

TLC Management of Raleigh, Inc.
Architectural & Landscape Improvement/Alteration
Application and Review Form

Date Submitted: _____

Name of Owner(s): _____

Address: _____

Phone: _____ Subdivision: _____

E-mail Address: _____

Detailed Description of Request: _____

The following information **must** be included with this request form:

- ✓ Type of material to be used
- ✓ Actual drawing and picture of item with specifications/dimensions
- ✓ A description of areas to be used and layout (pictures or drawings are helpful) for attached structures
- ✓ Plot plan or survey with outline of where structure will be located on property

Note: Before submitting this request:

Please read your Covenants; this can save you both time and expense. Approval is based on guidelines found in the Covenants. If the improvement is not addressed in the Covenants, the final decision will be based on type, size, style and location of requested improvement.

1. Under **NO** circumstances does approval by the Homeowners Association indicate full authorization. In addition, it may be necessary to obtain building permits and structural approval as required by the city and/or county in which you reside. All improvements are subject to local building regulations and restriction of record.
2. If the homeowner proceeds without all necessary approval, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements.
3. Formal written approval may take up to 30 days. Please allow enough time prior to onset of work for the review process.

Homeowner Signature

Submit completed request form and required documentation to:

Homeowners Association Name

c/o TLC Management of Raleigh
P.O. Box 33157
Raleigh, NC 27636-3157
Fax: (919) 571-8290
E-Mail: Info@TLCmanagementNC.com
Office Phone: (919) 534-1600

For Internal Use Only:
(uso interno solamente)

Date Received: _____ (initial)

Sent to Board on: _____

Response from Board on: _____

Approved: _____ Denied: _____