



Architectural Review Request

Building: _____ Unit: _____

Name: _____

Contact Number: _____ Email: _____

Type of Request:

Patio Enclosure Storm Shutters A/C Protection/Covering

Tree Planting Awning

Other: _____

Description of Structure and / or Modification:

Type of Construction Materials:

Attachments Required (*Application will not be considered without proper attachments*). Plans drawn to scale showing the nature, kind, shape, height, material and location of the same including exterior color scheme if applicable. List attachments:

- _____
- _____
- _____

Have you contacted the City Building and Zoning Department to determine if the structure is compliant with legal zoning and building regulations and determine if a permit is required?

Yes

No, Explain: _____

Please submit two copies of the Architectural Review Request Form and the required attachments early to avoid building delays.

Approval is valid for 12 (twelve) months from the date of the approval, which will be mailed to you. A new Request form is required if construction does not begin within that year.

If any information is later found to be incorrect, misrepresented, conflict with the Covenants and Restrictions or if information is withheld, approval is automatically revoked. A new request form will be needed. Enforcement, if necessary, will be through Local Regulatory Bodies and/or Civil Court Actions. All expenses incurred will be charged to the owners' account.

I understand any alterations on the outside of the unit becomes my responsibility to maintain in its entirety. Furthermore, I understand that I must receive approval from the Board of Directors in order to proceed. I understand that Board approval does not constitute approval of the local authorities and I will obtain a permit if required by such authorities. I agree to begin improvements within 12 (twelve) months after receiving approval and all projects are subject to final inspections by the Board.

Owner's Signature (*Must be original Signature*)

Date

Received in Office:

Date of Board Meeting:

Action of the Board of Directors

Request is approved as submitted.

Request is on hold pending submissions of items list in letter attached.

Request is approved subject to the specifications outlined in the letter.

Request is denied and explained in attached letter.

Signature of BOD Officer

Date

Signature of Community Association Manager Sending Approval

Date Sent