

**Inman Park Community Association, Inc.  
ARCHITECTURAL / LANDSCAPING REVIEW REQUEST FORM**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime phone:** \_\_\_\_\_ **Evening phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Estimated Construction/Installation Dates: Begin** \_\_\_\_\_ **Complete** \_\_\_\_\_

**Name of Person/Company Doing the Work:** \_\_\_\_\_

**Required for Review:** Please provide a detailed description of project for which you are requesting approval. Attach a drawing/picture (including side view drawing/picture) and plot plan indicating location and dimensions of improvement. Please note that omitting information will delay review until all information is received.

Please review the Architectural Review Guidelines and Appearance Standards prior to submitting your request to ensure that your request complies with the community requirements.

**Please submit to:**            **Inman Park Community Association Inc.  
c/o Charleston Management Corporation  
P. O. Box 97243  
Raleigh, NC 27624**

**Request in detail (including dimensions):**

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**Description of Materials (including color):**

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**How will your neighbors be affected by the implementation of your proposal (drainage, lighting, etc)?**

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**Page 2 – Inman Park Community Association, Inc. Architectural / Landscaping Review Request Form**

**Does your project infringe on any common areas or easements (drainage, sewer, gas, cable)?** \_\_\_\_\_

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The ARC considers notification of neighbors a common courtesy in the approval process. Please obtain the signature, address and telephone number of each neighbor who is adjacent to your property. **Their signatures indicate that they are aware of your project proposal without signifying approval or disapproval.**

**Neighbors are invited to submit their comments and opinions in writing to the ARC through the management company.**

Name (please print)	Street Address	Phone	Signature
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Neighbor to your left

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Neighbor to your right

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Neighbor(s) to your front, if applicable

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Neighbor(s) to your rear

**Your signature below acknowledges you have reviewed the Architectural Review Guidelines and Appearance Standards and grants permission for the Inman Park Architectural Review Committee and/or Community Association to enter onto the property owner’s property to review the application and to inspect the proposed project site before, during and after completion of the work. Any work done on the proposed project prior to written or conditional approval of the ARC is a violation of the Inman Park Restrictive Covenants, and may have to be removed at the property owner’s expense.**

**Note: The Architectural Review Committee will review this request. You will be notified within 30 days of the receipt of a complete request. If construction/installation is not commenced within the time set by the ARC in the written approval (but in no event later than 120 days after such approval) the approval shall be deemed rescinded.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submission without a Plat Map/Survey:** I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association, Management and its Agents from any responsibility.

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**City of Raleigh and/or Wake County Permit:** It is strongly suggested that the City of Raleigh and/or Wake County be contacted to determine what permits or approvals are required by City/County. It is the homeowner’s responsibility to acquire appropriate approvals, permits, etc. from the City/County. Also the City of Raleigh and/or Wake County may require the ARC’s approval to issue a permit. Please plan in advance.

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