

**CREEK NORTH, SECTION I 7& IIA HOA**  
**REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL**

HOMEOWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_

PHONE #s: Daytime: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

**The Architectural Committee has 30 days to review your request.**  
**Please wait for written approval before starting any projects.**

**TYPE OF MODIFICATION:**

\_\_\_\_ ADDITION    \_\_\_\_ FENCE    \_\_\_\_ EXTERIOR PAINTING    \_\_\_\_ DECK/PATIO    \_\_\_\_ OUTBUILDING  
\_\_\_\_ PORCH    \_\_\_\_ OTHER (Describe): \_\_\_\_\_

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAT MAP SHOWING LOCATION OF MODIFICATION:**

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|--|---|
| 1. Location  | 7. Plans/Drawings/Photo/Brochure  |
| 2. Size  | 8. Roof Design  |
| 3. Color   | 9. Exterior Finish  |
| 4. Material  | 10. Dimensions  |
| 5. Contractor  | 11. Utilities   |
| 6. Copy of Property Plat Map, with Proposed changes/ Additions shown | 12. Types of plants, quantities, addition or removal, existing or new plant bed, edge treatment |

WHAT IS YOUR ESTIMATED START DATE?: \_\_\_\_\_

WHAT IS YOUR ESTIMATED COMPLETION DATE?: \_\_\_\_\_

**THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE SUBMITTED SEPARATELY.**

ALL APPLICATIONS SHOULD BE SCANNED AND EMAILED (preferred) TO: Terry Hogeland at [hcnhoa1and2a@gmail.com](mailto:hcnhoa1and2a@gmail.com) OR MAILED TO: HCN-HOA, PO Box 271, Swansboro, NC 282584

**\*\*NOTE: Homeowner is responsible to assure all municipal approvals are received and that all municipal and HOA Declarations are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.**

*Page 1 of 3 (pg 2 is for internal use and will be forwarded to the architectural committee for their response along with this completed form, pg 3 lists guidelines for filling out the form)*

**ARCHITECTURAL COMMITTEE RESPONSE FORM**

Date Received: \_\_\_\_\_ Complete Information Received: \_\_\_ Yes \_\_\_ No

If No, Additional Information Required: _____ _____ Date Notified Homeowner need additional information: _____ Date Received Complete Information: _____
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Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Approved with Revisions: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Revisions Required:

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Reasons for Denial:

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AC Representative: \_\_\_\_\_

Notification to homeowner forwarded on: \_\_\_\_\_ by \_\_\_\_\_

## Guidelines for Submitting an Architectural Committee Request

In order to submit a request for architectural changes you must adhere to the following guidelines.

1. Fill out the attached “**Request for Architectural Committee Approval Form.**” Please include all applicable information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, etc.

Include with your request a copy of your **Plat Map, Lot Survey, or sketch** showing the location(s) of the proposed improvements.

2. You must also include a **brochure, photo, picture or sketch** of what the project will look like when it is completed.

Your request cannot be processed without all of the above information included.

**Incomplete requests will be returned to the homeowner for completion.**

IT TAKES **14 DAYS** TO PROCESS AN ARCHITECTURAL COMMITTEE REQUEST AND RETURN A RESPONSE TO THE HOMEOWNER.

**NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL FROM THE ARCHITECTURAL COMMITTEE.**

