

**WINSLOW BAY HOA**

**Architectural Review Request**

Return to: [WINSLOWBAYHOA@GMAIL.COM](mailto:WINSLOWBAYHOA@GMAIL.COM)

WINSLOW BAY HOA  
Architectural Review Committee  
P.O. Box 5473  
Mooresville, NC 28117

Date Submitted: \_\_\_\_\_

*The ARC has up to 30 days to review your request and inform you of its decision. Please plan accordingly. If you should start without approval, legal action may be taken by the HOA without notice.*

To ensure a quick and complete response to your request:

1. Fully complete all requested information on this document.
2. Attach additional information as appropriate for the type of request such as lot survey, plan view or elevation drawings, color samples or catalog information illustrating your requested modification.

**Note that the homeowner is responsible for securing any necessary building permits or approvals from Iredell County and/or the Town of Mooresville.** Any improvements made within a utility easement on your property are subject to relocation or removal, should any future utility maintenance work be required by either Iredell County, the Town of Mooresville or any utility company. The cost of restoration is at the homeowner's expense. Restorations must be submitted to the ARC for approval.

Request submitted by: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please check the following area(s) that apply to your project:**

**Modifications** to: House  Garage  Fence  Outbuilding  Deck   
 Property **Additions**: House  Garage  Fence  Outbuilding  Deck

**Other:**  Explanation: \_\_\_\_\_

**Project Description:** \_\_\_\_\_

*Note size, materials, colors, etc. to be used in compliance with covenants*

Any illustrations must include dimensions of modification/addition, including heights, where applicable. Lot survey should note distance from modification/addition to house, side and rear of lot set back lines.

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Neighbor #1 Name: \_\_\_\_\_ Neighbor #1 Signature: \_\_\_\_\_

Neighbor #2 Name: \_\_\_\_\_ Neighbor #2 Signature: \_\_\_\_\_

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

Homeowner Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**FOR ARC USE**

Date Received: \_\_\_\_\_ Complete information received: Yes  No

Additional information required: \_\_\_\_\_

**Approved** as submitted:  **Approved with revisions:**  **Not approved:**

Revisions required/Reason for Denial: \_\_\_\_\_

ARC Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Board Member: \_\_\_\_\_

Signature: \_\_\_\_\_