



PARADISE HARBOR PROPERTY OWNERS' ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION TO BUILD



Introduction and Welcome to Paradise Harbor

The purpose of this application is to assist the ARC in performing their assigned duties defined in Article V & VI of the Paradise Harbor Covenants, Conditions and Restrictions (CCR). These portions of the CCR describes the Establishment of Architectural Review Committee (ARC) and considerations dealing with this applications approval, respectively. Please have your licensed General Contractor review all recommended documentation and complete this application with you. It is important that your builder, and associated trades, understand and comply with all Paradise Harbor policies over the duration of construction. The CCR, and other policy guidance documentation, can be found on our community website located at www.paradiseharbornc.com. As a new owner/resident, we encourage you to register for an account there. We think you will find it a valuable resource.

Paradise Harbor - Architectural & Aesthetic Vision Statement

Paradise Harbor is graced with beautiful rolling hills, tall and varied trees, a variety of resident wildlife, and the beautiful shoreline of Lake Rhodhiss. The initial layout and development of Paradise Harbor recognized the inherent value of these attributes and has sought to preserve them by minimizing traditional impacts from development such as above ground utilities, sidewalks, streetlights, street curbing, and other intrusions, while encouraging an outdoor lifestyle where all neighbors can enjoy the natural surroundings in its minimally disturbed state.

The Architectural Review Committee (ARC) is sanctioned, by our governing documents, with ensuring that the aesthetic vision of Paradise Harbor is realized from the initial design of, and improvements or modifications to, all structures and associated landscapes within the community boundaries. The ARC is an experienced group of resident volunteers. The ARC has the full support of our community in stewarding the beautiful natural environment we live in. They are tasked with overseeing the processes and progress of development to preserve the natural beauty, along with our capital investments, in this place we call 'home'.

Custom homes of high-quality construction and architectural design are driving factors that sustain the Paradise Harbor lifestyle as well as the protection, and steady increase, of property values. All ARC guidelines are designed to facilitate the use of quality builders, quality materials, and quality landscape design. Cutting corners and skirting regulation is highly discouraged as is any unnecessary or unauthorized environmental disruption. While specific home styles are not specified, designs that blend with the natural landscape are strongly favored.

The architectural review process is an effort to promote harmonious, quality development in the Paradise Harbor community. The information requested in this application will allow the Architectural Review Committee to ensure compliance with the community's CCR and conformity with the general character of, and vision for, our development. The result of this process will be a beautiful neighborhood that will enhance your quality of life and protect the investment you have made in your home here, in Paradise Harbor.



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Completion & Submission:

In planning your new home, assistance in this process is available from the Paradise Harbor Property Owners Association via the Architectural Review Committee which can be emailed at arc@paradiseharbornc.com. Please be sure to review the Appendices at the end of the application. You may desire to include one or more of them as attachments to your application package.

Please provide as much detail as possible completing this form. It will help your timeline and schedule.

1. You may email a digital copy (PDF or DWG file format) of the completed application and plans to: arc@paradiseharbornc.com (preferred)

OR

2. Alternately, submit hard copies of the completed application package & 3 copies of plans to:

**Paradise Harbor Architectural Review Committee
P.O. Box 548
Connelly Springs, NC 28612**

3. All checks must be made out to **Paradise Harbor POA** and mailed to:

**Paradise Harbor POA
c/o Architectural Review Committee
PO Box 552
Connelly Springs, NC 28612**

Please note that ALL checks are mailed to a separate P.O. Box.

4. Please note **"App Review & Fees"** on your check

Required Fees must be received and successfully deposited before the application can be approved

As stated in the CCR, the Architectural Review Committee will review your site plan, your house plan and the required information provided on the attached checklist. Within **ten days** of receipt, the committee will notify you, in writing, of your application's complete approval, or conditional approval and may request additional information necessary to complete the application. The committee will make every effort to work with you and guide you through the application process.

This completed application must be approved, in writing, prior to starting any construction of your lot.

Thank you for completing this ARC Application for review. We look forward to working together

We have read all requirements and agree to all ARC, Town, County, and State requirements.

Homeowner (if not GC): Signature _____ Date _____

General Contractor or Owner Builder: Signature _____ Date _____



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Contact Information

Date Submitted: Enter today's date

Owner First Name: Enter First Name

Owner Last Name: Enter Last Name

Street Address of Property: Enter Number and Street of your property

Lot #: Enter PH Lot Number

Street Address: Enter Number and Street of current mailing location

City: Enter City / Town

State: Enter State of current Mailing location.

Zip: Click or tap here to enter text.

Phone Number: Enter Best Phone number for contact

Email: Enter Best email address for contact

Builder: Enter name of the Company that will Build your home

General Contractor: Enter the name of the Licensed General Contractor

Address: Enter address to contact GC

Phone: Enter GC Phone number

License #: Enter GC Active License Number

Clearing Contractor (if different from GC): Enter the name of the Company that will clear your lot

Clearing Contact (if different from GC): Enter the phone number for the clearing contractor

Checking a box indicates your Acknowledgment and Agreement to terms stated

- ☐ In submitting this application to build, I agree to comply with all Paradise Harbor governing documents including but not limited to: Covenants, Conditions and Restrictions (CCR), Rules and Regulations, Building Guidelines in this application, etc.
- ☐ An application/review processing fee is due at time of application submittal. (See Fee Schedule)
- ☐ All applicable Bonds and Fees will be required before construction can begin. If any clearing or construction begins prior to plan approval the owner will be required to pay the pre-approval construction penalty immediately plus all applicable daily costs.
- ☐ After your plans are approved by the Paradise Harbor ARC the Builder/GC must obtain a Zoning Permit from Connelly Springs, Building Permit from Burke County and any other required State and Local Permits before proceeding with construction.
- ☐ It is the responsibility of all lot owners, and their builders, to be sure all trades, and their employees, follow these guidelines. In addition, all those working on site will follow posted speed limits, refrain from littering, and otherwise exercise safe driving in Paradise Harbor



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Please submit your application and plans (package) via USPS (3 copies of plans required) or email for review to **ARC@ParadiseHarborNC.com**.

Please review the Fee Schedule section for details and pricing. If your build will require additional fees, please indicate by checking the appropriate box in the table below and add that fee to the total payment sent to the ARC.

Make check payable to the **Paradise Harbor POA**. *See the section labeled "Completion and Submission" for details on how to send your package in for review and your required fees to the ARC:*

Fee Schedule – Indicate additional Fees applicable to your build

Required	\$250	Application review/processing fee. <i>This is a non-refundable fee.</i> Due before review can begin. Building must be completed within 1 yr from the start of clearing or have a written approved extension from the PH Board of Directors (BoD)
Required	\$2000	Road Impact fee. This is for impact to roadway during construction. <i>This is a non-refundable fee.</i> Due before construction can begin.
<input type="checkbox"/>	\$2000	Pre-Built Structure fee. <i>This is a non-refundable fee.</i> This fee is only for premanufactured cabins. As defined in the CCR we do not allow the placing of any modular prebuilt homes in the development. Pre-built Log Cabins may be approved for construction by the ARC. However, extra heavy-duty equipment is required to construct these kits on site. Experience has shown that this equipment has a much greater potential to severely damage the roads and road easements in PH. As such, construction of a Pre-built Log Cabin will require this additional fee to cover any damage. Due before construction can begin.
Required	\$1000	Road Bond. This is for damage caused to the development such as gate damage, off road damage, etc. <i>This is a refundable fee upon total completion of the entire job as defined by the approved ARC application.</i> The refund becomes null and void 12 months after construction starts unless a written reason for delay is provided to the ARC for review and subject to BoD approval. The BoD will have sole responsibility for extending the refund time up to 12 additional months, after such time the bond becomes the property of the POA. Due before construction can begin.
Conditional	\$1000	Pre-approval construction penalty. This is a penalty that will be charged to the lot owner if any clearing or construction begins before formal approval is granted. The penalty will begin immediately and an additional \$25 per day will be accumulated until the ARC approves the plans.



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Links to Various Policies:

The Paradise Harbor Property Owners Association strives to keep the community aesthetic intact by having all builders adhere to North Carolina state and local ordinances. The focus is always on quality construction and environmental stability. As such, in addition to the guidelines in this document, the ARC expects the use of already existing state and local policies as guides for all builder and owners to follow. They include, but are not limited to, the following (website links are provided for your convenience):

- **Town of Connelly Springs Zoning** – See sections 80.1, 121, 122 & 153
- http://www.connellysprings.com/wp-content/uploads/2023/04/CS-ZONING-160D_08-03-2021_Adopted.pdf
- **Burke County Zoning Ordinance** - <https://www.burkenc.org/DocumentCenter/View/272/Current-Master-Zoning-Ordinance-PDF>

Burke County issues all Town & County permits and performs all inspections.

- **NC Erosion and Sediment Control**

As of October 2020 if more than 1Ac total of land is disturbed in a subdivision then an application must be filed for erosion and sediment control. Use the link below to read and understand the requirements.

<https://www.deq.nc.gov/about/divisions/energy-mineral-and-land-resources/erosion-and-sediment-control/erosion-and-sediment-control-forms#standard-esc-plan-set-for-small-residential-lots>

Use the dropdown under Standard E&SC Plan + Set for Small Residential Lots for example plans.

Waterfront Lots:

In addition to the policies stated above, the Paradise Harbor Board of Directors has voted to Adopt a relevant portion of North Carolina State Administrative code as our official governing policy to protect the riparian buffer zone on **ALL** Lake Rhodhiss shoreline lots in Paradise Harbor.

- Specifically, that is: Title 15A of the North Carolina Administrative Code Chapter 2, Subchapter B – Surface Water and Wetland Standards, section 614 **Catawba River Basin: Protection and Maintenance of Existing Riparian Buffers (eff. June 2020)** – (most relevant sections 4, 8 and 10 Tables t, aa, bb, cc, ee and qq through vv., but all apply)
- Aka., **15A NCAC 02B .0614 CATAWBA RIVER BASIN: PROTECTION AND MAINTENANCE OF EXISTING RIPARIAN BUFFERS**

<http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20b/15a%20ncac%2002b%20.0614.pdf>



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Lot Prep

1. Builder's signage can be displayed on a lot during and ≤ 2 months before and after home construction
2. No lot clearing or construction may begin until this application is approved, all fees and bonds have been paid and the applicant has otherwise complied with all applicable laws and regulations.
3. Except within the building site or within 20 feet of the main dwelling, no trees of any kind more than 6 inches in diameter at ground level may be removed from any lot without prior approval from the ARC.
4. For waterfront homes you must abide by **15A NCAC 02B .0614** (link provided above) for trees and shrubs in the Riparian Buffer zone, 50 feet from the shoreline of Lake Rhodhiss.
5. Sufficient gravel should be placed on the driveway area to assure no mud is carried onto the road during construction. A dumpster must be placed on the lot prior to framing to keep the lot clear of construction debris. Once construction is completed the driveway must be permanently paved with approved materials.

Lot clearing:

- Felled trees and stumps must be chipped on site or removed completely.
- Felled trees, stumps and/or refuse must not be burned, buried on site or dumped anywhere within Paradise Harbor boundaries.

Control of Site and Trades: Owners/Builders are responsible for the following:

- All workers on any home construction site:
 - Must observe posted speed limits
 - Must drive cautiously and watch for pedestrians on our roads
 - Must refrain from littering
 - Must obtain permission to park anywhere other than on the job site lot
 - Any burning to keep warm in cold weather must be in a contained area and monitored
- Work site must be kept clean at all times
 - All scrap building materials must be placed in an onsite dumpster or removed from the site
- If many trucks (dump, concrete, etc.) loads are scheduled on a single day during the build, contact the ARC so that we can schedule for the gates to be held opened during that time. This is easier for the drivers and reduces the wear and tear on the gates.



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Site Plan Information

Please make sure that your plans include the following information (if applicable)

(Submit 3 copies of site plan and/or provide a detailed electronic copy in PDF or DWG format)

- ☐ Scale of Plan ☐ Site boundaries ☐ Easements of record
- ☐ Floor Plan or building envelope, for each level, including Garage
- ☐ Front elevation ☐ Side elevations ☐ Rear Elevation
- ☐ Site Plan to include all current and new structures, septic area, tree removal boundaries and silt fence (It is preferred that the site plan show the before and after topography) See Web site for examples
- ☐ Landscaping plan
- ☐ Single Structure ☐ Multiple Structures
- ☐ For lake front lot, a storm water management and erosion control plan is required, drawn by registered Engineer, Surveyor or landscape architect (reference **Burke County Zoning Page 4-106, Storm Water Management and Erosion Control, ¶ 1.**)

- If multiple structures, please indicate Residence as Primary structure. Secondary structures (garage or sheds). Only one secondary structure is allowed per lot. The Secondary structure (detached garages or sheds) must meet the same guidelines for aesthetics, materials and appearance as Primary structure but is restricted from being a rental unit of any kind. All Primary and Secondary Structures must be constructed on permanent foundations such as concrete. No temporary outbuildings are allowed. If this is a request for Change and or Addition, additional fees may apply.
This application includes ☐ Primary Structure ☐ Secondary Structure (Shed or Garage) ☐ Barn
- A plan to hide fuel tanks must also be included with the ARC materials. The fuel tanks (propane, oil, etc.) must be either buried (recommended for propane tanks) or shielded from view from all points of view of the property with approved shielding material or shrubbery. The location of the tank should be documented on the site survey and a description of how this will be accomplished should be added here. The following is our plan to hide the fuel tanks:
- The fuel tanks will be: ☐ Buried _____ ☐ Hidden from view with: _____



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Primary Structure- Home Location

All lot improvements must comply with setback requirements of Burke County, (NC State & Duke Energy for waterfront homes) and any other regulatory agencies as well as those set out in the recorded plats.

[_____] ft] Front (recommended 75ft from street or waterway min. 50ft)

[_____] ft] Back (recommended 50ft from rear lot line Min. 35ft) (If lakefront, consult Paradise Harbor Covenants and Burke County Regulations)

[_____] ft] Sides (recommended 20ft from side lot lines. Min 12ft or 15ft if it abuts a street)

[_____] ft] Driveway (recommended 10ft from lot line Min 5ft)

Structure Specs

Square Foot Requirements: Requirements for heated “above-grade” square footage are as follows:

- **Single story** dwelling equal to or greater than **1700 Sq Ft. ***
- **One and a Half story** dwelling equal to or greater than **1900 Sq Ft. ***
- **Two stories or more** dwelling equal to or greater than **2100 Sq Ft. ***
- **Garages** all houses must have a min of a 2 car garage of at least **400 Sq Ft**

***Finished basements of any kind do not count toward the Heated Living area square footage.**

Heated Above Grade Structure		Unheated Structure	
Floor	Sq Ft	Structure	Sq Ft
First		Garage	
Second		Porches	
Additional		Patios	
Other:		Walkways	
		Driveways	
		Other (Describe)	
Total Heated		Total Unheated	

Other Heated Structure

[_____] Sq ft] Basement level heated*

[_____] Sq ft] Additional floor heated (Describe) _____

[_____] Sq ft] **Total Heated Area not used for Requirement Calculations**



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House Material List

Before filling out this or any other materials list in this application, we recommend studying Appendix B of this document. It provides materials and construction guidance adopted by our ARC & POA.

Provide all applicable information to help us in our evaluation. ***If applicable information is not supplied, it may lead to a conditional approval of your application.***

	Manufacturer applicable)	(if Material	Color (if applicable)
Foundation			
Exterior Siding			
Exterior Brick			
Exterior Trim			
Windows			
Exterior Doors			
Porches			
Decks			
Shutters			
Garage Doors			
Roof Shingles			
Fencing			
Pool			
Driveway			



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Secondary Structure (Only include if there is a secondary structure)

All lot improvements must comply with setback requirements of Burke County, (NC State & Duke Energy for waterfront homes) and any other regulatory agencies as well as those set out in the recorded plats.

[] ft] Front (recommended 75ft from street or waterway min. 50ft)

[] ft] Back (recommended 50ft from rear lot line Min. 35ft) (If lakefront, consult Paradise Harbor Covenants and Burke County Regulations)

[] ft] Sides (recommended 20ft from side lot lines. Min 12ft or 15ft if it abuts a street)

[] ft] Driveway (recommended 10ft from lot line Min 5ft)

Heated Above Grade Structure		Unheated Structure	
Floor	Sq Ft	Floor	Sq Ft
First			
Second			
Additional			
Other:			
Total			

Secondary Structure Material List

	Manufacturer (if applicable)	Material	Color(if applicable)
Foundation			
Exterior Siding			
Exterior Brick			
Exterior Trim			
Windows			
Exterior Doors			
Garage Doors			
Roof Shingles			
Driveway			



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Barns (Only include if there will be a barn)

- Permitted on properties larger than 3 acres
- Permitted only on the lot where the primary structure is located (no stand-alone barns).
- Exposed Metal barns or structures are prohibited. Timber frame is desirable to meet the aesthetic requirements of Paradise Harbor.

Barn Location

All lot improvements must comply with setback requirements of Burke County, (NC State & Duke Energy for waterfront lots) and any other regulatory agencies as well as those set out in the recorded plats. Please provide actual measurements.

[_____]ft] Front (recommended 75ft from street or waterway min. 50ft)

[_____]ft] Back (recommended 50ft from rear lot line Min. 35ft) (If lakefront, consult Paradise Harbor Covenants and Burke County Regulations)

[_____]ft] Sides (recommended 20ft from side lot lines. Min 12ft or 15ft if it abuts a street)

[_____]ft] Driveway (recommended 10ft from lot line Min 5ft)

Barn Sq Ft		Barn Related Information	
Floor	Sq Ft	Structure	Response
First		Number of Stalls	
Second		Power (Y/N)	
Other:		Water (Y/N)	
Total Barn Square Footage		Bathroom (Y/N)	
Driveway			

Barn Material List	Manufacturer (if applicable)	Material	Color (if applicable)
Foundation			
Frame			
Exterior			
Roof			
Driveway			
Fence			



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Plan Review & Report (To Be Completed By the Architectural Review Committee)

ARC has reviewed the information provided. The results of that review follow:

Application:

- ☐ Received and accepted - Date _____
- ☐ Application check received – Amount _____ Date _____
- ☐ Incomplete and returned because _____

Plans Review:

- ☐ Approved – Date: _____ By: _____
- ☐ Not approved because _____

Site Approvals

ARC has visited the home site and has taken the following action:

House location:

- ☐ Approved – Date: _____ By: _____
- ☐ Not approved because _____

Tree removal plan:

- ☐ Approved – Date: _____ By: _____
- ☐ Not approved because _____

Construction Completed:

- ☐ Road/Driveway review and Approval – Date: _____

Road Bond Returned:

- ☐ Approved – Date: _____

Comments:

Date received: _____

Date of final approval: _____ By: _____



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Appendix A:

Community-Wide Internet and TV Service

Paradise Harbor has a contract with Spectrum to provide Bulk Services to our residents at a discounted price. This service includes Spectrum Bronze cable TV (215+ channels), 400 Mb download & 20 Mb upload Internet service for one low amount.

The fee amount may change year to year; the **example** shown reflects current pricing. Other than the 1st bill, outlined below, subscribers will be billed, every 3 Months, for \$240.00. Prices will be guaranteed not to change in any calendar year but may change year to year (announced before 1st qtr. invoice).

The **example** breakdown for your 1st payment (as a new subscriber) would be as follows.

One Time security fee:	\$ 80.00
Quarterly (3 month) payment:	\$240.00 (<i>adjusted for absolute months of service</i>)
Total First payment:	\$320.00 (<i>adjusted for absolute months of service</i>)

Terms:

- Homeowners agree to subscribe to, and pay for, PH Spectrum bulk services.
- Homeowner has 30 days to make 1st payment or a \$500.00 connect fee will be applied afterward.
- The 1st bill for all initial connections will include a onetime security fee.
- Home connections within a quarter will be charged in whole (*absolute*) monthly increments.
- The service is continuous, not temporary. There is no part time bulk service plan.
- Bills not paid, in full, 30 days after invoice due date will cause service termination.
- Reconnection due to said service termination will incur a \$500.00 reconnect fee.
- Services stopped and restarted by the same subscriber will incur a \$500.00 reconnect fee.
- In Home Resales, monies owed for remaining services are managed between Buyer & Seller at Closing

To agree to these Terms please sign below and provide the additional information requested.

Subscriber Name _____ Subscriber Signature _____

PH Street Address _____

Mailing Address (if different) _____

email address(s) _____ Lot Number: _____

Home phone number _____ Mobile number(s) _____

Please Include this completed and signed form with your ARC package for review. This can be done later as you move into your new home. You will not be charged until service is started.

Please do not send any money NOW. When construction is complete and you receive a Certificate of Occupancy, from Burke County, provide it to your ARC representative and they will start the process to get you connected via Spectrum. You will not be billed until you receive the service.



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Appendix B

Construction & Materials Guidance

Construction Guidelines

Category	Allowed	Restricted

Siding

	Hardie Board or equivalent	
	Brick	
	Stone, both natural and artificial	
	Stucco	
	Solid Composite Siding and high-quality vinyl siding	
	Wood (must be maintained)	T1-11 - Bead board
	Logs (Must be maintained)	

Roofing

	Architectural asphalt shingles	3-tab asphalt shingles
	Resin/Composite (faux slate/shake)	
	Cedar shakes	
	Slate	
	terracotta clay roof tiles	
	Concrete tiles	
	Standing seam metal roofing	Corrugated steel roofing

Pools

	Fully in the ground pools	Above the ground pools

Fences

	Fences required around pools	No fencing in front yard
	Aluminum wrought iron look fences	Chain link fences
	Invisible fence for dogs preferred	No Dog kennels or Dog runs
	Decorative wood split rail	No solid privacy fences

Sport Courts

	Dark colored vinyl coated chain link fence is allowed surrounding a sports court	
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Category	Allowed	Restricted
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Foundation

	Brick, Stone, or stucco	No bare concrete or concrete block
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Driveway

	Concrete, Asphalt, or pavers	Gravel or dirt
		No Chip & Seal (Tar & Gravel)

Sheds

	Must conform to the style and color of the main building	No metal or Rubber/Vinyl sheds.
	Should be on a full permanent foundation	No prebuilt sheds sitting on blocks above the ground.

Propane Tanks

	Any oil tanks must be shielded from view both from the road and the lake.	
	All propane tanks must be either buried or shielded from view both from the road and the lake.	

Antennas

	All antennas must be shielded from view both from the road and the lake.	
--	--	--

Colors

	Tasteful pallet that blends with the neighborhood	
--	---	--

Retaining Walls

	Decorative block, stone, brick, or landscape timbers.	No exposed concrete, block or used railroad ties
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Pedestals

	Stone, brick, or stucco that blends with the house.	
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Gates

	Gated driveways should be decorative black iron or aluminum.	
--	--	--



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Category	Allowed	Restricted
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Barns

	3 Ac minimum required	
	Are for the boarding of horses.	Not more than 4 stalls.
	Residency required.	
	Barns must be on the same lot as the primary residence	No standalone barns

Pasture

	1 Ac per horse of cleared pasture.	Not more than four horses allowed on any lot
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Pasture Fence

	White, brown, or black Vinyl or wood 3 rail fence	



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Appendix C

Request for Variance to the stated PH Policies & Guidelines

If the property owner desires a feature or component of their build that is not allowed by these guidelines, they may state the reason for the request and ask that a **Variance** be granted, in the space below. **There is no guarantee this variance will be granted.** This request will be taken under consideration and must be brought to the Board of Directors for final approval before the variance will be approved or denied. This process will take up to 30 days from submission. You will receive the written decision by email.

Variance Items – Please be specific

Item 1 to be considered:

Item 1 – Detailed reason for Request

Item 2 to be considered:

Item 2 – Detailed reason for Request

Owner/Builder: _____

PH Lot #: _____

Date Submitted: _____

Approved ☐ Not Approved ☐ Reviewed By: _____