
Property Guidelines – Van Houten Group (Draft)

1. Introduction

The Van Houten Group (hereinafter the *Declarant*) owns 31.6 wooded, rolling and unimproved acres at Tally Ho and Reynard Roads in Orange County, the Town of Carrboro and Chapel Hill-Carrboro School District, as shown on Orange County's *Final Plat* (Plat Book 119, page 32). The land includes four lots on 7.56 acres west of the stream dissecting it and two parcels comprising 24.06 acres mostly east of the stream, all zoned for residential development.

The Declarant desires a modern, compact, cohesive, walkable and sustainable residential development, one that will maximize green space, protect natural resources, ensure connectivity and promote the safe, healthy integration of people and nature. This document conveys the Declarant's objectives, policies and controls for governing lot development, property modifications and usage (hereinafter the *Guidelines*). The Guidelines apply to the four lots west of the stream, on which the Town of Carrboro (the Town) has approved single-family homes and accessory dwelling units (hereinafter the *Property*), but the Declarant reserves the right to apply them to adjoining, similarly-zoned property it may own.

Every lot owner shall be responsible for obtaining and understanding the most current version of the Guidelines from a real estate agent or closing attorney or the Homeowner's Association (hereinafter *HOA*). A lot owner with a tenant must give the tenant a copy of the Guidelines and ensure the tenant's compliance with all provisions for which the lot owner is responsible. Since HOA approval does not ensure governmental compliance, each lot owner also is responsible for keeping abreast of all applicable public laws and regulations and securing all requisite permits from governmental authorities.

2. Development

2.1. Style – A modern or contemporary housing style is preferred. While approved dwelling units may vary in design and appearance, they will share several attributes, including the following:

- Permanent, site-built and high-quality primary dwelling units with sufficient finished, heated space to maximize marketability and sustainability (manufactured homes are prohibited)
- Simple, informal and elegant lines and natural materials for building elements
- Elements that effectively link interior spaces to the outdoors and complement the soft, rolling and wooded terrain (e.g., large windows and openings, covered porches, patios and veranda)
- Contrasting solid wall segments with floor-to-ceiling glazed wall segments and continuous indoors-to-outdoors floor surfaces and ceilings
- Innovative materials may be used for certain elements as appropriate

While no particular housing style is required, the selected housing style should complement the terrain. The photos below are inspirational, not prescriptive. They are offered for illustrative purposes, not to dictate any particular style or materials. In fact, styles and materials different from those pictured could fulfill the objectives outlined herein.



To ensure that the architectural style and character of all dwelling units embrace and complement the natural environment, the following design principles shall be honored:

- All development shall be sustainable as set forth herein (see Subsection 2.2)
- Building elements shall link the landscape with the indoors (e.g., large floor-to-ceiling windows)
- Building elements (e.g., porches and walls) shall incorporate natural materials or approved innovative equivalents that reflect, complement or accentuate the natural terrain
- Innovative design and building practices, technologies and materials shall be used wherever practical

Each structure's height, scale and massing shall reflect the approved design. All elevations and facades shall incorporate a clear hierarchy. All structures, exteriors, colors and detailing must complement the surrounding architecture and create a visually harmonious streetscape. Architecturally-suitable variations in elevations, roof forms, wall and roof planes and colors may be approved among adjoining houses. All dwelling units must comply with local codes and other regulatory requirements.

2.2. Sustainability – Each lot owner will strive to design and develop dwelling units in accord with applicable Energy Star certification standards and obtain final certification. Each owner's goal will be to secure a Home Energy Rating System (HERS) Index score at least thirty percent (30%) more energy-efficient than that of a standard new home upon completion or later (e.g., the design should at least facilitate the later installation of green features). Achieving this goal will likely require an independent energy rating comparing the dwelling unit to a designed-model home with the same type, size and shape.

Each lot owner shall incorporate sustainability features as much as practical in the design and construction of their dwelling unit(s). While some sustainability features may be incorporated at a later date (e.g., when more generous tax credits are available), there are several cost-effective features that should be included in the initial design and construction of the dwelling units, including the following:

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- Air sealing – less than 2.5 Air Changes per Hour @ 50 Pascals pressure as verified by prescriptive checks or *Blower Door* results during the framing stage
 - Electric car – a 240-volt capped outlet next to a 120-volt outlet on the interior left and right garage walls run to a meter box to facilitate future electric car charging
 - Generator – a 50-amp generator plug next to the meter box to facilitate plugging in a generator (to make the dwelling unit more sustainable during power outages)
 - HVAC – at least 16 SEER with a Variable Speed Air Conditioner as verified by a manufacturer label
 - Insulation – at least R19 walls and R49 roof as verified by manufacturer labels or a design professional during installation
 - Solar – conduit infrastructure as verified by a solar panel provider/installer (3/4" metal conduit with a pull string from the attic to an electric meter box to facilitate future rooftop solar panels installation)
 - Windows – a U-Factor of at least 0.29 for all windows as verified by a manufacturer label (usually a double-pane, low-e coated window with Argon gas depending on size and frame material)

While the above features will not materially impact construction costs, they will significantly impact the dwelling unit's energy efficiency and marketability. Other features that should be considered include passive solar energy, smart energy, water and waste management systems, integrated stormwater management infrastructure, radiant floor heating, stainless-steel siding and recycled non-toxic materials.

2.3. Siting – When placing a dwelling unit on a lot, four factors must be considered: 1) setback limits, 2) impervious surface limits 3) easements and 4) visibility. Each lot has specific setbacks (i.e., 20' front setback, 10' side setback, 15' corner side setback and 10' rear setback). Impervious surfaces may be decreased as allowed by local codes, but may not exceed twenty-five percent (25%) of the lot. Easements and common areas may not be encroached upon and no land may be disturbed unless all utility lines are mapped. Prominent or highly visible lots (e.g., lots adjoining corners, entrances and common areas) may be subject to added screening requirements (e.g., additional landscaping).

2.4. Ancillary Structures – Temporary structures are prohibited, but permanent ancillary structures, such as accessory dwelling units, garages, driveways, outbuildings and external apparatus, are allowed so long as they comply with the following principles:

- Accessory dwelling units – units must complement the primary dwelling structure in design, style, elevations, dimensions, materials and colors and meet local codes
- Garages – style, quality, doors, materials, colors, trim and detailing must complement the primary dwelling unit and deemphasize visibility; garages may be attached, partially attached or detached, but must be inconspicuous (e.g., set back a reasonable distance from lot lines)
- Driveways – driveway, carport and parking area layouts, dimensions and materials shall complement the primary dwelling unit and maximize street appeal, but not detract from common areas; pervious and textured surfaces are preferred, but landscaping may be required to soften the visual impact
- Outbuildings – permanent outbuildings (e.g., grills, fireplaces, fire pits, studios, sheds, greenhouses, in-ground pools, hot tubs, spas and play structures) are permissible in rear yards at least twenty (20) feet from lot lines if inconspicuous and code-compliant and their design, scaling, layout, dimensions, siding, roofing, materials, colors and details complement the main dwelling unit (landscape screening, minimum setbacks and safety controls may be required)
- Apparatus – permanent exterior apparatus (e.g., condensers, meters, vents, refuse enclosures and mailboxes) are permissible if located inconspicuously in rear or side yards and screened with

structures, materials or landscaping that complement the primary dwelling unit (solar collectors must be attached to the main roof)

2.5. Building Elements – Building elements, including siding, roofs, foundations, entries, decks, doors and windows, shall conform to the following guidelines:

- Siding – vinyl and aluminum siding are prohibited
- Roofs – roof forms, planes, plates, pitches, overhangs and awnings shall be architecturally-compatible and skylights, chimneys, roof vents, vent stacks, flues, gutters and downspouts, and their materials and colors, shall be durable, inconspicuous and complement the primary dwelling unit
- Foundation – foundation design, materials and transitions must complement the primary dwelling unit, foundation wall materials should be natural and basements are permissible
- Entries – main entries must be prominent; porches must be at least eight feet (8') deep with high-quality materials (front screened porches are prohibited); porches, stoops, balconies, materials and detailing (e.g., columns, ceilings and flooring) shall complement the primary dwelling unit
- Decks – decks are permitted in rear or side yards if structural members, materials and colors that complement the primary dwelling unit and if inconspicuous or screened from public view (composite material with recycled content is encouraged)
- Doors – doors must complement the primary dwelling unit; storm and screen doors must have full glass panels with compatible framing and complementary colors
- Windows – windows are required for each elevation side and level and have a minimum Low-E 270 coating with Argon gas between double panes (pane mullion and muntin dividers are prohibited); frames, materials, finishes and detailing should complement the primary dwelling unit

Plans that accommodate aging in place goals are encouraged. For instance, at least one entry door into the home should be accessible without the use of stairs or steps. In addition, at least one full bathroom and one bedroom (or another room interchangeable with a bedroom) should be located on the ground floor; alternatively, there could be a half-bath on ground floor that serves as a guest bath and a five- by six-foot (5' x 6') stacked closet on the ground and second floors framed for a future elevator.

2.6. Landscaping Elements – Each site shall embrace rear outdoor spaces as extensions of the primary dwelling unit's living area. Landscaping elements shall include 1) plantings and 2) hardscapes.

- Plantings – every lot shall have extensive plantings, such as trees, shrubs and groundcover, to highlight nature and promote sustainability in accord with the following principles:
 - Maximize the use of local, indigenous and renewable materials and resources
 - Preserve existing vegetation (unless dead or diseased), minimize the disturbance and compaction of existing soil structures, yet prepare and enhance soil as needed to encourage plant growth
 - Mass trees, shrubs, hedges and groundcover to extend outdoor spaces, reinforce the primary entry and complement the primary dwelling unit and community
 - Plant deciduous and evergreen shade trees to increase shade (especially along public streets), screen southern/western building faces and provide seasonal or year-round foliage
 - Plant ornamental trees for color and accents
 - Install a variety of deciduous and evergreen shrubs, flowering plants and ornamental grasses to create lush landscape beds and provide seasonal color; raised beds and boxed gardens are prohibited in front
 - Use plantings (e.g., ground cover borders) to complement design features, accent the lot and structures, provide vertical layering and texture and maximize visual appeal (limit lawns to accenting purposes)

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- Use native and drought-tolerant plant materials to conserve water, minimize the need for irrigation, maintenance, pesticide and fertilizer requirements and minimize the impact on native wildlife
 - Maximize pervious surfaces to decrease runoff and increase rainwater infiltration (e.g., pervious pavement, planting beds and rain gardens)
 - Use proven storm water management practices to reduce storm water runoff and maintain water quality (e.g., rain gardens and bio-retention areas)
 - Hardscapes – every lot shall use hardscapes (e.g., walkways, walls, structures and lighting) in harmony with plantings to enhance the lot’s value and aesthetic appeal in accord with the following principles:
 - Ensure that all hardscape elements incorporate design, scale, quality, materials, colors and details that complement the primary dwelling unit, do not impede drainage and do not encroach on easements
 - Use special pavement, texture and accent plantings for front walkways to ease the transition between the streetscape and primary dwelling unit (asphalt walks are prohibited)
 - Ensure that structures like gazebos, arbors and pergolas complement the primary dwelling unit and ease the transition between inside and outside living spaces
 - Use garden, retaining and other landscape walls (as well as natural stones, materials and detailing) to align slopes, address steep grades, create usable spaces, preserve existing vegetation, accent landscaping and complement the primary dwelling unit
 - Use landscaping or other screening to preserve privacy and screen public views for patios
 - Ensure that the layout, style, dimensions, materials and colors of any approved fences and gates complement the primary dwelling unit and terrain; fences are prohibited in front yards
 - Install lighting (including security, solar and outer landscape lighting) that is façade-proportional, code-compliant and complementary of the primary dwelling unit

2.7. Approval Process – The prior written approval of the Association’s Guidelines Review Committee (hereinafter the *GRC*) is mandatory for any development. The approval process is described below.

- Pre-submittal – the lot owner may seek the GRC’s review and preliminary approval of the Summary, Site Plan and Elevations and a clear statement of the required submittal documents pending the submission of Sustainability Strategy, Ancillary Structures, Floor Plans, Design Details and Landscaping Plan within six months for final approval
- Submittal – the lot owner shall submit an *Application for Approval* (Appendix A) and all GRC-required materials (in digital PDF format and physical 8.5- x 11-inch or larger format) to the GRC before starting any development, including diagrams, drawings, photos and images that visually depict the proposed work, as well as the following:
 - Summary – a statement outlining the objectives, scope and nature of the proposed development and describing how it will impact existing property, satisfy the guidelines and meet applicable government laws and regulations (also note any required variances or exceptions)
 - Sustainability Strategy – specific plans and strategies (and any options) for attaining sustainability goals and supporting an independent analysis of sustainability opportunities and features
 - Site Plan – plat survey, lot boundaries, easements, impervious surface calculations, existing and proposed grades, site preparation, grading and drainage plans and building footprints and setbacks
 - Ancillary Structures – detailed plans for accessory dwelling units, garages, outbuildings and external apparatus, including locations, layouts and dimensions
 - Elevations – all side views showing style, levels, dimensions, ancillary structures and building element specifications for each structure (e.g., locations, dimensions, materials, manufacturers, finishes and colors)
 - Floor Plans – floor schematic showing each level’s dimensions, heated and gross square footage, room layouts and dimensions and door/window locations

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- Design Details – specifications for architectural details, such as columns, eaves, fascia, street address plaque, exterior fixtures and trim, including manufacturers, materials, quantity and colors
 - Landscaping Plan – existing tree retention or removal and the location, dimensions and characteristics of proposed plantings, planting areas and plant materials and hardscape elements (e.g., walkways, structures, walls, lighting and other proposed elements, such as irrigation systems)
 - Review – within five (5) days of receiving an application, the GRC will notify the applicant of its receipt, the application’s completion status and any deficiencies; the GRC will commence its review immediately upon receiving all required materials (if at any time during the review process, the GRC requests additional materials from the applicant, the GRC’s review time may be extended)
 - Decision – within fifteen (15) days of receiving all requested materials, the GRC will complete its review and notify the applicant of its determination; the GRC has full authority to interpret and grant exceptions to the Guidelines and approve compliant or reject non-compliant applications
 - Appeal – if the applicant disagrees with the GRC’s decision, it is entitled to a meeting with the GRC and, if after meeting with the GRC, the applicant remains dissatisfied, s/he may request a hearing with the HOA Board which may confirm or overrule the GRC’s decision; if the HOA Board fails to respond to the appeal within thirty (30) days, the lot owner’s request shall be deemed approved
 - Control – if an approved development project has not commenced construction within one year of approval, the approval shall be deemed rescinded and a new application will be required; before any approved development work begins, the lot owner must submit complete construction documents to the GRC; if the GRC finds inconsistencies with the approved plans, it may notify the lot owner of issues to be addressed, require an explanation or corrective action from the lot owner and, if necessary, nullify the approval
 - Other – the lot owner may request an exception to the Guidelines in writing prior to proceeding with such exception and the GRC may authorize said exception based on reasonable criteria

3. Property Modifications

3.1. Introduction – Lot owners may consider two types of property modifications: major and minor (as defined herein). Each lot owner may make minor modifications without GRC approval, but must secure the GRC’s prior written approval for any major modification in accord with the process herein. Any improvements and alterations not expressly specified herein as major modifications are deemed minor modifications. Major modifications shall include changes to the design, structure or appearance of the primary dwelling unit (e.g., exterior painting or siding), lot siting changes, the addition, alteration or removal of ancillary structures and material alterations to building and landscaping elements. All GRC decisions regarding the definition of a modification as major or minor are final. To the extent relevant, the development guidelines apply to major modifications.

3.2. Major Modifications – Lot owners may construct, install or make certain major modifications in accord with the following guidelines, subject to GRC approval:

- Style – Any changes to the exterior of the primary or ancillary dwelling unit, including exterior painting, must be visually compatible with the original color schemes of the unit and Community; a lot owner may repaint his/her primary or accessory dwelling unit, but must obtain GRC approval before using a different color, finish or material for any external surface
- Siting – any proposed actions that could impact siting issues (e.g., setbacks, impervious surfaces, easements and visibility) must be taken in accord with the development guidelines

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- Ancillary Structures – any proposed changes to ancillary structures must be made in accord with the development guidelines; in addition:
 - Above-ground pools are prohibited
 - All mechanical equipment, pipes and wiring for water features shall be screened, concealed and located at least 15 feet from property lines
 - Greenhouses must be built with metal or wood frames, solid glass window panels and sufficient landscape screening and may not exceed 120 square feet and 10 feet in height
 - Permanent play structures may be allowed if securely anchored or affixed
 - Doghouses, kennels and runs may not exceed 60 square feet in area and six feet in height and must be promptly removed by the owner when the lot is sold or the animal no longer resides on the premises
 - Mailbox location, style, structure and composition must be similar with other mailboxes in the Community and maintained in good condition
 - Building Elements – any proposed changes to building elements must be made in accord with the development guidelines; in addition:
 - Screened and enclosed porches shall be attached to the primary dwelling unit and their attached roofs shall match or complement the existing roof of the primary dwelling unit
 - Decks shall adjoin the rear of the primary dwelling unit, allow proper drainage, prevent water flow to adjoining property and meet all state and local building codes
 - Window air conditioning units are prohibited
 - Landscaping Elements – any proposed changes to plantings and hardscapes must be made in accord with the development guidelines; in addition:
 - No living trees with a trunk diameter exceeding six inches (measured at 54 inches above ground) may be removed without GRC approval
 - All major landscaping changes require GRC approval (e.g., addition or modification of beds, berms, grades, terracing, planting groups and hardscape)
 - Any landscaping that impedes proper drainage or increases water flow to other property is prohibited.
 - Emitting, drip irrigation systems and mulching are suggested for newly-planted landscape materials
 - Gazebos, arbors and pergolas may not exceed eight (8) feet in height
 - Fences are discouraged, but may be approved for unusual purposes (e.g., animal control or pool safety) if their design, materials, dimensions and colors complement the primary dwelling unit and they do not exceed 66 inches in height and are not placed within three (3) inches of the property line

3.3. Application Process – The prior written approval of the Association’s Guidelines Review Committee (the GRC) is mandatory for any major modification. The approval process is described below.

- Submittal – the lot owner shall submit an *Application for Approval* (Appendix A) and all GRC-required materials (in digital PDF format and physical 8.5- x 11-inch or larger format) to the GRC before starting any major modification (minor modifications don’t require GRC approval), including diagrams, drawings, photos and images that visually depict the proposed work, as well as the following:
 - Summary – a statement outlining the objectives, scope and nature of the proposed development and describing how it will impact existing property, comply with the covenants and guidelines and meet applicable government laws and regulations (note any required variances)
 - Other – any additional information describing the site, style, dimensions, materials, colors and other elements of the proposed modification reasonably required by the GRC to make a determination regarding the proposed modification (e.g., plans, elevations, renderings, paint chips of current and proposed colors for exterior painting and landscaping plans)
- Review – Within three (3) days of receiving an application, the GRC will notify the applicant of its receipt, the application’s completion status and any deficiencies; the GRC will commence its review

immediately upon receiving all required materials (if at any time during the review process, the GRC requests additional materials from the applicant, the GRC's review time may be extended)

- Decision – within ten (10) days of receiving all requested materials, the GRC will complete its review and notify the applicant of its determination; the GRC has full authority to interpret and grant exceptions to the Guidelines and approve or reject major modification applications; any modification application to which the GRC fails to respond within thirty (30) days shall be deemed approved
- Appeal – if the applicant disagrees with the GRC's decision, it is entitled to a meeting with the GRC and, if after meeting with the GRC, the applicant remains dissatisfied, s/he may request a hearing with the HOA Board which may confirm or overrule the GRC's decision; if the HOA Board fails to respond to the appeal within thirty (30) days, the lot owner's request shall be deemed approved
- Control – if an approved modification project is not commenced within six months of approval, the approval shall be deemed rescinded and a new application required; if the lot owner makes any major modifications without prior GRC approval, the GRC may order the lot owner to obtain retroactive approval or remove the modification at the lot owner's cost; if the GRC becomes aware of any violations, it may issue a corrective action order or, if the lot owner fails to resolve the issue within thirty (30) days, a stop order
- Other – the lot owner may request an exception to the Guidelines in writing prior to proceeding with such exception and the GRC may authorize said exception based on reasonable criteria

4. Usage Standards and Restrictions

4.1. Leases – No lot owner may lease a primary dwelling unit for any period of less than six months. All leases shall include language clearly subjecting the lease to these Guidelines. Lot owners shall maintain adequate insurance covering tenant-related damages at all times.

4.2. Upkeep – All property must be maintained in good condition and working order. Roofing and exterior finishes and paints must be maintained in good condition. Any structure or equipment in poor condition or disrepair must be removed. All lots must be kept clean, mowed, weeded, mulched and free of debris and conspicuous materials. All plantings must be trimmed to avoid encroachment on common areas. Lot owners must ensure that their contractors conduct themselves in a professional manner while working on their home. Work sites must be maintained in a clean, orderly manner and building materials and equipment may only be stored during the construction period.

4.3. Vehicles – All vehicles owned by residents must be parked in the garage or driveway. On-street parking is limited to resident guests. No tractors, large vehicles, commercial vehicles or containers or disabled, abandoned or unregistered vehicles may be parked or stored in the Community. No mobile home, recreational vehicle or trailer may be parked or occupied on a driveway, lot or street for more than three (3) days without ample screening and the GRC's prior written consent. Any improperly parked or stored vehicles may be removed at the lot owner's expense. Vehicle repairs may not be made on any street or common area, but routine motor vehicle maintenance is permitted in the garage or driveway.

4.4. Storage and Waste – Lot owners may temporarily store items in covered places, but only if properly screened, subject to GRC approval. Except on designated pickup days, all waste and recycling containers must be hidden from public view, subject to local codes and GRC approval. All refuse shall be managed in accord with local codes. The burning, unsightly accumulation and unsanitary or otherwise improper storage of refuse is prohibited. All pet waste must be promptly removed from private and common areas.

4.5. Other Issues – Lot owners must comply with all usage standards and restrictions set by the HOA Board, including, but not necessarily limited to, the following:

- Commercial businesses may not be conducted from dwelling units without prior GRC approval and must conform to local code and ordinance requirements
- All grading and other lot disturbances, including piping, must conform to local codes
- Tree topping/removal on common areas and healthy tree/shrub removal on lots are prohibited
- Pools must be properly maintained to prevent unpleasant odors, unsightly algae growth and mosquito-breeding; portable children's wading pools less than eight (8) feet in diameter are allowed; pool fencing, gates, and audible alarms must be maintained per state and local codes
- Portable sporting equipment must be maintained in good working order and removed if broken, rusted, inoperable or no longer used
- Portable play structures (e.g., trampolines) are allowed in rear yards at least 15 feet from all lot lines
- Exterior lighting must be positioned and controlled to minimize their impact on adjacent properties and common areas (e.g., high output light fixtures must be motion- or time-controlled)
- Holiday lighting, seasonal art and other decorations may be installed for up to 30 days before and after each holiday (i.e., July 4th, Halloween and Christmas)
- No signs shall be publicly displayed without the GRC's prior approval, except one "for sale" sign for the designated listing period and one "garage sale" sign for up to three (3) days
- Household pets must be kept within the primary dwelling unit or restrained with fully functioning electronic restraint systems (kennels are prohibited unless temporarily approved by the GRC)
- Livestock, poultry and similar animals are prohibited
- Every lot owner shall comply with local noise codes and regulations and refrain from emitting noises or other obnoxious or offensive activity that could annoy other residents
- Exterior TV/radio/communications towers, poles and wires and freestanding flagpoles are prohibited, but flagpoles less than six (6) feet in length may be attached to the primary dwelling unit
- Satellite dishes must be no more than one meter in diameter, located inconspicuously on the roof and compatible with the design of the primary dwelling unit

Appendix A – Application for Approval

1. Applicant Information

Every application must include the following information about the applicant:

Owner Name			
Owner Name2			
Address		Parcel No.	
City, State, Zip			
Email		Phone	

If an agent is submitting this application on behalf of the owner, also include the following:

Agent Name			
Agent Company			
Email		Phone	

2. Requested Development or Modification

In accord with the covenants and property guidelines for this community, application is hereby made for review and approval of the following property development or modifications (brief description in box below and detailed description on attached written statement as necessary):

3. Application Requirements

Each applicant should refer to the Covenants and Guidelines to ensure that this application is complete. Any questions should be submitted in writing to the Guidelines Review Committee (GRC). Please check *Yes* or *No* as applicable to the following questions:

Question	Project	Yes	No	N/A
Is your site plan included?	Both			
Is your ancillary structure plan included?	Dev			
Is the elevation plan included?	Dev			
Are the floor plans included?	Dev			
Are design details included?	Dev			
Are landscaping plans included?	Dev			
Is your modification proposal included?	Mod			
Are other documents included? [If so, please list below.]	Both			

Notes: N/A = Not applicable.

To make all potentially impacted neighbors aware of the proposed work, please obtain signatures from all adjoining lot owners (use a separate sheet for additional signatures as necessary).

Party	Printed Name	Address	Signature	Date
Property owner 1				
Property owner 2 (if applicable)				
Property owner 3 (if applicable)				
Property owner 4 (if applicable)				
Property owner 5 (if applicable)				

Notes: All properties adjoining applicant's property line or must be listed.

If the application is incomplete, the GRC will notify the applicant of its needs and delay its review until receipt of these materials. GRC cannot convey approval until all requisite documents have been obtained.

4. Application Submittal

It is hereby agreed that the GRC's approval of this application does not constitute compliance with applicable state or local law. All permits must be applied for and posted as required and all work should be conducted by a licensed contractor.

Party	Printed Name	Address	Signature	Date
Applicant				
Applicant 2 (if applicable)				

Notes: Other applicants not required if property jointly owned (e.g., if jointly owned, show both owners in first row).

Please submit this application to the GRC at (insert street address), Chapel Hill, NC 2751_.

5. Application Disposition

This application was approved declined by the GRC on _____.