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PO Box F-42333  
Royal Palm Way  
Freeport, Grand Bahama  
bahamareefboard@gmail.com

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## ARCHITECTURAL MODIFICATION REQUEST FORM

Homeowner's Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Cell \_\_\_\_\_ Landline \_\_\_\_\_

Email Address: \_\_\_\_\_

This application is an:

\_\_\_\_ Initial Submittal \_\_\_\_ Addition/Modification to a Submittal

I/we request approval of the installation of the following alterations to our unit:

\_\_\_\_ Windows \_\_\_\_ Exterior Door(s) \_\_\_\_ Interior Modification/Remodel

Comments & Notes about work (can attach additional pages if needed):

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Include with Submittal:

\_\_\_\_ Picture of Existing Area/Conditions \_\_\_\_ List of Materials to be used \_\_\_\_ Design Drawing

To Be Constructed By (include contractors, electrician, plumber, etc.) (must be a licensed contractor):

\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_ Phone number: \_\_\_\_\_

\_\_\_\_ Phone number: \_\_\_\_\_

By providing your contractors' phone number, you are authorizing the association to contact the contractor(s) directly for additional information if needed.

I hereby acknowledge that I am submitting plans that follow the guidelines set forth by the Declaration of Condominiums and Bylaws and have provided as much detail as possible to represent my plans. I understand that my plans will be reviewed by the Architectural Review Committee (ARC) and a decision of approval, disapproval, or a request for additional information/materials will be rendered within 14 days after the date of receipt by the ARC of all required materials. Each owner shall be responsible for obtaining all necessary permits and complying with all governmental requirements including, but not limited to Freeport GB and /or the Port Authority requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Email Completed form to: bahamareefboard@gmail.com

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

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

_____	_____	_____
Board Member Name	Signature	Date

_____	_____	_____
Board Member Name	Signature	Date