



ARCHITECTURAL REQUEST FORM

*This form is for general use. Review any architectural requirements in the CC&Rs and Rules before completing this form. The documents may include additional requirements. Submit your request **at least** 30 days in advance of the expected start date, as the board may not be able to review your request until the next scheduled Board Meeting. When the Board makes a decision, a written response will be sent. Be advised that **your request is denied** until a written approval is issued.*

THIS FORM MUST BE COMPLETED AND SUBMITTED BY THE OWNER OF THE UNIT

Account number (found on the statement): _____

Name of Owner: _____ E-mail address: _____

Mailing Address: _____

Short Description of Work: _____

Contractor(s) Name and contact: _____

Schedule of proposed work: _____

Please attach the following documents. The more information you provide, the easier it will be for the Board to review your request.

- A detailed description of the proposed work including locations and materials
- Drawings, blueprints, plans, or any visual representation of the proposed work
- Contractor's license and proof of General Liability, Auto, and Workers Comp. insurance for all hired workers to be at the association.
- City permit documentation (if required)
- Documentation such as contractor recommendations, redacted estimates, brochures, photos, etc.

BOARD USE ONLY:

Approved (this approval expires 6 months from the date listed below)

Denied

Reason for Denial/Additional Comments: _____

Secretary or President's Signature: _____ Date: ____/____/____