

Job No. _____ – _____
(to be assigned by management)

Your Account No. _____ – _____
Assn. Unit#

ARCHITECTURAL REVIEW APPLICATION

Short Description of Project: _____

Architectural Review Procedures are found in the Governing Documents of the Association, usually in the Declarations (CC&Rs) and in the Rules and Regulations. This Application should be submitted to the management company by fax, mail or email. Management will assign it a Job Number, then scan your submitted materials and forward them to the Architectural Committee and/or Board of Directors.

As the Owner of the above referenced Unit and as a Member of the Association I agree to abide by the Association's DECLARATIONS and RULES regarding Architectural Improvements. If non-owners occupy the Unit, I have ensured that my Residents have also agreed to abide by the DECLARATIONS and RULES by incorporating the DECLARATIONS and RULES into the Rental Agreement of the Unit.

Formal review of this application will not begin until all required documents have been submitted.

Please attach the following information and/or documents:

- Detailed proposal describing changes desired. Include plans and drawings showing:
(a) existing and (b) proposed changes.
- Description of materials and products. In the case of hard surface flooring, include the Sound Transmission Rating (STC) and Impact Insulation Class (IIC) Rating calculations of the entire flooring system if required by the Rules of the Association.
- License number, insurance information, and contact information for all contractors, sub-contractors, and other vendors who will be involved with the project.
- Permits, if applicable.
- Acknowledgement by neighboring units (adjacent, above and below, if applicable) of your project.

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*I understand that any approval of my project by the Association is for design approval only with respect to the Association's Governing Documents **and** in no way implies approval or compliance with Building Codes or any permits that may be required by any governmental agency. It is the applicant's obligation to obtain all necessary permits and/or comply with all applicable governmental regulations. The applicant represents that the applicant has complied with all applicable governmental laws and ordinances and has obtained all necessary permits in connection with the proposed project. Applicant has attached or agrees to furnish copies of all permits to the Association prior to the start of construction of the proposed project.*

Unless expressly agreed otherwise in writing by the Board of Directors, approval of this project is expressly conditioned upon the owner and successor record owner(s) agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s).

During the review process, the Association may require that its architect, attorney, engineer, contractor or other professional review the proposed project. Such reviews may not be relied upon by the applicant owner to ensure correctness of plans from a legal, architectural, structural, engineering, or landscaping standpoint.

*The applicant owner represents that, as a condition of submittal, applicant has independently confirmed that the proposed plans are correct from a legal, structural, engineering and/or landscaping standpoint **and** will not negatively impact the Association or another unit or cause damage or additional maintenance to the Association or another unit.*

Proposed start date: _____ Estimated completion date: _____

Unit Owner's Signature _____ **Date** _____