

### REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

**INSTRUCTIONS: In order to process this application, the following items must be submitted either by Email (1 PDF File) or Fax, at the information listed above, at least 14 business days prior to the scheduled commencement of any work:**

1. This completed application.
2. Detailed description and specification of the proposed modification. (Example: Type, Location, Materials, Color, Design, Dimensions, Plans, Survey, Pictures and other information as may be pertinent to complete your request)
3. Copy of Proposal or Agreement made with Contractor which includes the Description of the Services being provided.
4. Copy of the Contractor's License or Professional Trade Certification.
5. Copy of the Certificate of Liability Insurance naming the Association. Example: (Association Name)
  
6. Copy of County Permits (If applicable).

**To:** Board of Directors and/or Architectural Review Board

**From:** Owner(s) Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/We are hereby requesting to make the following modification, alteration or addition as described below (Check all that Apply):

**Homeowners Association:**

- |   |                                 |  |                                       |                                    |                                   |   |
|---|---------------------------------|--|---------------------------------------|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Painting       | <input type="checkbox"/> Roof   | <input type="checkbox"/> Doors & Windows   | <input type="checkbox"/> Shutters     | <input type="checkbox"/> Landscape | <input type="checkbox"/> Driveway | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Roof Extension | <input type="checkbox"/> Awning | <input type="checkbox"/> Screen Enclosures | <input type="checkbox"/> Fence & Gate | <input type="checkbox"/> Trellis   | <input type="checkbox"/> Lighting | <input type="checkbox"/> Other          |

**Condominium Association:**

- |  |                                   |  |                                  |   |                                      |                                     |
|--|-----------------------------------|--|----------------------------------|---|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Water Heater                      | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Entrance Door | <input type="checkbox"/> Windows | <input type="checkbox"/> Shutters                     | <input type="checkbox"/> Cabinets    | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Flooring (65IIC Sound proof req.) |                                   |  |                                  | <input type="checkbox"/> AC Replacement (Permit Req.) | <input type="checkbox"/> Roof Access | <input type="checkbox"/> Other      |

Description (Attach additional pages if necessary): \_\_\_\_\_

**Contractor Information:** (If work is being done by the Owner, please leave this section blank and mark the box  NO CONTRACTOR / BY OWNER

Company Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License #: \_\_\_\_\_ Liability Co. Name & Policy #: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**By submitting this Application, we agree to the following terms and conditions as described below:**

- Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be fined.
- All installations, alterations and modifications shall be of professional design, quality and materials.
- The Board of Directors / Architectural Review Board reserves the right to require additional information & request modifications to the original plans.
- Any approval granted herein is subject and conditioned upon obtaining the necessary approval / permits required from any City and/or County Building and or Zoning Departments, as may be required in accordance with the local codes, laws and ordinances, prior to the commencement of work. It is the Owners responsibility to provide said information to the Association to validate the Architectural request.
- Access to areas of construction are to be made exclusively through the individual owner's lot, property and/or unit entrance only.
- The owner shall be ultimately responsible for any damages incurred to common property, other property and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred, as a result of the modification, improvement, violation of the rules and regulations and / or negligence on his behalf and / or his contractors, vendors. The Association has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.
- During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the lot, unit, limited and/or common elements on a daily basis.
- Abide with the Association's authorized days and approved hours for construction and modification as listed on the Rules and Regulations.
- All contractors must be properly licensed and insured for liability. Proof of such is REQUIRED prior to the commencement of the modification.

Signature of Owner(s) \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

**For Board of Directors and/or Architectural Review Board Use Only:**

Date Application Received: \_\_\_\_\_ Date of Disposition: \_\_\_\_\_

Approval Granted: \_\_\_\_\_ Subject to additional terms or requirements as noted below and / or attached (\_\_\_\_\_ Check if Applicable)

Approval Denied: \_\_\_\_\_ Explanation: \_\_\_\_\_

*Member(s) of the Board of Directors and/or Architectural Review Board*

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_