

# ARCHITECTURAL CHANGE REQUEST

For your protection and benefit, please submit an application for any exterior improvements/changes you are planning for the exterior of your property. This includes, but is not limited to, painting or staining wood, new buildings, exterior remodeling, moving, or installing any utility, light fixture, fences, wall, and antenna, satellite, solar panels, or wind turbines, concrete or landscaping. Please check with the Building Department in your area to see if your project needs a building permit. **Approval by the Architectural Committee must be given before any work is begun, per your covenants.** The Architectural Committee has 30 days to respond.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Lot Number \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Association \_\_\_\_\_

2. Briefly describe the proposed change \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will there be changes or modifications in basic utility services or existing structures to accommodate the proposed change? Please indicate.

	Yes	No		Yes	No
Electric	_____	_____	Exterior Walls	_____	_____
Telephone	_____	_____	Patio Fencing	_____	_____
Gas	_____	_____	Patio Slab	_____	_____
Water	_____	_____	Sidewalks	_____	_____
Sewage	_____	_____	Pavements	_____	_____
TV Cable	_____	_____	Other	_____	_____

4. Please list below the major materials that will be used in this project. Be as specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If the proposed project is an addition or alternation that would change the appearance of your residence, please attach the following information.

- Plot plan indicating the location and dimensions of the project.
- Blueprints or working drawings indicating all necessary dimensions and elevations.
- If available, a photograph or drawing of a similar completed project.
- Name & Manufacturer of approved paint or stain color

**ALL ARCHITECTURAL DECISIONS ARE AT THE BOARDS DISCRETION**

6. Project Schedule:
- a. The project will be done by Homeowner \_\_\_\_\_ Contractor(s) \_\_\_\_\_  
Contractor Name \_\_\_\_\_
  - b. Indicate the approximate time needed to complete the project, subsequent to the Boards approval.  
Proposed beginning date: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_
  - c. Indicate any building permits that will be required.

**PLEASE INCLUDE A DETAILED DIAGRAM SHOWING THE LOCATION OF WORK AND A COPY OF ALL REQUIRED BUILDING PERMITS ALONG WITH THE ARCHITECTURAL CHANGE REQUEST FORM**

NOTE: All submitted materials shall remain the property of the Board. You may wish to make a copy for your personal records.

Please note under the Association By-Laws the interior, window, and doors, landscaping next to the unit, and limited common area used exclusively by the unit repairs or improvements are the unit owner's responsibility; however, exterior changes may still require prior authorization by the association.

Any work done prior to authorization may be asked to be removed at the unit owner's expense. Any liability due to architectural changes will be the responsibility of the homeowner.

I hereby acknowledge that I have read and understand the Architectural Control Standards set forth by the Board, as well as the Declaration of Covenants and Restrictions.

Homeowner's Signature \_\_\_\_\_

Date \_\_\_\_\_

-----DO NOT WRITE BELOW-----

**Committee Action:**

- |  |  |
|--|--|
| <input type="checkbox"/> Approved as submitted                       | <input type="checkbox"/> Deferred                        |
| <input type="checkbox"/> Approved with changes indicated in comments | <input type="checkbox"/> Additional information required |
| <input type="checkbox"/> Homeowner expense                           | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Association Expense                         | <input type="checkbox"/> Denied                          |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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