

ARCHITECTURAL MODIFICATION REQUEST

(Form to be used when requesting a change outside your unit.)

Owner's Name: _____ Unit#: _____

Property Address: _____ PH #: Home: _____ Work: _____

Email address: _____

Proposed Alteration: _____

General description/comments, those that are applicable for a positive review of this application:

The following items are required and must be included with this application:

- ☐ Building permits (where applicable).
- ☐ Construction details or shop drawings.
- ☐ Materials and finish specifications.
- ☐ Copy of property survey with location of alteration drawn in.
- ☐ Cross sections and elevation.
- ☐ If it's an already existing structure, photographs from all angles.
- ☐ Copy of contractor's license and permits.

Signature of Unit Owner: _____

Date of Request: ____/____/____

DO NOT WRITE BELOW THIS LINE - FOR USE BY BOARD OF DIRECTORS

Date Received: ____/____/____

☐ APPROVED AS IS ☐ APPROVED WITH STIPULATIONS ☐ DISAPPROVED ☐ INCOMPLETE APPLICATION

Comments:

Signature of Officer: _____ Title: _____ Date: ____/____/____