

# MEDEARIS REVIEW COMMITTEE (MRC)

## Approval Request

### DIRECTIONS

Send this completed form, and any supporting documentation, to:

[ReviewCommittee@Medearis.org](mailto:ReviewCommittee@Medearis.org)

Date Submitted: \_\_\_\_\_, 20\_\_\_\_

*(For Committee Use Only)*

Date Received: \_\_\_\_\_, 20\_\_\_\_

Date of Response: \_\_\_\_\_, 20\_\_\_\_

**THE MRC HAS UP TO 15 (FIFTEEN) DAYS TO REVIEW YOUR REQUEST AND INFORM YOU OF THE DECISION. PLEASE PLAN ACCORDINGLY.**

**Goal:** It is the goal of the **MRC** to ensure the continuity and harmony of exterior design so that properties are maintained to hold the highest assessed value for the community.

To ensure a quick and complete response to your request, please include the following information (as applicable) with your Approval Request:

☐ Lot Survey showing location of project

☐ Building Plan/Elevation Drawing

☐ Photos/Printed Examples

☐ Detailed List of Building Materials

Failure to submit all required information will result in a delay in the approval process. The 15 day approval timeline does not begin until the application and all needed supplemental information is submitted in complete form.

Request Submitted by:

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS TO SEND **MRC** RESPONSE: \_\_\_\_\_

### PROJECT:

*(check all that apply)*

☐ Fence

☐ Outbuilding/Shed

☐ Home Addition

☐ Satellite Dish

☐ Swimming Pool/Hot Tub/Spa

☐ Deck

☐ Mailbox

☐ Enclosed Porch/Screen Porch

☐ Play Equipment

☐ Other *(please explain)*:

Estimated Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Estimated Completion Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval by **MRC** does not guarantee approvals by the City of Charlotte, Mecklenburg County, or other agencies, and all such approvals or permits are the responsibility of the property owner.

Please be aware that underground utilities may run under your property and should be located by the homeowner prior to construction. Call NC One (1-800-632-4949) to locate underground public utilities (electric, cable, fiber optic, gas, water, sewer, etc.)

All changes from an approved request must be resubmitted to the **MRC** for review.

**By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_