Woodcroft Architectural Review Board (ARB)
Application for Alterations and Additions - Request for Approval

Name:		Date:	
Email:		Phone:	
Neighborhood:			
Property Address			
Description of the intended alteration/addition: *If description exceeds this space, please attach additional description along with paint color chips, blueprints or plat plans.			
Est. Start Date		Est. Completion Date	

Although final approval rests with the ARB, we encourage you to notify your neighbors of your proposed plans. The ARB reserves the right to notify your neighbors of your proposed plans.

I have read a copy of the Woodcroft Guidelines for Specific Projects and understand my obligations as outlined in the Woodcroft Covenants and Restrictions. In addition to this application, I am aware it is my responsibility to ensure complete compliance with all relevant building practices, codes, and permit requirements of the City of Durham. By submitting this application, I give permission for ARB members to enter my Property as needed for assessment or review of my proposed alteration or addition.

Owner's Signature: _____ Date: _____

The Woodcroft Community Board and ARB thanks you for your application. Neighbors like you keep Woodcroft a truly great neighborhood in which to live!

**********Do not write below this line. ARB use only**********

Date received in WCA office: Date reviewed by staff: Staff initials:

☐ **Approved**	
• If at any time during your project changes are made to any of the details included in your submitted application, these changes must be approved by the ARB. • Upon completion of the work, please notify the office. The ARB will then stop by again to ensure compliance with the previously approved plan. • By approving this application, neither the ARB nor the Woodcroft Community Association accepts any responsibility for the architectural or structural integrity of the project.	
☐ **Deferred**	☐ **Denied**
• Written communication regarding the reasons this has been deferred or denied will be sent within 5-7 BD.	

ARB Chair Signature: _____ Date: _____