



ARCHITECTURAL REQUEST FORM

Name: _____ Date Submitted: _____
Address: _____
Home Phone: _____ Work Phone: _____ Email: _____

Type of Modification:

_____ Fence _____ Deck _____ Landscaping _____ Roofing _____ Exterior Painting _____ Porch
_____ Other: _____

General Description of Modification:

Estimated Start Date: _____ Estimated Completion Date: _____

Instructions (Please read and follow carefully):

- Requested modifications must follow the Stephens Grove Design Guidelines. A copy of the Design Guidelines can be found at www.stephengrove.com
- Attach a detailed description of the scope of the proposed changes including location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a property survey with the location of the proposed changes clearly marked on the survey. This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property.
- COMPLETE requests can be mailed to: Stephens Grove Architectural Review Committee at P.O. Box 11906, Charlotte, NC 28220 OR requests which can be assembled electronically into an email with a single PDF attachment (including this form and the items described above) can be sent to arc@hawthornemgmt.com with "Stephens Grove", your last name and your property address included in the subject line.
- The Architectural Review Committee has thirty days to complete the review and response process. The committee reserves the right to request more information to clarify this request. Requests for multiple changes should be submitted separately. The property owner is responsible for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.



Important Watershed and Impervious Area Information:

Section 9.3 (b) of the Declaration of Covenants, Conditions and Restrictions states:

Each Owner acknowledges that the Properties are subject to the Mecklenburg County Zoning Ordinances; Lake Norman Watershed Overlay (the "Ordinance") which limits the amount of area that may be built upon with Impervious Cover. For example, if the maximum number of square feet of Impervious Cover for a property is 5,000 sq. ft., then only 5,000 sq. ft. of the total square footage of that property (including the building foundation and associated sidewalks and driveways) may be covered by Impervious Cover. To determine whether an improvement or building material is deemed Impervious Cover, an Owner may contact the Mecklenburg County Zoning Department and/or the Mecklenburg County Department of Environmental Protection.

Section 1.10 of the Design Guidelines states:

The Architectural Review Committee will not be held responsible for making decisions based on impervious space. Each homeowner is responsible to account for that space remaining per their lot. The Architectural Review Committee and/or the Stephens Grove HOA will not be held responsible for any fines or violations assessed a homeowner by Mecklenburg County for violations of the impervious nature. The risk and accounting of impervious space rests solely upon the individual homeowner.

I have read and understand the provisions described above.

Signature: _____

Date: _____

Committee Use Only:

_____ Approved _____ Denied

Comments:

Approved By: _____ Date Approved: _____