

**Sunset Creek Homeowners' Association**  
Application for Review of Proposed Exterior Changes/Additions (including landscaping and fencing)

Deliver a completed application to any member of the  
Sunset Creek Homeowners' Association Architectural Review Committee ("ARC")

[Delivery may be by hard-copy or a pdf via email. If the application includes any plans or drawing larger than 8 1/2 x 11" then the application cannot be submitted electronically and **two** hard copies must be submitted.]

Homeowner(s)'s Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions for Sunset Creek, application is hereby made for review and approval of the described addition or change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In support of the Application, the following items, if applicable, must be attached:

\_\_\_\_\_ A written statement describing the proposed change or addition. (Photos and brochures of the proposed work may be helpful.)

\_\_\_\_\_ Plat plan or survey marked to show the exact location of the proposed change or addition (including any playhouse or treehouse). If the Application concerns a fence, then the proposed location of the fence must be shown.

\_\_\_\_\_ If the Application concerns landscaping, then a plat plan or survey which has been marked to show the location and type of landscaping. Or, if available, a copy of the proposed landscape plan.

\_\_\_\_\_ Elevations, if applicable.

\_\_\_\_\_ Construction plans and specifications, if applicable, showing any proposed exterior changes.

\_\_\_\_\_ If the Application concerns any exterior painting, then paint samples.

It is hereby understood and agreed that approval of the Application by the ARC does not constitute approval as to compliance with applicable North Carolina law or Carrboro and Orange County Ordinances. It is further understood and agreed that you agree to repair or replace, at your sole expense, any damages to common areas or other lots including grass, walks, buildings, trees, roads, etc., as a result of your making modifications. Further, homeowner grants permission to the ARC and its agents to enter the property to consider the Application and to inspect during installation and upon completion.

A copy of the completed application must be delivered to each of your neighbors who are referenced on page 2- this can be accomplished by scanning and emailing it.

\_\_\_\_\_  
Signature of Homeowner/Applicant

\_\_\_\_\_  
Date

**INCOMPLETE APPLICATIONS WILL BE RETURNED AND NOT REVIEWED BY THE ARC.**

Initials of neighbors affirming receipt of a copy this application (if the application includes documents in addition to this two page form then neighbors must also initial each of those pages): \_\_\_\_\_ page \_\_\_\_ of \_\_\_\_

[Your neighbors have the right to know of your future plans. Please obtain signatures from all property owners who have common lot lines with your property along with property owners who reasonably view the improvement from their property (this may include neighbors who live behind you). They must also initial each page of your application.]

**Neighbors**, your signature only indicates only you have notice of the proposal. If you have concerns, then promptly submit your concerns to an ARC member.

If you think your neighbor's proposal may encroach on your property, please bring this to the attention of the ARC! The ARC will not make a decision until the applicant and you have resolved any confusion. The ARC cannot make a determination of the location of the property line; under law this determination can only be done by a licensed surveyor or civil engineer.

**Signature of Neighbors:**

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_  
Name Address Date

\_\_\_\_\_

**For ARC Use**

Date complete application received by the ARC: \_\_\_\_\_

Committee Action:

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Approved with conditions (see attached conditions)

\_\_\_\_\_  
Denied

Date Approved or Denied: \_\_\_\_\_

\_\_\_\_\_  
Decision Member

\_\_\_\_\_  
Decision Member

\_\_\_\_\_  
Decision Member

\_\_\_\_\_  
Decision Member

\_\_\_\_\_  
Decision Member

\_\_\_\_\_

Note: One Application will be returned to the homeowner/applicant; one will be retained in the ARC records. Work must be completed within one year of the approval date, then the approval expires and a new application must be submitted.

Initials of neighbors affirming receipt of a copy this application (if the application includes documents in addition to this two page form then neighbors must also initial each of those pages): \_\_\_\_\_ page \_\_\_\_ of \_\_\_\_