



Office Use Only

## ARCHITECTURAL REVIEW APPLICATION FORM

**No construction may be started until you receive approval from the Architecture Review Committee.** Please fill in all items and supply all supporting data as requested. Application submissions will not be accepted for review until all required documents are provided – Complete Page 1 and Page 2.

Date: \_\_\_\_\_ Property Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Neighborhood Section:      Original Bella Casa      Manors      Traditions      Estates  
   Parkside      Siena      Verona      Townes

### **Type of Improvement:**

Please complete a separate application for each category, if applicable.

Landscaping      Fence      Pool      Exterior Modification (deck, patio, addition, painting, etc)

### **Description of Improvement:**

Please include a detailed description of the improvement. Be specific – including the construction materials to be used, plant names, paint/color samples, etc. If needed, you may also reference separate attachments such as photographs, brochures, or drawings.

Estimated Start Date: \_\_\_\_\_ Estimated Days to Complete: \_\_\_\_\_

Yes, I have included the required supporting documentation as outlined on the Application Page 2.

I agree to follow to the best of my ability the architectural changes as described.

I understand that I am responsible for ensuring the architectural change meets any and all codes, permits, setback requirements, or other requirements deemed necessary by county, state or other applicable authority.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## **Supporting Documentation:**

### **Plot Plan / Plot Survey** *(required for all submissions excluding painting)*

**Clearly mark the requested change on your property map and include the dimensions.**

Identify the distance to property lines, easements, open space, drainage ditches, neighboring homes, etc., and indicate the location of HVAC unit & other utilities on exterior of home.

Fence installations must show placement on house, property line offset, and gate placement.

### **Sample / Photograph** *(required for all submissions)*

Include a visual that will accurately portray the requested architectural change - such as example brochures, photographs, websites, drawings, or paint chip color samples.

### **Elevation View** *(required for any structural addition excluding fences)*

Include a photograph showing the location of the improvement from a "head on view." The elevation drawing should show height, width, distance above finished grade and details of the proposed request.

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## **Next Steps:**

1. Send your completed **application** and **supporting documentation** to Omega Association Management

**Email:** [julie@omegamgmt.com](mailto:julie@omegamgmt.com)

**Mail:** Omega Association Management Attn: Bella Casa Architectural Review Committee  
160 NE Maynard Road, Ste. 210 Cary, NC 27513

**Fax:** 919-461-0106

- Applications will be received Monday through Friday during regular business hours. Applications must be received no later than 4:00 pm on Wednesday of each week. They will be sent to the Architectural Review Committee the following Day to begin the review process (30-day review period). If the complete Request is not received by Wednesday at 4:00 pm, it will be held until the following Wednesday and will not be considered received for ARC review until that time.
- Incomplete applications will be returned and not eligible for review until fully complete. This completion period will not be considered as part of your 30-day review period.
- Applications will not be processed for any homeowner over 60 days delinquent in their homeowner assessments.

2. You will be contacted by your Community Service Administrator, Omega Association Management, to verify that your application has been received and when your application has been entered for review. If you do not receive confirmation from Omega Association within ten days of your submittal, please inquire at [julie@omegamgmt.com](mailto:julie@omegamgmt.com)

3. The Architecture Review committee will review the submitted application. The Committee has up to 30 days to approve an Architectural Application from the date Omega notifies you it was received. The Committee may (i) approve an application; (ii) conditionally approve an application if such conditions for approval are stated; (iii) deny an application if the reasons for denial are stated; or (iv) return an application and request additional information about the proposed project from the Lot owner.

4. You will be contacted by your Community Service Administrator, Omega Association Management, to relay the committee's decision. A Lot owner who is not satisfied with the ARC's decision on an application may (i) submit another, different application, in which case the review process begins again, or (ii) appeal the decision to the Board of Directors.

Reminder: Applications ARE NOT automatically approved - you must receive written approval before proceeding with any modifications. A detailed application process is described further in the Bella Casa Architecture Control Guidelines document.