

■ ■ ■ ■ ■ ■ ■ ■

M E A D O W M O N T

O F C H A P E L H I L L

429 Meadowmont Village Circle, Chapel Hill, NC 27517 919-240-4682 manager@meadowmont.net
ALTERATIONS AND ADDITIONS REVIEW APPLICATION AND CHECKLIST

NO SUBMITTAL WILL BE REVIEWED UNLESS ALL REQUIRED INFORMATION IS INCLUDED

PLEASE PRINT LOT #: _____
 (Revised March 2021)
 Homeowner Name _____ Date Submitted _____
 Address _____ Tele. No. _____
 Email Address _____ Fax No. _____

Brief description of proposed site, building, etc. improvements (**attach additional sheets if needed**): _____

Name, Address and contact information of person performing the proposed work: _____

Estimated time of completion: _____

Attach the following drawings as required to best communicate your proposal:

As-Built Survey/Site Plan (REQUIRED) (One copy 8-1/2" x 11"): Indicate property lines and setbacks, adjacent lot numbers and existing buildings (if any and if available), existing house and other structures (including decks, patios, driveways, walks, fences, easements, etc.), proposed alterations and additions including detailed landscape plan, details, etc., and the additional impervious area square footages of impervious additions (also include the existing house, covered porches, drives, walkways, patios, etc. for reference).

Architectural Plans and Elevations (REQUIRED). One copy 8-1/2" x 11" format. Note: plans and elevations may also be free-hand for this submittal.: Floor plans of alterations and additions including existing construction (All levels including covered porches, decks, patios, etc. with heated / finishable square footage), front, sides & rear elevations of alterations and additions including existing construction (with material indications), other details, etc.

Colors and Materials: Colors shall match the existing house. Other proposed material samples must be attached.

Neighbor Notification (REQUIRED): You are required to notify all neighbors of your proposed plans. This includes all properties that border yours (both sides of the lot, as well as behind or across from you). List the names and addresses of all neighbors you have notified.

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

The MARC has reviewed the Application for compliance with the Meadowmont Architectural Design Guidelines and Covenants only **and** has given approval and/or recommendation for bringing the proposed project into compliance. **Assuring that the proposed project is in compliance with the Guidelines, local, state and federal codes, regulations, ordinances, zoning, permitting, etc. shall be the responsibility of the homeowner and not the Meadowmont Homeowners Association / MARC or its agents, employees, etc.**

- Preliminary Design Review Final Design Review
- Approved / Approved as noted (Proceed with construction / see comments for inclusion in the construction)
- Not Approved / Re-Submit (See attached comments for MARC review and approval prior to proceeding with construction)

MARC Representative _____ Date _____

This Application is valid for six (6) months from the MARC review date as noted above.

