

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Rec'd By \_\_\_\_\_ Date \_\_\_\_\_

**ARCHITECTURAL APPROVAL REQUEST FORM**

HOMEOWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_ OTHER (\_\_\_\_) \_\_\_\_\_

Brief Description of Improvement \_\_\_\_\_

**REQUIRED DOCUMENTS:**

1. A copy of your lot survey with the exact location of the proposed improvement drawn in a clear and legible manner.
2. A copy of your warranty deed.
3. If you are doing the work yourself, include a detailed sketch or drawing of the improvement or change; or
4. If a contractor is being used, include a copy of the proposal for the improvement or change with full sets of plans and/drawings and specifications from contractor. Also include:
  - Name, address & telephone number of contractor.
  - Contractor's Certificate of Insurance Number, Occupational License Number and Certificate of Competency Number.
5. Letter of request providing as much information as possible regarding the exact location and description of the improvement or change and materials to be used.
6. If the improvement or any part thereof will be located within five (5) feet of the neighboring property, the improvement's relationship to that property should be shown in your sketch.
7. If you live on a corner lot and the street is on the side of your proposed improvement, please indicate this in your drawing.
8. If you are painting your home a picture of your house showing the roof color is needed.
9. Please submit a separate application for each improvement along with this approval form and required documents to:

**PHOENIX MANAGEMENT SERVICES, INC.**  
**Attention: Customer Service Department**  
**4800 North State Road 7, Suite 105**  
**Lauderdale Lakes, FL 33319**

I have read the above application. If approval is granted, I agree to comply with the following conditions:

1. An approval is valid for sixty (60) days unless otherwise specified.
2. The unit owner is responsible for obtaining any permits required from the City, County governmental agencies, etc.
3. The unit owner is responsible for any and all damage to any utilities, including sewer, water, cable, electric and telephone.
4. The unit owner must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.
5. The unit owner is responsible for any damage that may be caused to the sidewalks or roadway from heavy equipment.
6. The unit owner may not alter the drainage of your property or your neighbor's property.
7. The final inspection and approval of the Association board after construction is completed.
8. You are responsible to maintain the alteration.

\*\*\* PLEASE NOTE: Other conditions may be applicable. These conditions will be determined and stipulated on an individual basis.

I, \_\_\_\_\_, hereby make application for approval, pursuant to the regulations of my Association, for the architectural change above noted and if said approval is granted. I agree to comply with the conditions stipulated herein. I further understand that I may be prosecuted by my Association should I fail to comply with the covenants an restriction of the Association, or if I intentionally misrepresent information on this form.

**No work will be commenced without the approval of my Association.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

President _____	Approved _____	Disapproved _____
Vice President _____	Approved _____	Disapproved _____
Secretary _____	Approved _____	Disapproved _____
Treasurer _____	Approved _____	Disapproved _____
Director _____	Approved _____	Disapproved _____

\_\_\_\_\_ Approved by Association    \_\_\_\_\_ Insufficient information submitted-resubmit    \_\_\_\_\_ Not Approved

Comments: \_\_\_\_\_