

**Heritage Pines Architectural Review Committee Application**  
**This application must be submitted seven (7) days before an ARC meeting.**

The ARC meets the first & third Wednesdays of every month.

Homeowner's Name: \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Change/Request: \_\_\_\_\_

\_\_\_\_\_

Proposed Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Project Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:**

1. The property owner should follow all guidelines that are in the Heritage Pines Rules and Regulations booklet, including applicable updates.
2. Attach a copy of your lot survey, showing where on your property changes will be made. That includes structures, landscaping, placement of plants, trees, bushes etc. if you do not have one, a survey can be obtained at <http://maps.raleighnc.gov/iMAPS/index.html>
3. Provide a drawing or rendering for any room additions, decks and/or patios and include all proposed structural diagrams, brochures, websites etc.
4. Provide the name of the contractor doing the work.
5. If painting doors and/or shutters you must choose one of the approved paint colors, available in the office. If you are requesting an alternate color you MUST submit a paint swatch.
6. Complete all sections of this application.
7. Get Neighbor acknowledgement ONLY if your project will impact them physically, infringe upon or adversely affect the neighbor's property.

\_\_\_\_\_  
Neighbor Signature

**No commercial signs are allowed in your yard from the construction company.**

Upon signing this application, the homeowner understands that the Architectural Review Committee functions only to recommend approval to the Board of the acceptability of the appearance of changes to the exterior of buildings or land. There is no intention, expressed or implied, to approve or disapprove the adequacy of any change, its function, or subcontractor. It is the homeowner's responsibility to maintain operation and appearance of any changes. If the application is approved, it in no way relieves the homeowner from obtaining any and all necessary permits that may be required by the Town of Cary.

**DESCRIPTION OF PROPOSED CHANGES**

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

This owner request design approval grants permission to the Architectural Review Committee of Heritage Pines to enter on the property to consider the request and to inspect prior, during and or upon completion of the requested project.

**ALL PROJECTS MUST BE COMPLETED WITHIN ONE YEAR OF THE APPROVAL DATE**

HOMEOWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE. (FOR OFFICE AND COMMITTEE USE)



INITIALS \_\_\_\_\_

Date \_\_\_\_\_

**STATUS:** ( ) APPROVED ( ) APPROVED WITH STIPULATIONS ( ) RESUBMIT ( ) REJECTED

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The Completed project has been inspected. Please circle and initial below:

Approved \_\_\_\_\_

Not Approved-Reason \_\_\_\_\_