for the property owner 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 without all necessary approvals, they may be subject to legal proceedings by the Board of Directors and may be required to remove all unauthorized improvements.
4. If your request is denied or you desire a waiver, you have the option to petition the ARC Committee and request to meet with them in person to discuss your denied request.
5. If the improvement(s) being requested is/are not addressed in the Restrictive Covenants, the final decision will be determined by the Forest Ridge Homeowner's Association Board of Directors.
6. Make sure you annotate your projected start and completion dates. The completion timeframes are twelve (12) months for structures like new homes, a detached garage or one additional detached structure if the garage is attached to the main dwelling. All other projects, i.e., fences, cutting of trees, headwalls, etc., will be addressed on a case-by-case basis and rarely go past a 3 month timeframe.

BRIEF DESCRIPTION OF REQUEST: _____

ADDITIONAL INFORMATION TO INCLUDE WITH REQUEST:
(Please attach all relevant documents to this request form upon submission).

1. **New Construction.** Covers new homes, detached garages, and any one additional detached structure if the garage is attached to the main dwelling. Submit the entire architectural drawings to include a current Onslow County Septic Permit, Wetlands & a Drainage Easement/Set Back Requirements Plan.
2. **New additions, and/or renovations to new/existing homes and grounds.** Drawings or plans of project with dimensions in relation to your property.
3. Types of Material to be used in project including colors.
4. Plot plan for your project and if required a current Onslow County Septic Permit and a Wetlands & Drainage Easement/Set Back Requirements Plan.
5. Expected timeframe for starting and completion.

Signature of Homeowner(s): _____

Date Submitted: _____

Date Received by ARC Committee: _____

ARC Recommendation: **Approved** _____ **Disapproved** _____ **Date** _____

Reason for Disapproval:

ARC Signature: _____

Date Forwarded to Homeowner: _____

Date Forwarded to Board of Directors: _____