



# Architectural Modification Request

As stated in the Rules and Regulations for Puerta Del Mar, the Architectural Committee must approve any modifications to the exterior of your home. Requests for modifications (including a drawing of the proposed modification) should be submitted to the Architectural Committee prior to any construction. Once the Architectural Committee has reviewed your request, you will be advised of the approval or denial.

Homeowners Name: \_\_\_\_\_

Phase: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Res Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

Type Of Improvement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:**

1. Complete description of improvement or modification.
2. Location of improvement(s) and dimensions.
3. Complete dimensions of proposed improvement(s).
4. Measurements of improvement(s) in relationship to your neighbors.
5. Description of materials.
6. Two (2) complete set of plans, minimum size of 24" x 36" (594 x 841mm) with drawing scales indicated. One copy to be retained by the ASSOCIATION.
7. Signed copy of Approval and Disclaimer.
8. Completed Neighbor Statement.

\_\_\_\_\_  
Homeowners Signature(s)

\_\_\_\_\_  
Date



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### CONDITIONS OF APPROVAL AND DISCLAIMER

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner 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 approval process, the Association may require that its Architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, Architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned land and/or Association maintained property.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.

Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Applicants Name



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## PUERTA DEL MAR FACING AND ADJACENT NEIGHBOR STATEMENT

For improvements, you must obtain signatures of **all** neighbors who have a view of your front yard. For side yard and rear yard improvements, you must obtain signatures of **all** neighbors who share your perimeter lot.

The signature is not an approval of your plans. It is intended to allow your neighbor(s) the opportunity to review and acknowledge the improvements that you plan to make. If a neighbor does not appear to be available or accessible, we suggest that you send the request form certified mail to document your attempt to contact the neighbor. (The certified mail receipt may be used in place of their signature if a neighbor should fail to respond.) Please keep a copy of the application for your records.

C	D	E
A	<b>YOUR HOME</b>	B
	<b>YOUR STREET</b>	
F	G	H

NEIGHBOR	PRINT NAME AND ADDRESS	COMMENTS (ATTACH ADDITIONAL COMMENTS TO THIS FORM)	ACKNOWLEDGING SIGNATURE	LOT #
A				
B				
C				
D				
E				
F				
G				
H				



# Architectural Modification Request

**UPON COMPLETION OF IMPROVEMENTS:**

1. Complete the following information and sign.
2. Return completed form with photos that clearly exhibit the completed work

Notice is hereby given that the undersigned Owner of the property located at:

Phase: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Completed the (type of improvement) \_\_\_\_\_  
\_\_\_\_\_

The work of Improvement on the described property was completed on:

Date: \_\_\_\_\_

In accordance with the Architectural Review Committee's written approval through the property owners Architectural Request for Home Improvement submission which was approved on (date of approval) \_\_\_\_\_

Owner Signature: \_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE INSPECTION**

INSPECTION DATE: \_\_\_\_\_ BY: \_\_\_\_\_

( ) INSPECTION APPROVED

( ) \*INSPECTION APPROVED with the following condition(s):

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

( ) \*INSPECTION DISAPPROVED for the following reason(s):

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

\*Conditions and/or reasons must be addressed and corrected within 60 days. Upon completion, re-submit the Notice of Completion, with updated photos and the improvements will be re-inspected by a member of the Architectural Committee.