

Highland Creek Community Association

REQUEST FOR ARCHITECTURAL APPROVAL - GENERAL

Name _____

Address _____ Charlotte, NC 28269 Village _____

Block # _____ Lot # _____ Phone # (C) _____ (W) _____ (H) _____

Email address _____

Specify Type of Modification

___ Addition ___ Porch ___ Exterior ___ Deck/Patio ___ Painting ___ Sunroom/Screened Porch (Sunroom/Screened Porch Policy Required)

___ Other (Describe) _____

___ Landscape (Describe) _____

Include and **Check Off** all of the following information for your proposed change:

- ↑ Specify if your property abuts the _____ Golf Course or the _____ Common Open Space.
- ↑ Submit a copy of *Physical Survey* (part of your closing documents) with the change drawn in.
- ↑ Submit Plans, Drawings, Samples and/or a Manufacturer's Brochure of the product or work.
- ↑ Describe what the change will be: Type, Style, Location, Dimensions, etc.
- ↑ Describe how the change will look: Color, Finish, Materials, etc.
- ↑ Contractor performing the work: _____
- ↑ Estimated start date: _____ / _____ / _____ Estimated completion date: _____ / _____ / _____

- The Modifications Committee reserves the right to request additional information about the proposed change.
- Requests for multiple changes should be submitted on separate Request for Architectural Approval forms.
- Installation without Modifications Committee approval will subject the Homeowner to fines and/or penalties.
- Notification to adjacent property owners is suggested, but not required, unless requesting a variance of current architectural restrictions.
- Please allow two weeks for the Modifications Committee to consider your application.

Submitted by: _____ Date: _____ / _____ / _____

Signature of Homeowner

Submit Requests by: Mail: Highland Creek Community Association, Inc.
P. O. Box 11906
Charlotte, NC 28220-1906; OR
Fax: 704-347-4475; OR
Email: admin@hawthornemgmt.com

Approved by: _____ Date: _____ / _____ / _____

Signature of Modification Committee Member