Architectural Change Request

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

- ☐ **Landscape Modification** (Attach Landscape plan with dimensions and list of plants. **Note**: Invasive plants are prohibited)
- ☐ **Patio/Deck** (attach Building Plans) [*No building outside original space for Limited Common Elements]
- ☐ **Storm/Security Door** (attach pictures)
- ☐ **Windows and/or Sliders** (attach plans / brochures)
- ☐ **Fireplace Removal** (Entire removal of metal fireplace, including firebox and flue pipe, new chimney cap and seal. Installation of fire stop between each floor.)
  Note: Must first remove wood burning fireplace before adding electric fireplace.
  Please Check Approved Vendor being used:
  - ☐ Kicking Ash Chimney Service ☐ Pro Sweep Chimney Service ☐ Aspen Fireplace
  - ☐ **Contractor Outside of Approved Vendor List***

    Name of Contractor _____

    Contractor email address_____

    Contractor phone number _____

    *Should you wish to use a contractor who is not currently on the Association's approved list, note that additional time and approvals will be required. **COI** and **BWC** for contractors **must** be attached with this form and contact information provided.
- ☐ **Electric Fireplace Installation**
  Note: Must first remove wood burning fireplace (see above) prior to installing electric fireplace.
- ☐ **Other**: Describe _____

***Required**

- ☐ Copy of Contractor's General Liability Insurance Certificate
- ☐ Copy of Contractor's Worker's Compensation Insurance Certificate

Attach (as applicable)

- ☐ Contractor Proposal
- ☐ Building Plans
- ☐ Site Plan
- ☐ Building Permit
- ☐ Electrical Permit
- ☐ Plumbing Permit
- ☐ Landscape Plan
- ☐ Brochure describing installation and/or material
- ☐ Contractor's State License #:_____
- ☐ Other: _____

Desired Start Date: _____, 20____

Expected Completion Date: _____, 20____

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 from the Board of Directors.

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 Board of Directors review and approve my application.

Name:_____

Email: _____

Address: _____

Phone (Home):_____

Phone (Work): _____

Date: _____, 20____

Signature: _____

Print Name: _____

Send Completed Forms To: administration@apogeepm.com

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FOR BOARD OF DIRECTORS USE ONLY

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Date: _____, 20____

Approved by: _____

Denied by: _____

Reason(s) for Denial: _____

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