

**ARCHITECTURAL CONTROL COMMITTEE (ACC)  
APPROVAL REQUEST FORM  
PARK CROSSING OWNERS ASSOCIATION (PCOA)**

10201 Park Crossing Drive, Charlotte, NC 28210. (704.542.2118) (parkcrossing.clt@gmail.com)

- No work may commence without prior written approval from the ACC.
- Please complete front & back of form, & return form to PCOA office, together with the required plans & specifications.
- Requests are submitted to the ACC. The ACC has 30 days from date of request receipt to do the review.
- Homeowner will be emailed with results of review. The original Approval Request Form will be kept on file in the PCOA office.
- Any Forms with disallowed/conditional requests will be copied and mailed to the homeowner.
- For more information, see the Homeowner's Guide to the Architectural Guidelines in this year's Directory & Handbook

**SECTION TO BE COMPLETED BY HOMEOWNER**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ (W) \_\_\_\_\_ (H)

**EMAIL:** \_\_\_\_\_

**DESCRIPTION OF WORK OR PROJECT TO BE COMPLETED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED START DATE:** \_\_\_\_\_ **ESTIMATED DATE OF COMPLETION:** \_\_\_\_\_

**MATERIALS TO BE USED:** \_\_\_\_\_

\_\_\_\_\_

**COLOR:** \_\_\_\_\_

**CONTRACTOR (required if construction work is involved):** \_\_\_\_\_

*(selected contractor must comply with requirements of Declaration Article VIII Section 1 D, unless exception is approved by ACC)*

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

Phone: \_\_\_\_\_

**FENCES:**

- For any new or replacement fence request, please communicate with adjacent neighbors placement of your fence. You are confirming their approval has been given. Finished (good side) of the fence must face neighbors (ACC Guideline A.6.2).
- For any new or replacement fence, please attach to this ACC Approval Request Form a property survey with the proposed fence location drawn on it. If you do not have a survey, please order one prior to submitting a request.

**IF FENCE BEING INSTALLED BORDERS PARK CROSSING DRIVE:** *(Please read page 7 of the Park Crossing Architectural Guidelines (Revised Oct. 2020) and contact the office for a Fence Screening Landscape form)*

**IF REQUEST INVOLVES TREE REMOVAL:** *(Trees to be removed must be marked with colored rope or tape for ACC inspection.)*

Number of trees to be removed: \_\_\_\_\_

Is your request to remove dead, dying, damaged or diseased trees? \_\_\_ YES \_\_\_ NO

ACC reserves the right to require a professional tree inspector's report on the health or condition of any tree in question.

**ADDITIONAL INFORMATION TO BE INCLUDED WITH REQUEST:** Under PCOA's Declaration, any request for approval of any structure, or any addition, change or alteration to any structure, requires the submission of complete final plans and specifications showing the nature, kind, shape, height, materials, basic exterior finishes and colors, location and floor plan for the work, and showing front, side and rear elevations. Therefore, your request must be accompanied by the following:

- For construction work requiring a building permit: architectural blueprints or plans prepared by a licensed architect.
- Whether or not construction work is involved: site plans showing the exact location on the house or lot of the proposed structure, addition, change or alteration (including that of any equipment or landscaping to be installed) and showing the height and dimensions of any proposed structure.
- If roofing is involved, a sample of any roof covering materials such as shingles.
- For any painted surface or surface to be painted, a color sample of the paint (other than black, white or gray).
- Any pictures, photographs, drawings and literature provided by the manufacturer of any proposed structure to be installed (including any equipment), showing the nature, kind, shape, height, materials, basic exterior finishes and colors, and dimensions of the proposed structure (including any equipment).

**Under PCOA's Declaration, the ACC has up to 30 days to decide whether to approve or deny your request after PCOA receives written notice from you that complete and final plans and specifications have been submitted to PCOA meeting the requirements of Section 1(a) of Article VIII of the Declaration. By including plans and specifications when you submit this request, are you notifying the ACC that such plans and specifications are final and complete?**

YES  NO, my request is for the removal of trees only.

NO, I will submit such plans and specifications later, and I understand the 30 day period will not start until then.

**BY SIGNING BELOW, I HEREBY AGREE AND CERTIFY TO EACH OF THE FOLLOWING:**

The foregoing statements and all information submitted by me in connection with this request are true and correct.

If the plans and specifications I submit with this request are approved by the ACC, I agree that any structure, or any addition, change or alteration to any structure, will be completed strictly in accordance with such approved plans and specifications, and that no changes to approved plans and specifications may be made without written ACC approval.

If approval is conditional, I agree to comply with the conditions specified, or the project or work will not be commenced.

I understand that ACC approval does not address the requirements of any: building code; any deed restriction; any setback, lot line or border; or any law, rule, regulation or other legal requirement; and that the ACC, PCOA and its Directors and Officers have no duty or responsibility to investigate, or to notify me or my contractor of, any such requirements.

I will not let anyone use any common area of Park Crossing to access my house or lot in connection with the project or work unless I receive express written permission from the ACC.

I give my permission to the ACC and its representatives to come onto my lot to evaluate my request or the project or work, and to inspect the project or work to verify that it meets with what the ACC approves.

(Any) approved work will be completed within one year of the date of the ACC decision (below) for this request to be valid. If work is not completed within one year, this request is no longer valid and another request must be submitted.

**HOMEOWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**SECTION TO BE COMPLETED BY PCOA**

---

Date Request Received: \_\_\_\_\_

ACC Action:  Approved  
 Approved provided that the following conditions are met:

\_\_\_\_\_  
\_\_\_\_\_

By when must conditions be met: \_\_\_\_\_

**Homeowner agrees to comply with the conditions listed above.** Initial Here: \_\_\_\_\_

Disapproved: insufficient information provided.  
Explain what is missing: \_\_\_\_\_

\_\_\_\_\_

Disapproved  
Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of ACC decision: \_\_\_\_\_

By: \_\_\_\_\_

**Architectural Control Committee**