

# ARCHITECTURAL CHANGE REQUEST FORM

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Complete **both** pages of this form; attach plot plan, drawings, photos' samples etc. and submit to:

**McKenzie Subdivision Homeowners Association, Inc. c/o**

**Kornerstone Community Management**

**5638 NC 42W, Suite 110, Garner, NC 27529**

**(phone) 919-772-2121 (fax) 919-771-1717 (email) dellis@kornerstonemgmt.net**

*Please submit one form for each change or addition planned*

**Homeowners Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Phone Numbers:** h- \_\_\_\_\_ w- \_\_\_\_\_ c- \_\_\_\_\_ **Email:** \_\_\_\_\_

**I am requesting approval for the following change or addition:** (please provide written description in addition to attachments.)

Attach additional sheet if necessary.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If this request is for a fence that will be placed on your property line or attach to a neighbor's fence, see Section 3.1 of the Architectural Guidelines for the additional Required Documents.

Neighbor	Address	Phone	Signature	Date
Front				
Left Side				
Right Side				
Rear				

**NOTE: You can NOT start construction until you have received HOA approval.**

The Architectural Review Committee has 30 days to consider all requests.

**Estimated Construction Dates:** Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Make sure your contractor adheres to your schedule. Per Article III of the McKenzie Subdivision Covenants, approved improvements should be completed within twelve (12) months after construction has begun (approved start date). **ANY** change to the start or finish dates **must** be communicated to the Homeowners Association immediately. I have determined that this project is fully compliant with the McKenzie Subdivision Covenants. I/We am requesting approval by the Homeowners Association for the project described on page 1 of the Request Form only. I grant permission to the Association to enter my property at a pre-arranged and approved time with the homeowner to review the project prior to, during and upon completion. If the McKenzie Homeowners Association determines that the project violates the existing covenants, is not as submitted or completed within the allotted time, I will cause the project to become fully compliant with the covenants and be completed immediately or allow the Association to cause the project and my property to become fully compliant with the covenants and reimburse the Association for all expenses associated with the compliance. The Homeowners Association approval does **NOT** substitute for any required governmental approval or permits and does not supersede local laws or restrictions. The Homeowner should check all State, County, Town Ordinances, Health Department/Septic System field repair requirements and obtain any required permits or inspections at their own cost.

**Homeowners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowners Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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To speed up the review process, this form shall include a copy of your plot plan which indicates the location, design & dimensions (length, width, height) of the change/addition on the lot in relation to the house, other existing structures, easements and property lines. Include sketches, pictures, paint charts, material descriptions, finished colors, etc. **Attach all Building Permits Required.**

Documents included with this request:

Plot Plan  Sketches  Pictures  Paint Chart  Material Description  Finish Color   
Building Permits  Notarized Fence Statement  Completed Form (both pages)  Other (list below)

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Homeowner Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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## MCKENZIE SUBDIVISION HOMEOWNERS ASSOCIATION USE

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ (see below)

Reason for Disapproval:

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

(McKenzie Subdivision HOA Officer)

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