



CHANGE REQUEST FORM

Date: _____ Owner's Name: _____

Address: _____ Telephone#: _____

Location of Improvement: _____

If an agent is submitting on behalf of the owner, also complete the following:

Agent's Name: _____ Company Name: _____

Type of Agent:: _____ Telephone #: _____

In accordance with the Article XI of the Declaration of Covenants, Conditions, and Restrictions for Heddingham Community Association, application is hereby made for review and approval of the following described improvements: (Provide brief description)

In support of this application the following required items are submitted:

- A. *Two Sets of Plans.* The plans will show the following (where applicable): site plan, floor plan, exterior elevations, roof design, exterior materials and finishes, landscaping plan, and such other items as may be needed to reflect the character and dimensions of the improvements.
- B. *Summary.* Written statement summarizing setback, height and square footage of proposed construction, how these numbers compare with the requirements, and whether any variance requests are made.

If the application is incomplete, the Modification Committee will notify the applicant as to the needed documents and the application will not be further considered until receipt of these materials.

It is hereby understood and agreed that approval of this application by a the Modification Committee does not constitute approval as to compliance with applicable North Carolina law or Wake County ordinances.

Signature of Owner(s):_____Date:_____

_____Date:_____

Signature of Agent:_____Date:_____

Submit Applications to:
Hedingham Community Association
4401 Willow Oak Road
Raleigh, NC 27604
Or
Place in the HCA drop box
at the Association Office

Attn: Modification Committee

Allow for up to 45 days to review and deliver action on application.

Action by the Committee:

Approved:_____Date:_____

Approved as Noted:_____Date:_____

Disapproved:_____Date:_____