

**Brookdale Community Association**  
**REQUEST FOR ARCHITECTURAL APPROVAL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Home# \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

**Type of Modification:**

(Please Describe) \_\_\_\_\_

**IMPORTANT: Please attach a detailed description of improvements and/or modifications and include the following information if applicable:**

- |   |                      |                        |
|---|----------------------|------------------------|
| * Location  | * Materials          | * Exterior Finish      |
| * Size  | * Type of Vegetation | * Dimensions           |
| * Color   | * Plans/Drawings     | * Roof Design          |
| * Copy of Property Survey showing changes/additions |                      | * Contractor, etc..... |

**Include a \$25.00 application fee for each submittal**  
**Make check out to: Brookdale Community Association**

Before completing and submitting your application, please be advised that you are responsible to make yourself familiar with the association's covenants, rules and architectural guidelines. These documents should have been provided to you when you purchased your home. Homeowners will be responsible for ensuring that any proposed modifications comply with all applicable regulations, ordinances and laws. Homeowners are solely responsible for having on-site surveys completed and securing any necessary building permits required by the town and county. The Association, the Board of Directors, its committees or the management company will not be responsible for a homeowner's compliance or noncompliance with any applicable laws or building codes.

**\*\*\*\*\*The following forms and information need to be submitted for all applications:**

- 1) The Request for Architectural Approval Form (*this form*)**
- 2) Property Survey (from closing) showing location of addition or alteration (*if applicable*)**
- 3) Drawing of proposed addition or alterations, along with applicable photos or illustrations**

Please include only ONE copy of your request for Submittal. It is recommended you keep a copy of your request for your records. Requests for multiple improvements may be submitted together as long as they are clearly defined. An "Approval", "Denial" or a "Request for More Information" letter will be sent to you in writing. Please allow thirty (30) days after receipt of application to receive a reply. The ARC reserves the right to request additional information or make suggestions as needed for improvement clarification. Your application may be put on 'Hold' pending this additional information. This could result in an additional thirty (30) days to review and receive a reply. Approved projects must be completed within twelve (12) months from date of approval. If you have any questions please contact [HOA@HendersonProperties.com](mailto:HOA@HendersonProperties.com).

Please submit all supporting documents, completed application and check in the amount of \$25.00 made payable to Brookdale Community Association to:

**Brookdale Community Association**  
**3030 Latrobe Drive, Charlotte, NC 28211**

Arch Committee Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions**

**Important, please read before submitting your architectural application:** Before completing and submitting your application for an exterior change to your property it is the owners responsibility to ensure that your proposed exterior change to your property meets all of the local, state and federal government requirements as well as the association's Covenants, Conditions, and Restrictions and Architectural Guidelines.

Homeowners are responsible for having site surveys completed as well as any necessary building permits that are required by the local government. The Association, the Board of Directors, its committees or the Association's management company are not responsible for homeowner's compliance with any applicable law or building code.

## **Required Documents**

**Your application will not be reviewed by the Association without all required documents**

- Fully completed Architectural Application (this form)
- Copy of deed or closing documents if closed within last 90 days
- Survey of the Lot showing exactly where the proposed improvement will be located on the Lot
- Drawing of the proposed improvement along with photos if applicable
- Detailed description of the proposed improvement including size, color, description of the materials
- Detailed description of any plantings, excavations or changes in the grade of the Lot
- Any other documents that will allow the reviewers accurately visualize the completed improvement

## **Application Process**

1. Your application will be reviewed by the Architectural Committee or Board of Directors once a **fully complete application is submitted along with all of the required documents and the application fee is received.** The Architectural Committee or Board of Directors has up to 30 days, after receipt of a fully completed application to review your application and make a decision on approval or denial.
2. Do not start any activity on the proposed improvement until you have received approval from the Board of Directors or the Architectural Committee in writing.
3. A separate application must be submitted for each proposed improvement. For example, one application for a perimeter fence and a separate application for an extension of the deck.
4. The Architectural Committee or Board of Directors will notify you in writing that your application has been approved, denied or approved with changes within 30 days of the receipt of a fully completed architectural application.
5. The Architectural Committee or Board of Directors may request additional information in order to make a decision on the application. If there is a request for additional information the Board of Directors or Architectural Committee will have 30 days from the receipt of the additional information to provide you with a final decision on the application.
6. Approved improvements must be completed within one year of the approval date.