

**Avery Park  
Architectural Review Board  
Improvements/Exterior Alteration Application**

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

**1. Applicant**

Name \_\_\_\_\_

Lot # \_\_\_\_\_ Street Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

**2. Contractor**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor's North Carolina License Number \_\_\_\_\_

**3. Summary/Description** (Attach additional sheets for complete description of alteration, if necessary)

Describe the alteration in full detail by providing sketches, drawings, clippings, pictures, catalog illustration and/or other pertinent data. Provide a copy of your site plan depicting the dimensions and location of your requested alteration.

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**Architectural Review Board**  
**Improvements/Exterior Alteration Application**

**4. Duration**

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**5. Existing Neighbor Awareness** (to be signed by immediate neighbors affected)

As one of the most affected residents of the proposed architectural modifications described above, you are being asked to sign off on this application. Please note, your signature does not constitute approval or disapproval. It acknowledges that you are aware of the proposed alterations. If you have any questions, comments, or concerns, please notify the ARB in writing.

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

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

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

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

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

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

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

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

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**6. Certification**

I (We) certify that the above information constitutes a description of the above proposed alteration and the same will be in accordance with these documents and the Avery Park General Covenants and Conditions, and will not violate any Buncombe County Ordinances.

I (We) further certify that all work will be completed in a workmanlike manner and maintained in a reasonable state of repair.

I (We) hereby submit application for approval to proceed with the improvements/exterior alteration(s) described above at Avery Park.

**Applicant Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

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

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**Avery Park Architectural Review Board Signatures:**

**Approved/Approved as Noted:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rejected: (see explanation below)** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For home improvements as defined under Section 6.9 of the ADS, a \$50.00 (non refundable) review fee payable to IPM is required.**

Submit completed form and fee to:

**US Postal Service:**  
IPM  
P. O. Box 580  
Arden, NC 28704

**UPS/Fed Ex or In Person:**  
IPM  
2602 Hendersonville Rd  
Arden, NC 28704