

Architectural Request Form

(To be completely filled out and signed by Owner/Contractor requesting a change in structure or appearance of a Unit or limited common area)

Name(s) of Person(s) Making Request: _____

Unit: _____

Date of Request: ____/____/____

Type of Request:

____ Structural (Including plumbing and electrical)

____ Appearance

____ Other

Describe Other:

Is a permit required by the city for this project? ____ Yes ____ No

Please describe your request, state whether a permit from the city is required and attach any photos, diagrams or specifications that will explain your request (this will help the Board of Directors in the decision process and may reduce any delays in decisions):

(Attach another sheet of paper if more room is needed.)

Note: If plans require plumbing or electrical work, contractor must provide copies of business license, proof of liability and worker's comp. insurance and must schedule outages with the Management Office at least 7 days in advance of the scheduled work. Contractor is also required to clean up all debris on common areas and remove trash from Association property daily.

I acknowledge that, per our Condominium Documents, any changes or alterations that require approval must be reviewed by the Board of Directors prior to work commencing.

Signature(s) of person(s) making request:

(For Board use)

Date Initial Request Received from Manager or Unit Owner: ____/____/____.

Notes:

___ Approved as is

___ Approved with modification (_____)

___ Denied (See notes above for reason)

___ Contractor verifications pending (must be on file in the Office prior to start of work)

Signature of Board President: _____

Date approved/denied: ____/____/____.

Date Manager notified Owner of decision: ____/____/____.

Signature of Manager: _____

SG Form 02-11

Revised 03/05