



**BLACKBERRY  
MANAGEMENT**

***Application for Architectural/Landscaping Modification***

Community: \_\_\_\_\_ Unit #: \_\_\_\_\_

Address: \_\_\_\_\_

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

Homeowner Name (Applicant): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Modification or Alteration Requesting:**

<input type="checkbox"/> Screening in porch	<input type="checkbox"/> Fencing
<input type="checkbox"/> Enclosing porch	<input type="checkbox"/> Adding a deck or patio
<input type="checkbox"/> Adding stairs to porch	<input type="checkbox"/> Adding an outbuilding (shed, garage, greenhouse, etc.)
<input type="checkbox"/> Door replacement	<input type="checkbox"/> Other
<input type="checkbox"/> Window replacement	

**In accordance with the Declaration of Covenants, Conditions, and Restrictions for this Community, application is hereby made for review and approval of the following described modifications: (brief description)**

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**In order for your application to be reviewed by the Board, you must submit all required information. Please note that failure to provide this information may cause a delay in the review process.**

**In support of this application, the following items must be submitted:**

**1. Set of Plans:** Including but not limited to: plot plan, floor plan, exterior elevations, design, materials and finishes, (landscaping plan, where applicable), and such other items as may be needed to reflect the character and dimensions of the modifications. Photos and brochures are great additions.

**2. Summary:** Written statement summarizing the location, style, color, materials to be used, setback, height and square footage of proposed modification, if applicable, and how the dimensions and nature of the proposed modification compare with the site specifications and other requirements set forth in the documents and whether any variance requests are necessary.

**Homeowner/Applicant’s Acknowledgements:**

It is hereby understood and agreed that approval of this application does **not** constitute approval as to compliance with applicable North Carolina law or Moore County ordinances. All proposed improvements to the property must comply with city, county, state, and local codes. Your signature indicates that you understand that applications for all required building permits are your responsibility.

It is further understood and agreed that you will be responsible to repair or replace, at your sole expense, any damages to common areas or surrounding lots, including grass, walks, drainage, trees, roads, etc. as a result of this work or alteration.

The Applicant understands that no work on this request shall commence until they have received approval of the Board. The Applicant further understands that the Board has the authority to approve, approve with stipulations, or deny this request and that there is no appeal other than the submission of a modified request application.

The Applicant acknowledges and agrees that the Board assumes no liability resulting from the approval or disapproval of any plans submitted. The Association assumes no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements.

**Disclaimer:** *The Board reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Homeowners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county, and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county, and state be more stringent/restrictive than those established by the Association, the more stringent/restrictive requirements will prevail.*

**Signature of Homeowner/Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit applications to:**  
  
Mail: Blackberry Management: PO BOX 28, Southern Pines, NC 28388  
  
Email: [heather@blackberrymgmt.com](mailto:heather@blackberrymgmt.com)



***Board Review/Approval (for Board use only)***

Date Reviewed: \_\_\_\_\_

<input type="checkbox"/> Approved
<input type="checkbox"/> Approved with stipulations (see below)
<input type="checkbox"/> Denied

**Board notes/stipulations/comments:**

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**Board Members' Signatures:**

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