

**The Village at Pilot Mill Homeowners Association, Inc**  
**Architectural Change Request Form**

Please submit this application and any attachments to  
Village at Pilot Mill HOA Architectural Committee,  
c/o Kohn-Ell Association Management, 205 Millbrook Road, Suite 210, Raleigh, NC 27600

Homeowner's Name: \_\_\_\_\_

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

Homeowner's Phone: \_\_\_\_\_

Homeowner's Email: \_\_\_\_\_

**Request Statement and Agreement**

I determine this proposed project to be fully compliant with the The Village at Pilot Mill Homeowners Association, Inc Covenants. I request project approval by the Architectural Committee or by the Association for the following described project only. I grant permission to the Committee to enter my property and inspect the project prior to and/or upon completion of the project. If The Village at Pilot Mill Architectural Committee determines this project in any way violates the existing Association Covenants, and is not completed within 60 days (or other previously approved time period), I will cause the project to become completed in a manner fully compliant with the covenants or allow the Association to cause the project to become fully compliant with the covenants and maintenance standards and reimburse the association for all expenses associated with the compliance. Furthermore, I will be responsible for obtaining all necessary permits required by local governments having jurisdiction.

***PLEASE READ CAREFULLY: PLEASE ALLOW UP TO 30 DAYS DAYS FROM RECEIPT OF APPLICATION FOR A FULL REVIEW AND CONSIDER THIS TIMEFRAME WHEN SCHEDULING CONTRACTORS, ETC. PLEASE COMPLETE THIS FORM CAREFULLY AND PROVIDE AS MUCH DETAIL AS POSSIBLE, AS REQUESTS FOR ADDITIONAL INFORMATION MAY LENGTHEN THIS PROCESS. THANK YOU..***

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Describe proposed changes or additions:**

*To speed up the process the proposed plan should include* sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint charts, or the like that will assist in reviewing this application.

Please note that potential screening or site restrictions, noise levels, and other privacy intrusions will be considered in review & approval of any mechanical equipment.

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ESTIMATED CONSTRUCTION DATES: \*Start \_\_\_\_\_ Finish \_\_\_\_\_

*NOTE: Please make sure your contractor adheres to your schedule since the Association can force completion if the project is not completed within the period stipulated by the Architectural Committee, which is normally 60 days from the start of construction unless otherwise amended.*

**Other Information Regarding Project Request:**

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Architectural Committee

**Special Conditions for Approval:**

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Approved \_\_\_\_\_

Disapproved \_\_\_\_\_  
(include reason)

Conditional Approval \_\_\_\_\_  
(see above)

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

Date: \_\_\_\_\_

Architectural Committee Member  
or The Village at Pilot Mill Homeowners Association, Inc Off