

# HEDINGHAM COMMUNITY ASSOCIATION ARCHITECTURAL & LANDSCAPE CHANGE REQUEST FORM

**Please provide the following information:**

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

Street address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: (cell/work) \_\_\_\_\_ (home) \_\_\_\_\_

Email: \_\_\_\_\_

If you are an agent submitting on behalf of a homeowner, please complete the following:

Agent Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Type of Agent: \_\_\_\_\_ Company Name: \_\_\_\_\_

I am applying for the following improvement(s) to my lot (more than one box may be checked):

- Addition (Space conditioned rooms, garage, sunroom, screen porch)
- Deck
- Fence
- Landscape (trees, bushes, flowers) Hardscape (walkways, walls)
- Paint – Exterior (color chip(s) required)
- Other \_\_\_\_\_

Expected start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

All applications must include the following information if applicable:

- Plat Plan (Showing locations of improvements on the Lot, drawn to scale.)
- Floor Plans and Roof Design (if applicable).
- Type of Materials and Finishes, Colors (Attach samples, paint chips, etc.)
- Photos and Brochures (if available), Exterior elevations (scale drawings).
- Dimensions of improvements.
- Plant Selections (If applicable, include size, variety, etc.)

Neighbor Notification (Note does not imply approval, for notification purposes only.)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Address \_\_\_\_\_

**Submit your application to:**

**If by Mail or Drop off: Hedingham Athletic Club, 2551 Southall Rd. Raleigh, NC 27604  
If by Email: [Jovon@casnc.com](mailto:Jovon@casnc.com) (send as one PDF file only)**

Please provide a description of the improvements to be made. (Use additional paper if necessary.)

---

---

---

---

---

---

---

---

Additional Information:

- Any deviation from the approved plan will require resubmission. Any work done differently from the approved plans may result in re-work at the owner's expense.
- **Approval from the committee is only for compliance with Association's Covenants and Rules. The Owner is responsible for compliance with any local ordinances and other applicable codes and regulations.**
- Applications must be on paper no larger or smaller than 8.5" X 11" sheets of paper.
- If you have any questions please contact the Operations Manager at (919) 231-9050 Ext.23

It is hereby understood and agreed that approval of this application by the Modification Committee does not constitute approval as to compliance applicable North Carolina law or Wake County Ordinances. It is also understood and agreed that the Committee has 45 days to review and deliver a response on application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

ARC Use Only

\_\_\_\_ Approved as Submitted    \_\_\_\_ \*Not Approved    \_\_\_\_ \*Approved with Conditions

\*Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit your application to:**  
If by Mail or Drop off: Hedingham Athletic Club, 2551 Southall Rd. Raleigh, NC 27604  
If by Email: [Jovon@casnc.com](mailto:Jovon@casnc.com) (send as one PDF file only)