

GLENRIDGE HOA COMMUNITY

Architectural Request Form
CAS Property Management

Phone: 910-295-3791 Ext: 1210

Contact: Bonnie Garner Email: bonnie@casnc.com

Homeowner Name (s): Phone:

Address: Email:

Signature: Date:

This form must be filled out in its entirety with requested information before submission to CAS Property Management for review by the Architectural Review Board.

Upon Completion, this project is subject to inspection by the Management Company and /or Architectural review Board to confirm the project is completed per application request.

1. Give an accurate description of the work proposed. Include pictures, materials, colors, preservation techniques, structural details, similarities to existing structures, and anything that will describe what the final work will look like.

Four horizontal lines for providing a description of the work proposed.

2. Attach a copy of your Official lot survey received at closing. Your official lot survey should show only your lot with property lines, building envelope, and any easements or buffers.

3. Attach as many elevations (front and side views) of the proposed work as is necessary, including measurements, to accurately describe it. This is required for outside construction, e.g., room additions, screen porches, decks, storage sheds, sun rooms, garages, etc.

4. Have neighbors whose lot is adjacent to yours or would reasonably view the changes/ improvements from their property, sign this form. This is a courtesy to advise your neighbor(s) of the changes you are making.

HOMEOWNER NAME

(please print)

ADDRESS

SIGNATURE

DATE

Table with 4 columns: HOMEOWNER NAME (please print), ADDRESS, SIGNATURE, DATE. It contains three empty rows for data entry.

\*\*IMPORTANT NOTE TO NEIGHBOR:

Your signature indicates that you have seen this proposal, and it does not necessarily indicate your approval. If you disagree with the proposal or have any concerns, you should submit your concerns in writing to CAS Property Management - bonnie@casnc.com