

VILLAGE COUNTRY CLUB WEST
C/O BISSETTE REALTY, INC.
PO BOX 969
WILSON, NC 27894

REQUEST FOR ARCHITECTURAL APPROVAL

Submit all requests for changes or additions to Bissette Realty, Inc. to the address listed above. Please attach any drawings and/or sketches that will aid in making a decision regarding your request. Thank you.

Property owners name: _____

Property address: _____ Lot # _____

Telephone # Home: _____ Work: _____

Estimated completion Date: _____

1. Narrative description of the proposed home and/or landscape improvement change or addition. Cite materials and color(s), to be used. State similarities to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings to this request showing all proposed improvements including relationships to existing structures, landscaping, and lot lines. Two drawings or more are needed to clearly show proposed improvements including existing structures:

- A. Plot Plan – “top down view” – the improvement should be drawn on a copy of your lot survey to show where the change will be placed.
- B. Elevation(s) – “side view(s)” one or more as necessary.

3. Attach paint or vinyl siding samples, if applicable. (This includes black & white)
4. A permit and inspection by the Town of Wilson may be needed.

FOR OFFICE USE ONLY

ID#: _____ **DATE RECEIVED:** _____ **RECEIVED BY:** _____

When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. This is not for their approval, it is only to make them aware that there will be changes next door. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property i.e., across the street. If the signatures are missing the request can be denied as incomplete. If this should happen, you would need to resubmit with the required information in order to get the request reviewed for approval.

I acknowledge that the requesting property owner has shown (me/us) the architectural request form for the proposed improvement(s) described on this form. I understand that (I/we) may make verbal or written comments directly to the Board of Directors.

<u>Date</u>	<u>Printed Name</u>	<u>Signature</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for the change/addition _____

ALL PROJECTS MUST BE COMPLETED WITHIN A 12 MONTH TIME FRAME.

BOARD OF DIRECTORS:

APPROVED _____

CONDITIONAL APPROVAL _____

DISAPPROVAL _____

COMMENTS: _____

Signed: _____ Date: _____