

APPLICATION FOR ARCHITECTURAL / LANDSCAPING IMPROVEMENT

Duncan's Ridge Homeowners Association

SUBMISSION INSTRUCTIONS

Please submit this completed application and all supporting documentation via:

- **Email:** duncansridgearc@gmail.com
- or
- **Online Portal:** duncansridgehoa.frontsteps.com

(Forms and Guidelines are available at: <https://www.duncansridgehoa.com/submit-arc/>)

Review Process: Most requests are processed quickly, but times may vary depending on circumstances. The ARC has up to 30 days to review applications once a **complete** package is received. If the ARC requests additional information, the review period **pauses** and resumes only when the reply is received with complete information.

1. HOMEOWNER INFORMATION

Community	Duncan's Ridge	Date	
Owner(s) Name			
Home Phone		Cell Phone	
Address			
City, State, Zip			
Email REQUIRED			

(If using a Contractor/Agent)

Name		Company	
Address		Phone	

2. PROJECT INFORMATION

Project Type (Check all that apply):

Fence Structure/Shed Landscaping Patio/Deck Tree Removal
 Paint/Exterior Change Other:

Timeline:

Check if this project is expected to take **more than 90 days** to complete, provide an estimated timeline in project description.

Project Description:

Please provide a summary of the modification (e.g., "Install 4ft black aluminum fence in rear yard," "Paint front door 'Forest Green'," etc.). Details to be provided on separate sheet(s) or on the survey.

3. SUBMISSION CHECKLIST (Required)

Incomplete applications will be returned and the 30-day review period will not begin until all items are received.

- **Plat/Survey Map:** A copy of your property survey with the location of the project clearly drawn/marked. (Hand-drawn sketches are generally not accepted for structures/fences). If you do not have a survey, search 'Wake County IMAPS' online, search your address, and print the map view.
- **Materials/Colors:** Description of materials (e.g., "Pressure treated wood," "Brick to match house") and color samples/photos.
- **Visuals:** Photos of the current area and/or brochures of the proposed item.

- **Grading/Drainage:** Confirm that this project will not adversely alter the flow of water onto adjacent properties or common areas.

4. NEIGHBOR ACKNOWLEDGEMENT

Requirement: You must inform neighbors who **share a lot line** (typically side neighbors; rear or corner neighbors only if directly affected by the project).

Disclaimer for Neighbors: *Your signature below indicates only that you are **AWARE** of the proposed project. It does not constitute approval or disapproval. If you have concerns, please contact the ARC directly at duncansridgearc@gmail.com.*

Neighbor Name (Print)	Address (number/street)	Signature	Date

(If signatures cannot be obtained, please list the address and the method/date of notification)

5. HOMEOWNER ACKNOWLEDGEMENTS & SIGNATURE

By signing below, I certify and agree to the following:

1. **Permissions:** I grant the ARC and HOA Board permission to enter my property (exterior only) to inspect the proposed area, **provided such entry is coordinated with the homeowner and the homeowner is present.**
2. **Liability:** I assume full responsibility for any damage to common areas or neighboring properties caused by this work. I agree to indemnify and hold harmless Duncan’s Ridge HOA and its agents from any liability arising from this project.
3. **Compliance:** I understand that HOA approval does not replace the need for City/County permits. I am responsible for obtaining all necessary permits and verifying property lines before digging.
4. **Validity:** Approval is valid for **one (1) year** from the date of issue.

Homeowner Signature: _____ **Date:** _____