

ARCHITECTURAL REVIEW BOARD
APPLICATION FOR APPROVAL TO MODIFY PROPERTY
(Including: Landscaping, Fences, Roofing, Construction, Driveway Modifications,
Hurricane Shutters, Pool, Screening, Extensions, Satellite Dish, Etc.)

NAME OF APPLICANT(S) _____ DATE _____

NAME OF ASSOCIATION: _____

ADDRESS: _____ E-MAILADDRESS: _____

TELEPHONE NUMBERS: (H) _____ (O) _____ (C) _____

INSTRUCTIONS - CONDITIONS FOR APPROVAL

1. This application will not be processed unless signed by applicant(s) where indicated* and the required supporting material is submitted.
2. All requests for modifications must include two (2) complete sets of plans and specifications prepared by an architect, engineer, private contractor or other qualified person and shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color and location of the requested change or alteration.
4. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration or change and agree to maintain same in the approved condition.
5. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
6. Approval of this request does not constitute approval of the structural integrity of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
7. Approval is conditioned upon all applicable governmental permits or approvals, obtained by the applicant prior to construction and final inspections after work is being completed.
8. **All work must be completed within 90 days of date of approval.**
9. No work may be commenced until this form has been processed and returned to the applicant signed by an authorized representative of the Board.
10. The common areas of the community, including but not limited to streets, swales and sidewalks, are not to be used as a storage/staging area for materials to be used during construction. Additionally, no preparation of construction materials (e.g. mixing concrete) may be performed on any common areas. Non-compliance with this item may result in fines and/or legal action, or repair of damaged areas at homeowner's expense.
11. Access to areas of construction is only to be allowed through applicant's property and applicant is responsible for any damages caused to common areas.
12. It is the homeowner's responsibility to notify the management company by fax or e-mail when work has been completed.

*** Approval or denial will be given within 30 days after request is received.**

In accordance with and in understanding the requirements of the Declaration of Covenants, Conditions and Restrictions of the Governing Documents of the Community, to which I belong and in acknowledgment of, and in agreement with, the above stated conditions, I/we make application for the following addition, modification, change or improvement upon my/our property. (Describe in detail the modification requested and sign this form where indicated. If more space is needed, please use reverse side or attach additional pages.)

*Signature of Applicant

*Signature of Applicant

ASSOCIATION ACTION TAKEN

Your request is:

APPROVED _____ CONDITIONALLY APPROVED _____ DISAPPROVED _____ INCOMPLETE _____

The following additional information is required or approval is conditioned upon:

BY: _____ DATE: _____

Association Authorization

PLEASE RETURN FORM AND ALL INFORMATION TO:

GRANT PROPERTY MANAGEMENT

1599 NW 9th Avenue, Suite 2

Boca Raton, FL 33486

(561) 417-4100, (561) 417-4101 Fax

GPM@GrantMgmt.com