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# ARCHITECTURAL MODIFICATION REQUEST

(FORM TO BE USED WHEN REQUESTING A CHANGE OURSIDE YOUR UNIT)

Community Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Proposed Alteration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General description/comments, which you feel are applicable for a positive review of this application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following are required and must be included with this application (where applicable)

- Building permits (if applicable).
- Construction details or shop drawings.
- Materials and finish specifications.
- Copy of property survey indicating general location of alteration.
- 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: \_\_\_\_\_

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## FOR USE BY BOARD OF DIRECTORS ONLY

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Date Received: \_\_\_\_\_

APPROVED AS IS  APPROVED WITH STIPULATIONS  DISSAPPROVED  INCOMPLETE APPLICATION

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_