

DCCA Architectural Modification Request (AMA)

Instructions:

Applicants should review the DCCA Architectural Guidelines in detail and be aware of all DCCA requirements for exterior improvement submittals.

Please complete the appropriate section(s) below and attach any supporting sketches, plans, photos or other documentation, including plots plans, elevations, dimensions, samples and finishes or other items as may be needed to describe the details and dimensions of the proposed modifications.

Note: Incomplete applications, those with insufficient detail, improper format, or without all necessary information will not be considered.

Homeowner can scan and submit a signed electronic copy of the AMA application to cam@downingcreek.org or make three (3) hard copies of the signed application and documentation and deliver them to the DCCA pool drop box.

The DCCA Community Association Manager (CAM) will acknowledge and log the date of a complete AMA request. The CAM and will distribute the AMA request to members of the AAC and DCCA BOD electronically.

Be advised, if you proceed with your proposed work prior to obtaining DCCA BOD approval, you could be required to make changes to work at your expense.

As a courtesy, please advise your neighbors who may reasonably view the improvement from their property of your plans prior to submitting your application to the DCCA CAM.

Name: PLEASE PRINT	Email:
Property Address:	Telephone
Signature	Date
Contractor Name (if applicable)	Contractor Phone Number(if applicable)

Project Type Check as appropriate

Painting	Roof	Deck/Patio	Fence	Addition	Other
<input type="checkbox"/>					

Painting Exteriors

Provide the manufacturer color names and numbers for all even if same as existing.

Base House Color:	Trim Color:	Shutter Color:	Door Color(if applicable)
SAME As Existing _____			

All Projects (e.g. Decks, Patios, Fences, Additions, or any Other type)

Please describe proposed modification and provide all supporting information (sketches, plans, samples or other documentation) applicable to visualize and review the request. Note: Incomplete applications, those with insufficient detail, improper format or without all necessary information will not be considered. Use a separate sheet of paper if needed.

- a. A site plan or plat showing the proposed location of the improvement in relationship to the house, any existing structures and property lines along with dimensions.
- b. A sketch or diagram, illustrating layout, floor plan, and elevations (front and profile views) with details of the improvement. These should be drawn to scale with sufficient detail, including dimensions so DCCA BOD can adequately visualize the proposed scope of work.
- c. Detailed specifications, descriptions and samples of materials, color, manufacturer brochures, photos, etc. Note: DCCA BOD may request and require actual material or color samples depending type of improvement.
- d. For fences, additions or other structures, please identify and mark surveyor pins and lot line locations with flags or stakes for easy reference.

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Project Description	
Roof Replacement	
Provide Asphalt Shingle Manufacturer, Grade, Style & Color	
<p><i>"I acknowledge that I have read a copy of the DCCA Association Architectural Guidelines.</i></p> <p><i>I understand If this architectural change is approved by DCCA BOD, I agree to complete the scope as submitted and to meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority. Approval by DCCA BOD does not constitute approval as to compliance with applicable North Carolina law or Durham City-County ordinances.</i></p> <p><i>I do understand that it will be my responsibility to complete work as approved and that I will be responsible for repairs of any damage this change causes to adjacent properties or utilities.</i></p> <p><i>I understand any change to the scope of work, including changing color from what was originally approved by DCCA BOD- will require an updated AMA request and obtain additional approval for the scope change."</i></p>	
Property/Homeowner signature	Date

DCCA Board Action			
AMA Acknowledge Date by CAM	Approval	Conditional Approval	Disapproval
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DCCA BOD Signatures		Date:	