

ARCHITECTURAL REVIEW BOARD APPLICATION

Please complete the application form and forward, with requested information, to the Associations property manager for processing. Please do not commence work until you receive approval of your application from the Architectural Review Board.

Association Name _____ Date of Application _____

Applicant's Name _____ Phone Number _____

Property Address _____

- Application for:
- Screen porch enclosure Door replacement Screen door
 - Window Replacement Interior structural Alteration
 - Electrical Changes Plumbing work Flooring - Wood / Tile
 - Other _____

Please provide a description of what changes will be made. Applications must include, site plans, diagrams, color chips, material specifications, sample products, photographs and any information which will adequately describe the finished project. Complete contractor information including License and Work's Compensation and Liability insurance information must be submitted. All Flooring changes must include sample or size of sound barrier material being used. Failure to follow flooring requirements can result in the owner being required to remove flooring to install proper sound barrier.

Failure to provide complete information will delay the approval process.

NOTE: It is the property owner's responsibility to ensure that all requests conform to applicable zoning and building regulations and that approved projects are properly permitted in accordance with city, state, municipal requirements.

ATTACHMENTS SUBMITTED BY PROPERTY OWNER

- _____ Written description of project
- _____ Site Plan showing location of addition or installation, if applicable
- _____ Specifications (e.g. copies of plans indicating dimensions, materials, colors, etc.)
- _____ Paint chip/color samples
- _____ Other (e.g. pictures, brochures, etc.)
- _____ Flooring, type and description and size of sound barrier (include sample)
- _____ Contractor information including insurance requirements, licensing.
- _____ Other

Rec'd ____/____/____ Date Approved ____/____/____ Date Denied ____/____

Notes/comments: _____
