

Almond Glen Owners Association, Inc.
Request for Architectural Approval

Name: _____ Request Date: _____

Street Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

What Is the estimated Start Date? _____ Completion Date? _____

- Type Of Modification:
- | | | |
|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Porch | <input type="checkbox"/> Deck/Patio |
| <input type="checkbox"/> Utility Building | <input type="checkbox"/> Pool | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> Addition | <input type="checkbox"/> Carport |
| <input type="checkbox"/> Other: _____ | | |

Location: _____

Size: _____

Color: _____

Materials: _____

Contractor Name: _____

Please read and follow these instructions carefully:

1. Attach a detailed description of improvements including:
 - Location, Size, Color, Material, Contractor (if applicable), Plans/Drawings, Pictures/Brochures
2. Attach copy of Property Survey with proposed changes/additions clearly marked on the survey.
3. Please include one (1) complete copy of the request and supporting documentation.
4. Mail request (faxed requests will not be accepted) and supporting documentation to:

Almond Glen Owners Association
P.O. Box 11906
Charlotte, NC 28220

Please Note:

- Complete one form per change (ex. One request for a garage and one request for a fence). Multiple requests can be mailed in the same envelope.
- **A copy of the Property Survey with the location of the changes/additions shown must be included for each request or the request will be returned.**
- Committee reserves the right to request more information to clarify the request.
- Please allow 3-4 weeks for the approval process.

Committee Use Only

Approved

Denied Reason for Denial: _____

(Name of Committee Member)

(Signature Of Committee Member)

(Date)