Architectural Application Acceptance Checklist

Date Provided to Board for Review: _____ / _____ /_____

Staff Initial _____ Application is complete, including date received, all fields complete with details, and signature?

Staff Initial _____ Is there a plat of survey included?

Staff Initial _____ Is the improvement marked on the plat correctly?

- If a **fence** install, is it marked correctly on the lot line (bold line), including utility pedestals?
- If a **shed** install, is it marked in an acceptable location (not on an easement, not attached to the unit, not within 5' of the lot line)?
- If a **hot tub** install, as long as the hot tub is finished with a wood facade no screening will be required provided the top surface of the structure is covered by a locked, tamper-resistant cover capable of supporting not less than 150 pounds. Otherwise screening is required.
- If it is a **satellite dish** install, is it marked on the rear of the unit, not visible from the front of the unit?
- If it is a **deck or patio** install, does it appear to go beyond the side plane of the unit?
- If it is a **basketball hoop**, is it on private property away from the right of way?
- If it is a **storm/screen door**, does the color match their front door or the existing building trim?

Staff Initial _____ Is there a copy of the bid/proposal from the vendor if using?

Staff Initial _____ Is there a copy of the Certificate of Insurance (from the vendor performing the work) listing Cambridge Lakes as Certificate Holder?

Staff Initial _____ If self-installation; detailed scope of work must be submitted (i.e. how do you plan to go about the installation to ensure it is sound, safe and in line with Cambridge Lakes & Village requirements?)

Staff Initial _____ Is there a copy of the drawings and plans showing details of the install including style, color, etc.?

Staff Initial _____ Sample photographs, images, brochures showing style, colors, design, etc. included?

Staff Initial _____ Written approval from the adjoining unit if a Duplex?

Applications will not be accepted until they are complete

- Once a complete application package has been received the Board of Directors has 30 days to return a response
- Owners will receive a phone call to notify them when their approval is ready to be picked up.

Admin Assistant: Is Owner Current: ____Y__ / __N____ Balance: $_____

Balance as of: _____

Review Response: