

ARCHITECTURAL REVIEW

APPLICATION FOR REPAIR / ADDITION / IMPROVEMENT TO PROPERTY

I request permission from the Board of Directors/Managers of the _____ Association to make a repair, addition, alteration or improvement to my property.

Name: _____ Address: _____ Phone: _____

I have read the By-laws of the Association as they pertain to repairs, changes and improvements to the exterior of my property (Article VIII: Architectural Control), and I (and members of my household) promise to comply with the rules and standards as they pertain to seeking approval; providing plans, permits, documentation and insurance; and construction according to plans submitted and approved. Please be advised that any alteration that is not in conformance with the Association's standards and/or the approved specifications for this project may be removed by the Association with the cost of the removal being charged to the unit owner.

Signed: _____ Dated: _____

TO BE COMPLETED BY APPLICANT:

Type of Addition/Improvement Requested:

- A repair or replacement of an existing structure
- An addition or non-standard improvement
- A replacement, removal, alteration to, or addition of a landscaping element
- Other (please explain) _____

Please describe your request:

Does this plan conform to existing community standards and specifications? Yes No

Explain. _____

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WHO WILL COMPLETE THIS WORK?

Who will complete this work? Self Contractor/Landscaper
Will a Building Permit be required? Yes No

CONTRACTORS: If you are using a contractor/landscaper to complete this work, evidence of liability and Workman's Compensation Insurance must be submitted for approval of any repair, addition or improvement to your property. The Community Association must be named as an additional insured party and be noted as held harmless for any property damage or bodily injury.
Submitted: Yes No

I have formally contracted with: _____
The contractor will be employed by me, the owner of the property, not the Community Association.

PLANS: A copy of the project plans must be submitted with this application.
Submitted: Yes No Waived

For Board Use Only:

This request has has not been approved by the Board.

President or Architecture Committee Chairman: _____

Date of Approval: _____

Please Note: *Work must be completed within six (6) months of this approval date. Please notify the Board when work is completed so you can receive a satisfactory completion letter from the Board*