

MUIRFIELD COMMUNITY HOA

Name: _____ Date Submitted: _____
 Address: _____ Date Received: _____
 Lot Number: _____ Phone Number: _____ (Home)
 _____ (Cell)

Type of Modification:

Addition _____ Fence _____ Exterior Painting _____
 Deck _____ Outbuilding _____ Porch _____
 Landscape Modification (Describe) _____

Other (Describe) _____

Have you discussed your plans with your adjoining neighbors?

Yes No Neighbors Name: _____ Date Discussed _____
 Yes No Neighbors Name: _____ Date Discussed _____

If required, have you been issued a permit? Yes____ No____
 Have you reviewed the CCRs as they pertain to your project? Yes____ No____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS, INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE:

1. Location	7. Plan Drawings
2. Size	8. Roof Design
3. Color	9. Exterior Finish
4. Material	10. Dimensions
5. Contractor	11. Utilities
6. Copy of property survey with proposed changes/additions shown.	12. Types of plants, quantities size, addition or removal of existing bed or trees.

What is your estimated start date? _____
 What is your estimated completion date? _____

** The Architectural Review Committee reserves the right to request additional information. Any requests that require additional information are automatically denied. When a completed form is received the review process begins. Requests for multiple projects must be submitted separately. The Architectural Review Committee has thirty (30) days to render a decision.*

** Please notify the Association of any variances to your start and completion dates. Any projects that are not started within fifteen (15) days of the estimated start date may need to reapply for approval. Any projects that are not completed within fifteen (15) days of the estimated start date may constitute a violation. Time is of the essence with regards to completion of approved projects.*

** Please mail all requests to Hiltz Management Co., PO Box 11171 Charlotte, NC 28220 or fax to 704-375-7312.*

Approved: Yes____ No____

ARC Member Signature: _____ Date: _____
 ARC Member Signature: _____ Date: _____
 ARC Member Signature: _____ Date: _____

Comments:

