

Architectural Modification Request

Due to additional information required for this request, it can not be submitted on-line. **Remember:** All necessary building permits **MUST** be obtained prior to work being done.

Please print this form and attach any necessary items suggested below. The more information included will make it easier for the Board or Architectural/Infrastructure Committee to reach a decision.

Location
Size
Color
Material
Contractor (w/proof of their insurance)

Roof Design Plans/
Drawings Photos/
Brochures Exterior
Finish Dimensions
Utilities

Copy of the property Plat Map* with proposed changes written on the map

*Plat maps may be found online at your county's Register of Deeds or GIS websites - plat book and page numbers may be found on your deed.

The Board or Architectural Control/Infrastructure Committee has **30 days** to make all decisions once all necessary items have been received. **If information is incomplete, the request process must begin over.**

Name of Association: _____

Name: _____ Date of Request: _____

Property Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

Email: _____ # Pages in request: _____

Description of Request: _____

I hereby request that the Architectural Control/Infrastructure Committee review the attached request. **I agree not to begin work until I have written approval** and to be responsible for the ongoing maintenance and upkeep on the alteration/addition in perpetuity. The upkeep responsibility will transfer to all future owners as well. Further, I agree that all work will be in a workmanship-like fashion, and comply with all building codes. **I agree to contact Lambeth Management once the work is completed in order for a follow up inspection to be completed by the committee or Lambeth Management.**

Signed: _____

All necessary items need to be mailed to:
Lambeth Management
PO Box 8071
Greensboro NC 27419

or faxed to:
(336) 464-2576

or emailed to:
Sunshine@LambethManagement.com

FOR OFFICE USE ONLY

DATE RCVD: _____ RCVD BY: _____

APPROVED

DENIED