

Middle Creek HOA Johnston County, Inc.
Architectural Change Request Form

Please submit this application and any attachments to:
Signature Management of North Carolina acr@signaturemgt.com
P.O. Box 674 Clayton, NC 27528 Phone 919-333-3567 Fax 919-256-5057
Homeowner's Name:

Property Address:

Homeowner's Phone #

Homeowner's E-mail:

REQUEST STATEMENT AND AGREEMENT

I determine this proposed project to be fully compliant with the Declaration of Restrictive Covenants and Homeowners' Association Middle Creek Landing Subdivision. I request project approval by the Association and /or Architectural Committee for the following described project only. I grant permission to the Association to enter my property and inspect the project prior to, during, and upon completion of the project. I also agree to cause the proposed improvement to be properly maintained. If Middle Creek HOA Johnston County, Inc.(Association) and/or the Architectural Control Committee determines this project in any way violates the existing Association Covenants, is not completed within the allotted time, or not maintained to the satisfaction of Middle Creek HOA Johnston County, Inc. I will cause the project to become completed in a manner fully compliant with the covenants and appropriately maintained or allow the Association to cause the project and my entire property to become fully compliant with the covenants and maintenance standards and reimburse the association for all expenses associated with the compliance. Furthermore, I will be responsible for obtaining all necessary permits and approvals required by the local governments having jurisdiction.

Homeowner Signature Date

Please have all adjacent lot owner's sign that they have seen the plans of the proposed project:

Name Address Phone#

Describe proposed changes or additions:

To speed up the process the proposed plan should include sizes, styles, colors, heights & dimensions, description of materials, etc. Attach a copy of your plot plan (if possible) or sketch and indicate location of proposed exterior design change on lot in relation to house, other existing structures and property lines. Also attach any sketches, specifications, pictures, paint chart, or the like that will assist in reviewing this application. Please note that potential screening or site restrictions, note levels, and other privacy intrusions will be considered in the review & approval of any mechanical equipment i.e. trees restricting views and pool pumps.

ESTIMATED CONSTRUCTION DATES: * Start _____
Finish _____

Please make sure your contractor adheres to your schedule, since the association can force its completion.

** Be advised that the review process may take 30-60 days from receipt of application.*

**Be advised that the review process does not begin until the review committee receives a complete and acceptable submission of all documents. *Please scan all documents into one PDF file and submit to acr@signaturemgt.com*

Other Information Regarding Project Request:

**Architectural Committee / Signature Management use only
Special Conditions for Approval:**

Approved _____ Disapproved _____ Conditional _____

Approval _____

(Include reason)

Signature: _____

Date: _____