



CAM Firm License # CAB 4083
27501 South Dixie Highway, Suite 208 Homestead, Florida 33032
Tel: 305-242-7174
ApplicationsDept@ipmsmiami.com

Architectural Modification Request

Dear Homeowner(s):

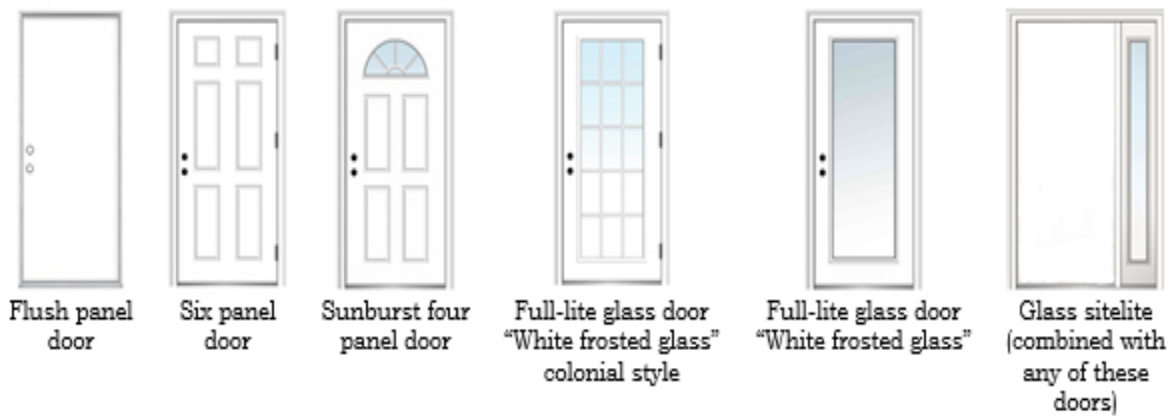
Attached is an Architectural Modification Form for you to fill out and return to our office with the completed form along with all documents required. **Please make sure to attach the following information with your request:**

1. Architectural Form (ACC) must be fully completed and signed. Must include the type of alteration in detailed, dimensions, color, type, and material.
2. If using a contractor, they must provide DBPR license and Certificate of Insurance. Please note the Certificate of Insurance must include the following under certificate holder:
Club La Costa Homeowner's Association, Inc.
c/o Innovative Property Management
27501 South Dixie Highway Suite 208
Homestead, FL 33032
3. Proposal or contract by the contractor.
4. NOAs (Notice of Acceptance from Miami-Dade)
5. Sample picture of the alteration.
6. A color photograph of the entire front of the house with visible address number and pictures of the area being modified.
7. Structural changes, requires appropriate drawings showing both, a Plan view and an Elevation, and specifications of the proposed modifications.
8. Survey of the property (Only needed for structural changes).
9. You are responsible for obtaining any necessary Permits from the appropriate Building and Zoning Departments.

CLUB LA COSTA HOMEOWNER'S ASSOCIATION, INC.

10. Miami-Dade County Building & Zoning Permit application must be provided after the architectural request is approved. (If permit is needed).
11. If painting the exterior of the house, please attached the color samples with codes and color names, indicating which color is for the walls, the trims, and the door(s).
12. If you are installing Impact windows and/or doors, please see below the approved door styles for the association. Note: **Only colonial style** windows with clear or gray glass are approved by the association.

Approved Styles for Front Doors:



Incomplete and unsigned request will delay the process.



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ARCHITECTURAL MODIFICATION REQUEST

To: Architectural Control Committee
From: Owner's Name: _____
Property Address: _____ Account # 13- _____
Phone Number: _____
Email Address: _____

INSTRUCTIONS: Approval is hereby requested to make the following modification(s), and/or addition(s) as depicted below or on additional attached papers, as necessary. Be specific, indicating type of material, color, shape, style, dimensions, etc.

Type of modification(s): _____

Your approval is subject to the following:

- Access to areas of construction is only to be allowed through your property and you are responsible for any damages done to the Common areas during construction.

_____ Date Requested _____ Signature of Unit Owner



Date Received: _____ () Approved () Disapproved
Date Application Reviewed: _____
Approved or disapproved by: _____
Comments: _____

