

REQUEST FOR APPROVAL TO MODIFY PROPERTY

To be filled in by applicant (PLEASE PRINT):

NAME OF APPLICANT(S) _____

MAILING ADDRESS _____

NAME OF ASSOCIATION _____

UNIT NUMBER _____ MODEL TYPE _____ TELEPHONE _____

In accordance with requirements of the Architectural Review Committee of the Declaration of Covenants, Conditions and Restrictions of the Master Association Document and/or the requirements of the Sub-Association to which I belong, I hereby request approval for the following modification: (Describe here the modification requested)

Applicant's Signature _____ Date _____

WORK MAY NOT COMMENCE UNTIL WRITTEN APPROVAL HAS BEEN ISSUED.

INSTRUCTIONS

1. Complete all items. *Sign* where required.
2. Two complete sets of plans and specifications (along with a survey of property) prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
4. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change.
5. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
6. An approval or denial will be delivered within 30 days after completed application and all necessary forms are received.
7. Approval of this request does not constitute approval of the structural integrity of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
8. All applicable city/governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee before work is to begin.
9. **Please attach Contractor's License and Certificate of Insurance.**
10. Unit owner agrees to indemnify the Association for any and all damages, claims or lawsuits resulting from your contractor(s) not carrying proper liability insurance, workman's compensation, etc.
11. Should homeowner or contractor not observe the proper setback requirements and/or easements, the Association may need to request the addition be modified or removed when the error is brought to its attention.
12. Any damage to any common area(s) as a result of this modification is solely the responsibility of the homeowner.
13. All materials (i.e.: lumber, debris, paint cans, etc.) must be properly discarded.
14. No contractor may display a sign on the property. (Or may be removed without notice).

ACTION TAKEN

Your request is APPROVED___ CONDITIONALLY APPROVED___ DISAPPROVED___ INCOMPLETE___

The following additional information is required or approval is conditioned upon:

By: THE ARCHITECTURAL REVIEW COMMITTEE

Signature: _____ Date _____