

KEYS Change Request

(eff. 9/9/25)

Owner's Name: _____
Address: _____
Phone: _____
Email: _____

Office Use Only
Log #: _____
Date Logged: _____
Next Board Meeting Date: _____
Assigned to: _____

Request Type: Architect Landscape Decorations

Planned Start Date: _____

Adjoining Neighbor Signoff included: Yes No (If no, explain why) _____

Change Description (use additional sheet if necessary):

ALL Requests - Documents included in Request Packet:

- Drawing/Plans/Photos (with dimensions & property location stated)
- Materials List (with Manufacturer info) Contractor Name/Info
- Other: _____

Architecture only Request (check box by type of architecture request)

- New/Replace Windows Back Porch Enhancement Doors
- Hurricane Shutters Deck Repair/Extension Exterior Damage Repair
- Other: _____

Landscape only Request (check box by type of landscape request)

- Plant New or Replace Healthy Remove or Replace Dead/Diseased
- Trim Overgrowth Sprinklers – Damaged, Other
- Other: _____

Plant/Tree Name: _____ On approved list: Yes No

Owner Expense (all or HOA shared): Yes No

Decorations only Request (check box by type of decoration request)

- Planters/Pots/Pavers Yard Ornaments/Seasonal Flags/Benches
- Other: _____

Color & Dimension: _____

Office Use Only

- Approved Original Approved as Modified Rejected
- Rejection Reason: _____

Date: _____

Appeal Requested: Yes No

Appeal Scheduled Date: _____

Keys Change Request (back)

SIGNATURES:

Owner's Signature: _____ **Date:** _____

Adjoining/Adjacent Neighbor(s): _____ **Date:** _____

Neighbor Comments on request: _____

Adjoining/Adjacent Neighbor(s): _____ **Date:** _____

Neighbor Comments on request: _____

Office Use Only

BOD / Liaison Decision:

Approved	Rejected	Original/ Modified	Liaison/BOD	Signature	Date

Rejection Reason: _____

Modification Suggestions: _____

Date decision shared with Owner: _____

Date for Appeal Hearing: _____

Owner Signature accepting modification: _____ **Date:** _____

Working hours per Kure Beach Town ordinance are:

Monday through Friday - 7 AM to 6 PM

Saturday - 9 AM to 5 PM

Sunday - No work allowed