

SUTTON PLACE PROPERTY OWNERS ASSOCIATION, INC.
Architectural Control Committee
Review Request

RETURN TO:
PPM, Inc.
11010 Raven Ridge Road
Raleigh, N.C. 27614
Kathy@ppmral.com
(919) 870-7241 | Fax
(919) 848-4911 | Phone

Date Submitted: _____

(For Office Use Only)

Date Received: _____

Date of Response: _____

THE ACC HAS UP TO 30 (THIRTY) DAYS TO REVIEW YOUR REQUEST AND INFORM YOU OF THE DECISION. PLAN ACCORDINGLY! IF YOU SHOULD START WITHOUT WRITTEN APPROVAL, LEGAL ACTION MAY BE TAKEN AGAINST YOU WITHOUT NOTICE.

GOAL: It is the goal of this committee to ensure the continuity and harmony of the exterior design of so that properties are maintained to hold the highest assessed value for the community.

To ensure a quick and complete response to your request:

- Fully complete the Request Review form
- Attach additional information to the Request Review form
- Include any survey, scale drawing, construction documents, written description, and photos/sketches as required for certain improvements

Failure to include the required information will result in your request being automatically denied. It is recommended, but not required, that you notify your surrounding neighbors of your planned project.

Request submitted by:

NAME: _____ LOT/BLOCK NO.: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (if different from above): _____

HOME PHONE: _____ WORK PHONE: _____ FAX: _____

- PROJECT:** (Check only one)
- | | | |
|--|--|---|
| <input type="checkbox"/> Rear yard fence | <input type="checkbox"/> Outbuilding/Shed | <input type="checkbox"/> Clearing/Grading |
| <input type="checkbox"/> Home addition | <input type="checkbox"/> Satellite dish | <input type="checkbox"/> Swimming pool/ Hot tub/Spa |
| <input type="checkbox"/> Landscape improvements | <input type="checkbox"/> Driveway addition | <input type="checkbox"/> Playground/Trampoline |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Basketball goal | <input type="checkbox"/> Patio/Walkway |
| <input type="checkbox"/> Other (Please describe) _____ | | |

ESTIMATED START DATE ___/___/___ COMPLETION DATE ___/___/___

Approval by the Architectural Control Committee does not in any way guarantee approvals by any governmental agencies, and all such approvals or permitting are the responsibility of the applicant.

All changes from an approved request must be resubmitted to the ACC for review. If changes in design, color, style, location, or height occur without proper approval the homeowner will be in violation and subject to penalties and fines.

DO NOT ASSUME THAT ALL PRIOR WORK HAS BEEN APPROVED BY THE ACC !!!

By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.

Signature: _____ Date: _____