

**BRANDON OAKS COMMUNITY ASSOCIATION**  
**ARCHITECTURAL CONTROL COMMITTEE**  
**APPLICATION**

**MAIL (2) COMPLETE Copies. Faxed and emailed copies cannot be accepted.**

Brandon Oaks Community Association  
c/o Architectural Control Committee  
PO Box 1196  
Matthews, N.C. 28106

Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: (hm) \_\_\_\_\_ (wk) \_\_\_\_\_  
Address: \_\_\_\_\_  
Is this Lot in "The Gardens" Section of Brandon Oaks: \_\_\_\_\_ Yes \_\_\_\_\_ No  
E-Mail Address: \_\_\_\_\_  
Projected Start and Completion Dates: \_\_\_\_\_ (start) \_\_\_\_\_ (finish)  
Who will be Performing Work? (contractor or homeowner) \_\_\_\_\_

**ALL APPLICATIONS MUST BE SUBMITTED WITH A LOT SURVEY (preferred)**  
**or DRAWING, IDENTIFYING SETBACKS, EASEMENTS AND EXACT**  
**LOCATION OF REQUESTED CHANGES(s)**

**Applications submitted without ALL required documentation can not be reviewed**

**TYPE OF CHANGE(s) (Please Check All Items That Apply)**

- FENCING: (REFER TO ARTICLE 7.07)**  
No portion of any fencing rail, picket, or wiring is permitted to be greater than 4 feet in height from the ground. Posts for split rail fencing may be up to 4' 6" tall. Wiring must not extend above top rail.

FENCING TYPE (picket, split rail, etc.): \_\_\_\_\_  
PICKET SPACING (if applicable) \_\_\_\_\_  
COLOR/FINISH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_  
FENCE PURPOSE OR FUNCTION: \_\_\_\_\_  
MATERIALS (Pressure Treated Pine, Wrought Iron, Vinyl, Etc.): \_\_\_\_\_  
Number of Gates: \_\_\_\_\_ (Please indicate locations on the Lot Survey you provide)  
Do any of the lots, which border on your property, have an existing fence? \_\_\_\_\_ If yes, please identify on your lot survey any existing fences.  
Is your lot a corner lot? \_\_\_\_\_ (yes/no)  
Is your lot adjacent to a common open space, pond, berm, or sewer/drainage easement? \_\_\_\_\_ (yes/no)

**Reminder: Finished side of the fence must face outward. Any wiring must be attached on the inside.**

- 
- HOME EXTERIOR FINISH CHANGES: (REFER TO ARTICLE 14.01)**  
Are you changing from the Builder's Original selections? \_\_\_\_\_ If yes, please complete all that pertain below:  
*A color sample must be attached for all "new" color changes listed below! If necessary, further information or samples may be requested by the committee.*

Siding Change:  
Type: (vinyl, clapboard, etc.) \_\_\_\_\_ Original Color: \_\_\_\_\_ New Color: \_\_\_\_\_  
Trim Change:  
Type: (wood or aluminum) \_\_\_\_\_ Original Color: \_\_\_\_\_ New Color: \_\_\_\_\_  
Paint Change:  
Original Base Color: \_\_\_\_\_ New Base Color: \_\_\_\_\_  
Original Trim Color: \_\_\_\_\_ New Trim Color: \_\_\_\_\_  
Original Accent Color: \_\_\_\_\_ New Accent Color: \_\_\_\_\_  
(Please clearly identify all accents to be painted)  
Roofing Change:  
Original Type/Color: \_\_\_\_\_ New Type/Color: \_\_\_\_\_

---

**ADDITIONS, EXTENSIONS, ARCHITECTURAL CHANGES, OR RECREATIONAL USES:  
CHECK ALL THAT APPLY:**

- STORAGE SHED (REFER TO ARTICLE 7.14)
- HOUSE ADDITION (REFER TO ARTICLE 7.17 & 14.01)
- CHANGES IN HOUSE ELEVATION (REFER TO ARTICLE 7.17 & 14.01)
- PATIO/PORCH OR DECK (REFER TO ARTICLE 7.17 & 14.01)
- POOL OR SPA (REFER TO ARTICLE 7.16 & 7.17)
- LANDSCAPING STRUCTURES (ARTICLE 7.17 & 14.01)
- PLAY EQUIPMENT (REFER TO ARTICLE 7.18)
- ANTENNA OR SATELLITE DISH (“*Brandon Oaks Antenna Placement Notification Form MUST also be attached*”) Antenna / Dish must be installed in a location that is least visible to those not on homeowners lot while still providing acceptable signal reception.
- OTHER: (Attach additional sheet and describe) \_\_\_\_\_

**ALL ITEMS LISTED ABOVE MUST BE SUBMITTED WITH A DETAILED PLAN AND SPECIFICATION OF EACH ITEM. PLANS SHOULD INCLUDE A DETAILED ELEVATION AND PLAN VIEW OF THE STRUCTURE. SPECIFICATIONS SHALL INCLUDE ALL COLOR SELECTIONS AND BUILDING MATERIALS TO BE USED. ALL ITEMS MUST BE SUBMITTED WITH A COPY OF THE LOT SURVEY or DRAWING AND ALL STRUCTURE LOCATIONS MUST BE IDENTIFIED ON THE SURVEY. PHOTOGRAPHS OR CATALOG PICTURES ARE ALSO HELPFUL FOR REVIEW.**

**I (The Homeowner) understand and agree that:**

1. I am responsible for obtaining all necessary permits and ensuring that all work meets or exceeds existing codes, standards and regulations of federal, state and local authorities.
2. I am aware of all property lines and agree encroachment of requested project across any property line is not permitted under any circumstances. A professional survey may need to be obtained if there are conflicts amongst property owners.
3. I have reviewed and understand the Declaration of Covenants, Conditions and Restrictions as they apply to requested change(s) prior to completing this application.
4. Installation or changes made prior to written approval is a violation of the Declarations of Covenants, Conditions and Restrictions and could result in penalties and / or fines.
5. Projects completed outside of the Declaration of Covenants, Conditions and Restrictions may be subject to fines and corrections required to comply will be the sole responsibility of the homeowner.

Signature of Homeowner: \_\_\_\_\_

ACC meetings are held on the 3<sup>rd</sup> week of each month. Applications must be received at least seven days prior to the scheduled meeting in order to have it reviewed.

**This Section for ACC Use Only**

Approved \_\_\_\_\_  
DATE

Contingent Approval: \_\_\_\_\_  
DATE

Declined: \_\_\_\_\_  
DATE

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

Notes / Contingency: \_\_\_\_\_