

Highlands Community Association Design Review Committee (DRC) Request Form

Homeowner's are required to submit a request form for prior approval to perform exterior maintenance, replacement and/or repairs to be submitted directly to Appletree Bay Property Management

Homeowner Name(s):	
Property address:	
Phone:	Alternate Phone:
Email address:	
TO HELP IN EXPEDITING YOUR REQUEST, PLEASE PROVIDE AS MUCH DETAIL/DOCUMENTATION AS POSSIBLE, AS RESPONSE TIME MAY TAKE UP TO 30 DAYS.	

My request pertains to (please circle):	Roofing	Deck/Patio	Stucco	Driveway	Sidewalk	Other
My request involves (please circle):	Repair	Modification	Replacement			
If applicable, attach pictures, drawings, diagrams, site plan, contractor proposal, brochures and materials, including your project description in detail.						

Details of Proposed Improvement:

By signing below regarding submission of my request, I acknowledge that:

- I expect to receive a response from the DRC through Appletree Bay Property Management within 30 days.
- I assure that no work will commence prior to receiving written approval through Appletree Bay Property Management
- All completed projects are subject to final inspection by the DRC and/or Appletree Bay Property Management

Homeowners are also encouraged to contact, **if applicable:**

- Contact with local building department to obtain a building permit if required.
- Contact DIGSAFE at **888-DIG-SAFE**
- **PRIOR** to performance of services, request from their contractor evidence of insurance (both Worker's Compensation and Liability)
- Obtain a lien waiver from the contractor upon satisfactory completion of work and final payment.

I (we) understand that I(we) must receive approval of the Design Review Committee (DRC) in order to proceed. I (we) understand that DRC approval does not constitute approval of the local building department and that I (we) may be required by my local building department to obtain a building permit. I (we) agree to complete improvements promptly after receiving approval. I(we) have read any accompanying instructions / design guidelines and will comply. I understand all projects are subject to final inspection by the DRC.

Owner Signature

Date

Approved?: _____
Yes No