



**DO NOT PROCEED WITH ANY WORK
UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL.**

Architectural Improvement/Modification Application *(revised 4/9/18)*

Unit Owner _____ Date _____

Address _____ Phone _____

Email Address _____

General Description of Improvement/Modification _____

Location (if applicable) _____

Dimensions (if applicable) _____

Construction materials (if applicable) _____

Supplier/Contractor _____ Approximate Cost _____

- Plat of Survey
- Identify the modification on the plat of survey and how the material will be transported. If you are using your neighbor's property to transport material, this must be agreed upon.
- A drawing, or actual picture of the proposed improvement/modification must be included showing where the modification will be on your property.
- Copy of City permit if required.

As of the approval date of this improvement/modification, I accept full responsibility for the upkeep, maintenance, and replacement of the improvement/modification and do hereby hold the Association harmless against all claims. Should this improvement/modification be maintained in improper condition, in accordance with the Rules and Regulations and/or Declaration, the Association reserves their right to remove said improvement/modification and all associated costs to be billed to the homeowner.

Materials for your exterior project should be kept exclusively on your property and not on neighboring yards or lots.

For larger projects, like room additions, be sure to use protective fencing around the work area. You are not allowed to use your neighbor's yard or lot to transport heavy items, unless you have written approval from the neighbor. You are responsible for notifying your neighbors of the work to be completed. Also, please indicate on the plat of survey where your vendor will be transporting materials for your project. If you are using your neighbor's property, this must be agreed upon with them. You are also responsible to repair any damaged turf or landscape.

X _____ Date _____
(Signature of Homeowner)

FOR INTERNAL USE ONLY:

Date Received _____ **APPROVED** **NOT APPROVED**

X _____ Date _____

Reason for Not Approving _____