



Wessex Community Association, Inc.

**APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
General Information for Submitting an Application**

The following pages contain information regarding exterior structures including additions, decks, patios, sunrooms, and porches.

You will first see the Guidelines, which will precede the application. You will then see the application. Submit the application and all the required documentation using this form.

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

Review of final detail plans by the Architectural Review Committee (ARC) 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 ARC. Review and approval must occur before any changes or construction commences.

Addition, Deck, Patio, Sunroom, Porch, Garage Guidelines:

- All changes must meet the building requirements of Cary and the Wessex Covenants.
- All additions and modifications must be reviewed and approved by the ARC.
- All setback requirements must be met as stated in the covenants.
- Solar panels must be hidden from street view.
- Any addition to a garage must be attached to the home. Garages are limited to a total of three (3) bays per home per the covenants.
 - All additions must be 15 feet from the side property line.
- All decks and porch structures should be located at the rear of the home and not extend beyond the sidewalls of the home.
- Privacy of adjacent homes should be considered when planning such structures – screening may be required.
- 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.
- Outdoor Fireplace and Fire Pit building requirements can be found on the Town of Cary website under Outdoor Fires. <https://bit.ly/2Hwbbyn>
- All approvals are valid for six (6) months. After that time, applications must be resubmitted, or an extension can be requested and approved on a case-by-case basis.
- Please do not apply for approval until you are done with the design phase and have consulted with a contractor and have plans that can be started within six (6) months.

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

Please submit your application to:

PPM, Inc.
11010 Raven Ridge Road
Raleigh, NC 27614
Phone: 848-4911
Fax: 870-7241
Email: kmisencik@ppmral.com

Name of Owners: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above): _____

Phone: Day _____ Evening _____ Email _____

The owner requests design approval and grants permission to the Wessex ARC 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. The application will not be uploaded for the ARC to review until complete information is received by PPM.
2. An actual plot survey must be submitted. Please mark the location of your project on the plan and indicate distance to property lines and setbacks, easements and drainage ditches (if any). You can locate your plot plan in your closing documents from the purchase of your home. If you did not receive a plot plan, then you will need to have a new survey completed.
3. Submit a picture or drawing or other description indicating the color and materials or samples.
4. Include drawings of all details of design and appearance.
5. Give an accurate description of work proposed and any before and after pictures that will help describe what the final work will look like.
6. Include the dimensions of the proposed structure.
7. The ARC may make an appointment to visit the site.
8. The ARC 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		
Window(s)		
Screening structure/materials		
Other		

Check attachments included with your application:

✓	Attachments Submitted
	Detail plans and/or elevation drawings.
	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.

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