

## Homeowners Association of Phillips Pointe Architectural Review Board

To make receiving an ARB approval as convenient as possible, we have prepared this form for you to complete. Please make sure that you fill out all required areas to help facilitate your approval so you can begin to enjoy your improvements as soon as possible.

This is an automated form that will allow you to use the tab button to move around the form to the areas that require completion.

Once it is completed, you can save it to your computer and email it to the ARB at [phillipspointearb@gmail.com](mailto:phillipspointearb@gmail.com)

You can also print it out and mail it to:

Phillips Pointe HOA  
PO Box 1802  
Fuquay Varina, NC 27526.  
Attn: ARB

Email submissions will expediate your request.

There is a third page in this form that you can use to include additional information or to cut and paste pictures on.

### Reminders:

1.	Include the dimensions of all decks/sheds/patios
2.	Include the type of material that will be used on all projects
3.	Be sure to indicate if your shed will use siding or be painted
4.	Include the color of any siding or paint
5.	Siding should match the siding on your house as should paint color
6.	Give the height of your requested fence
7.	Tell us what material your fence will be, chain links fences are not allowed
8.	Indicate the type of fence you will have, dog ear, rainbow, picket, etc.
9.	When planning remember that there is typically a required set back from your property line to where you can place your structure, the Town can give you direction on that. As of 2009 it was 10ft from the rear property line and 8ft from the side property line, your piece of property could have differing requirements. Check with the Town of Fuquay Varina.
10.	Permits are required for all decks, sheds, and permanent structures, contact the Town to obtain
11.	The Town will require an official plot plan with placement of your structure when requesting a permit
12.	Approvals given by the PP-ARB are only for purposes of conforming with our Covenants and do not release you from any town building laws.
13.	The ARB requires a diagram of your plot to show placement of your construction, a copy of the official plot plan should be used if you are required to obtain a permit
14.	<del>Satellite dishes require approval</del>

Homeowners Association of Phillips Pointe Architectural Review Board  
Request for Review Form

Date Submitted: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Lot #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Best time/day to contact you: \_\_\_\_\_

Please describe your project in detail, indicating what you plan to build or paint. Include materials, dimensions, finish, and color. Include a diagram of your lot showing placement of intended construction. A photo example for items such as sheds, fences, pavers, lattice or play equipment you intend to use will help to facilitate your approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fence Style (ex. 6 ft dog ear): \_\_\_\_\_ Deck/Patio Dimension: \_\_\_\_\_  
Shed Dimensions: \_\_\_\_\_ Outside Finish: \_\_\_\_\_  
Material Type(s): \_\_\_\_\_  
\_\_\_\_\_

The Town of Fuquay-Varina Inspection Department is responsible for the enforcement of the North Carolina Building Codes within the Town of Fuquay-Varina jurisdiction. This includes review and issuance of permits for construction of accessory structures such as decks and storage buildings. It is your responsibility to contact the town of Fuquay-Varina for any required building permits. Contact the Office of Inspectors: 919-552-1413 or visit their website at [www.fuquay-varina.org/](http://www.fuquay-varina.org/)

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Lot #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Pictures and Added Info: \_\_\_\_\_