



APPLICATION FOR ARCHITECTURAL CHANGE

Review the current Architectural Rules and Regulations document before filling out this form.

Name:

Address:

Snug Harbor Address:

Email:



SIGNATURE SECTION FOR ATTACHED DEWELLINGS

This Release is required BEFORE submission to the Architectural Committee

Owners of **DETACHED SINGLE FAMILY RESIDENCES** do not need to complete this section.

TOWNHOMES and DUPLEXES require a signature from each owner before the Application can be reviewed by the Architectural Committee.

Owner Name:

Owner Signature:

Address:

Owner Name:

Owner Signature:

Address:

CONDOMINIUMS require a single signature from the properly authorized representative of the condominiums. This approval confirms that a consensus agreement has been reached amongst owners and the application may proceed to the Architectural Committee for review.

Condo Appointee:

Signature:

Address:

Please use area below to describe all proposed improvements, alterations, or changes to your lot or home. Attach materials, including sketches, drawings, clippings, pictures, blue prints, electronic renderings, and any additional data that conveys the scope of work to be performed. Application and accompanying forms must be submitted in duplicate and be hand delivered to the Architectural Committee at least 30 days before you wish to receive a decision.

Owner’s Acknowledgments:

1. That no work on this request shall commence until I have received written approval of the Committee;
2. That any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed. That if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all legal expenses incurred;
3. That any approval is contingent upon construction or alterations being completed in a professional manner;
4. That members of the Board of Directors or Architectural Committee are permitted to make a routine inspection;
5. That there are architectural requirements covered by the Dedications and Restrictions, and a review process as established by the Board of Directors and executed by the Architectural Committee;
6. That the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within thirty (30) days of the approved date of this

application and completed within sixty (60) days, or six (6) months for major construction, or unless otherwise approved by the Architectural Committee.

7. That all proposed improvements must meet city, state and local codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit(s) are my responsibility;
8. That any variation from the original application must be resubmitted for approval.
9. That if approved, said alteration must be maintained per the Dedications and Restrictions of the Snug Harbor Village Owner's Association.
10. The Applicant is solely responsible for ensuring that proposed improvements do not encroach upon a public utility easement located on the Property. Applicant hereby releases the Association, and each of its Directors, Officers, committee members, and agents from and against any liability caused or occasioned by the location of such improvements. Applicant acknowledges that in the event an improvement encroaches upon an easement located on the Property and a public utility provider requires access to such easement, Applicant may be required to remove such improvements to the extent they encroach upon or interfere with the use of the public utility easement.

Print Owner/Applicant Name:	Signature:	Date Read:
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Print Owner/Applicant Name:	Signature:	Date Read:
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Attachments:

	Scope of work
	Sketch, photo, blueprints
	Copy of survey with change being requested
	Architectural plans
	Other:

The following section is for Architectural Committee Use Only

Date Application Received:

Committee Decision (Indicate One): Application Approved Application Denied

Architectural Committee Chair – or Acting Chair:

Name	Address	Signature
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Committee Comments – Conditions: