

Architectural Change Request

I would like approval for the following addition or modification to my home/unit:

- Landscape Modification** (attach Landscape Plan)
- Patio/Deck** (attach Building Plans)
- Storm/Security Door**
- Other** Describe: _____
- Attach** (as applicable)
 - Building Plans
 - Site Plan
 - Building Permit
 - Electrical Permit
 - Plumbing Permit
 - Landscape Plan
 - Brochure describing installation and/or material
 - Copy of Contractor's General Liability Insurance Certificate
 - Copy of Contractor's Workman's Compensation Insurance Certificate
 - Contractor's State License #: _____
 - Other: _____

Desired Start Date: _____, 200__

Expected Completion Date: _____, 200__

Conditions for Review and Approval

1. All installations must be of professional design, quality and material.
2. All installations must comply with local building codes and ordinances.
3. Installations requiring a Building Permit must have building plans, required permits and Contractor Agreement attached, if applicable.
4. All contractors used must be properly licensed, bonded and insured.
5. Undersigned is responsible for including all appropriate information with application. Failure to do so will delay the review until it is provided.
6. Owner/Contractor is responsible for daily clean-up.
7. No work may commence without written approval of the Architectural Design Committee.

I agree with all Conditions for Review and Approval. I understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property. I request that the Architectural Design Committee review and approve my application.

Name: _____

Email _____

Address: _____

Phone (Home) _____ Phone
(Work) _____

Date: _____, 200__

Signature: _____

Print Name: _____

FOR COMMITTEE USE ONLY

Date: _____, 200__

Approved by: _____

Denied by: _____

Reason(s) for Denial: _____

