

HEDINGHAM COMMUNITY ASSOCIATION ARCHITECTURAL & LANDSCAPE CHANGE REQUEST FORM

Please provide the following information:

Homeowner: _____ Date: _____

Street address: _____ Lot #: _____

Telephone: (cell/work) _____ (home) _____

Email: _____

If you are an agent submitting on behalf of a homeowner please complete the following:

Agent Name: _____ Telephone: _____

Type of Agent: _____ Company Name: _____

I am applying for the following improvement(s) to my lot (more than one box may be checked):

- Addition (Space conditioned rooms, garage, sunroom, screen porch)
- Deck
- Fence
- Landscape (trees, bushes, flowers) Hardscape (walkways, walls)
- Paint – Exterior (color chip(s) required)
- Other _____

Expected start date: _____ Expected completion date: _____

All applications must include the following information if applicable:

- Plat Plan (Showing locations of improvements on the Lot, drawn to scale.)
- Floor Plans and Roof Design (if applicable).
- Type of Materials and Finishes, Colors (Attach samples, paint chips, etc.)
- Photos and Brochures (if available), Exterior elevations (scale drawings).
- Dimensions of improvements.
- Plant Selections (If applicable, include size, variety, etc.)

Neighbor Notification (Note does not imply approval, for notification purposes only.)

Name _____ Signature _____ Address _____

Name _____ Signature _____ Address _____

Name _____ Signature _____ Address _____

Submit your application to:

**If by Mail or Drop off: Hedingham Athletic Club, 2551 Southall Rd. Raleigh, NC 27604
If by Email: michael@casnc.com (send as one PDF file only)**

Please provide a description of the improvements to be made. (Use additional paper if necessary.)

Additional Information:

- Any deviation from the approved plan will require resubmission. Any work done differently from the approved plans may result in re-work at the owner's expense.
- **Approval from the committee is only for compliance with Association's Covenants and Rules. The Owner is responsible for compliance with any local ordinances and other applicable codes and regulations.**
- Applications must be on paper no larger or smaller than 8.5" X 11" sheets of paper.
- If you have any questions please contact the Community Manager at (919) 231-9050 Ext.24

It is hereby understood and agreed that approval of this application by the Modification Committee does not constitute approval as to compliance applicable North Carolina law or Wake County Ordinances. It is also understood and agreed that the Committee has 45 days to review and deliver a response on application.

Signature of Applicant _____ Date _____

ARC Use Only

____ Approved as Submitted ____ *Not Approved ____ *Approved with Conditions

*Notes: _____

ARC Member Signature _____ Date _____

Submit your application to:
If by Mail or Drop off: Hedingham Athletic Club, 2551 Southall Rd. Raleigh, NC 27604
If by Email: michael@casnc.com (send as one PDF file only)