



STEPHENS POINTE APPLICATION FOR PROPERTY CHANGE

Name _____ Date: _____

Address: _____

Daytime / Evening Phone: _____

Cell Phone: _____ E-mail _____

REQUEST FOR CHANGE TO RESIDENCE

_____	Fence	_____	Shed
_____	Deck	_____	Pool
_____	Other:		

MATERIALS:

VENDOR / PERSON DOING WORK

PICTURE ENCLOSED _____ Yes _____ No

SURVEY / PLAT MAP ENCLOSED _____ Yes _____ No

WAKE COUNTY PERMIT OBTAINED? _____ Yes _____ No



Date Submitted to HOA President: _____

Approved By: _____ President _____ Treasurer _____ Secretary

Stephens Pointe Procedure **Property Upgrades**

As per the SP Covenants any changes to the property must be approved by the HOA Board.

Procedure

1. Submit an Application to the SP President
2. Include Materials, Location of adjustment, Person doing work, etc.
3. Include Plat Map or Survey of change location.
4. Include pictures (if available)
5. Wake County Permit obtained? - Stephens Pointe Board makes no representation as to Wake County permitting approval. All residents are to confer with Wake County Permitting Department (919) 856-6222 for any questions.
6. Please allow 3 business days for a response.
7. Please contact the SP President with any questions.