

**WILLIAMSBURG PLANTATION HOMEOWNER'S ASSOCIATION  
REQUEST FORM FOR ARCHITECTURAL CHANGE**

To: Williamsburg Plantation Homeowner's Association, Inc.  
(Architectural Committee)  
PO Box 7156  
Jacksonville, NC 28540

Date Submitted: \_\_\_\_\_

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

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

**HOME PHONE:** \_\_\_\_\_ **WORK/CELL PHONE** \_\_\_\_\_

An application form should be submitted for any construction or addition to the exterior of your building or grounds. If in doubt about your particular project, contact the Directors.

The object of requiring a homeowner to file a change request form is to ensure that your planned improvement conforms to the covenants and by-laws, enhances the beauty of the community, maintains the architectural harmony of the community, and in no way inconveniences your fellow homeowners. It also enables the Board of Directors to determine what information and assistance it can give in order to expedite completion of your planned improvement.

**BRIEF DESCRIPTION OF REQUEST:**

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The following information must be included with this request form:

1. Type of material to be used
2. Drawing of planned improvement with dimensions in relation to your property as well as your neighbors'.
3. Plot plan if necessary for your project.

**NOTE:** Before submitting your request, please read your covenants. They can save you time and expense. Approval is based on the guidelines found in the covenants. If the improvement is not addressed in the covenants, the final decision will be based on type, size, style and location of the requested improvement. Covenants can be found on the web site at [www.williamsburgplantation-hoa.org](http://www.williamsburgplantation-hoa.org) or you can contact the Board for a copy.

**UNDER NO CIRCUMSTANCES DOES APPROVAL BY THE HOMEOWNER'S ASSOCIATION INDICATE FULL AUTHORIZATION.** In addition, it may be necessary to obtain building permits and structural approval as required by the City of Jacksonville and Onslow County. All improvements are subject to local building regulations and restrictions of record. If the homeowner proceeds without all necessary approvals, he/she may be subject to legal proceedings as well as having to remove all unauthorized improvements.

**Acknowledgement of Awareness by Affected Neighbors:**

Please obtain the name, address and signature of at least four immediate neighbors most affected by the improvement because they are adjacent to or have direct field of view to the improvement.

Signature below reflects my knowledge of the proposed improvement to a neighboring property; it does not indicate either approval or disapproval. I understand that I am encouraged to bring to the attention of the requestor and/or the Architectural Committee any concerns I have regarding the proposed changes.

<b>NAME</b>	<b>ADDRESS</b>	<b>SIGNATURE</b>

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For Board Use Only

Date Received: \_\_\_\_\_