

## APPENDIX 5 - Architectural (Exterior) Change Request Form

### Section 1: Homeowner Information

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Telephone: \_\_\_\_\_

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

### Section 2: Proposed Exterior Change

Type Change: (select all that apply)

- Roof
- Fencing
- Landscaping
- Windows/Doors
- Driveways/Walkway
- Generators
- Structural Additions: (e.g., Patio, Pergola, Deck)
- Other: \_\_\_\_\_

Detailed Description of Proposed Change:

- Attach plans, paint/color samples, photos, contractor proposal, etc.
- Architectural and engineered drawings to scale must be included.
- Materials to be used: \_\_\_\_\_
- Color(s) \_\_\_\_\_
- Dimensions (if applicable) \_\_\_\_\_
- Estimated Start Date: \_\_\_\_\_
- Estimated Completion Date: \_\_\_\_\_

### Section 3: Neighbor Notification (Required)

Neighbor Review (Left Side) Address: \_\_\_\_\_

Approved \_\_\_\_ Disapproved \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Neighbor Review (Right Side) Address: \_\_\_\_\_

Approved \_\_\_\_ Disapproved \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

#### **Section 4: Homeowner Acknowledgement**

I understand that:

- No work may commence prior to written approval by the HOA.
- All work must comply with the Westshore Park HOA governing documents and local codes.
- Any deviation from the approved plans may result in penalties or removal of modification at homeowner's expense.

Signature of Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Section 5: HOA Use Only**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Indicate approval or denial (circle): APPROVED DENIED

Conditions/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_