NAME OF COMMUNITY ASSOCIATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EVERGREEN\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with the Declaration of Protective Covenants for Evergreen and per the binding guidelines described in the architectural control standards, this application is hereby made for review and approval of the following described addition(s), modification(s) or other variances to the property listed above:

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For more information on providing supporting documentation and important guidelines for your project, please see page 2. Please note you may also need approval from the Town of Cary. To be sure, please visit the town’s website at: <https://www.townofcary.org/permits>.

|  |
| --- |
| ***FOR OFFICE USE ONLY***  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  o APPROVED  o NOT APPROVED  NOTES: |

**THE ESTIMATED TIMELINE FOR COMPLETION**

**OF THIS PROJECT IS \_\_\_\_\_\_ DAYS**

*Submit Application to:*

Evergreen HOA of Cary P.O. Box 4233 Cary, NC 27519

*Or email a scanned copy to:*

EvergreenHOAofCary@gmail.com

# **SUPPORTING DOCUMENTATION**

The more detailed the “Supporting Documentation” a homeowner submits, the more likely that the HOA Board will have the information available to make a determination about your request. If there is insufficient information regarding your request, the application may be denied pending the receipt of additional information. To ensure that your application is reviewed and a timely decision may be reached, please submit the following supporting documentation with your application:

**BUILDING/STRUCTURE PLANS** – Including: Detailed Layout, Plat Plan, Floor Plan, Exterior Elevations, Materials List, Roof Design, and Dimensions for any of the changes being made.

**LANDSCAPING PLANS** – Including: Detailed Layout, Plat Plan, Exterior Elevations, and Plant Selections.

**MATERIALS LIST** – Including: All types and brands of materials to be used for the entire project.

**OTHER**: PHOTOS, PRINTOUTS, and SAMPLES are very helpful additions to this application.

# **STYLE SUGGESTIONS & MATERIAL REQUIREMENTS**

**Fences**:Fences should be constructed using wood materials only. Dog ear fence panels are the most appropriate, but the board will consider other styles if submitted. Chain-link fences are prohibited.

**Sheds:** Per the covenants, no exterior alterations or additions to buildings or garages shall be considered for approval unless such alterations or additions are in harmony with existing structures (i.e., your house), as to style, shape, colorand size.

**Siding**: Masonite, vinyl, or fiber-cement (e.g., HardiePlank) can be used for siding. A different style plank may be used, but please provide a sample or picture with your application.

**Painting:** Please submit an application if you plan to paint your house a different color. If you are repainting your house the same color, an application is NOT needed – just let the board know in writing before doing so.

**Railings:** Railings can be

**Decks/Screen porches:** If you are repairing your deck

Your Neighbors have the right to be made aware of planned changes that are being proposed. Please notify your immediate neighbors of your proposed plans and obtain the signatures of those neighbors with whom you share a property line and others who can reasonably view the proposed improvement(s) from their property:

|  |  |
| --- | --- |
| NEIGHBORS SIGNATURES: ADDRESS | DATE |
| 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

IS THE FOLLOWING INCLUDED AS SUPPORTING DOCUMENTATION? (circle all that apply)

PLAT PLAN ELEVATION MAP/PLAN FLOOR PLAN OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_