HOMESTEAD VILLAGE HOMEOWNERS ASSOCIATION

Architectural or Landscape Request

2026 | Homeowner and proposed change

Type in the fields, or print and write on the lines. Use Tab to move between fields.

Homeowner name(s)

Property address

Telephone

Change request type

☐ Architectural ☐ Landscape

DESCRIPTION OF PROPOSED ALTERATION

Give a complete description of the architectural or landscape alteration you are requesting the Committee to approve. Specify dimensions (including elevations), materials, colors (if applicable), a sketch of the proposed design, and a plat of the property showing the change. Use additional sheets and submit maps and/or plats as appropriate. Elevation views will be required as necessary to give a complete understanding of the project.

Date submitted

Homeowner signature(s)

The owner is **REQUIRED** to review the proposed changes with all abutting neighbors and, in the case of single-family homes, anyone who might reasonably view the change, prior to submission to the Architectural Standards Committee. This review is **NOT** an approval or disapproval; it is notification that a change is being requested. Neighbor signatures indicate awareness of the change and understanding that neighbors may attend the next Committee meeting to voice their opinion. The owner is responsible for obtaining permits and inspections required by the City of Chapel Hill.

Architectural or Landscape Request

2026 | Neighbor notification and committee action

NEIGHBOR ACKNOWLEDGMENTS

Name	Address	Signature

COMMITTEE ACTION

The following action has been taken on your request:

- ○ Approved as submitted
- ○ Approved with conditions
- ○ Denied
- ○ Denied due to incomplete request

Reason for denial or conditional approval

Date

Chairperson, Architectural Standards Committee

Notice: You have 90 days to begin the project and another 90 days from the start date to complete it. Extensions can be granted by the Board of Directors. Notify the Architectural Standards Committee immediately when the project is completed so the Committee can verify compliance.

Architectural or Landscape Request

2026 | Appeal process and return instructions

APPEAL PROCESS

If the request is denied, the requester has the right to appeal the decision of the Committee within **30 days** of the date of the denial letter. This may be done by submitting a request for appeal in writing to the Board of Directors c/o Warren Harding, 101 Portsmith Place, Chapel Hill, NC 27516. An appeal received more than 30 days after the denial letter will not be considered.

If the request is denied and the requester wishes to modify the design or specifications to address the reasons for denial, a completely new request must be submitted to the Committee.

ALL APPROPRIATE SIGNATURES ARE REQUIRED

This form is not complete without all appropriate signatures.
After typing or writing your information, print the form and obtain the homeowner and neighbor signatures before returning it. Committee action and the chairperson signature are completed by the Committee.

RETURN COMPLETED FORM TO

Tony Patterson
213 Chesapeake Way
Chapel Hill, NC 27516

Attach additional description sheets, sketches, maps, plats and elevation views as appropriate to your request.