

Date Received: _____(office use only)

(Name of HOA)

Request for Architectural and/or Landscape Additions or Changes

Instructions:

Homeowners are required by the CC&R's to have their request(s) submitted, reviewed and approved by the Architectural & Landscape Committee **PRIOR** to the start of any addition or change. Please complete this form and return it to Brickrow Property Management, 2434 Southport Way, Suite A, National City, CA 91950, or Via fax (619) 477-3758. Once appropriately signed/approved, this form and attached drawings, documentation, etc., must be presented to the County Building Permit Department (if building permits are required), then returned again to Brickrow Property Management along with approved plans and permits.

(NOTE: Initial approval of your request by the Architectural & Landscape Committee does not imply approval by the County Building Permit Department. You are responsible to make sure that your plans and final work product meet the standards of local building codes.)

Name: _____

Address: _____ Phone: _____

Project Start Date: _____ Project Completion Date: _____

General description of work to be performed: _____

Type of material(s) to be used: _____

Color:_____ Estimated cost: Material(s): \$_____ Labor: \$_____

Builder(s) _____ Contractors License: _____

Building permit to be obtained: YES_____ NO_____

HOMEOWNER SIGNATURE _____

NOTE: Plans/drawings must be attached (REQUIRED)
Failure to attach plans/drawings will delay review of your request

Approval of design by owners within affected buildings.

Obtain approval of all affected homeowners. This includes, but is not limited to, homeowners located on either side of subject property.

Address	Name	Signature	Date

***You MUST attach a sketch, photograph, or sales brochure illustrating the addition(s) or change(s). Avoid non-refundable deposits with contractors or sales associates. No ground-breaking or alterations are to be performed prior to written approval from the Architectural & Landscape Committee. All damages after changes are the financial responsibility of the homeowner.

To be completed by Architectural & Landscape Committee

Approved:____ Not Approved:____ Reason:_____

Architectural & Landscape Committee:

Chairperson: _____ Date: _____

Board of Directors:

President: _____ Date: _____

FINAL INSPECTION

After completion of the approved addition(s) or change(s), you MUST notify the Architectural & Landscape Committee. If, after inspection, all requirements of the approved plans and permits have been satisfied, the appropriate signatures below will ratify and complete said addition(s) or change(s).

Architectural & Landscape Committee:

Chairperson: _____ Date: _____

Board of Directors:

President: _____ Date: _____