

Architectural & Alterations Request Form

Homeowners Association

Date Submitted: _____

Name: _____

Address: _____

Phone: (H) _____ (W) _____

Email: _____

Per the governing documents of the Association, all exterior changes must be pre-approved by the Board of Directors. No work may be commenced until the homeowner receives final approval in writing. The Board reserves the right to inspect the modification after the work is completed to insure it was completed as approved. Multiple modifications require separate forms. Please consult the governing documents of the Association to see if the request for modification complies with the documents.

TYPE OF MODIFICATION:

Addition Fence Exterior Painting Deck Patio
 Storage Building Porch Satellite Dish Landscaping Storm Door

Other: _____

PLEASE ATTACH A DETAILED DESCRIPTION OF THE PROPOSED CHANGES:

Please make sure to include the following details: (1) Copy of the plat map showing the proposed changes in relation to the building and property lines (2) Copy of the modification plan if applicable or a picture of the proposed modification (Example: a brochure of a fence type)

Size: _____

Color: _____

Material: _____

Roof Design: _____

Exterior Finish: _____

Dimensions: _____

Will the change affect the grade of your lot or your neighbors' lot(s)?

The Board reserves the right to request additional information for clarification purposes. Please return completed request form to:

PO Box 19209, GSO, NC 27419; or fax to (336) 387-0212

Estimated start date (please allow 30 days for BOD decision) _____

Estimated completion date _____

Signature: _____

PLEASE REMEMBER TO ATTACH ALL RELATED INFORMATION NECESSARY FOR APPROVAL

FOR OFFICE USE ONLY:

Date Received: _____ Approved _____ Denied _____

Signature of Board Member: _____

Conditions of Approval or Denial: _____

