

St Lucie Gardens Homeowners Association Inc.

ARCHITECTURAL MODIFICATION REQUEST FORM

c/o Coastal Property Management

10 SE Central Parkway, Suite #400, Stuart, Florida 34994

(772) 600-8900 Fax: (772) 266-9801

Name of Applicant/Homeowner

Address

Address of Applicant (if different)

Email Address

Date of Application

Telephone Number - Daytime

Telephone Number - Evenings

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, INC.

Submit this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by plans, elevations (all views), etc). In addition, submissions will include proposed colors, and patterns, materials, and all additional information necessary for the Association’s Board to make an informed decision. **If all required information is not received with this completed application, the Association will automatically reject the application until all requested information is received. No incomplete applications will be processed.**

Description

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicant’s Signature

Applicant’s Signature

CONDITIONS OF APPROVAL

1. **It is the responsibility of the homeowner to obtain and display all required permits prior to work beginning. A copy of the permit must be provided to the association once issued.**
2. All applicants must supply a copy of the contractor’s License and Insurance Certificate naming St Lucie Gardens Homeowners Association and Coastal Property Management as additional insured to this application prior to any work being performed. This requirement protects Association and Coastal Property Management from any liability in case of accidents.
3. Copy of contractor’s proposal must be provided (*If Applicable*).
4. Sketch / drawing of the work to be done.
5. Copy of homeowner’s property survey indicating location of changes or modifications.
6. **NO WORK MAY COMMENCE UNTIL THE ASSOCIATION PROVIDES A WRITTEN APPROVAL AND THE APPROPRIATE PERMIT(S) ARE ISSUED (*If Required*).**
7. **Solar panels/collectors (hereinafter “solar panels”) must be approved before installation and must meet local, state, and federal laws. Solar panels and solar energy equipment should be well integrated into the roof design in terms of placement and color. The Association complies with Florida Statute 163.04 when reviewing a request to install solar panels.**

ADDITIONAL COMMENTS _____

You will be notified within 30 days of receipt of a complete application being received by the association of approval or disapproval of your request.

