

CREEKSIDE VILLAGE HOMEOWNERS ASSOCIATION, INC.
 REQUEST FOR HOME ARCHITECTURAL APPROVAL
 Tel: (252) 672-9980 southeastpm1@gmail.com or
thecreeksidevillagehoa@gmail.com

In an effort to provide and protect all homeowner's rights and values, our Deed Restrictions require that every homeowner desiring any exterior improvement and/or change to their deeded property to receive the prior approval of the Association's Architectural Control Committee (ACC). <https://www.thecreeksidevillagehoa.com/governing-documents/> The process begins by completing and submitting this REQUEST FOR HOME ARCHITECTURAL APPROVAL.

Please complete this form in its entirety. Otherwise, consideration of your request may be rejected or delayed. The ACC has up to 40 days to return a decision on a request.

Name of Owner:	Contact Phone:
Address:	Email:
1. Brief description of proposed improvement/change:	
If painting, please indicate the color.	
2. Location of the improvement/change (check all applicable areas): <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side <input type="checkbox"/> Roof <input type="checkbox"/> Patio <input type="checkbox"/> Garage Other Specify) _____	
3. Material necessary for proposed improvement/change (check and identify as to color, style, material type, etc.)	
<input type="checkbox"/> Paint	
<input type="checkbox"/> Stain	
<input type="checkbox"/> Siding*	
<input type="checkbox"/> Roof*	
<input type="checkbox"/> Cement	
<input type="checkbox"/> Fence*	
<input type="checkbox"/> Other*	

*METAL BUILDING MATERIALS ARE NOT AUTHORIZED FOR USE.

INSTRUCTIONS

1. A photo of the lot with the improvements accurately drawn in must accompany this application.
2. Indicate the location of the improvements with the distance from each property line, building setback line and all easements.
3. Show all pertinent dimensions: height, length, and width.
4. Include any helpful photos of additions.
5. If you are proposing a room addition, covered patio, etc., the ACC will need elevations showing all views: front, back, sides, and aerial, as well as slope of roof.
6. If improvements will be placed on a concrete foundation or slab, indicate size of foundation or slab.
7. Please include paint/stain samples if they are to be used in the project.
8. Point out any other important features or information that you wish the ACC to consider.
9. Please use additional pages if necessary.
10. If you are a resident/tenant of the property, you must include a letter of authorization signed by the homeowner, authorizing each specific item for which you are seeking approval.
11. Sign and return this form with all required information/samples to:

Creekside Village HOA
C/O Southeast Property Management
P.O. Box 12751
1916 S Glenburnie Rd. Ste. 10
New Bern, NC 28562
or send via email to:
southeastpm1@gmail.com or thecreeksidevillagehoa@gmail.com

NOTE: Please submit all the required information as per the above instructions, otherwise, the application will not be processed and will be denied for lack of information.

I, the undersigned homeowner, understand that the Association will act on this request in a timely fashion and contact me regarding its decision. I agree not to begin the proposed project until the Association notifies me of approval. I also agree that if I make any change that is not approved by the Association, I will remove the improvement and/or change without undue delay and at my own expense. Further, I understand that any approval(s) by the Association is applicable only to its Deed Restrictions and Architectural Control functions, and is not a substitute for, and does not in any way waive, my responsibility to secure all required permits from all necessary governmental authorities, and fully complying with same.

SIGNATURE OF HOMEOWNER

CONSTRUCTION START DATE

DATE SIGNED

EXPECTED COMPLETION DATE

ASSOCIATION'S DECISION/ACTION TAKEN

REQUEST APPROVED _____

DIRECTOR SIGNATURE

REQUEST DENIED _____

DIRECTOR SIGNATURE

REQUEST RETURNED FOR
ADDITIONAL INFORMATION _____

DIRECTOR SIGNATURE

DATE _____