



## Request to Architectural Review Committee for Approval to Modify Property

To be filled in by Applicant (please print):

Name of Applicant (s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Unit (Lot) Address \_\_\_\_\_

Name of Community \_\_\_\_\_ Village \_\_\_\_\_

Unit (Lot) Number \_\_\_\_\_ Model Type \_\_\_\_\_ Phone \_\_\_\_\_

In accordance with requirements of the Architectural Review Committee of the Master Association and / or the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe here the modification requested)**

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

**No work may commence until both the Village Association and Master Association have returned a signed approval of this form.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Instructions

1. Complete all items. Sign where required above. Submit to the Village Association. The Village Association will forward it to the Master Association for further review.
2. Please consult the Association documents for proper approval procedures.
3. Two complete sets of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application.
4. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
5. Two copies of the final Lot Survey indicating the location and dimensions of the proposed modifications are also to be attached.
6. 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 shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
7. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
8. An approval or denial for each applicable Association will be delivered within 30 days after that Association's receipt of this request together with all required materials.
9. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
10. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee before work is to begin.

### Village Association Action Taken

Your request is Approved \_\_\_\_\_ Conditionally Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Incomplete \_\_\_\_\_

The following information is required or approval is conditioned upon:

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

Name of Village Association \_\_\_\_\_

Village Signature \_\_\_\_\_ Date \_\_\_\_\_

### Master Association Action Taken

Your request is Approved \_\_\_\_\_ Conditionally Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Incomplete \_\_\_\_\_

The following information is required or approval is conditioned upon:

\_\_\_\_\_

The Architectural Review Committee of the Master Association

Master Signature \_\_\_\_\_ Date \_\_\_\_\_