

Project #: _____

**BILTMORE PARK ASSOCIATION
ARCHITECTURAL MODIFICATION REQUEST**

NAME: _____ DATE: _____
PROPERTY ADDRESS: _____
OWNER'S ADDRESS (if different than above): _____
PHONE: _____ EMAIL: _____
EMERGENCY CONTACT: _____ PHONE: _____

Interior Lot ____ Corner Lot ____ Alley Lot ____ Lot Adjoins Greenway or BPA Common Area ____
Neighbors (list names/addresses): _____

Type of Alteration/Addition (check each that applies): New Home ____ Home Addition ____
Deck ____ Fence ____ (Circle: front/side/rear) Wall ____ Landscape ____ Play Equipment ____ Color Change ____ Other ____

DESCRIPTION OF PROPOSED EXTERIOR CHANGE(S): (include supporting documentation, samples (if applicable)):

OWNERS' ACKNOWLEDGEMENT: I/We understand that:

1. Material herein contained shall represent alterations/modifications which comply with City of Asheville zoning and building codes. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction. The owner is responsible for ensuring that contractors are insured per NC State Law. If the owner elects to hire uninsured contractors, owner assumes all risks.
2. **No work shall commence until the owner has received written approval.** Any construction or exterior alteration before approval of this application is not allowed. If alterations are made, I/we may be required to return the property to its former condition at my/our own expense and I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner within 6 months (12 months for new homes). I/we understand that the Association and its Management Company may make routine inspections during construction.
4. This request is subject to restrictions by the BPA Declarations and the architectural review process established by the BPA Board of Directors. Any variation from the original application must be resubmitted for approval.
5. I/We acknowledge and agree that I/we will be solely liable for any claims, including without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/We hereby indemnify the Biltmore Park Association and its Management Company from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification. I/We further agree that the members of the Architectural Control Committee (ACC), the Biltmore Park Association, the BPA Board of Directors, and /or the Management Company shall not be liable for damages, incidental or consequential, relative to this application or the work/project herein.
6. I/We hereby give consent to the Association and its Management Company to access the subject property upon project completion. I/we will submit a *BPA Architectural Modification Completion Notification* form at that time.
7. The Architectural Control Committee meets on the 4th Tuesday of each month. Application submission deadlines:
 - Applications for new house construction or structural additions larger than 1000 square feet must be received by the 1st Monday of the month to allow for preliminary review by architectural consultants.
 - Applications for all other architectural modifications must be received the preceding Wednesday.

Property Owner Signature / Date

Property Owner Signature / Date

***** FOR OFFICE USE *****

Date Copies Sent to ACC: _____ Date of Action by ACC: _____ Approved ____ Disapproved ____ Conditionally Approved ____
Conditions Required: _____

Date Unit Owner Notified _____

Manager Signature _____

SUPPLEMENTAL DOCUMENTATION

Estimated Start Date: _____ Estimated Completion Date: _____
 Construction equipment to be located on property (list equipment and dates): _____

BUILDER: _____
 ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

ARCHITECT: _____
 ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

LANDSCAPE ARCHITECT: _____
 ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

Conditioned Space: _____ SF
 Unfinished Space: _____ SF
 Basement: _____ SF

SUBMITTAL CHECKLIST

Please check each (applicable) item that is included with this package for architectural review. All drawings should be legibly drawn to the scale indicated and properly noted. All drawings should be on sheets of paper no large than 24" x 36".

- | | |
|--|---|
| _____ Plot Plan
Minimum scale: 1/16"=1'0" or 1"=20' | _____ Typical Wall Section
Minimum scale: 3/4"=1'0" |
| _____ Existing Grading Plan
Minimum scale: 1/16"=1'0" or 1"=20' | _____ Typical Porch Section
Minimum scale: 3/4"=1'0" |
| _____ Proposed Site Plan
Minimum scale: 1/16"=1'0" or 1"=20' | _____ Exterior Details
Minimum scale: 1 1/2"=1'0" |
| _____ Proposed Floor Plans
Minimum scale: 1/4"=1'0" | _____ Fences – Elevations and Details
Minimum scale: 3/4"=1'0" |
| _____ Proposed Elevations:
Minimum scale: 1/4"=1'0" | _____ Landscape Plan
Minimum scale: 1/8"=1'0" |
| _____ Building Sections (taken through major living areas)
Minimum scale: 1/4"=1'0" | _____ Products and Materials List |

Products and Materials Samples

Please provide photographs or cut sheets from manufacturer's catalogs for proposed architectural elements such as windows, doors, lighting fixtures, etc., or actual samples (e.g., roofing, siding, brick). For paint colors, please submit color swatches. Identify all materials and colors for the elements listed below.

EXTERIOR ELEMENT	COLOR/FINISH	MANUFACTURER/DESCRIPTION
Balcony/Porch/Loggia		
Balcony/Porch/Loggia Ceilings		
Balcony/Porch/Loggia Floorings		
Balcony/Porch/Loggia Railings		
Brick		
Chimney		
Columns		
Decks and steps		
Door - Entry		
Door – Other in Public View		
Door – Other		
Down Spouts		
Driveway		
Entry Walkways		
Fascia		
Fences		
Garage Door(s)		
Garden Walls		
Gate(s)		
Gutters		
Lighting		
Patios		
Planters		
Pool Deck		
Pool Enclosure		
Roofing		
Screens		
Shutters		
Siding		
Stucco		
Walls		
Windows		
Window Trim		

INSTRUCTIONS FOR COMPLETION OF ARCHITECTURAL MODIFICATION REQUEST FORM**1. Where to Send:**

Return the completed form and all supporting documents and samples (via US mail or in person) to:

Baldwin Real Estate, Inc.
2112 Hendersonville Rd
Arden, NC 28704
(Attention: BPA Property Manager)

2. Required Documents:

Include a description and diagram (sketch, photo, architectural drawings) of the proposed addition or modification, a copy of your plat plan with the location of the modification indicated on it, and this *BPA Architectural Modification Request* form along with any required samples. If more space is needed to describe the project, additional sheets may be attached. All paint color changes require a picture showing the current color and a sample of the proposed color.

3. Required Fees (new house construction / structural additions larger than 1000 square feet)

New house construction or structural additions larger than 1000 square feet require a \$1500 fee for professional architectural consultation. In addition, a \$5000 construction deposit is required. The construction deposit will be refunded (assuming no damages occurred) upon receipt of *BPA Architectural Modification Completion Notification*, site inspection, and ACC deposit release. Include a check for \$6500, payable to Biltmore Park Association, Inc., along with your application.

4. Required Fees (modifications to property)

All applications require a \$50 refundable application fee. In addition, some modifications (including but not limited to fences, decks, and major landscape renovations) may require a \$500 construction deposit. The construction deposit will be refunded (assuming no damages occurred) upon receipt of *BPA Architectural Modification Completion Notification*, site inspection, and ACC deposit release. Contact the Management Agent to determine if construction deposit is required. Include a check payable to Biltmore Park Association, Inc. along with your application.

5. Neighbor Notification:

Provide names and addresses of the four (4) nearest neighbors who may be affected by the proposed modification.

6. Permits:

The homeowner is responsible for obtaining required permits. It is recommended that you keep a copy of any permit(s) for your records even if the permit is obtained by a contractor. Do not submit a copy of the permit with your application.

7. Contractor Insurance:

The homeowner is responsible for ensuring that contractor is insured for Liability (\$300,000 Minimum) and Workers Compensation as required by NC State Law. If the homeowner elects to hire contractors who are uninsured, the homeowner assumes all risks.

8. Project Completion Deadlines:

The approved project must be completed within six months after approval (12 months for new home construction). If the project is not completed within the specified timeframe, the applicant should send a letter to the ACC explaining the reason for the delay and stating the new completion date.

9. Notification of Architectural Control Committee (ACC) Decision:

You will receive written notification of the ACC decision regarding your application. Remember, no work may begin until your Architectural Modification Request is approved.

10. Project Completion Notification: Upon completion of the approved project, submit a *BPA Architectural Modification Completion Notification* form to the Management Agent. This form may be obtained online at www.bphomeowners.org or from the Management Agent.