

Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE

General Information for Submitting an Application

Please submit your application to:

PPM, Inc.
PO Box 99657
Raleigh, NC 27624
Phone: 919-848-4911
Fax: 919-870-7241

The following pages contain applications for:

- Exterior structures
- Landscaping/Tree Removal
- Fencing
- Miscellaneous: satellite, driveways, lighting, play sets (see last application)

You will first see the Guidelines, which will precede the specific application. You will then see the application. Send or deliver the application and all the required documentation.

Be sure to choose the appropriate application(s) depending on your project. Submit the application and any attachments in duplicate.

Exterior Structures

GUIDELINES FOR ADDITION, DECK, PATIO, SUNROOM AND/OR PORCH IMPROVEMENTS

Review by the architectural committee is required prior to any action being taken by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the committee. Review and approval must occur before any changes or construction can occur.

Deck, Patio, Sunroom, Porch Guidelines:

- All changes must meet the building requirements of Cary and the Wessex covenants
- All such structures are reviewed by the Architectural Committee
- All setback requirements must be met as stated in the covenants
 - All additions must be 15 feet from the side property line
- All decks, sunrooms, and porches structures should be located at the rear of the home and not extend beyond the side walls of the home
- Privacy of adjacent homes should be considered when planning such structures
- Construction and finish materials must be wood, stucco, brick, and/or stone and should match or compliment that of the home. Consideration will be given to the design and compatibility of all materials, colors, railings, windows, steps, trim, roof coverings, etc.
- Under the deck areas require the use of decorative screening and/or landscaping to minimize adverse visual effects

Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
ADDITION, DECK, PATIO, SUN ROOM, AND/OR PORCH IMPROVEMENTS

Date Received:

Please submit your application to:

Mail Application to:
PPM, Inc.
PO Box 99657
Raleigh, NC 27624
Phone: 919-848-4911
Fax: 919-870-7241

Please submit this application and any attachments in duplicate.

Name of owner: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above) _____

Phone: Day: _____ Evening: _____ Email _____

The owner requests design approval and grants permission to the Wessex Architectural Committee to enter on the property to consider the request and to inspect prior, during and/or upon completion.

Signature of Owner

Date

Procedure

1. Complete the appropriate Application for Approval:
2. Submit a picture or drawing or other description indicating the color and materials or samples.
3. Include drawings of all details of design and appearance.
4. Include the dimensions of the proposed structure.
5. Include a scaled, accurate site plan showing the location of the proposed improvement in relation to the existing structure, property lines and setbacks.
6. The Architectural Committee will make an appointment to visit the site.
7. The Architectural Committee will decide whether or not the criteria have been met, and if so, provide written authorization.

Brief description of the planned project:

Dimensions of addition, deck, sunroom, porch, or patio:

Height: _____ Width: _____ Length: _____

Fill out the following as it applies:

	Material	Color
Foundation		
Wall(s)		
Trim		
Door(s)		
Shutters		
Garage Door		
Roof		
Windows		
Screening structure/materials		
Other		

Check attachments included with your application:

✓	Attachments Submitted
	All information and details about the railings, posts, stairs/steps benches and other such items.
	Details of decorative screening and or landscaping, if applicable.
	Site plan showing the location of the planned improvement including setbacks, property lines and relationship to existing structure.
	Photograph of the existing house showing the location of the proposed structure.
	Photographs of adjacent properties, if applicable.
	Details of any grade or drainage changes, if applicable.

Approved (as noted on plans):

Date:

Architectural Review Committee required and suggested changes:

Requirements:

Suggested Changes:

GUIDELINES FOR FENCES

Review by the architectural committee is required prior to any action being taken by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the committee. Review and approval must occur before any changes or construction can occur.

Fences may be approved to enclose areas as decorative features or for privacy screening. They may not be used to enclose or define property lines. These guidelines are general in nature and each fence will be considered on its individual merit.

Fencing Guidelines:

- All new or replacement fencing requires Architectural Committee review
- Natural picket or privacy picket, 4-5 ft. tall
- Taller fences considered on a case by case basis
- Wooden fences
- Black wrought iron will be considered
- Screening with shrubbery or hedges may be required
- Fencing may not be constructed outside the side and rear setback lines and should not extend beyond the back of the home

Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
FENCING

Please submit your application to:

PPM, Inc.
PO Box 99657
Raleigh, NC 27624
Phone: 919-848-4911
Fax: 919-870-7241

Please submit this application and any attachments in duplicate.

Name of owner: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above) _____

Phone: Day: _____ Evening: _____ Email _____

The owner requests design approval and grants permission to the Wessex Architectural Committee to enter on the property to consider the request and to inspect prior, during and/or upon completion.

Signature of Owner

Date

Procedure

1. Complete the Application for Approval
2. Submit a picture of the fence type.
3. Provide a site plan---a scaled, accurate site plan showing the location of the fence relative to the home and setbacks. The fence can be drawn onto the most recent copy of your lot survey.
4. The Architectural Committee will make an appointment to visit the site.
5. The Architectural Committee will decide whether or not the above criteria have been met, and if so, provide written authorization.

Description of the planned project:

Approved (as noted on plans):

Date:

Architectural Review Committee required and suggested changes:

Requirements:

Suggested Changes:

GUIDELINES FOR LANDSCAPING AND TREE REMOVAL

Review by the architectural committee is required prior to any action being taken by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the committee. Review and approval must occur before any changes or construction can occur.

Major landscape changes and tree removal require prior approval. Major landscape changes include but are not limited to adding sidewalks, walls, fountains, major changes to plant materials, and changes in topography. These guidelines are general in nature and each request will be considered on its individual merit. Approval is based on specific needs and requirements.

Landscape Guidelines:

- Consistent with lot size
- Compatible with general scheme of neighborhood
- Yard Art (benches, fountains, arches, stone walls, etc.) Approved on a case by case basis; must be compatible with general scheme of neighborhood
- Lamps & Yard Lights Approved on a case by case basis; must be compatible with general scheme of neighborhood
- Items such as hose reels must be bidden from view of street

Tree Removal Guidelines:

- Trees with a diameter of 9" or more shall not be removed without prior, written approval.
- Tree diameter is measured 2 feet above the base of the tree
- The architectural committee must review all proposed tree removal, regardless of their condition
- Tree stumps in the front yard should be removed as close to the ground as possible. Stump grinding or removal is required
- Pruning and trimming may be done without being reviewed

The following criteria are taken into consideration when reviewing tree removal requests:

- Crowding trees that are too close to allow proper growth
- Leaning due to damage or unnatural growth
- Dead and diseased trees
- Location, trees that are too close to houses or driveways, etc.

Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
LANDSCAPING AND/OR TREE REMOVAL

Please submit your application to:

PPM, Inc.
PO Box 99657
Raleigh, NC 27624
Phone: 919-848-4911
Fax: 919-870-7241

Please submit this application and any attachments in duplicate.

Name of owner: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above) _____

Phone: Day: _____ Evening: _____ Email _____

The owner requests design approval and grants permission to the Wessex Architectural Committee to enter on the property to consider the request and to inspect prior, during and/or upon completion.

Signature of Owner

Date

Procedure

1. Complete this form.
2. Attach drawings and/or plans.
3. List all plant materials.
4. List all hardscape materials.
5. Mark all trees to be removed with plastic bag strips or survey tape.
6. The Architectural Committee will make an appointment to visit the site.
7. The Architectural Committee will decide whether or not the above criteria have been met, and if so, provide written authorization.

Brief description of the planned project:

Check the Items that apply to your project?

✓	Project
	Additional plant materials
	Retaining wall
	Walkway
	Landscape or outdoor lighting
	Yard Art (fountains, benches, fountains, arches, stone walls, etc.)
	Tree Removal (see below)

Tree Removal: Circle which of the following criteria apply:

- Crowding trees that are too close to allow proper growth
- Impacting overhead utility lines or underground piping
- Leaning due to damage or unnatural growth
- Dead and diseased trees
- Location - trees that are too close to houses or driveways, etc.

Approved (as noted on plans):

Date:

Architectural Review Committee required and suggested changes:

Requirements:

Suggested Changes:

GUIDELINES FOR ALL OTHER EXTERIOR CHANGES AND IMPROVEMENTS

Review by the architectural committee is required prior to any action being taken by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the committee. Review and approval must occur before any changes or construction can occur.

The following guidelines apply:

All changes must meet the building requirements of Cary and the Wessex covenants.

All such structures are reviewed by the Architectural Committee

All setback requirements must be met as stated in the covenants

Privacy of adjacent homes should be considered

Construction and finish materials must be wood, stucco, brick, and/or stone and should match or compliment that of the home. Consideration will be given to the design and compatibility of all materials, colors, railings, windows, steps, trim, roof coverings, etc.

Swing sets must be made from natural materials and screened from street view

Other play equipment reviewed on a case by case basis

Satellite Dishes are allowed, with prior approval as to location; dishes of 18 inches or less are usually approved, with proper screening from street and adjoining lots as permitted

Lamps & Yard Lights must be compatible with general scheme of neighborhood and are approved on a case by case basis

Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
MISCELLANEOUS EXTERIOR CHANGES AND IMPROVEMENTS

Date Received:

Please submit your application to:

PPM, Inc.

PO Box 99657

Raleigh, NC 27624

Phone: 919-848-4911

Fax: 919-870-7241

Please submit this application and any attachments in duplicate.

Name of owner: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above) _____

Phone: Day: _____ Evening: _____ Email _____

The owner requests design approval and grants permission to the Wessex Architectural Committee to enter on the property to consider the request and to inspect prior, during and/or upon completion.

Signature of Owner

Date

Procedure

1. Complete the Application for Approval.
2. Submit a picture or drawing or other description.
3. Include drawings of all details of design and appearance.
4. Include the dimensions of the proposed structure where applicable.
5. Include a scaled, accurate site plan showing the location of the proposed improvement in relation to the existing structure, property lines and setbacks.
6. The Architectural Committee will make an appointment to visit the site.
7. The Architectural Committee will decide whether or not the criteria have been met, and if so, provide written authorization.

Brief description of the planned project:

Check which project(s) apply to this application:

✓	Project
	Exterior paint (required only if color is changed)
	Driveway alteration/addition
	Addition and/or painting of shutters (required only if a change is made)
	Roof (required only if a change is made)
	Satellite Dish
	Swing sets and play equipment
	Lamps and other outdoor lighting
	Other (explain):

Check the attachments being submitted:

✓	Attachments Submitted
	Copy of plans, drawings, and/or samples.
	Before and after colors.
	Dimensions
	Scaled, accurate site plan showing the location of the proposed improvement in relation to the existing structure, property lines and setbacks.
	Other (explain):

Approved (as noted on plans):

Date:

Architectural Review Committee required and suggested changes:

Requirements:

Suggested Changes: