

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

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