



ARCHITECTURAL REQUEST

Alyson Pond Homeowners Association, Inc.

Name: _____ Date: _____

Address: _____ Lot #: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

This form must accompany all requests for architectural additions or modifications in the neighborhood of Alyson Pond. All plans will be reviewed and voted upon by the Architectural Committee. Please note that the Committee has up to 30 days to respond. The Committee and Board of Directors reserve the right to request additional information prior to approval.

Description of Plan: _____

Description of Materials: _____

(REQUIRED) Please draw the improvement on a plat map with a side view included. Attach Drawings, Maps, Pictures and/or Additional Information. Please Submit To: Alyson Pond HOA, PO Box 97243, Raleigh, NC 27624

All neighbors who are visually impacted by the improvement must understand the nature of the improvement and be given the opportunity to voice their opinion. Please approach each neighbor and discuss your plans and ask them to sign below. If they should have concerns regarding your plans, they can write the Architectural Chairperson of the Alyson Pond HOA (whose name can be found in your neighborhood directory) or they can state them below.

I acknowledge that the requesting homeowner has shown me the details of the proposed improvement described on this form and that my signature represents my awareness of the request:

NEIGHBORS' SIGNATURES

Signature	Name	Address	Lot #
_____	_____	_____	_____
_____	_____	_____	_____

Initial Here

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial Here

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipality, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more stringent/ restrictive requirements prevail.

O F F I C E U S E O N L Y

Date: _____

Received Complete Application: _____ Entered Response in Computer: _____

Mailed: _____ Faxed: _____ Emailed: _____

Approved: _____ Approved w/Conditions: _____ Denied: _____

Comments/Conditions: _____

Signature of Committee Chairman/Board President: _____ Date: _____