

**Haywood Knolls Association, Inc.**  
**Henderson County, North Carolina**

**INSTRUCTIONS FOR APPLICATION FORM**

1. Application Form for:
  - a. Building or Placing of a separate garage, utility or tool shed.
  - b. New residence construction.
  - c. A variance from the Restricted Covenants.
2. Application shall be obtained from a member of the Building and Restricted Covenants Committee.
3. Fill out the application, **in duplicate**, and attach any items that are required, such as drawings, specifications, etc. Anything additional to help the approval process can also be added.
4. Applicant should check with Henderson County for any permits they may require.
5. Return and file the completed applications and any attachments, if needed, with the Secretary of the Haywood Knolls Association Incorporated, or in his/her absence, with a member of the Building and Restricted Covenants Committee.
6. A recommendation by the Building and Restricted Covenants Committee shall be made and a final determination by the Board of Directors within 60 days of the application filing. This determination may be extended for an additional 60 days with due cause. Applicant will be notified by mail of the determination. The Secretary of the Association will keep the original application on file and the Applicant will be mailed the duplicate copy.

**Haywood Knolls Association, Inc.**  
**Henderson County, North Carolina**

Application for:

- ☐ Approval for constructing or placement of a separate garage, utility or tool shed.
- ☐ Approval of building plans for new residence.
- ☐ Approval of variance from Restricted Covenants.

1. Name of Applicant:

---

Mailing address and phone number(s):

---

Address to which application pertains, if different from mailing address:

---

2. Date of filing with Secretary of Haywood Knolls Association:

---

3. If approval for building or placement of a separate garage, utility or tool shed is sought, attach a sketch of your property showing house location. Show the location of the proposed garage or shed relative to the house and indicate the garage or shed's distance (in feet) from the rear and side property lines. If a corner lot is involved, indicate the garage or shed's distance to center of the side street.

4. If approval for a new residence is sought, describe the construction planned; include elevations, specifications, and location on lot. Include scaled drawings.

---

---

---

5. If a variance from the Restricted Covenants is sought, describe the problem and the involved covenant. For example: "because of space limitations on the property, R.V. can only be partially parked as far back from the street in front of the house as the most distant portion of the rear of the house from the street. Five feet of the R.V. would be in violation without a variance approval." Please add a sketch if it would be helpful.

---

---

---

---

**6. Recommendations of the Building and Restricted Covenants Committee:**

☐

Approval of Application.

☐

Approval subject to the following conditions:

---

---

---

☐

Disapproval for the following reason(s):

---

---

---

**7. Action taken by the Board of Directors:**

☐

Approval of Application.

☐

Approval subject to the following conditions:

---

---

---

☐

Disapproval for the following reason(s):

---

---

---

8. Date final determination mailed to applicant: \_\_\_\_\_

(Reverse side of this sheet may be used for additional explanations.)