



REQUEST FOR MODIFICATION REVIEW FOR  
GLENKIRK NEIGHBORHOOD ASSOCIATION, INC.

Name \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email Address: \_\_\_\_\_

**NO SUBMITTAL WILL BE REVIEWED UNLESS ALL INFORMATION IS INCLUDED.**

Please provide the Covenants Committee with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community.

Description of Modification Requested – This must be completed.

\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**Under each of the most common headings below, all the items listed must be submitted. Please refer to the Guidelines for other necessary information required for modifications such as detached structures, outdoor play equipment, tennis courts, etc.:**

**Fencing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Picture or drawing of fence type.
- Dimensions (maximum height may not exceed 6 feet; maximum span between posts shall be ten feet; minimum post size shall be 4x4 inched; must have two 2x8 inch rails or three 2x6 inch horizontal rails per section).
- Color (wood – natural or painted to match trim; vinyl – white or painted to match trim; wrought iron – black).
- Site plan denoting location (fence may not be located closer to any street than rear edge of home. On corner lot, fence may not be closer to side street than building line of house. Please use copy of survey from your closing package).
- Crossbeam structure must not be visible from any street (must face inside toward yard).
- Materials (must be cedar, cypress, vinyl, # 2 grade or better pressure-treated wood, or aluminum).
- All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
- Concrete footing required for all fence posts.

**Patio or Walkway**

\_\_\_\_\_  
\_\_\_\_\_

- Lot survey denoting location
- List of materials to be used

**Private Pool**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Picture or drawing of pool (max. size 1,000 sq. ft.)
- Color must be blue or white
- Site plan denoting location and type of lighting source
- Landscape plan

**Deck/Porch**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Picture or Drawing (deck must match any existing deck).
- Dimensions
- Color (must be natural or painted to match exterior color of home).
- Site plan denoting location (in most cases may not extend past sides of home).
- Materials (must be cedar, cypress or No. 2 grade or better pressure-treated pine).

**Exterior Building Alterations**

**Paint (Submit only if other than original paint color)**

Color and address of home with desired John Wieland Homes and Neighborhoods' color used in or approved for this or another John Wieland community in the same county.

\_\_\_\_\_ Area of home to be repainted.

\_\_\_\_\_ Photograph of your home plus homes on either side (in most cases adjacent homes cannot be painted the same colors).

**Building Additions and other site projects**

\_\_\_\_\_ Site plan as required showing scale, property lines, setbacks, easements, etc. with existing house and proposed additions.

\_\_\_\_\_ Size, color, and detailed architectural drawing of addition/project.

\_\_\_\_\_ Materials (material used **must** match existing materials of home).

\_\_\_\_\_ Building Permit (if required).

**Landscape Bed Installation/ Enhancements**

\_\_\_\_\_ Lot survey denoting location and size of new landscape beds and plantings

\_\_\_\_\_ See Rules for Neighborhood Living Standards regarding required approvals

Acknowledgment of Adjacent Homeowners (**all homeowners sharing common boundary line**): This acknowledgement will be considered by the Covenants Committee but will not be binding upon the Covenants Committee. No application will be considered unless this section is completed. I understand that if I find anything objectionable, I may contact the Covenants Committee thru CAS and share my concerns within 3 days of my signature.

I have reviewed the plans & drawings for my neighbor's property.

Signature \_\_\_\_\_ Address ( \_\_\_\_\_ ) Date Signed \_\_\_\_\_

I have reviewed the plans & drawings for my neighbor's property.

Signature \_\_\_\_\_ Address ( \_\_\_\_\_ ) Date Signed \_\_\_\_\_

I have reviewed the plans & drawings for my neighbor's property.

Signature \_\_\_\_\_ Address ( \_\_\_\_\_ ) Date Signed \_\_\_\_\_

*Note: I understand and agree that no work on this request shall commence until written approval of the Covenants Committee has been received by me. I represent and warrant that the requested changes strictly conform to the community Design Guidelines and that these changes shall be made in strict conformance with the Design Guidelines. I understand that I am responsible for complying with all city and county regulations.*

*Neither CAS, Inc., the Association Board of Directors, or the Association Covenants Committee nor their respective members, Secretary, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The Architectural Review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.*

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email Application to: Courtney Lovely at courtney@casnc.com**

**Mail Application to:** Glenkirk Neighborhood Association, Inc. Phone: 919-403-1400 ext.1123  
c/o CAS, Inc. Fax: 910-295-0182  
1401 Sunday Drive, suite 116  
Raleigh, NC 27607

COVENANTS COMMITTEE Reports and tracks applications approval or denial via a web-based program. The committee reserves the right to enter your property to inspect the project.